

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



**January 6, 2016
Meeting Minutes**
3930 N. Murray Ave
Shorewood, WI 53211

1. Call to order

The meeting was called to order at 6:00 p.m. Members present: Elizabeth Beeghly, Eric Couto(arrived 6:25), Nathan Hemming, Henk Joubert, Steve Kavalauskas, Therese Klein, Joseph Teglia, Donna Pollock, Tom Kuhlmann, Ellen Eckman, Tim Vander Mel, Tr. Pat Linnane, Tr. Davida Amenta. Also Present Planning Director Ericka Lang.

2. Consideration of December 10, 2015 meeting minutes

Mr. Teglia moved to approve the minutes, seconded by Mr. Hemming. Vote to approve 10-0.

3. Update on road scenarios, costs and classification

Ms. Lang updated members on the revised road classification documents, reviewing road widths and handed out 2010 Wilson Drive street reconstruction cost estimates.

4. Discuss proposed action plan and subcommittee assignments.

Co-Chair Kavalauskas reviewed the *Wilson Drive Task Force Steering Committee Action Plan* that was previously distributed to members. The action plan outlines: steering committee organization and action plan; communications plan development and implementation; work group formation; and, work group oversight and integration. The steering committee divided into two subcommittees for later discussion under item #7.

5. Discuss Vision 2025 goals and responsibilities.

Co-Chair Joubert distributed a spreadsheet with the Village *Vision 2025* report vision statements and goals, adding the four work groups. He aligned the goals with corresponding work groups.

6. Presentation of business model canvas and strategy briefing.

Co-Chair Joubert handed out draft copies of a business model canvas for organizing the committee throughout the project and ensuring everyone has the same understanding. He also distributed a draft of a strategy briefing tool used as a way to consistently communicate to all group/committee responsibilities. Members agreed to utilize each tool.

Action: Joubert complete strategy briefing drafts for each group/committee and distribute before the next meeting.

7. Subcommittee breakout sessions.

Each subcommittee met in separate rooms to begin discussion for forming a communication plan and forming the four work groups. Any non-steering committee attendee also participated.

Subcommittee member assignments:

Communication Plan- Klein, Amenta, Couto, Joubert, Pollack, Vander Mel and Beeghly.
Work Group formation – Teglia, Kuhlman, Eckman, Linnane, Kavalauskas and Hemming.

Mr. Teglia reviewed the work group formation subcommittee, outlining guidelines to consider.

Action: Therese Klein led the communication subcommittee and will enter everyone's input into a spreadsheet to review for the next meeting. That subcommittee will continue the exercise at the following meeting.

8. Discuss future agenda items

- Each subcommittee will continue work at the following meeting.
- Review strategy briefings

9. Open comments

Residents in the audience were asked if they had any questions or comments.

10. Adjourn

The meeting was adjourned at 7:45 p.m.

Recorded by,



Ericka Lang
Planning Director