



CITY OF PARK HILLS

1106 Amsterdam Road
Park Hills, Kentucky 41011
(859) 431-6252
www.parkhillsky.net

Meeting Minutes

Park Hills Communications Committee Meeting
Park Hills, Kentucky
2/21/2018

PRESENT:	Karl Oberjohn	Communications Committee Chairperson
	Jason Reser	Communications Committee Member
	Sarah Froelich	Communications Committee Member

This meeting was held at the Park Hills city building on 2/21/2018 from 7:00-8:15 PM. The following are notes from the meeting.

City Newsletter

1. The publication schedule for the city newsletter was discussed.
 - a. It was decided that the Communications Committee will publish three newsletters in calendar year 2018, per the following schedule:
 - b. Issue 1
 - i. Deliver to residents by Saturday, May 5
 - ii. Edited articles due to Bob Amott for layout design by Sunday, April 22
 - iii. Rough articles due to Sarah Froelich for editing by Sunday, April 1
 - c. Issue 2
 - i. Deliver to residents by Saturday, September 1
 - ii. Edited articles due to Bob Amott for layout design by Friday, August 17
 - iii. Rough articles due to Sarah Froelich for editing by Wednesday, August 1
 - d. Issue 3
 - i. Deliver to residents by Saturday, December 1
 - ii. Edited articles due to Bob Amott for layout design by Friday, November 23
 - iii. Rough articles due to Sarah Froelich for editing by Thursday, November 1
2. Topics for newsletter issue 1 were discussed.
 - a. Recaps: Civic Association Open House, Easter Egg Hunt, Clean Up Park Hills Day
 - b. Promotions: Memorial Day Parade, Sisters of Notre Dame July 4th Festival, Garden Tour, Yard Sale
 - c. As usual, solicit articles from committees, boards, and department heads
 - d. Notable news about residents/high school sports teams



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City Website

1. The city website needs to be maintained regularly, perhaps by a subcommittee. It is already falling out of date.
2. We need to clearly define who has permission to create/modify/maintain content on the city website.
3. We need to aim for a common design style across web pages. A single or small number of content creators can best achieve this goal.
4. Suggestions: Add link to PDS E-Trakit portal for reporting code violations, archive meeting minutes, follow a file naming scheme, write some website design and maintenance standards, upload forms and procedures (e.g., parade permits, Open Records Requests), feedback page for website issues.
5. It was proposed that we meet with Julie, Chief Stanley, and Chief Rigney to discuss best practices for the city website.

If anything in these meeting notes does not coincide with your interpretation or recollection of the events, please contact the author at your earliest convenience.

Karl Oberjohn

cc: All Present
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