



# WILDWOOD

## City of Wildwood

### Community Outreach Task Force

#### *Minutes for its Wednesday, August 11, 2021 Meeting*

5:30 p.m. to 7:00 p.m.

**City Hall** ~ 16860 Main Street, 63040

#### **I. Welcome by Co-Chair Flaschar and Roll Call**

The meeting was called to order by Co-Chair Flaschar, at 5:31 p.m., on Zoom Webinar Platform, with it being broadcast from City Hall, 16860 Main Street, Wildwood, Missouri 63040.

A roll call was requested by Co-Chair Flaschar. Kristin Parker called the roll with the following Task Force Members being in attendance: Jehling, Bowman, Caldwell, Allu, LeMay, Marshall, Glowski, Becker, Ottenberg, Dodwell, and Flaschar.

City staff in attendance at the meeting included the following: Administrative Assistant, Kristin Parker, and Director of Planning and Parks, Joe Vujnich.

#### **II. Approval of Minutes from the May 11, 2021, Task Force Meeting**

Co-Chair Flaschar requested a motion for the approval of the meeting minutes from May 11, 2021. A motion was made by Member Glowski to approve the minutes, which was seconded by Member LeMay. A voice vote was taken, and all task force members stated aye. Co-Chair Flaschar noted the meeting minutes from May 11, 2021 were approved.

#### **III. Public Participation (By Chat or as a Promoted Panelist)**

No individual from the public sought to speak at tonight's meeting.

#### **IV. Review of Work Sheet of Submitted Organizations, Agencies, and Others**

- a. Update on the Format of the Work Sheet
- b. Inclusion of Other Additions to the Work Sheet, Per Task Force Members
- c. Obtain Consensus on Work Sheet as Final Draft

Director Vujnich discussed the adjustments made to the work sheet, specifically, adding the (3) three animal rescue organizations, creating a place holder for the Boy Scouts and Girl Scouts, and integrating missing contact information for each organization. Director Vujnich stated the additional places of worship in Wildwood would also be added to the draft of the work sheet.

Director Vujnich asked for input on the highlighted organizations. Co-Chair Flaschar asked the group if the yellow items were types that should be retained or not. Co-Chair Caldwell agreed to remove these identified items, and hearing no objections, the highlighted organizations will be removed from the list.

Director Vujnich advised that the updated list would be shared with the Task Force members again, before finalizing.

## **V. Review of Completed Questionnaire to be Provided to Organizations, Agencies, and Others**

Administrative Assistant Parker shared her screen with the letter drafted to the organizations. Co-Chair Flaschar discussed its structure. Member LeMay suggested the houses of worship be encouraged to list their specific programs; for example, St. Albans has services they do that no other does within the community. Woodlawn has a Mother's Day Out Program. Co-Chair Flaschar mentioned that he previously called various places of worship and most did not have public programs.

Member Dodwell asked if she could revise the letter, as the receiving party may find the current form a little overwhelming. Co-Chair Flaschar would like a quick turnaround and Member Dodwell agreed.

Discussion was held about timing of the letter, specifically before or after school starts. Member Jehling suggested sending the letter on the Tuesday after Labor Day. Co-Chair Flaschar wanted to wait at least a month after letters are sent to hold the meeting with the organizations. Co-Chairs will comment on the revised letter via email, before it gets distributed to the organizations, then meet with interested organizations in early October and again in early November. The Task Force objective will be completed, then could possibly meet yearly for updates.

The desired timeline would be to send the letter on the Tuesday, after Labor Day, with a return date by the end of September, with an early October meeting with the organizations. Member Jehling would like to suggest a presentation meeting date be included in the letter.

Discussion was held on the time allotted for each organization to present. Member Ottenberg suggests a time limit be given. Co-Chair Flaschar suggests a five (5) minute limit, while Member Marshall says ten (10) minutes, but once the responses are received and the number of participants are known, the length of time can be finalized. Don't commit to dates, until the number of participants are known. Member Jehling thinks the letter should mention "a short presentation" and that a video presentation can be sent in if they cannot make the meeting date. Members agree the organizations should be made aware that there will be a time limit. Co-Chair Caldwell thinks that all information should be gathered first and then a date chosen for the meeting. Co-Chair Flaschar would like a cutoff date at the of September and then the organizations would present at an October 13 meeting.

If the organizations do not respond, a follow-up call can be made by Kristin Parker, with Co-Chair Flaschar assisting with them, if necessary.

Discussion was held regarding the planned dates for the process. Director Vujnich suggests that, on September 7, the letter will be mailed. The letter will indicate the return date for it, i.e., no later than September 30. The meeting with the organizations will be October 13, 2021. Members discussed whether this timeline would provide the Task Force enough time to review the submissions, if more time is needed to review, or if the organizations need more time to prepare. Member Dodwell believes the organizations need more time to prepare. Director Vujnich asked if there should be a second meeting for presentations, but Co-Chair Flaschar says November may be the final meeting for the Task Force, assuming everything is done in October, as the committee loses too much steam with so much time between meetings. Co-Chair Caldwell would like to see how many organizations respond, before we commit to another meeting.

Another discussion was held regarding putting the October 13th date in the letter, as well as the option to submit a video, if the organization cannot be present. Member Ottenberg mentions a three (3) minute presentation limit, but an allowance can be made for an extra minute or so. Member Glowski believes some organizations may have a number of programs/offerings and may not take this seriously, if they are only allotted three (3) minutes. Co-Chair Flaschar believes each organization should have five (5) minutes to present.

Member Marshall asks if the information will be on the website or how will it be communicated to the residents. Director Vujnich said there is not much available space on the website's Home Page, but maybe it can be a news flash item and kept up for an extended period of time or on a dropdown menu. Member LeMay suggests that it can be supplemented with a newsletter. Member Allu suggests to keep maintenance down, create a PDF, and put on a separate page.

Members agree to the following scheduled for the letter to the organizations:

- September 7 – letter mailed to organizations
- September 30 – letter due back to the City
- October 13 – next Community Outreach Task Force meeting

## **VI. Determine the Structure and Parameters of the Task Force's Meeting(s) with Respondents to Questionnaire**

Member Ottenberg asked if the meeting will be via Zoom and Co-Chair Flaschar responded the meeting will be via Zoom.

Director Vujnich says if there are no comments/changes, the presented questionnaire will be used.

## **VII. Other Matters for Consideration**

## **VIII. Next Steps for Task Force Members**

Member Dodwell will revise the letter to the organizations and email it to the Department and the Co-Chairs for review.

## **IX. Next Meeting Date – To Be Determined**

The next meeting of the Community Outreach Task Force will be Wednesday, October 13.

## **X. Closing Remarks and Adjournment by Co-Chairs Caldwell and Flaschar**

Co-Chair Flaschar asked for a motion to adjourn, which was made by Task Force Member Glowski and then seconded by Task Force Member Ottenberg, which was then followed by a voice vote on the motion. The motion was approved by a unanimous vote. The meeting was then adjourned at 6:15 p.m.