

Town of Freeman Planning / Land Use Committee

Minutes of the February 4, 2008 Committee Meeting

Location/Time: Freeman Lutheran Church @ 7:00 PM

Attendees:

Committee: Edie Ehlert, Paul Sampson, John Hosemann, David Olson, & Bob Severson

Town Board: Sheila Champlin(Clerk), Leslie Leirimo(Trustee), Stephen Kvigne(Trustee), David Olson(Chair)

Residents: Armund Bartz, Thomas Sampson

Planning Consultant: Jeff Sanders (Omni)

Minutes:

David Olson opened meeting at 7 PM by introducing Jeff Sanders, the Freeman consulting planner from Omni Associates. Jeff will guide the process for completing an initial comprehensive land use planning document for the township of Freeman by January 1 2010 in compliance with the State of Wisconsin Requirements (Smart Growth).

Jeff presented an overview of the fixed price contract between the township of Freeman and Omni Associates for the development of a "comprehensive plan" including a preliminary planning schedule with key milestone. Jeff also presented a synopsis of: a) participation by the public in the process; b) intergovernmental participation in the process; c) an overview of the initial "process kick-off meeting" including notification of the public, meeting format, and d) the deliverables. Because the township choose the alternate proposal from Omni (a reduced priced effort proposal), Jeff highlighted the "contracted activities" and the planning activities & functions which will be the responsibility of the committee. Jeff discussed data collection process, the creation of the GIS data, the collection of township photographs, and the need for the committee to send letters to Crawford County (Laura Brown) & the Mississippi River Regional Planning Committee informing them to provide any and all necessary data relevant to the planning process to Omni who is acting on our behalf as plan facilitator and consultant. During the meeting, Jeff provided the following documents / correspondence to the committee: a) Agenda; b) Professional Services Agreement (between Omni & the Township of Freeman); c) preliminary planning schedule with major milestones; c) Public Participation Procedures and Plan Adoption; d) sample Kick-off Meeting Notice; e) a sample Media Release; and f) a draft memo to Laura Brown (Crawford County). Jeff encouraged the committee to make use of the Omni website to see what other communities/townships have address as a part of their process, including issues and surveys. The committee will investigate a township survey process.

Following Jeff's presentation and dialogue, David requested the committee to select a chair and secretary. Paul Sampson volunteered to be the chair and was accepted by the committee; Bob Severson volunteered to be the secretary and was accepted by the committee.

The committee made the following decisions:

1. The public participation "kick-off" meeting will be held April 7 2008 starting at 7 PM at the main conference center at the Sugar Creek Bible Camp. (Shelia will make the necessary arrangements with the Bible Camp for this event.)
2. A "post card" notification mailing will be made to all tax payers of the township by the 24th of March informing the tax payer of the time, location, and purpose of the "kick-off" meeting.

Sandra Anderson, town treasurer, will be asked to provide or obtain mailing address for the mailing and to provide the addresses to the committee. (Point of contract: Paul) Paul will coordinate the "post card" process with the committee members; details yet to be determined. Bob will provide a draft of the post card, based on Jeff's sample, to the committee for review by February 11, 2008.

3. The committee set the first Monday of each month as the standing committee meeting date at the Freeman church. There will not be a March meeting unless circumstances so determine.
4. Bob will draft the letters (by February 11) to Crawford County and the Mississippi Regional Planning Committee and forward to Paul for review and sending.
5. Bob will forward the names, addresses, phone numbers & email addresses of those in attendance to Jeff and the attendees by February 7.
6. The committee will use email as the vehicle for corresponding, with hard copy or telephone calls to those without email access.

The committee also agreed to assess the potential need for additional committee members if the workload becomes larger than expected.

Meeting adjourned at 9:30 PM.

Respectfully submitted

Bob Severson, Committee Secretary