

**WILSON DRIVE COMMUNITY-WIDE
COMMUNITY TASK FORCE
STEERING COMMITTEE**

Meeting Minutes

January 20, 2016

3930 N. Murray Ave, Shorewood, WI 53211



1. Call to order.

Members present: Co-chairs Henk Joubert and Steve Kavalauskas, Eric Couto, Therese Klein, Joseph Teglia, Donna Pollock, Tom Kuhlmann, Ellen Eckman, Tim Vander Mel (arrived 6:08), Tr. Pat Linnane, Tr. Davida Amenta. Also present Planning Director Ericka Lang. Members not present: Elizabeth Beeghly, Nathan Hemming.

2. Consideration of January 6, 2016 meeting minutes.

Eckman moved to approve the minutes with noted changes, seconded by Couto. Vote 10-0.

3. Review action plan and project plan.

Member Klein created a draft of a detailed project schedule and was distributed at the meeting. Will discuss at next meeting.

4. Discuss strategy briefings and strategy models.

The draft strategy briefings and models are to ensure the steering committee and working groups have a mutual understanding of the goals of the task force and their groups. It was suggested to refer to these documents as a guide, allowing each work group to tailor to their specific focus.

5. Useful references and resources.

Joubert created resource list naming applicable publications and links. Some links are to existing village plans that are on the village website. Members made additional suggestions to add to the list.

Following this item Shorewood Today magazine writer Linda Presto was present. The spring magazine publication will feature the Wilson Drive Task Force Steering Committee. Pictures of the steering committee members will be done at the next meeting.

6. Continued subcommittee breakout sessions and report out.

a. Set dates for task completion.

Members broke out into the communication subcommittee and the work group formation subcommittee.

Work group formation report-out by Teglia: discussed expectations of work groups- will attend one meeting per month and tour site; anticipate six meetings. Applicants will be notified to resubmit their priority work groups by February 3rd to village staff.

Communication report-out by Klein: concluded communication is about engagement, awareness and participation. Joubert will identify events within the project schedule that are high, medium or low impact events to help specify communications. Key to identify milestones in timeline.

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7. Discuss future agenda items.

Review project plan timeline, identify milestones, and discuss technical assistance.

8. Open comments.

9. Schedule next meeting.

The next two meetings will be February 10th and 24th at 6:00 p.m. at Village Hall.

10. Adjourn.

The meeting was adjourned at 7:50 p.m.

Recorded by,

A handwritten signature in cursive script that reads "Ericka Lang". The signature is written in black ink and is positioned above the typed name and title.

Ericka Lang
Shorewood Planning Director