

**PROCEEDINGS OF VILLAGE OF FRANKLIN
SPECIAL MEETING
WEBSITE COMMITTEE
THURSDAY, DECEMBER 3, 2009, 7:00 PM
FRANKLIN VILLAGE HALL – BROUGHTON HOUSE
32325 FRANKLIN ROAD, FRANKLIN, MICHIGAN 48025**

I. CALL TO ORDER

Kochensparger began the meeting at 7:00 p.m., and welcomed the guests from Huntington Woods.

II. ROLL CALL

Present: Jim Kochensparger, Brian Gettel, Mark Jahnke, Fred Gallasch

Also Present: Jon Stoppels, Administrator
Eileen Pulker, Clerk
Hank Barry, Huntington Woods
Gabrielle Monaco, Huntington Woods
Dayle Hoffecker
John Pulker, FCA
Mike Seltzer, FCA
Pam Hansen, Planning Commission Chairman

III. ADOPTION OF AGENDA

The agenda was approved.

IV. NEW BUSINESS

A. Identification of Capabilities, Costs, and Timeframe Goals of Website Options for a new Village of Franklin Website.

1. Presentation of the proposed GovOffice Website Service, as utilized by Huntington Woods. Introduction of Hank Barry, Huntington Woods Zoning & Preservation Administrator; Gabrielle Monaco, Huntington Woods Communications Coordinator.

Barry with assistance from Monaco, described the Huntington Woods website, and how they updated the information on the site, explaining that the largest task was the initial up loading of the information needed originally on the website. Monaco agreed that periodic updates are not arduous, and take little time for each item.

In response to questions, Barry explained their interactive forms including contact information, noting that residents can request that they be contacted by telephone, regular mail or e-mail, for which they have received between 600 to 700 requests. Barry also stated that site statistics are available for the number of people logging on to the site as well which pages they are accessing on the website. Barry added that emphasis on the younger members of the community directed their decision to also provide a "Face Book" page for the city, which is linked on the city's website.

Additionally the shortcomings of the site were discussed including the inability to upload photos exactly where they wished them to be and that the Home Page Template cannot be changed internally, but emphasized the generally ease of updating the website. City Council members are only allowed direct access to the website in order to obtain their meeting packets, which are scanned and made available for them.

Further questioning revealed that the City Ordinances are available through Municipal Code's website for an additional cost, and the City's e-mail is not provided through GovOffice, which would mean there is an additional charge for that as well.

Barry provided one more implementation that has yet to be enacted; Huntington Woods will be providing videos of their Council meetings by uploading them to "You Tube", which the Village could also utilize.

Hoffecker provided an overview of the proposal obtained from GovOffice for the set up, design, and hosting of the Village of Franklin website. Hoffecker provided a copy of the proposal and discussed the items as follows:

- a. Implementation Cost Proposed - \$2,279.00
- b. License of GovOffice Content Management System - \$850.00 (one time cost), included in proposed cost.
- c. Annual Service Package - \$504.00
- d. Budget Custom Graphic Web Design - \$600.00, included in proposed cost.
- e. Start-up Package - \$325.00 (one time cost), included in proposed cost

Additional costs were discussed, to provide for the set-up of the website once the template is provided. A proposal was provided that Monaco could be hired at \$20.00 per hour for an 80 hour project (total cost of \$1,600.00) to complete the implementation of providing the information to be published as the new website. It was determined that the website as proposed would cost approximately \$5,000.00 in total. Kochensparger opined that this template product (GovOffice) would be the best fit for the Village, and the easiest to work with.

2. Presentation by Eileen Pulker, Franklin Village Clerk

Pulker identified two plans to consider, both at no additional cost, other than the usual \$25.00 per month to host the website and e-mail for the Village, as follows:

- a. Revamp the existing site, reorganize it and update clip art with photos and professional artwork; or
- b. Completely re-do the website, starting from scratch, with a professionally designed site.

The committee members present opined that they would rather have the entire site redone, and that it should resemble the site that Huntington Woods has.

Pulker proceeded to explain the proposed plan, with the professional website design being preformed and donated by Jeff Pulker who is a Web/Graphic Designer with a BFA from U of M, and following the initial design, the website and e-mail hosting, and technical support being provided by Great Lakes Internet for \$300.00 per year. The software being utilized by the designer is already owned by the designer and is not necessary for the purpose of updating the website. His donated services include the implementation and publication of the completed website, following approval.

The software available for the updates is "Wordpress" and is provided at no cost, and while it is not difficult to use, will require a short, instructional tutorial which Jeff Pulker will provide. As has been done in the past, employees will be able to perform updates, which can be performed from any computer that has the required software. It will be possible to provide site statistics per page, search capabilities will be included, and limited access can be granted to certain pages as deemed necessary, as is available on the GovOffice sites.

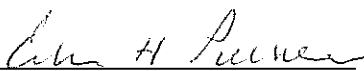
In response to further questions, Pulker added that the Village will continue to list their own Ordinances on the Village website as has been done in the past. The Village's Codification service, American Legal Publishing, includes a CD with the updated Ordinances each year.

It was determined that Jeff Pulker should provide the committee with a mock up of several web pages, including the home page, replicating the look of the Huntington Woods website as closely as he is able to do, for the committee's review.

V. ADJOURNMENT

There being no further business, the meeting adjourned at 9:14 p.m.

Respectfully submitted,



Eileen H. Pulker, Clerk

H. Frederick Gallasch, President