

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

DATE: April 6, 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 was called to order at 5:30 p.m.

PRESENT: Andy Peters, Greg Kippenhan, Patrick Wetzels, Dan Dibbs, Amy Vosters, Barbara Rohr, Tim Lambie, Eric Kitowski, Brad Borgen, Jack Anderson, Steve Nagy, Dave Tebo and Mark Evers.

2. POSTING OF AGENDA/APPROVAL OF AGENDA

The agenda has been properly posted. Motion by Greg Kippenhan, seconded by Larry Bentle. Motion carried anonymously.

3. NEW BUSINESS

- a. Introductions were made and contact information was collected via a sheet passed around.
- b. Town Chairman – reviewed project management overview. The two key points discussed were what problem needs to be solved and what part of the problem needs to be solved right now.
- c. The waterfall project process was also overviewed: Concept (needs, recommend, accept), Initiation (leader, stakeholder, prioritize), Planning (setup, detail, approve), Execution (perform, control, verify) and Closure (close, learn, validate).
- d. Open meeting procedures are to be used, committee members are expected to follow up on action items between meetings, healthy conversations is essential especially when disagreements arise, consensus will lead the direction of the conversations.
- e. If it is determined software is needed to utilize during the planning process, freeware is available as well as the opportunity to present to the town board an option to purchase software, if deemed necessary.
- f. It was suggested to utilize in order to analyze why the referendum did not pass, typical survey response is 30-40%. The Town Board needs to approve sending a survey, the questions need to be developed and the costs need to be determined as well who to survey.
- g. Feedback and communication with stakeholders is essential; stakeholders are town employees and residents, transparency in sharing results is a must.
- h. Determining the true objective of the Greenville Facilities Committee lead to discussion issues that need to be solved and considered including adequate space for town employees and voting, a 40 year old fire station, the rapid growth with 11,000+ residents, increase in fire calls (opposite of the national trend) and needs vs wants. Employees and buildings exist to provide services to the community. The metric needs to be determined keeping in mind the acronym SMART (specific, measurable, achievable, realistic, timely).

- i. The initial agreed upon objective of the Greenville Facilities Committee was determined to be: To recommend overall facilities to assure efficient, safe and cost effective services to the citizens of Greenville that will be approved by a certain time (which has yet to be determined). Potential facilities may include town hall, public safety and public works.
- j. The next meeting will be on May 4th at 530pm.

4. ADJOURNMENT

Motion by Andy Peters, seconded by Brad Borgen to adjourn. Motion carried anonymously. Meeting adjourned at approximately 6:50p.m.