

# City of Bayfield Plan Commission

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**Minutes of Monday, April 29, 2019, 4 p.m.**

**Call to Order - Roll Call:** Mayor Ringberg called the meeting to order at 4 p.m. at the Bayfield City Hall followed by roll call.

**Present:** Johnson, Durfey, O'Brien, Hackbarth, and Mayor Ringberg

**Absent:** Dougherty, Burkel

**Others:** Kate Kitchell

**Approve Agenda:** Johnson/Durfey moved to approve the agenda as presented. Carried.

**Review/Approve Minutes of April 23, 2019:** Johnson/Hackbarth moved to approve the minutes as presented. Carried.

**Public Input on Agenda Items:** None

## **Agenda Item(s):**

### **1. Comprehensive Plan Implementation – Process for Developing Actions**

At the meeting, Commissioner's received copies of:

- Comp. Plan Workshop (2 pgs.) Rev. 4/29/2019
- SMART Action items (1 pg.)
- Comp. Plan – Pg. 28 Intergovernmental Cooperation (1 pg.)
- 2002 Implementation Element – Action Items (1 pg.)

Discussion ensued about the proposed workshops, how they would be facilitated and the expected outcomes. The Mayor provided information on how to develop a "SMART" Action. Commissioner's then went through a trial run based on the goals and objectives from Pg. 28 of the Comp. Plan – Intergovernmental Cooperation.

Concerns remain about the value of the workshops and the benefit. An idea surfaced about providing additional training to Councilors, Committee/Commission/Board Chairs and Staff about the action planning process and expectations. By consensus, the Plan Commission agreed to move forward with this training rather than holding the Committee workshops.

Kate will revise the workshop template for this purpose. Mary O'Brien offered to provide feedback on the revisions.

Committee Members will be thanked for their participation at the April 15, 2019 and will be informed what to expect at their upcoming meetings.

### **2. Confirm/Set Next Meeting(s):**

- The next regular meeting will be held on Tuesday, May 28, 2019, 4 p.m.
- The proposed workshop will be held either May 14 or 16, 2019 from 5-7 p.m. Hoopman will send a Doodle Poll to check availability and will set the workshop for the date that works best for the majority.

**Adjournment:** Johnson/Hackbarth made a motion to adjourn. (5:18 p.m.)

Minutes by: Billie L. Hoopman