



Berkley Citizen Advisory Council

Meeting Minutes

Meeting Purpose:	<i>Monthly Meeting</i>
Meeting Date:	<i>08.22.2018</i>
Meeting Time:	<i>6:32pm to 8:11pm</i>
Meeting Location:	<i>City Board Room</i>
Meeting Facilitator:	<i>Jay Grossman – City Staff</i>
Attendees:	<i>Natalie Price, Elizabeth Petry, Amy Keely, Jon Long, Tammie Polk, Colleen Graveline. Sue Citraro Visitors: Dan Terbrack, City; Jes Alger – Friends of Park and Rec; Eileen Steadman- City Council;</i>
Minutes Issued By:	<i>Amy J. Keely</i>

Next Steps: (Task, Assigned to, Checkpoint Date)	Owner	Due Date
<ul style="list-style-type: none"> ● <u>Action:</u> Eileen will find out the tracking process and how it is communicated to residents. 	Eileen	TBD
<ul style="list-style-type: none"> ● <u>Action:</u> Amy to send her recommendations and Jay to send the Communication Master Plan. 	Amy and Jay	Aug 23-24
<ul style="list-style-type: none"> ● <u>Action:</u> Committee to invite city departments to present their communication plans. Starting with DPW. 	Natalie	Next meeting
<ul style="list-style-type: none"> ● <u>Action:</u> Move to the 1st after this next holiday month. 	Natalie	

Decisions Made: (What, Why, Impacts)
<ul style="list-style-type: none"> - Time to review the communication master plan - Want to meet with city departments

Discussion: (Items/Knowledge Shared)
<p><i>Role Clarification</i></p> <ul style="list-style-type: none"> ● Dan Terbrack described the staff and city council liaisons that are on the board for support. There maybe some overlap with the tech and communication and would work together if needed. <p><i>Community Center</i></p> <ul style="list-style-type: none"> ● Jes Alger Update: Friends of Parks and Rec will support the bond with signs with their own brand. They can only set aside 10% of their bank balance. Mike Kirby of the Parks Advisory board supports establishing another board that will be able to fully support the bond as a campaign group. Sue issued concerns about their budget and Jes indicated that would need to be directed to Matt or Theresa. Gary Polk arrived late but provided an update. He said that the last proposal likely failed because the building and maintenance were on different proposals and launched when the economy was poor. The Communication board pushed about the design and Gary reiterated that it is a ‘concept drawing’ only so by definition - will change later. Concern was issued about Sterling Heights building. Recommended a side-by-side comparison since Berkley’s requires more extensive structural work for drains and demo.

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- Meeting Minutes. A discussion about meeting minutes arose with Gary saying they send minutes expecting them to be posted on the website. While Jay said he has only received minutes from a few boards. CEAC stated it expects its minutes to be made public.

Your Berkley, Your Vote

- The site had a 'soft launch' with full launch in Fall. The city bought domain names recommended in the previous meeting.

Phone App

- Jay said that the Text Alert System which is easy but getting the resident phone numbers is more difficult. It is not as easy as the school system which uses a similar system. It can't be used on iPhone or Android. Include information about the App in the Chamber New Welcome Packet. Several committee members complained that one water break announcement was delayed. A long discussion arose with the board pushing the city to have DPW handle their own communications with Jay stating that it has been assigned to him as the Communications Director.

City Calendar

- Jay added chamber events. A discussion arose about the challenges to listing all city events because what classifies as an approved event. Recommended was a City calendar and a Community calendar that anyone can post their events.

Complaints Received by City

- Liz brought in images of a complaint she tried to input on the website and stated it took her a half hour. Additionally, she was bothered by the link 'Fix It' and didn't feel it would be understood that you click it to place a service order.
- Jay stated it was a website problem. A recommendation to move away from Wordpress to another platform that is easier. Stan with the technology committee would address. There were concerns issued that this was a tracking mechanism not used if people call or email. Action: Elieen will find out the tracking process and how it is communicated to residents.

Communication Master Plan

- Board asked to see the full communication plan. Amy asked Jay if her recommended changes had been made and he said no. Action: Amy to send her recommendations and Jay to send the Communication Master Plan.

Updates for next City Council Meeting

- Elieen recapped what she would address. She also questioned the date of the Communication meetings because they were supposed to be on the 1th Wednesday of the month but they were being held on the 4st Wednesday. Action: Move to the 1st after this next holiday month.

Action: Committee to invite city departments to present their communication plans. Starting with DPW.



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Miscellaneous Items:

<i>Friends of Park & Rec Meeting Dates: 9/12; 10/10; 11/14. Parks & Rec Meeting Dates: 9/13; 10/11; 11/5.</i>
