



# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | [www.marvinnc.org](http://www.marvinnc.org)

## WEBSITE COMMITTEE MEETING AGENDA

September 3, 2020 – 3 p.m. – Village Hall (Virtual Meeting)

### AGENDA ITEM

1. Call to Order
2. Determine Quorum
3. Adoption of the Agenda
4. Adoption of the Minutes: 7/9/20 and 8/6/20
5. Public Comment Period

### BUSINESS ITEMS

1. Presentation of the Website Design
2. Discussion of the next steps in the process and future meetings.

### ADJOURNMENT



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## WEBSITE COMMITTEE MEETING MINUTES July 9, 2020 – 3 p.m. – Village Hall (Virtual Meeting)

### AGENDA ITEM

#### 1. Call to Order

Village Clerk, Barbie Blackwell called the meeting to order at 3:09pm.

#### 2. Determine Quorum

Mrs. Blackwell noted the meeting was being held virtually and that a quorum was determined to be present virtually.

**Present Virtually:** Kristyna Culp, Lee-Anne Black

**Present:** Bob Nunnenkamp

**Absent:** Jim Heery

**Staff Present:** Barbie Blackwell, Rohit Ammanamanchi, Austin Yow, and Jerod Brown (Granite Sky Creative Group)

#### 3. Adoption of the Agenda

**MOTION:** Bob Nunnenkamp made a motion to adopt the agenda.

**VOTE:** The motion passed unanimously.

#### 4. Public Comment Period

There were no public comments.

### BUSINESS ITEMS

#### 1. Discussion of how you currently use the Village's Website

Jerod Brown of Granite Sky led the committee in discussion on how staff and the public use the Village's website. Committee members and staff noted that the website is not utilized well due to its outdated and non-interactive design. The committee noted that specific information is hard to find and that there are many blank pages.

#### 2. Discussion of what's good, bad, what could be better, and ideas seen on other Municipal Sites

The committee discussed ways in which the new website could address the issues of the current website. They advocated for the use of interactive drop-down menus that do not have repetitive landing pages, in addition to any easily editable format to regularly update photos and files. This discussion also included how the new website could better represent the Village of Marvin visually. The committee provided Mr. Brown with a list of adjectives to describe Marvin and its public image.

#### 3. Discussion of specific functionality or elements seen on other websites

The committee highlighted features they thought useful from other municipal sites, including City of Concord's residents' tab, the Town of Stallings' method for posting meeting agendas and minutes, as well as other functionalities used on the websites for the Town of Matthews, the Town of Cornelius, and the Town of Waxhaw.

### ADJOURNMENT

The meeting was adjourned at 4:21pm.

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Austin W. Yow, Village Clerk  
Village of Marvin



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## WEBSITE COMMITTEE MEETING MINUTES August 6, 2020 – 3 p.m. – Village Hall (Virtual Meeting)

### AGENDA ITEM

#### 1. Call to Order

Village Clerk, Austin Yow called the meeting to order at 3:13pm.

#### 2. Determine Quorum

Mr. Yow determined that a quorum was present.

**Present:** Bob Nunnenkamp

**Present Virtually:** Kristyna Culp, Lee-Ann Black

**Absent:** Jim Heery

**Staff Present:** Austin W. Yow, Rohit Ammanamanchi, Jerod Brown (Granite Sky Creative Group)

#### 3. Adoption of the Agenda

**MOTION:** Bob Nunnenkamp made a motion to adopt the agenda. Kristyna Culp seconded the motion.

**VOTE:** The motion passed unanimously.

#### 4. Public Comment Period

No comments were given.

### BUSINESS ITEMS

#### 1. Discussion of the New Proposed Website Schematic

Jerod Brown, consultant with Granite Sky Creative Group LLC, presented a wire schematic for the new website to the committee. The Committee discussed the aesthetics, arrangement, and functionality of website elements and provided feedback to Mr. Brown. The discussion largely focused on the new homepage and sub-navigation menus. The committee emphasized the importance of providing information and resources for new residents. Staff provided feedback regarding departmental needs for the new website.

#### 2. Discussion of Next Steps in the Process

Mr. Brown informed the Committee that he would make the edits and move forward with the design of the Website. He will present the design for feedback and approval at the September 3 meeting.

### ADJOURNMENT

**MOTION:** Bob Nunnenkamp made a motion to adjourn the meeting at 4:09pm. Kristyna Culp seconded the motion.

**VOTE:** The motion passed unanimously.

Adopted: \_\_\_\_\_

\_\_\_\_\_  
Austin W. Yow, Village Clerk  
Village of Marvin