

# VILLAGE OF BARRINGTON HILLS COMMUNICATIONS COMMITTEE

Date: Wednesday, January 23, 2013

Time: 6:00 P.M. CDT

Location: Training Room

Village Hall

112 Algonquin Road

Final Minutes

## 1. Organizational

### 1.1. Call to Order

1.1.1. Chairperson Linda Fox called meeting to order at 6:17pm

### 1.2. Roll Call

#### 1.2.1. Present:

Linda Fox Chairperson

Barbara Kemp, Vice Chairperson

Mike Zachar

Mary Beth Holsteen, arrived 6:19 p.m.

Trustee Karen Selman

Robert Kosin, Village Administrator, FOIA Admin Officer

Anna Paul, Planning & Zoning Information Specialist

Wendy Frisen, OMA

#### 1.2.2 Absent

Trustee Patty Meroni

Vicki Kelly, Secretary

Laura Ekstrom- Website Designer and Member

Alice Runvik, Police Liaison

## 2. Administration

2.1. Approval of December 2012 minutes. Motion by Barbara Kemp, seconded by Mary Beth Holsteen. 3-1-2

### 2.2. OMA Certificates

2.2.1. All members of Communications Committee were issued online Certificates.

2.2.2. New Members must be trained within 30 days of nomination and acceptance. – Wendy Frisen.

## 3. Reports from Village

3.1 Police Department – No Report.

3.2 Administration – Robert Kosin

3.2.1. The subject of Watch Captain news was brought to Linda Fox, Chairperson of the Communications Committee by Chairperson P. Denise Israel of the Heritage and Evirons Committee. Linda Fox reviewed the topic and indicated there may be a need to appoint liaison to the Watch Captain group for Communications. Defer discussion to the February meeting.

3.2.2. Village Stickers are being printed. Communications be included in the next

- mailing and/or Newsletter.
- 3.2.3 The new agendas for 2013 by law must include more detail. This led to the discussion about who sets the Communications Committee Agenda. Linda Fox agreed to set future agendas. She must have the agenda information to the Clerk by noon on Friday before the meeting to allow for review and public posting at least 48 hours in advance of the meeting. Mike Zachar asked Linda Fox to provide a draft agenda to the Committee members in email at least 2 days ahead of the deadline to Trustees for input by any and all of the team members.
- 3.3 Administration continued – Anna Paul
  - 3.3.1 Anna Paul researched costs and processes for U.S. Post Office bulk mailings for the village's communications. She determined a simple mailer with two sided printing (minimum size specified) can be mailed to all residents' zip codes by postal carriers for a flat fee of \$333. Having accurate names and addresses for residents is challenging since the Village does not directly tax or bill residents. The cost does not include stock for the mailing nor printing costs.
- 3.4 Trustee Meroni - No Report.
- 3.5 Trustee Selman
  - 3.5.1 Newsletter not ready. Awaiting Bob Abboud and other reports.
  - 3.5.2 Discussed FOIA. See notes under Newsletter.
  - 3.5.3 The Trustees are touring garbage company/sanitation sites. Plan to visit: Waste Management, Groot and Prairieland. The village lawfully may choose a single sanitation pick up supplier. The goals: (1) to educate the Trustees to the possibilities and (2) to reduce damage to village roads by having fewer vehicles of that size on the roads. Discussion ensued. This may become a topic for future Communications with residents.
  - 3.5.4 No news on the IAA site.
  - 3.5.5 Coffees – Refer to the Old Business section for discussion.
- 4. Old Business
  - 4.1. Newsletter
    - 4.1.1. Bob Abboud and other articles not received by January 10 deadline.
    - 4.1.2. Paul Heinze of Barrington Countryside Fire Protection District spoke at November Village Board meeting about BCFPD need to hire additional fire personnel and tanker truck. Barrington Hills doesn't have hydrants which means that tankers need to respond to each fire. Discussed article in newsletter about fire protection. Trustee Meroni will contact BCFPD. Defer to Patty Meroni February 2013 meeting for status.
    - 4.1.3. FOIA Article prepared by Barbara Kemp based on input from Village FOIA Officer, Anna Paul and Financial reports. Linda Fox asked if the article will stand alone or be incorporated wholly into the Bob Abboud Article. No one present could answer. Karen Selman indicated she would like to see 2010, 2011 and 2012 trended. The data is available and the format is available.
    - 4.1.4. No further discussion of IAA and Groundwater Newsletter guest writer BACOG Director Janet Agnoletti. Defer to Patti Meroni in February 2013 meeting.
  - 4.2. Website
    - 4.2.1. Karen Selman said there is no budget for Website. She asked for the information to support the request. Barbara Kemp agreed to resend the

estimates the Website Integration Project Team developed with the proposal from 2012. Barbara Kemp agreed to validate the contract amount is still valid and forward to the team. There was a draft Trustee PowerPoint from 2012. It will be shared again before the February Communications Committee meeting.

- 4.2.2. The Website Integration Project Team was authorized by the Board of Trustees several years ago as a five phase multi-year project.
  - 4.2.3. The final stage was to integrate dotGOV and dotINFO and convert the site to Word Press so any and all Communications Committee members are able to easily submit and load updates with an approval process to be updated by the Communications Committee.
  - 4.2.4. The initial dotINFO was launched in 2005 and upgraded significantly in 2008. The Portal for all sites including the new 2010 FOIA site was created and launched in 2009. dotPolice was completed and launched in 2010. dotGOV is the last piece to be integrated.
  - 4.2.5. The sites use FrontPage and Dreamweaver. FrontPage is obsolete and Dreamweaver is developer software, and it is not easy to use. Dreamweaver requires annual upgrade fees. Word Press is free.
  - 4.2.6. Mike Zachar mentioned the possibility that a brand new effort could be launched using Google website development software.
  - 4.2.7. This agenda was set for Information exchange only, so no actions could be taken at the January meeting.
- 4.3. Welcome Wagon Program
- 4.3.1. Mary Beth brought a revised list of organizations that are part of Comprehensive Plan. The organization list contacts needs to be amended. Judy Freeman is replacing Vicki Kelly for the Fox River Valley Pony Club contact.
  - 4.3.2. A Welcome letter from President Abboud is still required.
  - 4.3.3. Anna Paul provided an updated Spring 2013 village brochure for the mailing. Team members offered several additions and corrections before printing. Barrington Hills Park District name changed. Mary Beth will mail the first welcome package to Barrington Hills brochure to the ~67 new residents (numbers change each month). The Winter Photo may be replaced; the final approval for the packet is scheduled for the February 2013 meeting.
- 4.4. Community Coffees
- 4.4.1. Once a month on a Saturday. Trustees will take turns sitting with residents.
  - 4.4.2. Defer start date from January to February to March, 2013 as of this meeting.
  - 4.4.3. First Coffee to be hosted by Karen Selman and Patti Meroni at the Village Hall on Saturday. Karen Selman and Linda Fox to recommend a date.
  - 4.4.4. New mailing process researched by Anna Paul to be used to communicate the planned event (s).
  - 4.4.5. Linda Fox will recommend the initial Coffee topic at the February meeting.
5. New Business
- 5.1. Such business as may be brought before the Committee
    - 5.1.1. No new discussion ensued.
6. Public Comments
7. Adjournment

7.1. Motion made to adjourn by at Barbara Kemp at 7:10 p.m., seconded by Mary Beth Holsteen. Approved 4-0-2.

Minutes Approved February 20, 2013 as Final (3-0-3) Communications Committee Meeting