

TDA LRPC JANUARY MEETING NOTES

Meeting Date: January 12, 2023

Location: The Mezzanine Room at the Northwoods Clubhouse and Zoom

Committee Members:

Joe Balan	Denise Gauny (Minutes)	Jackie Ginley
Laura Lindgren	Rob McCray	Jerry Meek (Acting Chair)
Dan Simmons	Ward Sproat	Michael Sullivan
Mike Vivas	Keith Williams	Jon Mitchell (Staff)
Beth Wang		

Liaisons: Julie Vietor (FC), Julie Thornton (TOS), Don Koenes (BOD)

Guests:

1. Call to order & acknowledge / welcome member guests (Jerry)
 - a. Acting Chair called the meeting to order at 2:03pm. All committee members except Mike Vivas, Ward Sproat, Joe Balan, and Beth Wang were present. Peter Sawyer present for liaison, Julie Thornton. Liaisons Julie Vietor and Don Koenes were present. No member guests were recognized.
2. Action – Select 2023 Chair/Vice Chair (Jerry/Jon)
 - a. Jerry M. reviewed the process we will follow for electing a Chair and Vice Chair. The names of committee members interested/nominated will be submitted to Patty West this week. Patty W. will send the names of the people nominated today to the committee, with a note that if there are any other interested committee members, let her know and they will be included in the ballot. An anonymous vote will be conducted via email next week. Elected chair names will be provided to the committee and the Board by Friday, Jan. 20th.
 - b. Jon M. called for any nominations today. Laura L. nominated Dan S. for Chair; Dan S. accepted the nomination. Jerry M. nominated Michael S. for Chair; Michael S. accepted. Michael S. nominated Jerry M. to continue as Vice Chair; Jerry M. accepted. Rob M. asked if Laura L. would consider a nomination for Vice Chair; Laura L. said she would think about it and if interested, she will let Patty W. know. Jon M. asked Denise G. if she would continue taking meeting minutes. Denise G. asked if anyone else was interested. No one came forth and the committee asked that Denise G. continue with minutes; Denise G. agreed.
3. Action – Confirm 2023 Meeting Day and Time (Jon)
 - a. Jon M. asked if the current day and time of committee meetings (the second Thursday of the month, from 2 – 4pm) should continue or change. Rob M. stated that he has a new quarterly conflict. No other conflicts were noted. Committee agreed to maintain current day and time. Rob M. said he would manage his conflict to the best of his ability.
4. Action – Approve December Meeting Notes (Denise G.)

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- a. Denise G. asked if there were any comments on the final meeting notes. None were noted. Denise G. motioned to approve, Dan S. second. All approved; motion passes 9 – 0 (Joe B., Mike V., Ward S., Beth W. not present).
5. Discuss Board adopted task list from 1/11/23 Board meeting (Jerry)
 - a. Jerry M. reviewed the process and outcome of our 2023 Task List. The Board reviewed the originally proposed list and Dan S. proposed list. Director Benjamin Levine also reviewed the tape of our January 9th Special Committee Meeting. From these sources, a revised Task List was presented to the Board on January 11th. The Board unanimously approved the revised Task List, and it is what we are reviewing today.
 - b. The Regular Tasks remained the same and Special Tasks were revised to put most of our focus on supporting Staff with the Northwoods Campus/Complex project, set to begin in 2024.
6. Begin identifying process to complete 2023 board adopted Task List (Jon)
 - a. Jon M. stated that Regular Task #1 (review the 20-Year Capitol Project List and the 5-Year Capitol Funds Projection) will be addressed in the June/July/August timeframe, to coincide with the annual budget cycle.
 - b. For Regular Task #2 (provide feedback on the building replacement planning project upon requested by the Board) Jon M. stated that he has the Building Replacement List (the one we reviewed last year) and has developed a program that inserts the building replacement value (based on the insured value) into the list, based on the replacement cycle. This exercise will help inform decisions on the financing options, based on what is available in which funds when the monies are needed. When/if the Board requests this committee to be involved in the process, he will let us know.
 - c. Special Task #1 (Northwoods Campus Future State Case Study), Jon M. stated that we should leverage the work done by the TOS on their similar project, the Trails and Open Spaced Master Plan, focusing on their Lessons Learned, and an outline of their process and member outreach efforts. Dan S. suggested that we should start as soon as possible with a scoping session with the Staff member(s) responsible for the Northwoods Campus. It was also suggested that we leverage the notes that Ward S. took during the Campus tour this summer. Denise G. suggested that we start with a “whiteboard session” where we as a committee, write down all the services (and asset) in/at the Northwoods Campus so we all have a shared understanding of everything that happens there. We could then “chunk” the pieces and assign responsibility (or have volunteers) for the different elements of the campus. Jon M. added that there a preliminary Northwoods Campus Master Plan was developed several years ago, and it will be shared with this committee.
 - d. Special Task 2a (Preliminary Facility Study), Jon M. thinks we need to produce a draft outline of what the committee and Staff feel is needed at each amenity. Denise G. suggested that since the Northwoods Campus is the priority, we

