

**Ad Hoc Communications Committee Meeting
March 13, 2024**

1 - Order

Meeting called to order at 10:31 am by Chair Nancy Pierce.

2 – Roll Call

PRESENT: 2 – Trustee Pierce and Trustee Lambrecht

EXCUSED: 1 - Trustee Wishau

STAFF/OTHER: Administrator Kasper, Public Services Director Tony Bunkelman, Development Director Peter Wagner, Police Chief Christopher Botsch, Village Attorney/HR Manager Tyler Helsel, President Weatherston, Trustee Stillman, Village Clerk Jennifer Olsen, and Michelle Struck

3 – Approval of Minutes

Motion by Trustee Lambrecht to approve the Communications Committee minutes of 02/21/24. Seconded by Trustee Pierce. Motion carried 2-0.

4 – Public Comment

The following people appeared to speak before the Committee:

None

5 – New Business

A. Discussion on creating commercial development forms

Staff recommended to put this on the agenda for the CoW.

Motion by Trustee Lambrecht to refer the item to the Committee of the Whole, seconded by Trustee Pierce. Motion passes, 2-0.

B. Flow chart development for permitting/approvals

Staff recommended to put this on the agenda for the CoW.

Motion by Trustee Lambrecht to refer the item to the Committee of the Whole, seconded by Trustee Pierce. Motion passes, 2-0.

C. Discussion on creating a Village “wish list” that individuals/businesses could donate to

Staff recommended to put this on the agenda for the CoW.

Motion by Trustee Lambrecht to refer the item to the Committee of the Whole, seconded by Trustee Pierce. Motion passes, 2-0.

6 – Continuing Business

A. Strategy for identifying where the logo is currently used and would be updated

1. Discussion on the different styles and logos used on signs throughout the Village. Pole signs are all in right of way, but Monument signs are not all owned by the Village. Discussion specific to the sign at State Highways 31 and 32.

Motion by Trustee Lambrecht to refer the item to Committee of the Whole with a recommendation to remove the sign at State Highways 31 and 32, seconded by Trustee Pierce. Motion passes, 2-0.

2. Parks signs don't have Caledonia Logo on them. Staff recommends that the Parks committee review signage in the parks system and work with this committee to form a recommendation for the Committee of the Whole.

Motion by Trustee Lambrecht to refer to parks committee, seconded by Trustee Pierce. Motion passes, 2-0.

B. Discussion of Village Signage:

a. Assessments of Current Sign Conditions

This was addressed during item 6A

b. Location – mapping overview

This was addressed during item 6A

c. Develop process and procedure plan for new sign implementation and or/current sign alterations.

Discussion on possible new "welcome" signs. Previous CDA recommended a sign in the median on 7 Mile Rd, but staff advises it may be a traffic hazard and is not a well-populated area. Alternatives suggested include near the business park, on 4 Mile Rd, and on County Highway K. No recommendation at this time.

Motion by Trustee Lambrecht to refer the item to CoW for discussion without a recommendation, seconded by Trustee Pierce. Motion passes, 2-0.

C. Review of Communication Committee Execution Plan (see attached)

- Item B changes to priority order (see attached)
- Item F updates (see attached)

Motion by Trustee Lambrecht to move Agenda item E ahead of item D, seconded by Trustee Pierce. Motion passes, 2-0.

D. Discussion on the Comprehensive Communication Plan

Create a calendar of events where departments have heavy mailings. Staff provided when throughout the year mailings go out.

E. Discussion on the residential property development form

Staff recommended to put this on the agenda for the CoW

Motion by Trustee Lambrecht to refer the item to the Committee of the Whole, seconded by Trustee Pierce. Motion passes, 2-0.

7 – Adjournment

Chair Pierce adjourned the meeting at 11:28 AM