



Bassett Creek Watershed Management Commission

Next Gen Plan Steering Committee Meeting Notes

4:30 p.m ~ Monday February 25, 2013

Golden Valley City Hall Council Conference Room; 7800 Golden Valley Rd; Golden Valley MN 55427

Attendees: Committee Chair Linda Loomis; Commissioner Ted Hoshal; Alternate Commissioners Pat Crough, Lisa Goddard, and Justin Riss; Administrator Laura Jester; Engineer Karen Chandler; TAC member Derek Asche

1. Review Plan Process and Next Steps Document

The group reviewed and discussed the document as it was presented (and approved) at the February 25, 2013 BCWMC Meeting. It was noted the document includes a column for responsible party and estimated costs for each task. The group agreed the tasks listed as "complete" were actually completed. The group agreed that this is a "living document" that should be updated as tasks are complete or when there are shifts to tasks, timelines and costs. It was noted the "TAC Meetings and Topics" portion of the document may be updated as public input is gathered.

The group wondered how the Commission would be updated on the Plan Development progress. Jester and Chandler indicated they would be updating the Commission at their monthly meetings either through updates to this Plan Process Document or through memos to Commissioners. Commissioner Welch reminded the group not to lose sight of the gaps analysis and to continue working with the TAC.

2. Report of Meeting with GTS

Loomis and Jester reported on a meeting with two members of GTS Educational Events (a non-profit organization that provides conferences, workshops and consulting services exclusively to the public sector and non-profits in Minnesota). The GTS members provided some helpful advice for facilitating the small group meetings with cities. Loomis and Jester asked the Committee if they could solicit a proposal from GTS to help formulate the process and facilitation of the larger Bassett Creek Watershed Summit planned for June 13th. The group agreed a proposal from GTS would be appropriate and should be brought to the Commission at a future meeting.

3. Budget Review

Loomis reported that the estimated cost of the Plan will require an addition of approximately \$16,000 in the 2014 budget.

4. Discuss Facilitator Training Methods and Materials

There was discussion about various background materials that could or should be provided to the city councils, city commissions, or other small group meetings where input on the Plan would be gathered. Because we'll often have only 30 – 45 minutes in these meetings, we should not provide detailed background information on the Commission, the JPA, or State Laws/Rules regarding Plan updates. Instead, the meeting should focus on gathering the thoughts and ideas on current issues in the watershed. The group decided a watershed map, newly adopted vision statement, and perhaps parts of the 2004 Plan's executive summary would be helpful background pieces.

There was some discussion on the fact that the small meetings were really brainstorming sessions and that the Next Gen Plan Steering Committee would need to work on grouping like issues together (affinity mapping exercise) as well as summarizing survey results before the June 13th Summit. (i.e. at the April 22 or May 20 Plan Steering Committee meeting.)

Loomis and Jester will work together to determine a method of facilitating these meetings and what questions to ask in order to gather input in similar formats. Jester is also meeting with a civic engagement specialist with the U of M Extension to get more ideas and assistance.

There was discussion about how the public would be invited to the small group meetings. It was determined that would be up to the individual city. Plymouth plans to invite one or two members from each of the lake associations. Additional small meetings could be scheduled to accommodate other groups as well.

5. Assign Facilitator to Small Group Meetings

Various meetings in cities are already arranged. The following volunteers will facilitate these meetings:

Minnetonka – date TBD; meeting with City Staff; Loomis to facilitate

Golden Valley – 3/12; meeting at Council Manager Meeting with City Commission Chairs invited; Loomis to facilitate

New Hope – 3/18 or 4/15; meeting with Council at work session; Linda to facilitate

St. Louis Park – date TBD; meeting with City Staff; Riss to facilitate; may also request a meeting with Westwood Nature Center staff or Board

Robbinsdale – 3/21 or 4/18; meeting with Planning Commission; facilitator TBD – Jester will ask Commissioner Sicora

Plymouth – 3/13 or 4/10; meeting with Environmental Quality Commission; Chair Black to facilitate

Crystal – date TBD; unknown group and facilitator – Jester to ask Commissioner Johnson

Medicine Lake – April or March; Planning Commission and/or Council; Hoshal to facilitate

Minneapolis – various neighborhood meetings; Goddard and Welch to facilitate + larger meeting on 3/30 in conjunction with MPRB at Wirth Park Chalet

6. Online Survey

Jester reported that the online survey is up and running on the Bassett website. Hoshal indicated the survey should “pop up” on the Bassett homepage – he already emailed instructions for that to Jester. Jester/Chandler will forward these to webmaster. The group also noted that survey results will need to be incorporated with issues from small group meetings for the affinity mapping exercise.

7. Media Article

Jester indicated the article was distributed to a few news outlets so far. There was discussion about other places to post the article. Loomis will work on getting it in the Patch as a news story. Goddard suggested the Friends of Bassett Creek website/listserv and North News. The article should also be posted on the BCWMC homepage.

8. Next meeting of the Next Gen Plan Steering Committee is scheduled for 3/25/13, 4:30 p.m., Plymouth City Hall