



A place where families and businesses thrive.

**Committee for Community Involvement (CCI)
Meeting Minutes**

**June 6, 2023
Zoom Community Auditorium**

***Minutes are unofficial until approve by CCI.
CCI approved the minutes as presented/amended.***

1. Called to Order

The meeting was called to order at 5:35 PM.

Present: Lowell Greathouse, Joyce Phillips (staff), Heather Finnigan, Tom Cook, Madigan Shepherd, Stephanie Fleischer (staff), Hope Kramer, Councilor Donna Gustafson

Absent: Davie Andersen

2. Public Comment: None

3. Consent Agenda: Motion and passed to approve minutes of May 2, 2023 meeting.

4. Additions/Deletions: None.

5. Discussion Items

a) CCI Mater Plan.

- Discussion concerning recording access to meetings. Hope reported out that the cost would be too expensive to record. Cost/benefit still needs to be considered. Option: Facebook Live, which is recorded and available to view later. Lowell mentioned that the city has various ways of being transparent. The city's web page doe need updating to be usable. Consensus: Leave as it, yet continue to have this issue reviewed in 6 months.
- Discussion concerning "Partner With Youth" program and having a "Youth Advisory Committee" to the city council and mayor. Hope will contact the mayor to see if there is still interest in this. Review in September.
- Discussion on how CCI can assist with "Public Service Fair." Or use this as a QTM.

b) Audit Communication Plan.

- Discussion on ho can CCI assist the city in Auditing the communication plan. Hope stated that a sub-committee could work on this. Consensus: Review after the web site is upgraded. All CCI members were encouraged to review the communication plan on our own and bring ideas in the future.

c) **Promotional Videos:**

- Discussion about the creation of “Informational Videos” by Madigan. Ex: “New Happenings.” “What’s Growing On.” There was discussion is this feasible. How would the editing be done, etc. Perhaps using “Department Highlights, “City Highlights.” Editing is the key. Stephanie gave input to how the city is working on how to “brand” the city. Discussion on how CCI could “dovetail” into that. Lowell stated that these videos should be very short and dimple in production. Madigan stated we could do trial videos to see how they impact. Short/informative videos.
- The question of “release form” also came up. Does the city have one?
- Madigan stated that he could be part of a sub-committee to present a small pilot project and present to city.

d) **CCI “Year in Review”**

- Possible date for a presentation to the city council would be September 25th.

6. Staff Update

- The city is seeking a new IT Manager and City Planner. City Hall “Open House” is scheduled for July 13th from 4-6.

6. Adjournment and Announcement of Next Meeting: The meeting adjourned at 6:46 PM. Due to the 4th of July holiday, the next CCI meeting will be held on Tuesday, July 11th 2023 at 5:30 PM.

Respectfully submitted,
Tom Cook, Secretary