



**COMPREHENSIVE PLAN ACTION TEAM  
(CPAT) AGENDA  
Monday, October 15, 2018  
203 South Second Street  
6:00 P.M.**

1. Call to Order
2. Approval of the Agenda
3. Approval of the Minutes from April 5, 2018
4. Approval of the Minutes from July 16, 2018
5. Regular Agenda
  - A. Update on Main Street & Town Hall
  - B. Work Plans
  - C. Discuss "Future of the City Forum"
  - D. CPAT 2019
6. Set Date and Agenda for next Meeting
7. Adjourn

A Regular Meeting of the Comprehensive Plan Action Team (CPAT) was held on Monday, April 5, 2018 at 6pm in the Council Chambers with Council Member Johnson presiding. CPAT Members present: Dave Johnson, Henry Endres, John Favolise, Michelle Steiger and Teresa Tebbe. CPAT Members absent: John DePree. Community Development Director, Samantha DiMaggio, Mayor Hagg, and City Administrator Jasper Kruggel were also in attendance.

A **motion** by Member Favolise, seconded by Member Endres, approving the agenda as written. Voting in favor: CPAT Members Steiger, Favolise, Johnson, Endres and Tebbe. Voting no: None. Motion carried.

A **motion** by Member Tebbe, seconded by Member DePree, approving the minutes of the December 18, 2017 meeting. Voting in favor: CPAT Members Steiger, Favolise, Johnson, Endres and Tebbe. Voting no: None. Motion carried.

Chairman Johnson introduced regular agenda item 'A', Review Responsibilities of CPAT. Members reviewed and reaffirmed the "Mission & Responsibilities" section of the CPAT by-laws which emphasizes keeping the Comp Plan implementation on the "front burner" by facilitating annual action item completion plans with City Council, EDA, and Planning Commission and involving local businesses and residents in an annual "Future of the City Forum" where Comp Plan progress is reviewed and celebrated, implementation issues are addressed, and changes (amendments) are made.

Chairman Johnson introduced regular agenda item 'B', Progress Update on Comp Plan Work Plans. Community Development Director (CDD) Samantha DiMaggio updated CPAT members on progress on the Comp Plan Action Item lists for the EDA and Planning Commission. The Comp Plan Action Item list for the City Council is yet to be finalized by the City Council.

Chairman Johnson introduced regular agenda item 'C', Downtown Master Plan. The CPAT Members discussed the top 5 takeaways as determined by this group and is looking for staff soliciting input from the Downtown Promotions Committee, MNDOT, Le Sueur County, and the EDA.

Chairman Johnson introduced regular agenda item 'D', Future of the City Forum. The CPAT Members brainstormed ideas for the forum and potential timeframes for an event.

A **motion** by Member Steiger, seconded by Member Favolise, to adjourn until June 18, 2018. Voting in favor: CPAT Members, Steiger, Favolise, Johnson, Endres and Tebbe. Voting no: None. Motion carried.

Respectfully submitted,  
Samantha DiMaggio, Community Development Director

A Regular Meeting of the Comprehensive Plan Action Team (CPAT) was held on Monday, July 16, 2018 at 6pm in the Council Chambers with Council Member Johnson presiding. CPAT Members present: Dave Johnson, Henry Endres, and Michelle Steiger. CPAT Members absent: John DePree, John Favolise and Teresa Tebbe.

A **motion** by Member Steiger, seconded by Member Endres, to approve with the addition of Item 4A. Key recent meeting update. Voting in favor: CPAT Members Steiger, Endres and Johnson. Voting no: None. Motion carried.

As there is not a quorum, the minutes from April 5, 2018 will be approved at the next meeting when a quorum is present.

Chairman Johnson introduced regular agenda item 'A', Key Meetings and Documents. Members Johnson and City Administrator Kruggel have been emailing discussing the nature of CPAT budget input and timeframes, the REV train the trainer event, takeaways from the Urban Land Institute Presentation and the EDA work session during which the downtown master plan was discussed.

Chairman Johnson introduced regular agenda item 'B', Update on Main Street. A discussion was held on when the Future of the City Forum should be held. It was determined that a Downtown Master Plan town Hall will be held on September 15, 2018.

Chairman Johnson introduced regular agenda item 'C', Future of the City Forum. Prior to the Meeting City Administrator Kruggel recommended the Forum be held in early 2019, after the election. The CPAT Members discussed the best date and time for the Future of the City Forum and it was decided that it will be held in conjunction with the Business & Retail Expo in the spring of 2019 as recommended by administration. Chairman Johnson also plans to complete a "Comp Plan Alignment & Implementation Template" that could be used as part of the Future of the City Forum. He hopes to share this template during a "Comp Plan Update" with the City Council in the near future.

A **motion** by Member Endres, seconded by Member Steiger, to adjourn until October 15, 2018. Voting in favor: CPAT Members, Steiger, Johnson and Endres. Voting no: None. Motion carried.

Respectfully submitted,  
Samantha DiMaggio, Community Development Director