

Minutes for March 5, 2019 SPECIAL MEETING at Ryland Heights Municipal Building @ 10145 Decoursey Pike, Ryland Heights, KY 41015 at 7:00 PM

Call to Order- Meeting called to order by Mayor Cole at 7:11pm.

Invocation- by Mayor Cole.

Pledge to Flag- led by Commissioner Collins.

Attendance/Roll Call- Commission members present: Mayor John Cole, Commissioner Carrol Bowman, Commissioner Jason Ponder, Commissioner Ralph Collins. Commission members absent: Commissioner Barb Stephenson. Staff members present: Rod Rigacci, Treasurer, Nancy Collins, City Clerk. Staff members absent: None.

Website Implementation and Design – The purpose of this Special Meeting is to provide an update on the website project then agree on a design, identify the primary photo, determine a color scheme, identify navigation links from the home page and begin thinking of an official logo for the City.

Update on Project – An update was provided by Nancy Collins, City Clerk, and Rod Rigacci, Treasurer, on the status of the website implementation. During their recent conference call with Sophicity, an implementation plan was determined followed by next steps needed to begin the project. The implementation plan included: Identify the Design, Build the Design, Obtain Approval, Create the Website.

Each Sophicity website is intuitive and user friendly with links accessible from each page, is mobile friendly, has the ability to rotate/scroll pictures on the home page and has the capability to have a custom logo. Timeframe for the deployment of the website is approx. 2-4 weeks depending upon requested customizations, edits, required approvals.

Presentation – Multiple websites were reviewed during the live demonstration of other, active, websites created by Sophicity. These websites provided insight for the Commission related to the navigation, look and feel, formatting of other information, etc. for each site. These website reviews were helpful in determining the best design for the City.

Template, Photo, Color Scheme, Links – After review and discussion, a motion was made by Commissioner Ponder seconded by Commissioner Collins to submit the following design elements:

- Template – same as Middletown, KY
- Photo (Primary) – Veterans Memorial w/City Building in the background – Side View.
- Color Scheme – Green – Same shade used by Ryland Heights Elementary School. Website for Ryland Heights Elementary School will be provided to Sophicity for accurate color coordination.
- Links – TBD - Selection of primary links deferred to the City Clerk and Treasurer by the Commission.
- Logo – Use City “logo/image” w/tag line “*A Small City with a Big Heart*” for logo; year incorporated. Copy of Image and a business card to be forwarded to Sophicity for reference.

All Ayes received on the motion. Motion Passed.

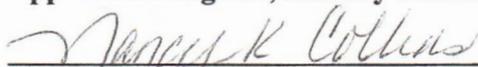
Next Steps –

- Determine Links for Home Page.
- Obtain Photo-Veterans Memorial w/City Bldg in background. Format-landscape view; 1800 pixels width).
- Notify Sophicity of all Design details. (see above)
- Receive Mock up Design from Sophicity

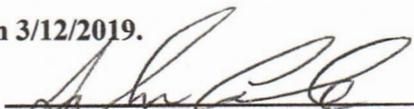
Adjournment- Motion made to adjourn by Commissioner Collins with Second by Commissioner Bowman. Meeting was adjourned at 8:16 pm.

Minutes prepared by Nancy K Collins, City Clerk on 3/06/2019, per recording and meeting notes.

Approved at regular, monthly commission meeting on 3/12/2019.



ATTEST, City Clerk



ATTEST, Mayor