

2017 COMPREHENSIVE PLAN UPDATE STEERING COMMITTEE MINUTES
OF THURSDAY, OCTOBER 8th, 2015

Meeting called to order by Secretary Schroeder at 3:04 P.M. in Conference Room 108 of City Hall Plaza.

PRESENT: Mayor Chris Meyer; Alderperson Ed Wagner; Joe Gustafson (arrived at 3:07); Dan Knoeck; Justin Casperson; Bob Haight; and, Ann-Marie Nelson Brine.

ABSENT: Michelle Morley (excused); Bob Trussoni (excused); and, Sam Warp (excused)

ALSO

PRESENT: Sam Schroeder, Zoning Administrator; and, Josh Miller, City Planner.

Approval of Minutes – September 17, 2015

CPSC15-02 Motion by Casperson second by Haight to approve the minutes of September 17, 2015.

Motion Carried.

Gustafson resumed Chair at 3:07 pm.

Citizen Comments

No comments.

Review Public Participation Plan

Miller asked if the Committee had any recommended changes to the Public Participation Plan.

No discussion.

Discuss Town Hall Kickoff Meeting with the Public

Miller asked for some suggested exercises for the initial Town Hall Kickoff Meeting.

Wagner agreed focusing on the visioning of the City and small focus groups.

Miller asked for a suggested date, time, and location for the meeting.

After much discussion the group is suggesting to have the kickoff meeting on a Saturday morning in mid-January, with the possible location in a vacant store front in the downtown or possibly the basement of the Thomas House.

Need to have a good moderator.

Invite Young Professionals group, school district, schools, PTO groups, Leadership Marshfield, etc.

Talk to Angie about using a vacant storefront downtown.

On the invites, ask how is the Comprehensive Plan going to impact you as an individual? Have that answer for the meeting and promotion of the meeting.

Possibly cross promote another event around mid-January.

Come up with a theme and market it.

Review Survey Questions

Miller briefly went over the survey and shared a couple of additional health related questions that were not included in the packet.

The following topics and questions were discussed: transportation, outsourcing the survey to maximize results, use of the word “City” to often, community gardens, quantifiable vs perception questions, ride share, Emerald Ash Bore, safety, the general outline of the survey, Question 5, Question 16, and Question 21.

Have questions that are both quantifiable and based on perceptions.

Need a Transportation section to the survey.

Look to hire a consultant to assist with the survey and analysis.

Set Meeting Date and Future Agenda Items

The next meeting will be scheduled for Thursday, November 12, 2015, in Conference Room 108. Topics for the agenda will include existing conditions, update on the survey and moderator, and kick-off meeting.

Adjourn at 5:00 P.M.

Respectfully submitted,

Sam Schroeder
Zoning Administrator