

Plan Steering Committee

Notes from the January 7, 2013, Meeting

Present:

Linda Loomis (Committee Chair), Laura Jester, Karen Chandler, Derek Asche, Ted Hoshal, Lisa Goddard, Michael Welch, and Pat Byrne

Discussion and Business

1. Review Vision Development from December 20th

The Committee postponed this item until the Plan Steering Committee's next meeting.

2. Review Gaps Analysis – Karen Chandler

Ms. Chandler said that at the December BCWMC meeting, the commissioners discussed their need to set up meetings to discuss the gaps analysis. She asked if the Steering Committee wants the commission to hold their meeting and discussion prior to the Steering Committee going forward with its review of the gaps analysis. Ms. Chandler said that it seemed that the Commission wanted to try to set up a special meeting to discuss the gaps analysis or to try to set up time before the regular meetings for the review and discussion. There was agreement that no date for a meeting was set by the Commission.

Commissioner Welch said that there was agreement at the December Commission meeting that the gaps analysis is a high-level guide that should set the agenda for plan process. The Committee discussed using the gaps analysis to develop areas of discussion. The Committee decided that the next Commission agenda should include an item to set the special meeting for the Commission to discuss the gaps analysis.

3. Review Budget

The Committee decided that there did not need to be any changes made to the budget at this time.

4. Review Timeline

The Committee agreed that the timeline needed to be brought in front of the Commission for its review and comment at the January meeting. Administrator Jester agreed to talk to Brad Wozney of BWSR to find out more about the BWSR approval process of the proposed public outreach and how formal of an approval is needed.

Commissioner Welch commented that Administrator Jester should be “driving the Plan bus.”

The Committee asked Ms. Chandler to update the timeline and to forward to Ms. Loomis the Word Document file of the steps so that she can update the document.

5. Review Commissioner identified topics

The Committee decided that at the next Commission meeting it should be announced that commissioners should provide their plan issues list to Administrator Jester prior to the special meeting to review the gaps

analysis.

6. *Review List of Media Outlets*

The Committee discussed the list created by Ted Hoshal.

7. *Discuss Development of Online Survey Component*

The Committee discussed different surveys. It was proposed that the Committee recommend to the Commission that Administrator Jester help develop the online survey and that the questions would be a combination of multiple-choice and open-ended. The topic was raised regarding creating a presence on Facebook for the survey and the Committee decided not move ahead with the idea.

8. *What will Committee present to the Commission at the next meeting and are there decisions that are needed from the Commission?*

See “Next Step” section below.

9. *Article by Judy Arginteanu*

Commissioner Welch provided an update. He said that he would ask Ms. Herbert to send out an e-mail to the Commission asking for contacts of people in the watershed who would be interested in being interviewed about water issues for the article.

10. *Schedule Next Committee Meetings*

- The next Plan Steering Committee meeting will be on Monday, January 28, 2013, at 4:30 p.m. in the Council Conference Room at Golden Valley City Hall.

11. *Adjourn*

Next Steps – identified at this meeting

- i. At January Commission meeting, request Commission to set up special meeting to review the Gaps Analysis.
- ii. At January meeting, review with the Commission the Plan timeline and ask for feedback / approval.
- iii. At January meeting, announce to the Commission that their ideas/ issues for the Plan should be forwarded to Administrator Jester prior to the special meeting to review the gaps analysis.
- iv. Finalize plan process and identify roles of consultants, volunteers, and commissioners.
- v. Administrator Jester to contact Brad Wozney regarding BWSR approval of the public input process.
- vi. Ms. Chandler to update timeline and forward Word document of the Steps to Ms. Loomis for updating.
- vii. Administrator Jester to help develop the online survey.
- viii. Mr. Welch to contact Ms. Herbert about e-mail regarding interviewee prospects for Judy Arginteanu article.

Next Steps – identified at November 19, 2012, meeting

- i. Create announcement for Visioning Workshop and work with Ms. Herbert to coordinate the workshop and distribute the announcement
- ii. Send compiled list of media sources to the member-cities' communications managers and ask for feedback/ to identify missing resources
- iii. Send letters to City Managers/ cc TAC members
- iv. Update Gaps Analysis with three-column table
- v. Review at next Committee meeting online survey information being collected by Wayne Sicora / information from Brad Wozney being collected by Ginny Black
- vi. Provide feedback to Michael Welch on the schedule and content for the contract writer

Next Steps – identified at October 22, 2012, meeting

- i. Update gaps analysis with issues identified at this meeting and issues submitted BCWMC members;
- ii. Review gaps analysis;
- iii. Find Envision Golden Valley's online survey/ results;
- iv. Discuss at November 19th Committee meeting the Envision Golden Valley's survey/ results;
- v. Contact writer to ask about contracting with Commission to create an article about the Planning process, public input process, and dates/ meetings – the article would need to be written, reviewed by the Committee, and published prior to the kick-off meeting;
- vi. Investigate survey formats;
- vii. Consider who has survey skills;
- viii. Research and report on findings about Committee communication tools such as Drop Box and Web sites;
- ix. Find out deadlines of cities' newsletters/ word and space requirements;
- x. Organize communication plan;
- xi. Ask BCWMC members if they are interested in being volunteer facilitators;
- xii. Ask cities to publish in their newsletters a request for volunteer facilitators; ask cities to publish in their newsletters the article about the Plan process;
- xiii. Post on BCWMC's Web site a request for volunteer facilitators; publish request in local newspapers;
- xiv. Ask cities (City Manager/ City Councils) to identify input groups;
- xv. Collect contact information about neighborhood groups;
- xvi. Plan kick-off meeting;

- xvii. Send to cities a communication about the Plan Revision process; and,
- xviii. Finalize media list being compiled by Ted Hoshal.

Next Steps identified at September 24, 2012, meeting

- i. Review the gaps analysis when it is ready in November.
- ii. Meet Monday, October 22nd at 4:30 p.m. and meetings will from now on be held at Golden Valley City Hall unless Ms. Clancy cannot attend. If she cannot attend then Brookview Golf Course will be the meeting location.
- iii. Discuss public outreach component/ Conduct preliminary work identifying stakeholder groups and identifying what media channels to use.
- iv. Figure out how many public meetings will be held and who will be involved, and when training will occur for the facilitators. *Ms. Clancy suggested identifying the different neighborhood communications channels.*
- v. Put together a scope of work. *Ms. Clancy asked if the Gantt chart serves as a scope of work. Ms. Chandler said that the Committee hasn't ever really reviewed it or approved it or forwarded it to the Commission as a recommendation.*
- vi. Prepare what the Committee will say/ recommend to the Commission at the next Commission meeting.
- vii. Each Committee member jot down his or her ideas of what the revised plan needs to address.
- viii. Consider creating subcommittees such as a public process subcommittee.
- ix. Review the Gantt chart.