



Village of Hewitt

7688 McLean Drive
Hewitt, Wisconsin 54441

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

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

Website Committee Meeting Minutes – September 16, 2012

The meeting was called to order at 6:32PM in the Hewitt Fire Department conference room.

Present: Derek Dieringer, Ken Eilers, Mike Klein, Jeff Graves
Absent: None
Guests: None
Minutes: The minutes from the 4/15/12 meeting were reviewed and approved.
Public Input: None

Working Site Addresses:

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

Old Business:

- Training
 - Is everyone trained?
 - Everyone but Marlene is trained. Ken has discussed this with her. She has the documentation and is going to try to post minutes on her own. If she has issues then she will let us know and we'll hold a training session for her.
 - Other posting notes:
 - Scott has not been posting minutes. He says he's been too busy to post them.
 - Fire Department minutes are not being posted at the direction of Brian Hafermann.
 - Brian stated that as long as he is the fire chief, the minutes will not be posted and encourages proper education before anyone posts minutes to the website. He encouraged the Fire Commission to do the same.
 - Fire Commission minutes are not currently being posted.
- Website Developer/Administrator Position
 - Marlene had modified the job description slightly. The job description for the website developer/administrator position was reviewed. No further changes are necessary.
 - The website committee will recommend to the Village Board that they accept Mike Klein's proposal of \$75/hour with an annual budget estimate of \$500. If the Board is not happy with that proposal, we would encourage them to post the position and take other estimates.

New Business:

- Review of Website
 - There has been very little feedback regarding the site. The only suggestion was the ability to receive notifications when minutes/agendas are posted. We are unable to do this at this time. We've talked about this with GovOffice but that is not a feature they currently support. We discussed RSS feeds but we are able to display RSS feeds on our page, we do not have the ability to create them from the current website.
 - There was a discussion about Facebook and how everyone on the committee should be posting items of note to the site. We need to keep the content fresh.
- Budget Discussion

- The bill for the website hosting has already been received and paid. Ken will make sure that there is a line item in next year's budget for website hosting.
- Derek mentioned that he believes that the domain name registration will come due in 2013. He will check on this and get a budget number to Ken so he can plan for that amount.
- Business Not Anticipated in Advance
 - None.

Next Meeting: The next meeting is scheduled for Sunday, February 17, 2013 at 6:30pm in the Hewitt Fire Department conference room. The February meeting will start addressing items slated for Phase II.

The meeting adjourned at 7:10PM

Submitted by: Derek Dieringer