



Historic West Des Moines Master Plan Steering Committee – 2021 Update

Wednesday, July 14, 2021 4:00 pm to 5:30 pm

MINUTES

- I. Introductions
 - a. Committee members –
 - i. Kevin Trevillyan
 - ii. Renee Hardman – via Teams
 - iii. Scott Hatfield
 - iv. Aaron Sewell
 - v. Mitchell Callahan
 - vi. Ralph Haskins
 - vii. Nate Hon
 - viii. Nan Earll
 - ix. Vicky Long Hill
 - x. Cleo Underwood
 - xi. Vincent Valdez
 - xii. Debbie Westphal Swander
 - xiii. Julie Eliason
 - xiv. Meredith Wells
 - xv. Mark Veiock
 - xvi. Steph Trannel
 - xvii. Scott Cutler – via Teams
 - xviii. Katherine Harrington
 - b. Staff Members
 - i. Clyde Evans
 - ii. Brad Munford

iii. Christine Gordon

- II. Purpose of Steering Committee – 2021 Update – Update the Master Plan written in 2016
- III. Communication in the future
 - a. Email – primary way of communication
 - b. SharePoint – created a page for the Steering committee – working to get everyone added
 - c. Binder at Meetings – same information as on SharePoint – encouraged committee to leave binder for City staff to manage
 - d. Representatives of your group – encourage committee to share information with your respective groups
 - e. Public Communication – recording of meetings will be put on City’s YouTube site, NextDoor app will be used
- IV. Review By-Laws for Steering Committee – framework for organizing meeting and the steering committee
 - a. Vote for approval of the by-laws – first by Sewell, seconded by Harrington – all approve, no opposed
- V. Election of Officers
 - a. Chair – Nominations:
 - i. Nate Hon – 3 votes
 - ii. Vicki Long Hill – 5 votes
 - iii. Meredith Wells – 7 votes – elected as Chair
 - b. Vice Chair
 - i. Nate Hon – 10 votes – elected as vice chair
 - ii. Vicki Long Hill – 5 votes
- VI. Basics of Comprehensive Plan vs. Zoning vs. Master Plan – Reviewed the basics and the handouts in the binder
- VII. Results of Survey Monkey – Reviewed the results of the survey
- VIII. Scope of work for updating Master Plan – from survey, comments received tonight and at public meeting, staff will develop the scope of work for the RFP – draft will be distributed to Steering Committee
- IX. Timeline Going Forward

- a. Next meeting – August 11th 4:00-5:30pm - review scope of work for sole source Request for Proposal (RFP)
- b. Third meeting of Steering Committee – on hold until the City Council authorizes staff to seek a proposal on the RFP (request for authorization to release the proposal will go to City Council on August 16th) and Teska has submitted their proposal based on RFP
- c. Regular Meetings scheduled once consultant is hired

Handouts

- Steering Committee – 2021 Update Binder

Staff Contacts:

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Master Plan on Website: <https://www.wdm.iowa.gov/government/community-economic-development/historic-west-des-moines-master-plan>