

City of Cold Spring Community Conversations: Project Kick-Off Meeting Minutes

February 17, 2022, 6:30 – 8:30

Welcome and Introductions

The meeting started with a welcome by the Mayor Heinen followed by the introduction of DeYoung Consulting Services (DYCS). DYCS introduced their consulting firm and presented the meeting objectives. The objectives of the meeting were to:

- Build shared understanding of project purpose
- Discuss project goals
- Review and discuss project workplan
- Discuss project communication

The group was then asked to partner with someone in the room and discuss what their connection is to Cold Spring and why it is important for them to be at the meeting. The small groups reported out their partner's answers.

Project Goals

After the group discussed why they were there and what their connection is to Cold Spring, the group further discussed their thoughts surrounding why they think it is important for Cold Springs to do this work now and what they are hoping to learn from the community conversations.

Project Workplan Review

The group reviewed the high-level project workplan (see attachment). The workplan phases are:

Initial Alignment: tasks include this kick-off to discuss shared purpose and goals, individual meetings with select leaders (e.g., committee members, Council members), review of documentation

Designing Community Conversations – tasks include identifying stakeholders to engage, developing a community engagement plan, developing instruments for listening

Conducting Community Conversations – tasks include doing outreach to stakeholders and engaging them in conversations (World Cafes, focus groups, including in Spanish)

Data Analysis, Planning and Reporting – tasks include qualitative analysis and summarizing findings, meetings to interpret findings and identify next steps. The final deliverable is a report to the City Council with recommended next steps.

Project Decision-Making

Prior to the meeting, it was suggested that the ad committee establish a leadership team that is a subset of the larger group. This team will be responsible for making sure the project is on task and meeting community expectations. The DYCS team will regularly communicate with this leadership team about ongoing tasks and decisions. The larger group decided that DYCS will send out an email with a description of the duties of the leadership group and a survey to submit the names of people who should be on the leadership team.

Project Communications

The group had a discussion regarding what the project perceptions are among stakeholders, what will be important to communicate to stakeholders, including the general public, in the short-term and how DYCS should communicate with the ad hoc group moving forward.

Close

The group discussed project next steps which are for DYCS to send out an email to the ad hoc committee with a description of the Leadership Committee along with a survey link. The meeting concluded at 8:25 pm.