



## Village of Hewitt

7688 McLean Drive  
Hewitt, Wisconsin 54441

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

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

### Website Committee Meeting Minutes – April 10, 2019

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The meeting was called to order at 6:32PM in the Hewitt Administrative Building

**Present:** Derek Dieringer, Marlene Stueland  
**Absent:** Marylee Jacobitz  
**Guests:** Jason Wagner, Becky Wagner  
**Minutes:** The minutes from the February 6<sup>th</sup> meeting were reviewed and approved.

#### Public Input:

- None

#### Working Site Addresses:

- Web Site: <http://vi.hewitt.wi.us>
- Admin Site: <http://hewittwi.govoffice3.com/admin>

#### Old Business:

- Review of action items from the last meeting
  - ✓ Derek: Post links to most recent agenda and minutes for Village Board in quick links
    - We will also start to post links for the Village Board minutes/agendas to the Facebook page
  - ✓ Marlene: Discuss rental calendar and ways to make it more accessible online with Joyce
    - We have the updated rental agreement and will get it posted
    - Marlene will be getting a printer/copier to Joyce so she can make copies if people come in with the form pre-printed as the form is needed in triplicate
    - Derek will update the form and the instructions
  - ✓ Becky: Create a fillable version of the rental agreement
  - ✓ Derek: Create a facebook calendar of when postings should be completed
    - This is done and is attached to the minutes. This is a living document if anyone has suggestions.
  - ✓ Derek: Investigate features and cost to upgrade website to latest version and update look/feel.
    - See discussion below.
  - ✓ Marlene: Get new version of the New Resident Brochure to Derek for the website.
  - ✓ Derek: Investigate how to archive old committees.
    - We have an inactive committee section. Derek just needs a list of inactive committees to move to that area
  - ✓ Derek: Schedule another meeting.
- Website upgrade
  - Site redesign
    - The site has not been redesigned in 11 years
    - Looking to upgrade the look and feel, make the site mobile-friendly, and provide ADA compliance
    - GovOffice provides several different levels of redesign services
      - Basic: \$2200
      - Budget: \$3400
      - Value: \$4900
      - Progressive: \$6700
      - Premium: \$8700

- For the purposes of these minutes, we will not list all of the feature comparisons. As with most package offerings, the nicest and most valuable features are offered in their higher-tiered packages.
- Our comparison focused on the differences between the Progressive and Premium packages as both of those provide the enhanced user interface and responsive designs.
- A comparison document between these two tiers is attached to the minutes.
- The general consensus at the meeting was that the Progressive package would be the best fit.
- For examples of current sites, visit <https://govoffice.com/portfolio>
- Version upgrade
  - As the site has not been upgraded in 11 years, there are many features available that we cannot use with our current design.
  - Examples:
    - Enhanced navigation
    - Homepage image sliders
    - Local weather integration
    - Secondary navigation blocks
    - Mega menu
    - Notifications banner
  - Although we have not been notified of such, support for our version could end given the age of the platform.
- Discussion on pricing, features, etc.
  - We currently pay \$675.00 per year for our annual service agreement
  - To redesign and upgrade, we would select a package and add that cost to the cost of our annual service agreement.
  - The cost can be split across three years.
    - Example: If we selected the Progressive package for \$6700, the total cost would be \$7375. That cost split between three years would be \$2485.33 per year for three years.
  - At the end of three years we have three options:
    - Renew the agreement, get a complete site redesign and hosting for an additional 3 years at the SAME cost
    - Choose not to engage in another redesign. The contract would revert back to an annual contract with the annual service fee that is current at that time
    - Choose to end our relationship with GovOffice
- GovOffice Connect
  - There have been questions about how to send emails and text messages to Village residents.
  - GovOffice has a new service called GovOffice Connect that offers multi-channel communication
  - The service has multiple tiers based on usage. The lowest tier is \$900 per year (plus fees if you choose to send text messages).
  - An overview of the service is attached to these minutes.
  - The general consensus during the meeting is that this service would not be needed at this time as there is not enough need or content for be used enough to justify the cost.
- Next Steps
  - The committee needs to determine if we want to make a recommendation to proceed with a redesign.
  - Assuming we do make a recommendation, the following considerations apply
    - Budget preparation happens in the fall (late September).
    - We would need to make a presentation to the Village Board.
    - The board would determine if the project was funded.
    - The earliest we could start this project would be Jan. 1, 2020
  - Committee members will reflect on the concept and meet again in 3-4 weeks to vote on a course of action.

#### **New Business:**

- Business Not Anticipated in Advance

- None

**Action Items**

- Derek: Post the updated rental agreement and update the instructions
- Marlene: Provide Derek with a list of inactive committees so the minutes/agendas can be archived
- Derek: Schedule another meeting in 3-4 weeks to determine how to proceed with the website redesign/upgrade

**Next Meeting:** The next meeting is not yet scheduled.

The meeting adjourned at 7:25PM

Submitted by: Derek Dieringer