

## METROPOLITAN COUNCIL

390 North Robert Street, St. Paul, Minnesota 55101

### REGULAR MEETING OF THE MANAGEMENT COMMITTEE

Wednesday, February 13, 2008

Committee Members Present: Lynette Wittsack, Vice Chair; Sherry Broecker; Mary Hill Smith; Craig Peterson; Tony Pistilli.

#### CALL TO ORDER

A quorum being present, Acting Committee Chair Tony Pistilli called the regular meeting of the Council's Management Committee to order at 2:35 p.m. on Wednesday, February 13, 2008.

#### APPROVAL OF AGENDA AND MINUTES

It was moved by Sherry Broecker, seconded by Craig Peterson to approve the agenda. *The motion carried.*

It was moved by Lynette Wittsack, seconded by Craig Peterson to approve the minutes of the January 23, 2008 regular meeting of the Management Committee. *The motion carried.*

#### BUSINESS

##### **2008-38 2008 Salary Increases for the Regional Administrator and General Counsel**

Gloria Heinz, Human Resources Director, presented this item to the Management Committee. Beth Widstrom-Anderson clarified that the Non-represented Plan approved on May 24, 2006 authorizes the Council Chair to propose salary adjustments for the Regional Administrator and General Counsel to the Management Committee, for its consent. In addition, Ms. Heinz clarified that the Regional Administrator's proposed salary falls beneath the 2008 cap established by the State Legislature. It was moved by Lynette Wittsack and seconded by Craig Peterson that the Management Committee accept Chair Bell's 2008 salary recommendations for Nils Grossman, General Counsel, and Tom Weaver, Regional Administrator, and authorize staff to implement the salary increases effective 12/29/2007. *The motion carried.*

#### INFORMATION

##### **2008-42 Summary of Procurements for Fourth Quarter and Year-end 2007**

Christopher Gran, Purchasing Manager, presented this informational item to the Management Committee. The quarterly report gives a breakdown of the number of procurements executed during the fourth quarter 2007, grouped by value, and details of all procurements which have a value greater than \$100,000 but less than or equal to \$250,000. In response to the Management Committee's 11/14/07 request, Mr. Gran also provided a report showing the 2007 year-end cumulative breakdown of procurements. There were no questions.

##### **Natural Resources Digital Atlas**

Rick Gelbmann, GIS Manager, presented this informational item to the Management Committee. The Natural Resources Digital Atlas (NRDA) is an easy-to-use, low-cost desktop application created by The Metropolitan Council to address two of the ten natural resource goals identified in the 2030 Regional Development Framework:

1. Preserve vital natural areas and resources for future generations.
2. Encourage the use of metro-wide natural resources inventory and assessment to foster development that is more sensitive to the environment.

The NRDA provides a collection of interactive maps and helpful planning resources and tools for communities and regional planners in a two CD-ROM set. Available natural resource data for 12 counties has been mapped in the NRDA in two phases, seven metropolitan counties by the Council in June 2006 and five adjacent counties by the Department of Natural Resources, in collaboration with the Council, in August 2007. NRDA CD-ROM sets have been distributed gratuitously to cities within the 12-county metro area, in part through a grant given by the McKnight Foundation to the Department of Natural Resources. CD-ROM sets are also available for purchase by the general public for a nominal fee of \$15, the approximate cost of producing the set. At the current time, the NRDA is not being marketed to the private sector. Rick Gelbmann was congratulated on a job well done.

### **Council Member Laptop Analysis**

Dave Hinrichs, Chief Information Officer, presented this informational item to the Management Committee. He outlined his perception of Council Member roles and the technology support needed with regard to meeting preparation and participation, constituent relations, and at-home office needs for Council work. He also shared information collected by Bob Dietrick, Administrative Assistant to the Regional Administrator, summarizing the technology usage of 11 city and county governmental agencies. A trend to explore going paperless seems to be emerging.

Committee members provided Mr. Hinrichs with feedback regarding their roles and technology support needed. The following key points were made:

1. Toggling between calendars and e-mails for personal and Council business is time-consuming and inefficient.
2. Consideration should be given to providing a monitor or laptop at Committee and Council Meetings so that electronic files may be accessed.
3. PowerPoint and Adobe Acrobat software would be helpful. The latter would enable Council Members to make notations on documents that could be accessed electronically at their meetings.

In order to be as responsive as possible, Mr. Hinrichs suggested sending a survey to all Council Members regarding their technology needs and preferences. Further analysis will be forthcoming.

### **Final Draft of 2008 Management Committee Work Plan**

Beth Widstrom-Anderson, Chief Financial Officer, presented and distributed the Final Draft of the 2008 Management Committee Work Plan.

### **ADJOURNMENT**

Business completed, the meeting adjourned at 3:24 p.m.

Respectfully submitted,

Trudy M. Aldrich  
Recording Secretary