

# RECORD OF PROCEEDINGS

Minutes of Council Public Service and Special Events Committee Meeting  
GRAPHIC VILLAGE - CINCINNATI, OH Form 6101

Held November 20<sup>th</sup> 2023



## PUBLIC SERVICE AND SPECIAL EVENTS COMMITTEE VILLAGE OF WEST JEFFERSON COUNCIL Minutes

November 20th, 2023

Chairperson Howard Wade called the Public Service and Special Events Committee meeting to order at 5:03 p.m.

### Roll call

**Council members:** Howard Wade, Linda Hall, Jeff Patterson

**Quorum declare:** 2 present, 1 absent (Jeff Patterson)

### APPROVAL OF AGENDA AND MINUTES:

**Motion to Adopt the Agenda-** moved by Linda Hall and seconded by Howard Wade.

**All in Favor**

**Motion to Approve the Minutes** of the November 20th, 2023 meeting moved by Howard Wade and seconded by Linda Hall.

**All in Favor**

**OLD BUSINESS:** None

### NEW BUSINESS:

#### A. **Discussing the website and a new vendor-**

Director of Information Technology, Mark Crosten, introduced the representatives from CivicPlus. The meeting began with an overview of all of the different products that the platform provided.

Different examples of municipalities that are using the product were given to look at: Canal Fulton, OH; Brisbane, CA; Wellton, AZ; Sabina, OH. Their focus was to show us municipalities closer to 10k-15k residents.

Some of the features that they reviewed were, subscriber e-alerts, NOAA Weather alerts, geo-targeted communications, translation widget capabilities and much more.

Shelton Stanley, Recreation and Special Events Manager, asked the vendor about the different Parks and Recreation capabilities, such as Community

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Center Rental, forms that can be completed online as well as payments. The vendor supplied great answers to Mr. Stanley's questions. There is a Recreation Management Portal that would allow users to inquire and pay for things such as, youth sports, summer swimming, vendor Shop-hops and other municipality events.

If the Village were to go with this vendor, the implementation would be about a 16-20 week process.

There may be a minor refresh needed every 4<sup>th</sup> year just to update layouts and content. But this is normal with any vendor.

This website can be viewed on a desktop or on a mobile device.

After all questions were answered Director Crosten thanked CivicPlus for their time and let them know we would be in touch.

There will be two more vendor demos and then the Committee would like to be able to decide from those choices.

## ADJOURN

**Motion to Adjourn** by Chairperson Howard Wade at 6:07pm. Motion moved by Linda Hall and seconded by Howard Wade.

All in favor.

*Tisha Edwards 12-4-23*

Tisha Edward Date  
Clerk of Council

*Howard Wade 12/4/23*

Howard Wade Date  
Chairperson