

**THE REGULAR MEETING OF THE CITIZENS ENGAGEMENT ADVISORY COMMITTEE WAS CALLED TO ORDER AT 6:30 PM, SEPTEMBER 5, 2018 AT CITY HALL BY CHAIR PRICE.**

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**PRESENT:** Natalie Price, Sue Citraro, Tammie Polk, Colleen Graveline

**ABSENT:** Jon Long, Amy Keely, Elizabeth Petry

**ALSO PRESENT:** Matt Baumgarten, City Manager  
Jay Grossman, Staff Liaison

**APPROVAL OF AGENDA**

It was moved by Committee Member Citraro to approve the agenda as written and supported by Committee Member Graveline.

AYES: Price, Citraro, Graveline, Polk

NAYS: None

ABSENT: Long, Keely, Petry

**Motion Carried.**

**APPROVAL OF MINUTES**

It was moved by Committee Member Graveline to approve the minutes as written and supported by Committee Member Citraro.

AYES: Price, Citraro, Graveline, Polk

NAYS: None

ABSENT: Long, Keely, Petry

**Motion Carried.**

**CITIZEN COMMENTS**

None

**NEW BUSINESS**

Committee members discussed overall strategies to update the City's Communications Plan, along with the Planning Commission's Public Participation Plan. The two documents will serve as guidelines for city employees, elected officials, and volunteer board members to convey information to the public.

Members of the CEAC agreed the two documents need to reach Berkley's diverse demographic. To help achieve this goal, it was suggested that city staff contact neighboring communities, Beaumont Hospital and the Public Safety Department, to see how these groups communicate with a wide audience. A follow-up discussion is scheduled for the next CEAC meeting on October 3<sup>rd</sup>.

(continued)

### **COMMITTEE COMMENTS**

Committee Member Citraro suggested the City consider posting informational signs in front of locations that are scheduled for public hearings, such as a rezoning or new development. Doing so will keep the public informed about activities taking place in Berkley.

### **STAFF COMMENTS**

City Manager Baumgarten said a “depth chart” of four staff members was established to make sure the community is properly notified in the event of a water main break or other issues that might impact the public.

**With no further business, the meeting was adjourned at 8:15 PM.**