

# Town Meeting

## Week 1

✓	Item	Description
	Find Sponsor	Ask McCleary Community Chamber of Commerce to sponsor the Town Meeting. Ask a business member to donate refreshments for the Town Meeting.
	Send Invitations	Decide on a date. Make these requests early to be sure the "right" people will be able to attend. Distribute the proposed agenda and ask individuals to make presentations for selected topics.
	Reserve Community Center	Make sure the Community Center will be available on the selected date.
	Assemble display materials	Find a diagram of a hot water heater to create a display showing how to replace the rod. Assemble water tests.
	Contact suppliers	Contact suppliers of water filters and chemicals used to purify water, and ask for brochures, price lists and white papers. contact suppliers of water test kits and ask for samples and white papers.

## Week 2

✓	Item	Description
	Print Flyers	Create a Flyer announcing the Town Meeting. Print on colored paper.
	Post Flyers	Post Office, Gordon's Select Market, Mike's Market, City Hall, McCleary Businesses, McCleary Library, McCleary School
	Send Press Release	The <i>East County News</i> and <i>The Vidette</i> are published once a week. Therefore press releases should start a month before the event. Distribute the Press Release to these two papers, <i>The Olympian</i> , <i>The Daily World</i> and KGY-FM Radio station. Create a calendar item for Eagles TV.
	Print Surveys	Print enough copies of the Survey for early distribution and the Town Meeting.

✓	Item	Description
	Distribute Surveys	Make copies of the Survey available at the locations specified in the Flyers and Press Release.
	Attend City Council Meeting(s)	Several weeks before the event, attend at least one City Council meeting. Bring Flyers and Surveys to distribute to the Council and guests.

### **Week 3**

✓	Item	Description
	Prepare large map	Print a large map of the Wildcat Creek Aquifer. Have the map laminated. Mount it on a surface suitable for the pins.
	Prepare displays	Make a display of a hot water heater with instructions on how to replace the rod.
	Buy supplies	colored pins for map, labels, cups, napkins, name tags
	Prepare Sign-in Sheet	
	Confirm refreshments	Contact the businesses who volunteered to provide refreshments, and make sure they'll be delivered to the Community Center in advance.

### **Day of the Town Meeting**

✓	Item	Description
	Collect Surveys	Go the places where Surveys have been made available and collect completed Surveys.
	Print the Agenda	Print enough copies for anticipated attendees of the meeting.
	Print Sign-in Sheet	
	Make name tags	Make name tags for the people who have been invited.
	Pin the map	Using the completed Surveys, put pins on the map
	Pick up the key	

✓	Item	Description
	Set up the room	Turn on the heat (if it's cold) Set up table at entry with Sign-in Sheet and Surveys Mount the map, place the colored pins nearby Mount the display materials – water heater picture, water test results, water filters and chemicals Set up speaker table and chairs for audience Set up a refreshment table, put out cups and napkins for refreshments

### **Immediately After the Town Meeting**

✓	Item	Description
	Clean up the room	Turn off the heat and lights Clean up the kitchen and restrooms Stow the tables and chairs Gather the map, completed Surveys and display materials Bag the garbage
	Lock the building	

### **Day After the Town Meeting**

✓	Item	Description
	Pick up the key	
	Send Thank Yous	Thank all the officials and government employees who attended. Thank the Chamber of Commerce for sponsoring the event.
	Press Release	Prepare a press release, informing the community about the Town Meeting

## **Press Release**

McCleary, Washington — A resident of McCleary is hosting a town meeting regarding the water odor which many residents experience in the McCleary area. The meeting will be held at the McCleary Community Center on Wednesday, April 19, at 7pm. Refreshments will be served.

City of McCleary elected officials, water employees and engineers will attend. Representatives from the Washington State Department of Health, the Washington State Department of Ecology and the Grays Harbor Department of Health have also been invited.

### **Agenda**

There will be a discussion of the water odor and what causes it. Government employees will be asked to discuss possible "solutions". There will be displays of methods to eliminate the odor from your water. Community residents and business owners will be asked if they have attempted to resolve the problem, what they did and if it was successful. Attendees will be able to complete a Survey, and the Survey results will be compiled. The City of McCleary will address what it can do to fix the problem, and how much it would cost taxpayers

### **Water Survey**

A survey has been prepared asking community residents and businesses whether they have the water odor problem. We're trying to determine which households and businesses have the water odor. We're also trying to discover who has tried to eliminate the odor, and if they've been successful. The survey also asks what methods have been used, and whether they have been successful. Whether you experience the problem or not, we would appreciate your completing the Survey. This will help us compile a map showing the extent of the problem. Pick up a copy of the Survey at the following locations: {list}. Return your completed Survey where you got it, or mail to: {address}.

The Town Meeting is sponsored by the McCleary Community Chamber of Commerce and the whole community is invited to attend this free event.

# Flyer

## How Does Your Water Smell?

Are you one of the many McCleary community residents whose water had a rotten egg odor? If so, there may be help. There will be a Town Meeting where you can find out more.



**Where: McCleary Community Center**

**When: {Date and Time to be Announced}**

### Who's Been Invited

City of McCleary elected officials, water employees and engineers will attend. Representatives from the Washington State Department of Health, the Washington State Department of Ecology and the Grays Harbor Department of Health have also been invited.

### Agenda

- Introductions
- Discussion of the water odor – what causes it
- Discussion of the "solutions"
- What the City can do, and how much it would cost taxpayers
- Compile Survey results – pin the map

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# Agenda

- Introductions
  - Washington State Department of Health official
  - Washington State Department of Ecology official
  - Grays Harbor County Environmental Health Division official
  - City of McCleary official (water department, engineer, etc.)
- Explanation of the displays
- Discussion of the water odor – what causes it
- Discussion of the "solutions"
- What the City can do, and how much it would cost taxpayers
- Compile Survey results – pin the map