

City of Lake Geneva
Communication Committee Meeting Minutes
January 18, 2011

Meeting was called to order by Chair Fesenmaier at approximately 6:00 p.m.

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

Members absent: Dan Harvey, 1 vacancy

Others present: Mayor Connors

Minutes from October 26, 2010, meeting approved unanimously on a motion by Hill, second by Milliette.

Public Comments:

None

Communications:

None

Agenda Items:

1. Cable television

Cable ordinance recommendation- request that the City Attorney draft language that will be sent to the Council for approval; specific issues to address would be equipment/cabinets on citizens' property and possible loss of Channel 25

Channel 25 via Time Warner Cable – the beginning of the January COW meeting was not played live due to an operator error

Chicago Channel 11- Mayor Connors sent a letter to Time Warner Cable regarding the loss of Channel 11 which is currently posted on the front page of the City's website; citizens may follow up with their own communication (i.e. phone messages or letters) regarding the issue.

2. City Website

Disclaimer from Attorney Draper – the Committee again requests the City Attorney to draft language that can be displayed on the city website ; Fesenmaier sent suggestions to Draper from the City of Madison's website

Review of website:

- City Clerk Reale is to be commended for the revamping of the front page allowing reorganization of content for easier use.

The following was reviewed regarding documents available on site:

- Historic Preservation Commission- link to their site; no agendas or minutes
- Board of Park Commissioners – current
- Committee of the Whole – current; no packets
- Public Works – absolutely nothing
- Finance, License, and Regulation – current
- Planning Commission – current; no packets
- Tree Board – semi-current
- Communications Committee – current
- Cemetery Commission – nothing
- Parking Commission – agendas, no minutes; add Parking Lot locations/map
- Police and Fire Commission – agendas, no minutes
- Utility Commission –link to their site; Dec. 2009 minutes
- Personnel – current
- Piers, Harbor, and Lakefront – current
- No Policies and Procedures Ad Hoc
- Links for Library, Economic Development Corporation, Geneva Lake Environmental Agency, Museum, and Geneva Lake Use but NO agendas or minutes on their sites

The new website has had major revisions in organization and the addition of content, so the above list is not of criticism, but one of shaping tasks to accomplish for standardization and staff efficiency.

Staff training – In December Ross Heupel from GovOffice gave an additional three hours of training to city staff including Jeff Miskie, Donna Wisciewski, Debi Tasch, Artis Roenspies, Dee Crisman, Sabrina Waswo, and Jeremy Reale.

Website detail report – received via email

It was the consensus that Reports be added to the Committee agenda under City Website. The Committee would then review statistics generated from the City Website and Google Analytics at each of its meetings.

3. Proposals for facilities and equipment needs
Money allocated for these needs was included in the 2011 capital projects list for Council approval in January
4. Print communication for public (i.e. newsletter, newspaper submissions) –
Discussion centered around a quarterly city newsletter which could be posted on the website; the LINK could then be emailed to interested recipients.
5. Future meeting dates: third Tuesdays at 6:00 p.m. in April (19th), July (19th), and October (18th) in 2011

Next scheduled meeting: April 19, 2011

Motion by Milliette, second by Hill, to adjourn at 6:52 p.m. Approved unanimously.

Respectfully submitted,
Mary Jo Fesenmaier
Alderman Dist. 2

NOTE: These minutes are unofficial until adopted by the Communications Committee at a subsequent meeting.