



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

Website Committee Meeting Minutes – February 27, 2011

The meeting was called to order at 6:00PM in the Hewitt Fire Department conference room.

Present: Ken Eilers, Jeff Graves, Derek Dieringer
Absent: Mike Klein
Guests: None
Minutes: The minutes from the meeting held on 10/19/10 were reviewed and approved as presented.
Public Input: None

Old Business:

- Discussion of web site requirements
Committee members were asked if they had a chance to think about web site functionality requirements. Derek had put together a list of features that he thought were important and ranked them but failed to bring the document to the meeting. He will email it to all the committee members so they can review and it can be discussed at the next meeting. There was a discussion about how announcements on the web site should be able to be subscribed to (i.e. RSS feed) so that residents do not need to visit the site to stay informed.
- Discussion on design phases
There was a discussion about the design phases of this project. The general consensus is that we, as a committee, need to identify the features that the website should have, rank them by 'must have', 'nice to have', 'someday', present them to a web developer to get a price quote and present our recommendations to the Village Board. There was also a discussion about web hosting. It was felt that it would be beneficial if we could utilize a local web developer but that where we hosted the website was not as much of a concern and we should go where we can get the best deal. The web host might also be influenced by the features that the web developer needs to develop the site.

New Business:

- Review of other municipal web sites
Jeff brought several printouts of municipal websites that he has found where he liked the layout and the features of the site. The printouts were discussed and compared. It was noted that many of the navigational schemes are similar to what we already have and that we likely have quite a bit of the necessary content already but that it needs to be re-organized so that it's easier to find what you're looking for on the website.
- Website committee members
We are still in need of additional members of the community to provide input on the website redesign process and possibly sit on this committee. Derek knows quite a few people that work in Information Systems at Marshfield Clinic that are also Village residents. He will email all of them and ask them to consider donating their time to this committee.
- Committee Chair
Ken asked for volunteers to chair this committee. Derek volunteered and will chair the committee effective immediately.

Next Meeting: Sunday, March 27, 2011 at 6:00pm in the Hewitt Fire Department conference room.

The meeting adjourned at 7:00PM

Submitted by: Derek Dieringer