

**TOWN OF GREENVILLE
FACILITIES COMMITTEE
REGULAR MEETING MINUTES**

DATE: May 4, 2016

TIME: 5:30 p.m.

LOCATION: Greenville Town Hall, W6860 Parkview Drive, Greenville, WI 54942

Agenda

1. CALL TO ORDER

Chairman Andy Peters called the meeting to order at 5:30 p.m.

PRESENT: Andy Peters, Dean Culbertson, Greg Kippenhan, Barb Rohr, Patrick Wetzel, Dave Tebo and Jack Anderson.

2. POSTING OF AGENDA/APPROVAL OF AGENDA

The agenda has been properly posted. Motion by Dean Culbertson, seconded by Greg Kippenhan to approve the agenda. Motion carried 6-0.

Motion Patrick Wetzel, second Barb Rohr to approve the minutes of the April 6, 2016 committee meeting. Motion carried 6-0.

3. NEW BUSINESS

- a. Review Results of Last Committee Meeting – Committee briefly reviewed discussion related to providing information to the public about facility needs and soliciting feedback via a potential survey.
- b. Discuss Possible Community Survey questions and strategies – Committee mentioned that they would like to see a quoted cost obtained on sending a survey document to every residence in the Town, including a 5-6 page survey document with a self-addressed return envelope. Committee also reviewed a framework for a survey document.

The first page would include a statement from the Town Chairman and the Facilities Committee Chairman explaining the history of the committee and process for review of needs and proposed solutions, as well as to explain the “next steps” and focus of the committee moving forward. The first page would also include potential questions to gauge the survey respondent’s feelings about the projects or the referendum question from last November.

The survey document would include basic information on each project associated with the recent referendum (Town Hall Project, Fire Station Project, Public Works, etc), with follow-up questions to solicit feedback on resident responses to each proposed solution.

The survey would then be printed in a “double-sided” fashion, so that as you open the survey document up, information on each project would be presented on the left hand-page, with survey questions to appear on the right-hand page for that project as you open and progress through the pages of the document.

Committee recommended presenting a list of common questions that would be asked similarly across all of the different projects. Committee also suggested

adding “unique” questions that would be more appropriately asked specific to one project rather than universally to all projects. A suggestion was considered to include a final question for each project that asks “Would you vote for or against this project?”

Committee discussed a deadline for survey responses. This deadline was suggested to be 2-3 weeks from the date of mailing.

- c. Next Steps – Committee set the next meeting date for Wednesday May 25th at 5:30 pm. Committee also discussed assigning specific sections of a survey to committee members to prepare for the next meeting: Anderson and Peters will work cooperatively on developing the statement and questions for the cover page, Rohr and Wetzel will work on basic facts/info for the projects and developing common questions for each project, and Town staff will review potential pricing on printing/mailling the survey document to all residences in the Town. All committee members will consider potential “unique” questions to be included for each specific project/section of the survey.

4. ADJOURNMENT

Motion by Greg Kippenhan, seconded by Barb Rohr to adjourn. Motion carried.
Meeting adjourned at 6:19p.m.