**PLANNING MEETING REPORT**

**VILLAGE OF LAKEVIEW**

**(Name of Village and individuals have been changed)**

**The following is an example of a summary report of a strategic planning process. It typically is briefly reviewed at every Board meeting.**

On Saturday, May 1, members of the Lakeview Village Board and the Village Administrator met to update goals for the Village.

**MISSION AND VISION STATEMENTS**

**MISSION**

The Village of Lakeview is committed to:

* Preserving the high quality of life enjoyed by our residents;
* Providing fiscally sound, responsive municipal services,
* Delivering those services in an effective, efficient and professional manner.

**VISION AND VALUES**

The vision and values of the Village of Lakeview are:

\* To sustain appealing, safe and high-quality residential neighborhoods and business districts

\* To maintain an appropriate balance between residential and business land uses

\* To preserve and develop open spaces and cultural and recreational facilities

\* To develop and promote a strong sense of community by preserving its unique small town heritage

\* To consult with and involve Lakeview residents in the Village's decision making, promote two-way communication between the Village Board and residents and encourage an atmosphere of openness and receptivity to all ideas and issues

\* To continually evaluate services and plan for the future of the Village

\* To cooperate and work collegially with its neighboring communities and governmental bodies

\* To be responsive to individual concerns and needs while keeping in mind the good of the community as a whole

**PRIMARY GOALS AND OBJECTIVES**

**Goal 1 Improve Communication**

**A. Community**

A Communication Task Force will be appointed by the **Board Chair** at the **July 13 Board meeting** to include up to 3 Village Trustees, the Village Administrator and citizen representatives.

The Task Force charge is attached.

**B. Internal**

The **Village Board** will retain a facilitator by the **August 24 Board meeting** to assist in improving internal communication among Board members and between staff and Board.

The process will include a review of the Board Code of Ethics, preparation of a Board Code of Conduct and establishment of Board performance standards.

**Goal 2 Implement the 2020 Plan**

**Trustee Roger Johnson and the Village Administrator** will spearhead preparation of action and organizational plans to implement the 2020 Plan. Progress report to the  **September 28 Board meeting.**

**Goal 3 Create a Lakeview Economic Development Authority**

The **Village President** will appoint the Authority by the **October 26 Board meeting.**

Authority charge and ordinance are in place.

**Goal 4 Create a Lakeview Beautification Committee**

The **Village President** will appoint the Committee by the **October 26 Board**  **meeting.**

Committee charge is in place.

**Goal 5 Create a Lakeview Architectural Review Board**

The **Village President** will appoint the Board by the **October 26 Board meeting.**

Board charge will include implementation of the Lakeview Downtown Plan.

**Goal 6** **Complete the Joint Lakeview/Town of Smith Development Plan**

The **Village Administrator** will forge an agreement with the Town of Smith for presentation to the Lakeview Village Board at the **October 26 Board meeting.**

**Goal 7 Determine Future Location of Police Department and Village Garage**

**Board** action at **July 13 Board meeting.**

**Goal 8 Continue Recreation and Park Planning and Development**

The **Village President** will establish formal lines of communication and working relationships with the Oak Avenue Foundation