

**Ad Hoc Communications Committee Meeting
May 29, 2024**

1 - Order

Meeting called to order at 10:34 am by Chair Nancy Pierce.

2 – Roll Call

PRESENT: 2 – Trustee Pierce, Trustee Wishau, and Trustee Lambrecht

STAFF/OTHER: Police Chief Christopher Botsch, Finance Director Wayne Krueger, Village Clerk Jennifer Olsen, and Michelle Struck

3 – Approval of Minutes

Motion by Trustee Lambrecht to approve the Communications Committee minutes of 04/17/24. Seconded by Trustee Wishau. **Motion carried 3-0.**

4 – Public Comment

The following people appeared to speak before the Committee:

Michelle Struck – Update on management of Crestview Park Association for staff dissemination.

5 – New Business

A. Areas or items consistent with the original charge of this Ad Hoc Committee that we have not covered or need to revisit on the next meeting agenda (With No Action)

The next meeting will be the last meeting before this committee sunsets. Place Village Board final report on the agenda for that meeting.

6 – Continuing Business

A. Other locations for primary signage (*CoW 3/26/2024 staff directed to review the 5 locations and bring back to the Committee of the Whole in 6-9 months if needed. CC 4/17/2024 staff reviewed the locations*)

Additional discussion on 6 Mile Road and 7 Mile Road as possible locations for monument/welcome signs centered around sign placement in rural areas versus densely populated areas. A recommendation will be made in the final committee report.

B. Future sign placement policy and procedure (*CC 4/17/24 directed staff to prepare draft policy*)

The Committee reviewed the policy prepared by staff, asked for clarification on “vision triangle as specified in SEC. 16-5-2(d): Vision Setbacks,” and offered the following suggestions:

- Disallow sign monument construction as a requirement of developers in permitting process.
- Expand on approval process and department/committee areas of responsibility.

C. Update on logo samples (*CC 4/17/24 present final logos*)

All logo variations completed and available in shared drive, and staff will distribute files to printers. Police and Fire Departments will co-brand with their logos.

D. Review of Communication Committee Execution Plan (attached)

All items completed.

E. Review of Comprehensive Communication Plan spreadsheet

Review of Comprehensive Communication Plan worksheets, available for staff use as needed and stored in the Village resources folder.

7 – Adjournment

Chair Pierce adjourned the meeting at 11:16 AM

Respectfully submitted:

*Jennifer Olsen
Village Clerk*