

**Council Communications Committee Notes**  
**Lake Forest Room**  
**April 24, 2017**

**Councilmembers Present:** Phillippa Kassover, Chair; Mark Phillips; Tom French

**Councilmembers Absent:** None

**Staff Present:** Pete Rose, City Administrator; JoAnne Trudel, Deputy City Clerk

**Visitors:** 1

Chair Kassover called the meeting to order at 4:35 p.m.

**Approval of Agenda**

*French moved, Phillips seconded, to adopt the agenda as presented. The motion carried unanimously.*

**Approval of Meeting Notes – February 27, 2017**

*Phillips moved, French seconded, to approve the meeting notes of February 27, 2017 as presented. The motion carried unanimously.*

**Topics for Potential Town Hall**

The Committee discussed options for a potential town hall; current Council and staff workloads given the studies and projects that are currently in process; and possible options outside of a town hall setting, such as an informal Saturday morning to accommodate citizens who are not available in the evening.

There was consensus to discuss the item further at the upcoming Council retreat.

**Review Draft of Major Project Communications Plan for Discussion at May Council Retreat**

The Committee discussed the first draft of a Major Project Communications Plan, which includes webpages devoted to the projects, articles for the media and newsletter, neighborhood meetings, and town halls. Major projects identified at this time: Town Center; Healthy Creeks; Parks, Recreation, Open Space, and Trails.

**Status Report on Website Redesign Project**

Deputy City Clerk Trudel provided an update on the website redesign project. Brief discussion was held regarding whether the Council page could be more dynamic than it currently is; a way to differentiate between newsflashes for City business and community events; and whether a newsflash could eventually reside on the Council page.

**Upcoming Meeting Schedule – May-August 2017**

The Committee and staff reviewed the upcoming meeting calendar and noted their availability:

- May 22, 2017 (all committee members available; Deputy City Clerk out of office)
- June 19, 2017 (all available)
- July 24, 2017 (all available)
- August 21, 2017 (all available)

**Adjournment**

There being no further business, the meeting was adjourned at 5:45 p.m.

Respectfully submitted:



JoAnne Trudel  
Deputy City Clerk