

City of Lake Geneva
Communication Committee Meeting Minutes
June 15, 2010

Meeting was called to order by Chair Fesenmaier at approximately 6:07 p.m.

Members present: Chair Alderman Mary Jo Fesenmaier, Dan Harvey, Gary Milliette, Sarah Hill, Jeff Miskie

Members absent: John Dicmus

Others present: Mayor Connors

Minutes from March 16, 2010 will be approved at the next meeting.

Public Input:

Connors presented a disk he had received from the state DOT regarding Roundabouts. The DOT at the end of May held a public input session about a proposed project on Hwy. 36 for signal lights or roundabouts at the two off/on ramps from Hwy. 12. The mayor asked the Committee to play the pertinent information from the DVD on Channel 25 and possibly the city's website via YouTube or a link from the DOT website.

Mayor Connors also presented a sample PSA slide for the Museum's summer hours to be placed between meetings/segments on Channel 25.

Miskie informed the Committee that PSA slides are easiest to work with if submitted in the proper format (i.e. 640X480 resolution or MPG2 video).

Correspondence:

Letter of resignation from John Dicmus

Agenda Items:

1. Function and Committee purpose

Chair Fesenmaier noted that the agenda items reflect the committee's purpose; the website references the City ordinance that defines the committee's work.

2. Cable television

Cable ordinance recommendation- City Attorney continues work on this ordinance.

Fesenmaier reported receiving concerns from citizens about interrupted cable broadcast on Channel 25. Miskie had looked into this issue and explained that it was related to Time Warner Cable's analog signals. Citizens should continue to report problems to the City and to Time Warner Cable.

No further information from Celeste Flynn at Time Warner Cable regarding Public Access Channel 14. Miskie is also checking into cable access at the Museum.

No communication from Time Warner Cable received by Chair or Mayor.

3. City Website

Review-

Milliette went through a list of ideas and encouraged the Committee to visit the City of Madison's website. He is concerned with the front page and how cluttered it has become. Miskie will review with the City Clerk how to best use and display information through the promotional items column on the right. Currently the information runs far too low on the site, and there is a way to fix this.

A representative from GovOffice will be giving the staff additional training in the next few weeks. Miskie will inquire about using the email notification functions for agendas/minutes and bids/RFP's.

Timeliness of items being posted and rotated under News and Announcements on the front page was questioned. For example, the 2009 Audit should have been posted on Monday before the Council meeting. Also an issue is staff time needed for maintenance. City Administrator should review who best to assign this duty.

Miskie explained that the site is being gradually filled by departments such as the municipal court, harbormaster, building and zoning, and the police department.

It was noted that there IS an online "complaint" form for the public. Discussion centered around having the form general as it's currently displayed or more specific. There is a need for "fillable" forms posted on the web, that is, forms that can be filled out directly online and printed or emailed.

Miskie noted that cable Channel 25 is still the best route for reproducing the meetings. Document storage is handled through another webserver.

Miskie will check with Artis regarding the creation and maintenance of an additional calendar on the website for park functions via

permits. Fesenmaier suggested this idea as it will possibly facilitate the public's ability to choose available dates based on a website calendar. Only the time and park would be listed on the calendar not who the permit was issued to.

4. Proposals for facilities and equipment needs

Discussion for inclusion in 2011 budget: money for revisions to City's website such as sailboat on top left, etc.; new computer for Channel 25 broadcast; supplies to rearrange control room for better access. Fesenmaier reported that the projectors and screens are being used for power point presentations of information such as Edwards Boulevard updates, audit services, and the Criterion Bike Race July event. Miskie reported that the new camera was working fine, and that the joystick controller was also a great addition.

5. Print communications for public

Committee will discuss in more detail in the future regarding other forms of communication for the community such as a print or online newsletter and/or articles to the media.

Next scheduled meeting: August 17, 2010

Motion by Harvey, second by Milliette, to adjourn at 7:40 p.m. Approved unanimously.

Respectfully submitted,
Mary Jo Fesenmaier
Alderman Dist. 2