



City of Faribault: Journey to 2040 "Shaping our Future"

Joint Steering Committee (SC) Meeting #1 - Meeting Minutes

Meeting Purpose: Project Kick-off

Meeting Date: May 10th, 2018 **Time:** 6:00 – 8:30pm

Location: Faribault Public Works Facility

Action items are shown as bold, italic, and underlined items.

Meeting Goals:

- Overview of Steering Committee and Community at large Kick-off Meetings
- Review of Community Background Materials
- Overview of Project Website and Survey Questions

POC Attendees: Steve Underdahl, Janna Viscomi, Kevin Voracek, Chuck Ackman, Steve White

City Staff: Dave Wanberg, Deanna Kuennen, Paul Peanasky, and Tim Murray

Consultant Staff: Ana Nelson, John Slack, Jay Demma

Meeting Overview.

Ana presents the intent of the Joint Steering Committee kick-off. The goals of the meeting are to welcome committee members, explain the project process, schedule, and charge for each of the committees.

Ana explained the setup of the kick-off meeting as rotation stations. There are 4 stations being planned for the workshop with a 15 minute time allocation for each rotation. The 4 stations planned for are:

- **Station A: "Your involvement" (Facilitator: Ana).** This station will give a 10 minute overview to each of the committees regarding their role/responsibility (and a handbook to each committee member will be provided). This would also have a 5 minute open Q/A time slot.
- **Station B: "Our Community" (Facilitator: Jay and Jennifer).** This station will provide a 15 minute overview highlighting the most important aspects of the community background information gathered to date. The station will have various data maps including: transit systems, natural resources, market/economic overview, destinations, regional context, etc.
- **Station C: "Your Thoughts" (Facilitator: John).** This station will have a 15 minute exercise to go over 4 general questions regarding Strengths, Opportunities, and General Community Thoughts . There will be a clipboard with these questions and the facilitator will write down the ideas shared.
- **Station D: Meet your neighbor (Facilitator: Rebecca).** This will be a 15 minute exercise for participants to identify where they Work, Live, and Play (whichever applicable) with dot exercise on a large city-wide map. We will also have post-it cards for participants to write down any specific thoughts and place them on the map regarding the 5 themes.

Deanna asked if steering committees members would stay together throughout the entire meeting workshop. Ana explained that only for one station (Your involvement); the steering committees will be together. Chuck ask for verification on members attending and location of the meeting. Ana explained that about 30 people total comprised the Steering Committee membership. Dave commented that meeting will take place at the Public Works Facility.

Janna asked clarification on updated Steering Committee membership. Ana commented that the list is being updated per the latest document shared from Dave. Several POC members asked about an update on additional members intended to be part of several committees. It was verified who else should be invited to participate. **Dave to send requests to those particular individuals to join Steering Committees.**

Deanna asked to remind the public about other opportunities to engage as part of the process wither as focus groups or other engagement activities.

Mayor Voracek mentioned that previous vision committee membership would be a good fit to be part of the engagement as they could continue to articulate and integrate the vision already established.

Ana then explained the intent and process of the Community event Kick-off. The intent of the Community event is to welcome the public, explain the project purpose, gather input, and spark excitement about the project process. There will be 4 stations planned for the event: LEARN, WISH, ENGAGE and SHARE:

