

TOWN OF GREENVILLE FACILITIES COMMITTEE

- DRAFT Mtg Notes -

Present: Jack Anderson, Larry Bentle, Dan Dibbs, Greg, Kippenhan, Tim Lambie, Andy Peters, Barb Rohr, Dave Tebo.

Absent: Brad Borgen, Dean Culbertson, Erik Kitowski, Amy Vosters, Pat Wetzel.

DATE: **June 22, 2016**

TIME: 5:30 p.m.

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

Agenda

1. CALL TO ORDER. Mtg called to order at 5:30 pm.
2. POSTING OF AGENDA/APPROVAL OF MINUTES/ AGENDA.
 - Draft mtg minutes of our 6/8/16 mtg, approved as written. Motion made to approve by Barb R., 2nd Dan D.
3. NEW BUSINESS
 - a. Continue work on community survey questions, structure and strategies.
 - Reviewed the spreadsheet style format developed by Jack regarding detailed information on “why needed” for the Fire House, Town Hall and Public Works. We want to include this information (in as brief a format as possible) along with the survey.
 - Larry said he would work on editing the introduction headings for each of the 3 sections of the spreadsheet and return them to Jack.
 - Barb commented that the “checked box” format looked too much like the intended survey section and could easily confuse citizen recipients; Greg agreed. It was suggested to replace the checked box format by simply coloring the same respective cells. Later, Larry emailed this suggestion to Jack.
 - Draft survey questions for Public Works (Rev 3 as compiled by Larry and Brad) were reviewed. It was recommended that some questions could be combined, plus some additional questions were suggested.
 - Jack will share this draft with Public Works staff and send their comments back to Larry before the next revision is drafted.
 - Larry will work with Dave to get additional information regarding current office space sharing and add this into the introduction of this survey.
 - Tim handed out draft Fire House survey questions.
 - Dan will make some additions and then forward to Jack to assemble. It was suggested that the number of survey questions for each of the 3 survey sections be no more than 10 to 12. This is reduced from an earlier maximum of 15 for each section.

- Town Hall survey questions were not presented, but Pat has a first draft. Dave will share the draft survey questions with the Town Hall staff and get the responses back to Jack.
 - In general there should be one or two lead in questions for each section asking whether one agrees on the quality of service and how familiar one is with the services offered.
 - The introductory overview for the survey put together by Jack and Andy was well liked. It was recommended that the survey itself should immediately follow this introduction with the detailed spreadsheet-format of detailed support information for the facilities project to follow the survey. If not in this order, it was felt that many recipients might simply discard the entire letter without ever getting to, reading or filling out the survey.
4. ADJOURNMENT
- A motion was made to adjourn the meeting at 6:29 pm by Dan D. and 2nd by Greg K.

Next meeting: 13 July 2016, Wednesday, at 5:30 pm