

**City of McCleary**  
**Planning Commission Meeting**  
**January 15, 2008**

The meeting was called to order at 5:30 pm by Chair Evert Challstedt. Members present: Ben Ator, Jeff Catterlin, Paul Custis and Nancy Koeppen. Staff: Busse Nutley, City Administrator, and Colin Mercer, Webmaster.

The minutes from the October 16 and the November 13, 2007 meetings were approved.

Chair Challstedt requested that an item be added to the agenda: election of Chair for 2008. Ms. Koeppen nominated Jeff Catterlin. After a discussion about the fact that his term ended on January 1, he was unanimously elected Chair, subject to his reappointment to the Commission by the Mayor.

After being shown the City's website and a mock up of a survey questionnaire by Webmaster Mercer, the Commission finalized the questions and design of the citizen survey to be used as a part of the Parks and Recreation Plan update.

The overview statement on the mockup is generally acceptable, but language should be added to explain that the Commission is currently updating the plan and the information gathered in the survey will be used for that purpose. Also explain when the plan should be completed and what public process will be used for review prior to adoption by the Commission and the City Council.

Add a disclaimer that this is not a "vote", but rather a collection of opinions for the Commission to take into account in developing the updated plan.

Names, addresses, phone numbers and emails should be optional, and moved to the bottom of the survey.

Add boxes for residency: McCleary, Greater McCleary, Out of Area.

In the list of facilities, add in the park kitchen, streets and sidewalks, and amend the tennis court to "former tennis court/unfinished skateboard park"

For each existing facility, ask for:

1. frequency of use (none, 1-10/year, more than 10/year)
2. meets needs (yes, no)
3. comments (multi-line response box)

Ask what other facilities/open space should be developed.

Ask for ages of all members of the household and indicate why this is important (to better understand the needs, are interested in all viewpoints and needs within the community).

Age groups	Number of people in household
0-12	
13-18	
19-24	
25-49	
50-74	
75+	

In addition to the web-based survey, paper copies should be made available at City Hall, Post Office, Library, Gordon's and should be returned to City Hall.

The public will be notified about the availability of the survey through the utility billing at the end of January and through the newspapers via a press release.

The school should be notified and asked if students would participate.

The next meeting is scheduled for February 19, 2008 at 5:30 pm in the Council Chambers.

The meeting was adjourned at 6:40 pm