

MINUTES FROM COMMUNITY DEVELOPMENT AUTHORITY

April 11, 2016

Present: Kjell Erlandsson; Fran Martin, Bill Streeter, Marla Wishau; Tom Christensen, Lee Wishau (arrived 10 minutes into meeting)

Other: Chad Arents – Image Management

1. Meeting was called to order by Fran Martin at 5:08 p.m., at the East Side Community Center.
2. Bill Streeter was introduced as new member
3. Motion to Approve the Minutes of March 28, 2016 meeting made by Marla Wishau. Seconded by Kjell Erlandsson. Motion Carried
4. Presentation by Chad Arents – Image Management – regarding website development for the Village of Caledonia.
 - a. “Image Management Proposal” – Chad presented from this handout explaining each section and answering questions as they came up
 - b. Summary – the entire process is open to Village direction and questions. The proposal basically presents requirements, features, design and functions, standards and the estimate and hourly rate to hire Image Management to create our website.
 - i. Other items the CDA requested that are included in the proposal include community photo collection, announcements and news releases
 - ii. Calendar of events for nonprofit organizations and businesses in the village as well as passwords to each individual event contributor
 - iii. Ease of maintenance and new contributions by Village trained employee.
 - iv. ADA compliant
 - v. Designed to fit and be used by various ‘screen’ sizes used today
 - c. Logo/Branding hours were included in the bid. Chad will submit a revised bid once the Village has advertised a Request for Proposal (RFP) without logo/branding hours
 - d. Decision to select who will design the site will be decided after it goes out for bid. Lee and Marla Wishau will draft an RFP for committee review. Once final, it will be advertised and reviewed at a future meeting.
 - e. Logo and Branding will be advertised under its’ own bid.
5. New Business
6. Motion to Adjourn Lee Wishau, seconded by Marla Wishau. Motion Carried 6:36 p.m.

Respectfully submitted by Marla Wishau