

Special Meeting Minutes
Valier Government Review Commission
February 5, 2015

I Call to Order

The Chairman called the meeting to order at 2:00 PM.

II The following were present: Ray Bukoveckas, Roger Skogen and McKenzie Graye, Chair. There being a quorum, the meeting could proceed.

III Conference Call with Dr. Steven Swinford

Procedure and responsibilities of the parties were discussed. The Study Commission will be responsible for providing the list of names and addresses, the printing of the survey, stuffing envelopes and the postage. Stuffed envelopes will then be sent in a large box to Dr. Swinford to mail from MSU. Survey's will include a stamped, addressed return envelope with Dr. Swinford's address. Dr. Swinford will tabulate the data and send a final report to the commissioners. The commissioners will not see the returned surveys. Dr. Swinford will prepare a contract for his services. His fee is \$40 per hour and he plans to spend a maximum of 10 hours on consulting services, tabulating data and preparing the final report. The Commission is saving quite a bit of money by doing the printing of the survey and stuffing envelopes. A jointly prepared cover letter will be included in the survey.

Time frames were discussed. After Dan Clark's presentation at the public hearing on February 9, the commission will meet again with Dr. Swinford to prepare survey questions based on feedback from the public hearing. Plans are to send the survey out to the residents on April 1, have a preliminary report from Dr. Swinford on May 1 and a final report and category breakdown by June 1.

Survey content was discussed. The survey questions will not include quality of life questions, as this is not within the commission's scope. Questions will be limited to forms of government, process in government with one open-ended question at the end specifically relating to changes in government.

IV Consent Agenda

Public Comment

There was no public comment.

a) Engaging the Public

Survey. The commission will discuss and vote on Dr. Swinford's contract at the next meeting on February 12, 2015 at 1:00 PM, after the conference call with Dr. Swinford.

The budget will need to be approved by the Town Council, before the contract with Dr. Swinford can be signed. The budget will be ready to present to the Council at their meeting in March.

V Announcements

The next scheduled meeting will be on February 12, 2015 at 1:00 PM and will include a conference call with Dr. Swinford

VI Adjournment

Ray Bukoveckas moved to adjourn. McKenzie Graye seconded. The meeting was adjourned at 3:45 PM

DRAFT