

# Northeast Wisconsin Stormwater Consortium (NEWSC)



## Tools & Resources Committee Meeting Minutes

Monday, September 28, 2009

10:00 to 12:00 p.m.

Martenson & Eisele, Inc.

**Attendees:** Dick Flynn, Brian Olesen, Jeff Mazanec, Dena Mleziva, Jeff Elrick, Jessica Schultz

**Meeting minutes taken by:** Jessica Schultz, NEWSC coordinator

### 1. Approval of Minutes from 8/24/2009

a) Motion by Jeff Elrick, second by Jeff Mazanec. All approved.

### 2. Introduction of New NEWSC coordinator -

Jessica Schultz introduced herself as the new Coordinator.

### 3. NEWSC.org Website – review site for updates needed

Reviewed website for changes/updates needed

TR – would like to update work plan for 2010

Should each committee have a work plan posted on the web?

**Assignment:** Dick will check with Peter to determine if that is something we would like to ask each committee to do.

Full council – last full council meeting minutes need to be updated.

**Assignment:** Jessica will check with Peter to see who took minutes and get them posted.

**Assignment:** Contact page – NEWSC coordinate – add Jessica's name to page, possibly update photo

Jessica will work with committees on keeping minutes meeting notes and agenda current.

Discussed - Members only site, originally we wanted everything on members only site available to eventually be available to the public. Members only site was meant for documents being created.

If it is now a place to archive source documents, we need to restructure the page and add to NEWSC.org – source documents available on members only site. We will discuss next month.

Add to NEWSC.org a link to [newwaterwisconsin.org](http://newwaterwisconsin.org)

**Assignment:** Jeff M. is going to create the graphic for the link.

### 4. New water Wisconsin.org website

Page 1 of 2

At Home – Intro paragraph

**Assignment:** Jessica will work on intro paragraph to at home site.

- a) Under Construction – Contractor Content (feedback from EC)  
Hyperlink the words Contractors & Homeowners on the top of under construction page to the actual pages.
- b) \*\*\* agenda Under Construction – Home Owner Content  
Erosion Control is working on, George is also working on

At Work – Dena reported IDDE is working on power washing, restaurant.

Home page – should we update to “Are you raking?” It was agreed upon by the committee that it should be a priority to maintain a seasonally updated home page

**Assignment:** Brian will email Jessica topic, who will send to I&E, upon I&E approval Jessica will change the online page.

It would be nice to have each committee look at the pages and see how they can tie any documents created for NEWSC to this page.

Jeff E. pointed out that we will need topics for the winter home page as NEWSC has not created many educational sheets for winter related topics.

**5. NEWSC PermiTrackMS4 update for TR committee**

**Assignment:** Jeff M. – will add maintenance item on the public website, committee will update seasonal message on home page

**6. Report on NEWSC PermiTrack MS4 NEWSC User training**

7 people attended permitrack training – went well

**7. Web Conference at full membership meeting**

We need to show how the video conference works.

Go To Meeting - \$50/mo allow up to 15 locations to conference in on a meeting. 30 day free trial – would allow trainings and meetings to happen easier. Set up a demo

Jessica will sign up for the free trial period for NEWSC – 2 weeks prior to full membership meeting. NEWSC will have 2 weeks to decide to purchase or cancel. We will discuss at the next meeting.

**8. Recapped – Jessica will create agenda, post minutes & agenda on website and send a link to the committee**

**9. Set next meeting date – October 26, 1:00-3:00 Martenson & Eisele**

**10. Adjourn meeting adjourned 12:15**