

City of Park Hills Communications Committee

Minutes for Wednesday, July 10, 2019

City Building, 2nd Floor

Chair: Sarah Froelich **Co-Chair:** Wesley Deters

Members present: Sarah Froelich, Bob Amott, Mark Cooper

Members absent: Wesley Deters, Chris Willig

Meeting convened at 7:05 PM.

1. Newsletter content update

Ms. Froelich announced that Mr. Willig is working on an excerpt from the Park Hills history book with Council Member Spoor. Mr. Willig also reached out to NDA and CovCath and he heard back from the journalism teacher at NDA. The teacher hasn't yet heard back from any students, but this is probably because it's summertime.

Ms. Froelich announced that she is working on an article about reporting issues to PDS.

Mr. Amott announced that he would follow up on the police department article.

Ms. Froelich agreed to write up a caption to thank Tim Kruse for volunteering his time and equipment for the Memorial Day flag raising ceremony.

Mr. Amott agreed to reach out to Ruth Klette for details to create an article thanking David Schlothauer for his 41 years of volunteer service for leading the Memorial Day committee.

Ms. Froelich agreed to reach out to Chief Rigney to write up something in recognition about Rob McAtee's 45 years of service/retirement.

Ms. Froelich reviewed the newsletter schedule and asked if anyone knew any potential volunteers for helping with the mailing. No one had any suggestions.

2. Website review

The committee went page-by-page, focusing on the minutes, agendas, and, the City Ordinances & Resolutions page, and the police department page

Recommendations:

Put all of the minutes on the same page.

Reorganize the Government menu to the following list:

Contact Us
Meet Our Mayor
Meet Our City Clerk
Meet Our City Advisors
Meet City Council
City Council Meeting Agendas
City Council Meeting Minutes
City Council Meeting Videos
Budget & Tax Rates
Ordinances & Resolutions

Remove the Chief Stanley Reports blog.

The committee will resume the page-by-page review in the next meeting.

Meeting adjourned at 8:32 PM.

Proposed Next Steps

- Continue website review at the next committee meeting.
- Share recommendations at next City Council Business Meeting.
- Draft a website plan, including a plan to make sure the design is being managed.
- Draft a social plan that includes admin suggestions.
- Consider expanding social capabilities for the city.
- Consider expanding on branding for the city.