



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – March 11, 2012

The meeting was called to order at 6:35PM in the Hewitt Fire Department conference room.

Present: Derek Dieringer, Ken Eilers, Jeff Graves, Mike Klein
Absent: Peter Shave
Guests: None
Minutes: The minutes from the 2/19/12 meeting were reviewed and approved.
Public Input: None

Working Site Addresses:

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

Old Business:

- Populating Content
 - Minutes and Agendas - Derek
 - All minutes and agendas that are loaded on the old site are loaded on the new site as well. Derek needs to update the HARD minutes for 2/20/12 as they changed this afternoon.
 - Village Board and Committees - Jeff
 - This section is complete. Jeff will go back and reduce the size of the photos of the village board to half size.
 - Calendar - Ken
 - Ken has added many items to the calendar. Administration of this will be ongoing. It will become the responsibility of the Village Clerk (currently Marlene) to maintain the calendar.
 - Community Directory – Derek
 - This section is complete.
 - Departments & Services – Derek/Mike
 - This section is complete.
 - Mike will upload a copy of the building permit application form and a section of text that describes the process of obtaining a building permit.
 - Derek will change the dog licenses page to show related ordinances and name the ordinance instead of a "click here" link.
- Direct URL's
 - <http://vi.hewitt.wi.us/hard> - this is complete and points to the recreation department page
 - <http://vi.hewitt.wi.us/hafd> - this is complete and points to the fire department page
- Cutover Dates
 - The Village Board has a meeting on Tuesday. We will attend and provide a short demo of the site. At that time, we will recommend to the board that we go live with the site. If approved, we will redirect the current site to the new site within a week of obtaining approval. We will also start the process to repoint the domain name to the new site.

New Business:

- Content Admins
 - We need to identify the areas that need to be managed and put names on each section.

- Calendar: Village Clerk (currently Marlene)
 - Village Board minutes/agendas:
 - Website Committee minutes/agendas: Derek Dieringer
 - Planning Committee minutes/agendas:
 - Parks Committee minutes/agendas:
 - Trails Committee minutes/agendas:
 - Public Roads Committee minutes/agendas:
 - Finance Committee minutes/agendas:
 - Fire Commission minutes/agendas:
 - Miscellaneous minutes/agendas:
- The minutes and agendas section and who is responsible will be discussed at the village board meeting on Tuesday. We need names and email addresses of responsible parties by the next meeting.
- Site Training for Admins
 - Once we identify the admins, we will put together a documentation packet and schedule a short training session to show everyone how to upload minutes/agendas.
- Website Developer/Administrator Position
 - It was decided that we do need this position. This position will be responsible for site security as well as edits to any of the content of the pages.
 - Mike's contract is current through 2012. He will continue to function in this role for now while we re-write the job description and decide how to move forward.
 - We will re-write the job description.
- Facebook Administrator
 - The website developer/administrator will also administer the Facebook page. We will still have multiple people able to add content but this person will be responsible for monitoring the page and managing the security.
- Presentation to Village Board on 3/13/12 at 7pm
 - We will present a short demo to the board on Tuesday night at their meeting and recommend that we go live with the new site.
- Business Not Anticipated in Advance
 - We discussed "Weather on your site" and need to investigate why the weather badge is not working.
 - We also discussed Phase I vs. Phase II. It was the general consensus that we implement the new site and let it soak for 6 months before we review and look at Phase II items.
 - We will have a meeting next month and after that we will switch to quarterly meetings.

Next Meeting: The next meeting is scheduled for Sunday, April 15, 2012 at 6:30pm in the Hewitt Fire Department conference room.

The meeting adjourned at 8:00PM

Submitted by: Derek Dieringer