



Minutes

Country Club Road Subcommittee Meeting

Wednesday, December 3, 2025, at 8:00 AM via Zoom

Attendance: Sal Alfano, Ben Doyle, Adrienne Gil, Michael Miller, Stephanie Clarke, Evelyn Prim, Sandra Vitzthum, Stephen Whitaker

1. **Call to order:** Councilmember Alfano called the meeting to order at 8:03 AM.
2. **Review and Approve Agenda:** Councilmember Alfano added a Communications Update from the City's Communication Coordinator, Evelyn Prim, to follow General Business and Appearances.
3. **General Business and Appearances (public comment):** Stephen Whitaker spoke about his concerns.
4. **Added Item – Communications Update:** Evelyn's internet was unstable, so she provided her update in the minutes; see below:
 - a) Front Porch Forum FAQs continue today after pausing for the Thanksgiving long weekend. FAQs will conclude at the end of next week.
 - b) CCR Subcommittee meeting announcements have been shared consistently in the City Manager's Weekly Report, which is shared to an email group of approximately 1900 addresses.
 - c) Combating misinformation on this project is a significant challenge at this time. City staff spend considerable time each week responding to and correcting misinformation in the public sphere. I encourage the Council to help support and reaffirm the accurate information shared by the Subcommittee/City where and whenever possible. Similarly, directing the public to sign up for Notify Me messages will help residents stay directly connected to the source of accurate information.
 - d) Emerging needs in the City Manager's Office have significantly increased my workload, which has slowed our ability to share

information specific to the CCR project. Staffing capacity for communications activities is extremely limited at this time.

- e) Given staffing shortages, City Manager search activities, and the circumstances of the holiday season, my recommendation is to hold off on scheduling any additional in-person public engagement activities until we have a clear ask(s) of the public in January/February.

5. Discussion of review matrix and qualifications submittals:

- a) The Subcommittee discussed questions from the public, challenges moving forward regarding the City Manager transition, next steps, and advancement of the project. Nine (9) submittals to the RFQ were received.
- b) Stephanie Clarke revised the timeline per Subcommittee feedback and will recirculate. Stephanie will similarly combine initial responses to the scoring matrix and recirculate to the Subcommittee. The Subcommittee will review and discuss submittals at the newly scheduled meeting on 12/9.
- c) *New Subcommittee Meeting:* Scheduled for Tuesday, 12/9, 8:00 AM on Zoom

6. Other Business: none

7. Adjournment: Meeting adjourned at 8:56 AM.

Next CCR Subcommittee meetings:

- Tuesday, 12/9, 8:00 AM on Zoom
- Wednesday, 12/10, 8:00 AM on Zoom