

**WILSON DRIVE COMMUNITY-WIDE
COMMUNITY TASK FORCE
STEERING COMMITTEE & WORK GROUPS**



March 23, 2016 6:00 PM
Shorewood Intermediate School Commons
3830 N. Morris Blvd, Shorewood, WI 53211
AGENDA

1. Call to order.
2. Consideration of March 9, 2016 meeting minutes.
3. Update on public comments received. (Tim)
4. Discuss communication efforts and posters/flyers for June open house event. (Therese)
5. Recommendation for use of civic engagement web-based platform (Ericka)
6. Update Work Group roles, goals and expectations. (Henk/Steve)
7. Discuss future agenda items. Identify next guest speakers.
8. Schedule next meeting.
9. Guest speakers Shorewood DPW Director and Traffic Engineer.
10. Working group breakout.
11. Adjourn.

Should you have any questions or comments regarding any item on this agenda, please contact Ericka Lang, Planning Director, Planning & Development Department, at (414) 847-2640.
Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

DRAFT
**WILSON DRIVE COMMUNITY-WIDE
COMMUNITY TASK FORCE
STEERING COMMITTEE
MEETING MINUTES**



March 9, 2016

3930 N. Murray Ave, Shorewood, WI 53211

1. Call to order.

The meeting was called to order at 6:03 p.m. Members present: Co-Chair Henk Joubert, Ellen Eckman, Eric Couto, Liz Beeghly, Joe Teglia, Nate Hemming, Tim Van der Mel, Donna Pollock, Patrick Linnane, Davida Amenta, Therese Klein. Members absent: Co-Chair Steve Kavalauskas and Tom Kuhlmann.

2. Consideration of February 10 and February 24, 2016 meeting minutes.

Mr. Couto moved to approve both minutes, seconded by Ms. Beeghly. Motion carried 11-0.

3. Update on public comments received.

Mr. Van der Mel distributed a summary of public comments received through email. One email contained summary comments from various residents. This will also be provided to the working groups.

4. Action items.

5. Steering Committee discuss Communications and communications plan.

- a. Outbound communication: Subject matter experts, other stakeholders**
- b. Inbound communication: Capture ideas, concerns**

Mr. Joubert stated the steering committee will manage inbound and outbound communications which includes reaching out to experts. Members agreed that all experts need to start with speaking to all work groups together and then speak individually to interested work groups. Work group chairs coordinate speaker requests to Ms. Klein.

The steering committee agreed that they need to get guest speakers questions one week ahead of time. Each work group chair collects questions. Two guest speakers will attend the March 23rd meeting. Public Works Director will attend and the village contracted engineer will be invited. Members said need to hear from traffic engineer too.

Ms. Klein requested that each work group use a matrix, or idea hopper, to categorize ideas, suggesting three categories to sort ideas into which would be unique to each work group. Mr. Joubert will distribute a template for work groups to use and summary of roles and expectations of each work group.

6. Mark and Linda Keane's offer to render the options

Members agreed services offered by architects and residents Mark and Linda Keane would be appreciated for creating concepts based on priority ideas. Members understand the need for these services are premature at this phase of the project.

7. Work group membership and community participation.

Mr. Joubert reviewed the framework and charge for each group and reminded all that anyone in the community is welcome to participate. The steering committee and four work groups are set for official members based on applications. Additional members will not be added to any of these groups. Work group members may swap groups, coordinated by the chairs.

8. Next working group meeting

a. Proposed agenda

- i. Work Group roles, goals and expectations**
- ii. Subject Matter experts (communication channel)**
- iii. Working group breakout**
- iv. Feedback from Working Groups**
- v. Notes from meetings (share with the larger group)**

b. Issues identified/foreseen

Members reviewed the proposed March 23rd agenda and agreed to remove feedback from work groups item once they reconvene to allow longer time for groups to discuss. Notes will be shared after the meeting.

Mr. Joubert suggested the task force start scheduling routine visits to Wilson Drive to walk the corridor.

Members discussed how the committee views input: the difference between someone's position and ideas. When receiving input, make sure to question and understand the underlying concerns which are separate from a position.

Work group deliverables:

- List of interests
- Organization of ideas
- Assumptions
- Questions to be asked

9. Discuss future agenda items. Discussed under #8.

10. Open comments.

11. Schedule next meeting.

The next meeting is scheduled Wednesday March 23rd. The location has not been determined, but will most likely be at one of the schools.

12. Adjourn.

The meeting was adjourned at 7:36 p.m.

Recorded by,



Ericka Lang Planning Director