



**CITY OF MAYVILLE COMMUNICATIONS
COMMITTEE
REGULAR MEETING AGENDA
MONDAY, JULY 17 2023 – 4:00 PM
CITY HALL**

I. CALL TO ORDER AND ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

1. Approval of Minutes from April 17, 2023 Meeting

IV. CITIZEN COMMENTS

Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.

V. OTHER ITEMS OF DISCUSSION/POSSIBLE ACTION

1. Discuss, with Possible Action, Which Items to Begin Working On
2. Discuss, with Possible Action, SubSplash's Services Regarding Web Page, Apps, and Payment Software
3. Discuss, with Possible Action, Information Received from Various Vendors Regarding Communications Packages They Have to Offer
4. Discuss, with Possible Action, Scheduling Presentations from Various Vendors Regarding Their Services for Website and/or Communications Upgrades
5. Discuss, with Possible Action, Changing the Scheduled Day and Time for Communications Committees Meetings

VI. ADJOURNMENT

NOTE: Persons with disabilities requiring special accommodations for attendance at the meeting should contact City Hall at least one (1) business day prior to the meeting.



**CITY OF MAYVILLE COMMUNICATIONS
COMMITTEE
REGULAR MEETING MINUTES
MONDAY, APRIL 17, 2023 – 4:00 PM
CITY HALL**

I. CALL TO ORDER AND ROLL CALL

Meeting called to order at 4:00PM by Chairperson Keith Lodahl. Attendance taken:

Keith Lodahl – Present

Lisa Neumann – Present

Alex Jones – Present (via Zoom)

Margie Sather – Absent

Alderperson Kim Olson – Absent/Resigned

Also present were City Clerk Anastasia Gonstead and Deputy Clerk Jacqueline Schonasky.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

1. Approval of Minutes from February 20, 2023 Meeting

Motion to approve by Lisa Neumann, second by Alex Jones. No discussion, 3-0, unanimous.

IV. CITIZEN COMMENTS

Citizen Comments are to be kept to a maximum of five minutes per speaker unless the chairperson allows an extension of time. Each citizen is to make comments at the podium after stating name and address. Each citizen may comment only one time per public hearing / meeting.

None

V. OTHER ITEMS OF DISCUSSION/POSSIBLE ACTION

1. Discuss, with Possible Action, Changing the Regular Meeting Date/Time

Alex Jones indicates he has availability Mondays and Fridays. Keith Lodahl stated Fridays do not work for him. City Clerk Gonstead explained she could create a regular Zoom link, if appearing remotely opens up scheduling for Alex Jones. Alex Jones stated this date and time would work with that option. City Clerk Gonstead asked if they wanted to table this for an official decision until the new Alderperson is appointed.

Motion by Lisa Neumann to table this agenda item to the next meeting. Second by Keith Lodahl. No discussion. 3-0, unanimous.

2. Review Previously Discussed Topics, from February 20, 2023 Meeting

Brief discussion on which aspects are most important. Lisa Neumann points out website should be near the beginning. Keith Lodahl agrees with that sentiment. That there is a lot of information that needs to be available on the website for the public. YouTube is not intuitive on how to find the meetings while you are out there. Keith Lodahl explained Mayor Guinn had told him about a conversation wherein someone told him about a website that would allow you to find a topic you are interested in and it would get you to that video or that spot in the tapes. Alex Jones stated that was him. He was talking about a servicer called Sub Splash.

3. Discuss, with Possible Action, Which Items to Begin Working On

Conversation on Sub Splash continued. It has a website and an accompanying app. They can also send out texts and email alerts through it. Alex Jones indicated that much of what was on the list compiled on February 20, 2023 can be handled through Sub Splash. He went on to explain many websites require some coding knowledge to operate them, Sub Splash is different. He offered to get pricing. Keith Lodahl explained this committee is in an awkward position, in that they have no budget but instead will have to make any recommendations to Council. Keith Lodahl also expressed many of the municipal sites he has viewed have a similar layout to Mayville's website.

Alex Jones indicated if you check out the Christian Life Fellowship website it will be an example of Sub Splash's work. It's a clean look and the app is laid out like the website. Changes on the website carry over to the app right away, so you aren't doing work in two places. City Clerk Gonstead asked for permission to speak, granted by Keith Lodahl, asked if this servicer has any municipal and/or government experience. Alex Jones stated he was unsure, but would inquire.

Lisa Neumann indicated it appeared payments can be taken through their site, wondered if that could apply to what we need. City Clerk Gonstead pointed out there may be complications with that, there would have to be research done into how it relates to our accounting software.

Keith Lodahl asked if those managing the site have to do that work to get the word association function to work. Alex Jones indicated they do not, that the software finds it. Lisa Neumann pointed out it appears this company has been around since 2005, originated in Seattle, and has had involvement with some rather large companies.

City Clerk Gonstead inquired if the committee would like her to obtain a copy of the current contract/fee schedule for the existing website. Lisa Neumann and Keith Lodahl both said yes. City Clerk Gonstead also pointed out we will need to know if this website would allow payment collections through another entity to run through their website, just to keep options open. Keith Lodahl did point out that if the committee continues on this path, a representative from Sub Splash will need to give some sort of presentation.

VI. ADJOURNMENT

Motion to adjourn made by Alex Jones, second by Lisa Neumann. 3-0, unanimous.
Meeting adjourned at 4:20 PM.

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