

Present: Chairperson Sloan; Members: Freier and MacKenzie

Absent: Schneider and Slatcher

Also Present: Assistant Manager, Ellen Marshall
Council Liaison, Walter Briggs

Chairperson Sloan called the meeting to order at 7:30 pm in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

REVIEW AND CONSIDER APPROVAL OF MINUTES OF A REGULAR COMMUNICATIONS COMMITTEE MEETING HELD JANUARY 9, 2014

Motion by Freier, second by MacKenzie, to approve the minutes of a regular Communications Committee meeting held January 9, 2014.

Motion passed.

REVIEW AND DISCUSS REQUEST FOR PROPOSALS FOR CITIZEN SURVEY

Committee members reviewed a draft Request for Proposals for a 2014 Beverly Hills Community Survey. No modifications to the document were suggested. There followed discussion on timing for the acceptance of proposals, Committee review of RFPs and referral to Council, and Council meeting date for consideration of proposals and budget appropriations.

Marshall informed members that she contacted SEMCOG (Southeast Michigan Council of Governments) and spoke with Dave Boerger, who provided her with names of various companies that conduct municipal surveys as well as the municipalities they have worked with. Boerger also sent copies of completed municipal surveys to the Village. Marshall will send RFPs to companies put forward by SEMCOG and other local vendors suggested by Committee members.

There will be an item on the Tuesday, February 25 Council meeting for Council to review and consider authorizing the Communications Committee to solicit Requests for Proposals on a 2014 Community Survey.

There was agreement to accept responses to the RFP until March 21, 2014 at 4:30 p.m. The Committee decided to move their regularly scheduled April meeting from April 10 to Thursday, April 3, at which time they will review the RFPs and make a recommendation to Council. At its Tuesday, April 15 meeting, it is anticipated that Council will review the recommended proposals for a citizen survey and consider budgeting for that expense in the upcoming 2014/15 Village budget.

Motion by MacKenzie, second by Freier, to move the regular Communications Committee meeting in April from April 10 to Thursday, April 3.

Motion passed.

PUBLIC COMMENTS

None

LIAISON COMMENTS

None

ADMINISTRATION COMMENTS

None

COMMITTEE COMMENTS

Sloan commented that she received an email from Larry Ribits from the Birmingham Bloomfield Lifestyle Magazine asking if the Committee would like to make any changes for the September issue. This will be a topic of an upcoming meeting.

The meeting was adjourned at 7:55 p.m.