



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

<http://vi.hewitt.wi.us>

<http://www.facebook.com/VillageOfHewitt>

Website Committee Meeting Minutes – November 13, 2011

The meeting was called to order at 6:36PM in the Hewitt Fire Department conference room.

Present: Ken Eilers, Derek Dieringer, Mike Klein, Jeff Graves
Absent: Peter Shave
Guests: None
Minutes: The minutes from the meeting held on 10/23/11 were reviewed and approved as presented.
Public Input: None

Working Site Addresses:

- Temporary Site: <http://hewittwi.govoffice3.com>
- Admin Site: <http://hewittwi.govoffice3.com/admin>

Old Business:

- Custom Graphics Package
 - The custom graphics package has been applied to our site. Everything looks good with the graphics.
- Security – Logins for Committee Members
 - All members present confirmed that their logins are functioning correctly.
- Populating Content
 - Ordinances and Resolutions – Ken
 - All ordinances and resolutions have been uploaded.
 - Changed the name to Ordinances, Resolutions & Guidelines
 - Need to work on the landing page to include general information and links to Adobe Reader
 - Minutes and Agendas – Derek
 - There was much discussion about this area as we have some navigation issues to make sure the site isn't too "clicky".
 - Under minutes, remove the following: Zoning, Sanitary, Emergency Government, Grounds and Maintenance
 - Under minutes, add the following: Miscellaneous
 - Derek will re-do this section to list minutes and agendas by year and by committee.
 - Each year we will need to add a new page for the year and manually update one page per committee.
 - Village Board and Committees – Jeff
 - Jeff is making good progress on these pages but needs to update several of the committee pages and still needs to update photos and bios for all the village board members.
 - Elections, Job Descriptions and Government Links – Mike
 - Mike completed almost everything. He needs to add a link to the absentee ballot and add the job description for the Financial Administrator.

New Business:

- Populating Content Areas
 - Ken, Derek and Jeff will continue to work on their items.

- Mike will start the About Us, News, and Contact Us areas.
- Business Not Anticipated in Advance
 - None

Next Meeting: The next meeting will be held on Sunday, December 18, 2011 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:56PM

Submitted by: Derek Dieringer