

## **Proposal to Facilitate the Bassett Creek Watershed Summit**

### **Thursday, June 13, 2013**

### **ASSUMPTIONS**

- The purpose of the Summit is three-fold:
  - To engage the public in identifying priority issues that reflect their values and concerns regarding water quality and the health of Bassett Creek, Medicine Lake, Parkers Lake, Sweeney/Twin Lakes, Wirth Lake and the other waterbodies of the Bassett Creek watershed.
  - To help provide direction to the Bassett Creek Watershed Management Commission as members craft a watershed plan for the next ten years.
  - To meet the citizen participation requirement of the Board of Water and Soil Resources.
- The Summit will be held from 7:00 to 9:00 p.m. in the Council Chambers at Plymouth City Hall.
- Estimated attendance is 100, or as space permits. Participants will include public officials, city planners, engineering staff, lake association members, and other interested watershed constituents and stakeholders.
- The Summit follows a series of small group sessions in different communities designed to generate input on participant preferences and issues. In addition, an online survey has been used to expand outreach and gather comments from as broad a range of people as possible.
- The input derived from the meetings and the survey will be the basis for an affinity mapping exercise in preparation for the Summit. This data will be provided to GTS at least three weeks in advance.
- Results of the facilitation at the Summit will be given to Watershed administrator or members.
- Note: It is assumed that many, but not all, of the participants will have completed the online survey ahead of time. Those who pre-register will be encouraged to take that step before the Summit.

### **TASKS**

#### **Develop the plan for the Summit**

- Create an agenda and process to achieve the desired outcomes, taking into account the two-hour timeframe, number of participants, available space and polling equipment
- Explore ways to accommodate issues that might be generated at the time, even though the focus of the Summit is prioritization.
- Discuss proposed approach with Watershed Administrator (and Commission Chair?)

### **Prepare for the Summit**

- Review the results of affinity mapping
- Generate the electronic polling questions/statements; provide in advance to individual in charge of priming the computer and the “clickers”
- Generate post-it sheets if needed
- Create any materials needed for the Summit (e.g., handouts, worksheets)
- Ongoing communication with Watershed Administrator

### **Facilitate the Summit**

- Includes assisting with initial set-up on-site

### **Summit Follow-up**

- Provide electronic or manual polling results to the Watershed Administrator at the conclusion of the Summit.
- Share any insights or recommendations in a short debriefing at the conclusion of the Summit.

## **FACILITATOR TEAM**

### **Helene Johnson**

As Executive Director of GTS Educational Events, Helene has spent 35 years developing and presenting educational programs for policymakers, staff and appointed officials from all levels of government and all types of nonprofit agencies – and their collaborators. This has often included facilitating planning, goal setting or visioning sessions. One specialty area has been topics related to land use and environmental issues. Recently she was part of the team for the Minnesota Environmental Summit, which was designed to bring citizens together to help prioritize issues to be addressed by the Environmental Quality Board.

Of particular relevance to this project is her volunteer involvement with the City of Golden Valley. She was the co-lead facilitator for the Envision Golden Valley Summit, which involved more than 250 constituents in a visioning process. Helene is a member of the Golden Valley Envision Connection Board created following the Summit, as well as the Golden Valley Community Foundation, which was an envisioned idea that became reality.

## **John Shardlow**

John is a professional planner with extensive and wide-ranging project experience serving clients in both the public and private sectors. For more than 30 years, he has been committed to improving land use practices, development, environmental stewardship, and community building through education and outreach efforts. In that regard, he has become known for his expertise in the design and facilitation of effective community participation models, multi-jurisdictional planning programs and processes, and innovative communication strategies. He has taught GTS courses for elected and appointed officials that now number in the thousands.

John has been the planning consultant for more than 100 cities and counties through Minnesota. Some notable facilitation efforts include a major multi-jurisdictional visioning effort to guide Dakota County's comprehensive plan, the regional conservation design framework for the greater 13-county Twin Cities metropolitan area, and the St. Cloud Area Joint Planning District Plan. His work has been recognized locally and nationally, including by the American Institute of Certified Planners (AICP) which inducted John into its College of Fellows in 2010.

## **COST**

### **FACILITATORS**

**\$2,250**

### **DIRECT EXPENSES**

GTS will be reimbursed for supplies and copies for the event, within approved amount. Costs are estimated to be \$100-\$150.

## **Submitted by**

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**April 10, 2013**

**A non-profit organization dedicated to helping those in the public sector  
(and their collaborators in other sectors)  
meet current needs for knowledge and skills and prepare for the changes to come**

## **WHAT WE DO**

**Work with diverse groups to develop a conference or workshop program that meets their specific educational objectives**

**Provide a full range of conference and tradeshow management services for groups of all sizes**

**Present workshops addressing ongoing, recurring training needs as well as the latest policy issues and management challenges—both on-site and open enrollment**

**Facilitate goal-setting, teambuilding, problem-solving sessions to strengthen group effectiveness**

**Develop or facilitate citizen engagement initiatives & collaboration efforts**

**Manage intergovernmental or multi-sector training and consulting projects**

## **WHO WE ARE**

- **An experienced team of professionals providing services since 1976**
- **Staff with advanced degrees in continuing education or training and development, meeting planners with years of experience working in all venues, individuals with specialized marketing, technology or financial skills**
- **Public sector and nonprofit specialists (100+ years of experience)**
- **Customer oriented, one-stop shop**

## **WHO WE SERVE**

**Policymakers, staff, elected and appointed officials from cities, counties, schools, townships, regional governments, state agencies—and their collaborators in non-profit agencies, associations, business, higher education, community groups**