

Roles and Responsibilities of the Project Steering Committee (PSC)

City of Glencoe Comprehensive Plan

11/24/20

1. Purpose

The Project Steering Committee (PSC) provides key insights, outreach to the community, information, and guidance to develop the City of Glencoe Comprehensive Plan.

The PSC is made up of members representing a cross-section of the Glencoe community including residents, business owners, commercial property owners, and civic organizations.

The PSC will help build community consensus around a vision for the City's future and how to get there. The PSC will collaborate with the consultant team and with a range of public agencies, non-profit organizations, and civic leaders while actively engaging the broader Glencoe community to invite their participation in the plan's engagement tools.

The work of the PSC will begin in mid-November 2020 and continue until completion of the plan, expected on or before October 2021.

2. Responsibilities

Membership in the PSC includes the following responsibilities:

- » Attend monthly meetings (the majority of meetings will be held online via Zoom or similar web conference).
- » Review meeting packets and project information; offer comments within the timeframes requested.
- » Make use of and gain proficiency in the tools used to share, review and comment on Comprehensive Plan products and process (Email and calendar applications, Zoom web conference, Adobe Acrobat PDF Review, Miro collaboration).
- » Communicate and distribute project information to personal contacts and with the larger Glencoe community; coordinate opportunities for connecting with key stakeholders and community organizations.

- » Work with fellow PSC members to review plan progress, identify issues, offer potential solutions, and develop recommendations.
- » Disseminate information related to public meetings and other outreach activities related to the Comprehensive Plan.
- » Be or become familiar with planning concepts and practices. Helpful resources for PSC members interested in growing their familiarity with these topics include:
 - Project for Public Spaces: <https://www.pps.org/category/placemaking>
 - Walkable City, by Jeff Speck: <https://us.macmillan.com/books/9780865477728>
 - The Smart Growth Manual, by Duany, Speck, & Lydon: <https://www.mheducation.com/highered/product/smart-growth-manual-duany-speck/9780071376754.html>

3. Time Commitment

On average, PSC members will be requested to dedicate about 8 hours per month toward the committee's work:

- » Monthly meetings: 2 hours per month.
- » Review and markup of plan documents and materials: 2 to 3 hours per month.
- » Gathering data and materials for the plan: 1 hour per month.
- » Outreach to personal contacts and the larger community: 2 hours per month.

4. Meeting Schedule

The PSC will meet on a monthly basis to discuss plan progress, share project updates, and offer guidance needed at key points through the plan development process.

Meetings will begin in November 2020 and continue until the completion of the project in November 2021. Meetings are scheduled for the third Thursday of each month, from 11:30 am to 1 pm.

The majority of meetings will be held remotely, via Zoom or similar web conference platform. A select number of meetings, including the PSC Kickoff Meeting (scheduled for Thursday November 19 at 11:30 am) will be held in person, with remaining meetings held remotely.

5. Makeup and Roster

The Project Steering Committee is made up of members of the Glencoe Revitalization Committee (GRC), which in turn is made up of the membership of the Downtown Revitalization Committee (DRC) and all five standing members of the Planning and Industrial Commission, who are also voting members of the PSC. Additionally, all City Councilors are invited to participate as ex-officio, non-voting members of the PSC.

Members of the PSC include (affiliation provided in parenthesis):

- » Rachel Schuette (Security Bank & Trust)
- » Kerry Ward (McLeod County Public Health)
- » Sharon Hoese (Citizen)
- » Chip Anderson (SLS - Schad, Lindstrand & Schuth, Ltd)
- » Jon VanDamme (Glencoe Wine & Spirits)
- » Charlie Guerrero (Home Solutions)
- » Larry Anderson (State Farm Insurance)
- » Jon Dahlke (Glencoe Fire Department)
- » Mike Drew (Citizen)
- » Gabby Fountain (Glencoe Public Library)
- » Michael Donnay (Rice Companies)
- » Elisa Dording (Glencoe Police Department)
- » Kyle Sparby (Glencoe Light and Power)
- » Becky Edwards (First Lutheran Church)
- » Ryan Voss (RDV Companies to 01/01/21, Mayor-Elect)
- » Lynn Exsted (Planning & Industrial Commission)
- » Bob Senst (Planning & Industrial Commission)
- » Wes Olson (Planning & Industrial Commission)
- » David Stark (Planning & Industrial Commission)
- » Kevin Dietz (Planning & Industrial Commission)
- » Jim Eiden (Park Board)
- » Randy Wilson (Mayor to 01/01/21)
- » Milan Alexander (Councilor Precinct 1 to 01/01/21)

- » Sue Olson (Councilor-Elect Precinct 1)
- » John Schrupp (Councilor Precinct 2)
- » Paul Lemke (Councilor Precinct 3)
- » Cory Neid (Councilor Precinct 4)
- » Allen Robeck (Councilor At-Large)

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