

City of Geneva
Strategic Plan Advisory Committee

Minutes

Geneva City Hall
Geneva, IL 60134
Wednesday October 16, 2013
7:00 pm

1. Call to Order-Meeting called to order by Chairman Brault at 7:00 pm
2. Roll Call- Backus, Brault, Dispensa, Juby, Lingham, Main, Ploppert. Walsma. Also present-Stephanie Dawkins, Luke McClanahan. Absent- Merrill.
3. Amendments to the Agenda- Item 8 removed from agenda due to Merrill's absence. Item 6 moved to agenda item 10 b. Chairman Brault commented that he has read the SPAC manual, created in 2000, and notes that *Agenda Duties and Procedures* states that it is the responsibility of the SPAC members to contribute to the agenda and provide suggestions to the Chair to present to City staff liaison.
4. Approval of Submitted Reports
 - a. Approval of Minutes –Motion to approve-Ploppert; second-Backus. Motion carried unanimously.
 - b. Approval of Budget- Motion to approve-Main; second-Ploppert.
5. Sub-Committee Reports-Brault again cited the SPAC Manual suggesting that each sub committee provide a written report submitted to the secretary to be included in the minutes. Such reports would not only keep SPAC members up to date on sub committees activities, but would also facilitate the compilation of the end of the year reports. Discussion included the commonality of written reports; liaisons facilitate committees' writing of reports.
 - A. NRC- Walsma reported that George Kay had been contracted to plant trees and planting was done at Dodson place and would move north on Third. Upcoming fundraising, Earth Day plans (April 12 11-3 at Peck Farm Park), 2014 Rain Barrels on Parade, and new site for Wine, Cheese, and Trees fundraiser was discussed. Walsma would like NRC to look at other options beyond rain barrels for fundraising opportunities. Consensus was that he should discuss this directly with NRC.

B. Bike-Ped- Backus stated that Bike-Ped had discussed types of materials for patching bike paths. They also discussed that their usefulness may have come to an end as they have fulfilled their purpose of creating a plan for bike trails, walking trails, and signage. They have submitted a final map with a prioritized list for each project to Public Works. Public Works will fund prioritized projects as funds become available. Backus will invite Dave Peterson to the January 15th meeting. SPAC members reiterated possibility of Bike-Ped reconvening at a future date as need arises.

C. ICEC- Ploppert reported that members are currently in France. They will meet when back in Geneva.

D. Student Government-Dispensa reported that there is excitement about the program in November that includes job shadowing in the morning and a mock City Council meeting in the afternoon. Dawkins is seeking ideas for discussion topics that contain some controversy, can be discussed in an hour and a half, and would reflect real situations that could come before the council. (Previous ideas include backyard chickens, smoking bans, wind power, etc.)

6. Update on City Website development moved to 10 b.

7. Review meeting rules and purpose

Chairman Brault referenced the Charter Purpose found in the manual when discussing SPAC's mission and purpose. He asked that members come to each meeting prepared, on time, having read the minutes, and possibly having contributed to the agenda. Discussion included developing a set of meeting norms; possibility of setting SPAC priorities each year in relationship to the Strategic Plan; engagement of other municipalities in the City-wide Strategic Plan; submitting information to each municipalities' Boards to see if they would entertain discussion toward a uniform goal; purpose of fundraising and how it relates to individual sub-committees and SPAC. Main asked that members be sensitive to fundraising issues that sub-committees may encounter and offer to help them with fund raising, if possible. Discussion also included a periodic review of Mission Statement and goals to guarantee knowledge transfer from one Committee to another, and to keep SPAC's purpose on track.

8. ~~Discussion regarding fund raising- Barb~~

9. Discussion regarding Town Hall meeting-Dawkins reported that she will know more details after City Council, Dept. heads, and Chairman Brault meet in November to prioritize and finalize plan. She will bring a framework to the December meeting to discuss what will be/should be presented at Town Hall meeting.

10. Additional Business

a. Calendar Review- Next meeting November 20th Discussion included December's meeting being more "social" following the business portion of the meeting.

b. Update on City Website development-Dawkins walked members through the new and improved website. All agreed it was efficient, thorough, and super user friendly.

11. Adjournment-motion to adjourn – Ploppert; second Backus. Unanimous to adjourn at 8:09