should start with that and use that as a template for addressing the rest of the amenities, in the order that we choose. Jon M. stated that the order should be based on first, amenities that “intersect” with the Northwoods Campus. Denise G. added that we should also consider the “end of life” building document to see if there are other amenities that might need to be prioritized as well as the Northwoods “intersections.” Dan S. added that as we progress through the amenity/facility list, we invite the Director of that amenity/facility to a meeting to have them provide their perspective. Member perspectives, including specific “user groups” should also be considered during those meetings. Jackie G. stated that she has made a preliminary summary of our “List of Fives” and our “Affinity Ideas List,” and she is happy to complete and share with the committee. All agreed that would be a good tool. She will complete and send to Jerry M.

- e. Special Task #2b (Update Current State Report 2022 Draft), Jon M. advised that the first step is for this committee to receive Staff comments on the report. The report has already been sent to TDA Staff. A schedule will be set for when comments are to be received from Staff, by the end of next week. Dan S. added that the news of Staff comments is welcome news, however, he would like the change the document title to a “overview document,” have the three or four already identified updates made, bring it to the committee to have them accept the document, and not spend any more time on it. Jon M. stated that per Board direction, we need to continue to progress the report. Staff feels that with some refinements, this is a very valuable tool. It was discovered that the real issue that Dan S. has with the report is that he no longer wants to be the “owner” of the document. All agreed that he does not have to be the owner and we will all contribute and carry to report forward.

- 7. Meeting Action Items (Jerry)
 - a. See Actions and Activities List Below
- 8. Guest comments (Jerry)
 - a. No member guests present.

Meeting adjourned @4:06pm

Actions and Activities List

No	Description	Responsibility	Status	Completion Date
1	Elect and announce committee 2023 Chair and Vice Chair.	Jon M./Patty W.	Election will be held via email and results announced on 1/20/23	

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2	Complete and distribute summary of “List of Fives” and “Affinity Ideas List.”	Jackie G.	Jackie will send to Jerry when complete	
3	Get Ward S. notes from our summer field trip about the Northwoods Campus.	Denise G.		
4	Invite Director Benjamin L. to our February meeting to provide a TOS presentation.	Don K.		
5	Organize a “whiteboard” session for our February meeting.	Denise G.	Denise will reach out to Joe B. to see if he wants to facilitate	
6	See if we can hold a virtual whiteboard for February meeting for those that cannot attend in person.	Jon M.		
7	Coordinate a Staff presentation/overview of the Northwoods Campus for the February meeting.	Jon M.		
8	Complete the project outline template (used at the Marina Project) and share with the committee.	Jon M.		
9	Draft techniques used in previous community outreach/input projects.	Laura L.		
10	Create a user guide that explains the relationships between the Replace/Refurbish Program List, the Reserve Replacement Project List, the 5 Year Plan, and the 20 Year Plan.	Jon M. and the Finance Committee	Time constraints are placing this item to pending. No Update	
11	Finalize Current State Report	Dan S./ Current State Subcommittee	Complete: this has been added as an ongoing, 2023 task and no longer captured in this list	1/11/23
12	Refine 2022 & 2023 Task List and add step for Staff review of Current State report	Jim B.	Complete: 2023 Task List approved by BOD	1/11/23

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13	Create a lexicon for the Current State Report	Denise G.	Complete	1/2/23
14	Add IT Infrastructure section to Current State Report	Dan S./ Jon M.	Jon and Dan will work with staff to get information needed. Update: email sent to Mike V. asking for specifics of what he is looking for.	
15	Create and communicate MS Teams Site Tutorial	Denise G./ Jon M.	The site is only set-up for Current State subcommittee members; Jon will update and get invitations sent out to full committee. Update: Jon will work on this as soon as he has bandwidth.	