LEARN	<ul style="list-style-type: none"> • Inform and gain knowledge of current conditions • Gather team preliminary observations to date 	<ul style="list-style-type: none"> • Focus: The “learn” station covers the entire Journey to 2040 Project spectrum • Learn Wall: <ul style="list-style-type: none"> ○ Background maps, ○ Preliminary findings
WISH	<ul style="list-style-type: none"> • Provide a non-technical jargon-free platform to exchange planning ideas • Encourage maximum creativity in all age groups • Collect and collate the community’s aspirations 	<ul style="list-style-type: none"> • Focus: The “wish” station is focused on gathering needs, desires from the community, as well as expected outcome from the Plan process. <p>Activity 1:</p> <ul style="list-style-type: none"> • Wishing Ball: Interactive exercise where community members will write down big wishes (“I wish for ____”) to a big beach ball. <p>Activity 2:</p> <ul style="list-style-type: none"> • Flag your wishes: Interactive city-wide map exercise where community members will write down their wishes on flags based on planning themes and place them on flag poles <p>Activity 3:</p> <ul style="list-style-type: none"> • Downtown Wishes: Interactive map exercise where community members will pin wishes (“I wish for ____”) to a Downtown Faribault map.
ENGAGE	<ul style="list-style-type: none"> • Understand the project process, timeline, goals and objectives • Learn about the Community Engagement Process • Opportunity to engage and sign up for community participation 	<ul style="list-style-type: none"> • Place card sheets with information about the project, website, etc. • Computer terminal for additional questions • City and Elected officials reps also present to address questions
SHARE	<ul style="list-style-type: none"> • Document community voices to add to the record of the public process. 	<ul style="list-style-type: none"> • Focus: Record personal stories about what they like and what the future Faribault looks like. • Picture booth – <ul style="list-style-type: none"> ○ Question 1: Participants are asked to answer a single, broad question like: “What is your favorite thing about Faribault?” ○ Question 2: Participants are asked to answer what the future of Faribault looks like.

Mayor Voracek asked if the meeting would be the same set up as the Steering Committee kick-off meeting. Ana explained that although there would be 4 stations as well, the setup and intent are slightly different. There are no intended rotations and/or formal presentation planned for. The thought is to give as much flexibility to attendees to participate at various activities at their own pace and interest.

Dave commented that the venue has yet to be confirmed. Mayor Voracek suggested The Knights of Columbus. Chuck suggested the Ice Arena being that it has a large floor for the interactive activities and will not be in use for hockey at the time. **Dave to follow up and confirm which venue is available.**

Ana then presented preliminary background information regarding resiliency theme items. Janna asked this project would change these issues. Steve W. asked how the information is intended to be used. Chuck mentioned that he deals with disaster zones as part of his job and see this project addressing specific issues to Faribault and looking at ways to incorporate green infrastructure as an example. Janna expressed her concerned with information being gloom and doom. Mayor Voracek felt that this would need to be items more specifically relatable to Faribault.

Paul mentioned Teepee Tonka Park as an example with constant flooding and investment to restore conditions. Deanna mentioned that flooding has been happening more frequently and the need to plan for emergencies. Dave mentioned that every community is planning for resilience and we need to have these conversations.

Mayor Voracek suggested to eliminate items and/or graphs not affecting Faribault.

Jay then presented preliminary findings on Demographics and Market Research. Chuck asked how the new data is broken down. Dave and Deanna mentioned that data is broken down by dated and down to blocks. Janna mentioned the importance of this data as it affects the economic health of the community. Deanna asked if data included the prison population since it may skew the findings. Jay mentioned that it wouldn't be included unless they were owners or renters. Janna asked if the prison population can be taken off.

Janna asked how the data output should be written to inform the 2040 vision outcome in mind. Deanna mentioned her concern of home ownership has dropped but population has not which would indicate more rental activity in neighborhoods.

Tim asked to clarify the category of "significance" under rental developments since there have been some recent developments but may be considered small based on category.

Janna asked how Northfield compares in comparison to Faribault and how do we become more competitive with Northfield but still be an affordable place to buy a home.

Steve U. mentioned to also look at Mankato and Rochester related to retail situation.

Ana did a quick overview of the Project website status and asked POC members to review the DRAFT list of questions developed to date for the survey section. Ana assigned homework to submit any edits to boards and/or project website comments along with Survey question suggestions by May 1st. **Dave to receive any comments and forward to consultant team.**

P+W believes that this document accurately reflects the business transacted during the meeting. If any attendee believes that there are any inconsistencies, omissions or errors in the minutes, please notify Ana Nelson at 612.851.5053 or ana.nelson@perkinswill.com