Meeting Summary
Strategic Planning Task Force (SPTF) Posted Meeting
Village Hall, 24 Crestwood Drive (in-person meeting with Zoom option)
April 27, 2022, 5:00 p.m.

Present: Matt Chitwood (Chair); Dan Holloway; Brian Kozlowski; Steve Menzel (notetaker); Gordon Renfert; Nathan Sandwick, UW Extension (facilitator); Meg Erler (facilitator). Unable to attend: Phil Kruthoff.

The meeting was convened at 5:00 p.m. by chair Matt Chitwood. Minutes for the March 16, 2022, meeting were approved unanimously by the group.

Nathan Sandwick shared the latest version of the draft Strategic Plan, including the main narrative (14 pages) and the appendices (31 pages). The group expressed their satisfaction with how well the draft is coming together. Sandwick stated that he is ready to "hand over the pen" to the Task Force or a sub-group to take the document and "make it your own," and indicated that this may be his last meeting with the group. Menzel saluted Sandwick for the large amount of time he has put toward developing the document, stating that it has only been 10 months since the group's first meeting (June 29, 2021).

Sandwick noted that he took the liberty to add a few objectives and actions on the list of Goals, Objectives and Actions, and noted those additions with gray highlights. He stated that many of the additions relate to long-term infrastructure and sustainability concerns (e.g., low carbon economy, "dig once" policy for street improvements, etc.).

The group then discussed which elements of the Strategic Plan should be included in the Comprehensive Plan. Holloway and Renfert, both members of the Comprehensive Planning Committee, indicated that CPC facilitator, Kristen Johnson, has already been incorporating into the Comp Plan elements of the Strategic Plan and didn't feel the Task Force needed to duplicate this effort. Sandwick encouraged the Task Force to not hold back on making recommendations for what to include in the Comp Plan, especially considering the Task Force went to considerable effort to obtain community input.

Menzel questioned whether the Comp Plan contains – or ought to contain – the Mission, Vision and Values statement. Renfert stated he didn't believe this was included in the current draft. The group agreed that this should be included in the Comp Plan, if at all possible.

Sandwick noted to the group that the previous list of eight Goals is now seven, with the combining of the fire protection and public safety elements.

The group then focused on highlighting a few key Objectives under each Goal that it would recommend to the Comp Plan Committee for inclusion in the Comp Plan. After some discussion, it was agreed to highlight/recommend the following to the Comp Plan Committee: Mission, Vision and Values statement; Objectives 1.1.2, 1.1.4, 1.1.5, 2.1.1, 2.1.2, 3.1.2, 3.1.3, 4.1.2, 4.1.4, 5.1.1, 6.1 (main Objective only), 7.1.3 and 7.1.4. It was also agreed that Objectives 7.1.1 and 7.1.2 should be moved to Objective 4 (Community Engagement). At Kozlowski's suggestion, it was also agreed to edit 7.1.4 to read "existing" businesses.

The group also questioned whether the section in the Strategic Plan titled "Strategic Issues, Priorities" ought to be moved to the Appendix.

Menzel then volunteered to send the updated Strategic Plan with highlights to the Comp Plan Committee for consideration at their meeting on April 28. To that end, Menzel then moved that the Strategic Planning Task Force submit to the Comp Plan Committee a draft of the Village Strategic Plan highlighting the Mission, Vision and Values, and the aforementioned Objectives (see list above). Seconded by Holloway. Approved unanimously by voice vote.

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Sandwick offered to send a Word version of the current draft of the Strategic Plan to Menzel. Menzel and Holloway then volunteered to refine the draft to a more finalized version for consideration at the next meeting. The group felt that some sort of public hearing would be a good idea to obtain input from Village residents. It was agreed that we may want to rely on Kristen Johnson's advice regarding how and when to conduct the public hearing.

Next meeting was set for May 25 at 5:00 p.m. in the Village Hall
Meeting adjourned at 6:17 p.m.
Meeting summary prepared by Steve Menzel

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Matt Chitwood, Chair

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