

**VILLAGE OF HORTONVILLE  
MUNICIPAL BUILDING SPACE NEEDS COMMITTEE – SURVEY GROUP  
JUNE 24, 2008 MEETING MINUTES**

Chairperson Andrew Gitter called the meeting to order at 5:30 p.m. in the lower level of the Community Hall at 312 W. Main St., Hortonville, Wisconsin.

Members present: Trustee Dawn Vollbrecht, Administrator J. Everett Mitchell, Clerk-Treasurer Lynne Mischker, Director of Public Works Ron Austreng, Chief of Police Michael Sullivan, Library Director Carolyn Habeck, and Brenda Hungerford. Lyle Hilker entered the meeting at 5:45 p.m.

Members absent: Trustee W. George Wojcik, Trustee Louis McKellar, and Kelly Schleif.

**Review and Finalization of Draft Village Wide Survey**

Mr. Gitter confirmed that the draft survey questions were e-mailed to the Committee members.

Mr. Mitchell reported that the draft questions put together opportunities to rank subjects as well as make comments. The survey allows for two (2) people to answer on the same survey. The survey questions touch on all departments in questions asked about current and future subjects.

The Committee discussed the draft questions and made suggestions.

Mr. Sullivan will add a question to the survey.

**Determination of Selected Drop-Off Sites**

The survey will be printed on colored paper.

Mr. Mitchell will ask the three banks and the Post Office for permission to use them as drop-off sites. The Administration Office, Library, and Police Department will also be drop-off sites.

It was decided to open an account with Survey Monkey for two months to collate results. The cost is about \$20 per month.

**Determination of Time Lines**

The questions will go to the Village Board for review on July 3<sup>rd</sup>.

The surveys will be mailed as soon as possible after the Board review and be due back to the Village by August 1<sup>st</sup>.

It was suggested that an article be placed in the PC West about the survey just before it is mailed.

[Mrs. Habeck left the meeting at 6:44 p.m.]

**Adjourn**

*Motion made by Mr. Austreng and seconded by Mr. Sullivan to adjourn. Voice vote: 8 ayes, 0 nays, motion carried.* The meeting was adjourned at 6:51 p.m.

Submitted by,

Lynne Mischker  
Clerk-Treasurer