

Fostoria City Public Affairs Committee Meeting

Meeting Information			
DATE	January 25, 2022		
TIME	6:00 PM		
LOCATION	Fostoria Municipal Building - 2nd Floor Conference Room		
ATTENDANCE			
Amy Mendoza	Mike Shaffer	Bill Sayre*	Joy Walters*
Bob Podach*	Serena Reese*	Carole Boos*	Greg Cassidy*
Ed Logsdon*			

*Denotes members of the public who attended the meeting

MEETING MINUTES

1. Call Meeting to Order

2. Roll Call of Committee Members

3. Welcome / Overview of the Meeting

1. Mike Shaffer and Amy Mendoza shared the purpose for the committee and the goals for the committee. They shared that they hope to use the public affairs meetings to build relationships with the community and have an open dialog with community members
2. They shared that they are open to ideas to improve the communication and provide a sense of transparency throughout the community

4. Minutes of Previous Meeting(s)

1. None

5. Communication / Community Updates(s)

1. None

6. Public Comments

The meeting consisted of an open discussion amongst the group in the room to gather ideas to improve public affairs / communication throughout the community. Below is a list of the discussions that occurred during the meeting:

1. Discussion of Charter Amendments to learn specifics on the approach and wording that will be on the May 3rd ballot
2. Sunshine Laws
3. Updating the website to find information such as council meeting agendas, meeting minutes, ballot information and city financial information. Mike Shaffer shared that he has a website improvement plan that will provide recommendations to update parts of the city website.
4. Town Hall Meetings for Charter Amendments - it was determined that the committee will investigate putting together three town halls prior to the May 2022 primary election. Planning will begin for these Town Halls during our next meeting. Amy Mendoza volunteered to look at potential dates for Town Hall Meetings.
5. Newsletter Updates in the Water Bill - Mike Shaffer shared that he would follow up with the Safety Service Director (Josh Clark) on this idea.
6. Development of a Zoning Complaint Form that could be posted on the website

7. Old Business

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1. None

8. New Business

1. Appointment of Roles in Committee

1. It was determined that Amy Mendoza and Mike Shaffer would co-chair the committee as there is much work to be accomplished on this committee.

2. Committee Approval of Proposed Public Affairs Committee Charter

1. The Charter was renamed to Public Affairs Committee “Objectives” and suggested revisions were made to the document. The document will be posted on the Fostoria City website for people to

2. The committee discussed boundaries to ensure that the committee does not take on the role of “communication director” for the City of Fostoria.

9. Miscellaneous

1. There will be two meetings each month for the Public Affairs Committee as there is a lot ideas to work on. The 2nd Tuesday of each month will be a “work session” which will give committees a time to work together and build plans and strategies for public affairs. The 4th Tuesday of each month will be a formal meeting, where the committee will discuss projects, collect additional feedback from the community in efforts to continue to improve public relations in the community. — All meetings and work sessions are open to the public

2. Mike Shaffer shared that the meeting minute for public affairs and the committee objectives would be posted to the Fostoria Website.

10. Adjournment - 7:45 P.M

The next work session meeting will be held Tuesday, February 8, 2022 at 6:00 PM in the Fostoria Municipal Building.

ACTION ITEMS

<i>Action Item</i>	<i>Due date</i>	<i>Status</i>	<i>Responsible</i>	<i>Comments</i>
Investigate Newsletter in Water Bill	2/8/2022		M. Shaffer	
Investigate gaining access to City Website to make updates	2/1/2022		M. Shaffer	
Recommend Dates for Potential Town Hall Meetings	2/8/2022		A. Mendoza	