



State of Wisconsin
GOVERNOR'S STATE TRAILS COUNCIL

**Ad Hoc Committee to Recommend Improvements to the
Governor's Wisconsin State Trails Council**

COMMITTEE REPORT

April 7, 2009

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Introduction and Background

At their April 15, 2008 meeting, the Governor's State Trails Council (STC) agreed to establish a temporary (ad hoc) committee that would be responsible for examining and proposing changes to the structure and organization of the State Trails Council in order to ensure that the STC is efficient, effective and inclusive of all citizens and trail user groups. This committee came about in part due to the introduction of proposed legislation AB 600, which would have increased the number of seats on the STC from nine to eleven, with four members specifically representing motorized uses. The legislation, as initially proposed only codified motorized representatives and did not designate seats for non-motorized uses. The proposed bill did not make it through the Legislature.

The proposal did call into question the criteria used to select members to the STC, the role of the STC in relationship to Recreational Trails Program (RTP) funding, and how the STC can be more inclusive to all interests. Legislators, in talking with Council members, stated that they would prefer to have the STC work on these issues internally. The Council solicited applications from the public for the Ad Hoc Committee. Committee members were selected from a pool of applicants, by a consensus of the STC Chair, Vice-Chair and State Trails Coordinator, who had experience with various trail user groups and knowledge of appropriate organizational models.

Ten members of the public were selected for the committee along with two current members of the STC to serve as committee co-chairs. Committee membership was balanced between motorized and non-motorized users. Consideration was also given to geographic diversity. The DNR provided a facilitator for meetings and two staff members to answer general questions and provide technical and logistical support. Two committee members resigned due to time restraints and other factors. See [Appendix A](#) for the Committee Member List.

Ad Hoc Committee Goal and Objectives

The State Trails Council determined the goal of the Ad Hoc Committee should be:

- To recommend improvements to the structure, organization, and make-up of the Wisconsin Governor's State Trails Council.

Working within the scope of the committee's goal, members were asked to provide recommendations for the following objectives:

- To review the vision and mission statements for the STC and make recommendations for changes if necessary;
- To propose a method by which all major trail uses, as listed below, can be fairly represented on the STC;
- To recommend changes that recognize the ethnic and cultural diversity of Wisconsin;
- To provide the STC with examples of ways in which other states provide advocacy and policy assistance for state trails through a public body similar to the STC;
- To recommend other structural changes in the STC such as the frequency of meetings and number of members;
- To recommend the process by which any changes would be made.



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Synopsis of Ad Hoc Committee Meetings

The Ad Hoc Committee met four times between April 2008 and March 2009.

July 11, 2008

Committee members discussed the background of the State Trails Council and the formation of the Ad Hoc Committee. Members reviewed the goal and objectives for the committee, discussed their connection to Wisconsin trails and reviewed different trail uses in Wisconsin. Ground rules and meeting dates were set.

October 16, 2008

The committee discussed the work of the Special Legislative Committee on Enhancing Recreational Trails for Non-Motorized Use which proposed creating a non-motorized trails advisory committee. Members discussed the difference between "State Trails" and "trails" in Wisconsin, discussed how the STC is connected to RTP, and how different funding sources relate to other trail advisory councils in the state. The committee reviewed the STC Mission Statement and governing documents of the State Trails Council (State Statutes and STC Bylaws). The committee reviewed different trails councils in other states and began proposing recommendations to improve the STC.

January 8, 2009

The committee refined their work from the October meeting and suggested new recommendations including having STC membership derived from three trail use categories (motorized, non-motorized/mechanized, and non-motorized/non-mechanized), having some representatives as advisory members and creating a user guide for the State Trails Council. Committee members voted on recommendations and outlined the process for developing the report to the STC.

March 2, 2009

The committee finalized the recommendations and report to the State Trails Council.

Trail Councils in Surrounding States

The Wisconsin Governor's State Trails Council is different from many surrounding states' councils in that the STC came into existence before the Federal Recreational Trails Program. When RTP was created in 1993, it required that an advisory committee from each state provide counsel in administering RTP funds. This requirement was added to the STC responsibilities; whereas the councils in many other states were created primarily to meet RTP eligibility requirements, and their responsibilities focus on distribution of RTP funds.

This committee reviewed the structure and organization of RTP advisory committees from some surrounding states as well as New York, which provided a brochure of their Statewide Trails Council. See [Appendix B](#) for a synopsis of trail councils.

Summary of Recommendations

This committee based its recommendations in part on a variety of reference materials, including the RTP advisory committees from surrounding states, the Statewide Outdoor Comprehensive Recreation Plan (SCORP) and other sources. The following recommendations are proposed to improve the Wisconsin Governor's State Trails Council.



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1. Recommended Changes to the STC Mission Statement

One of the objectives of the Ad Hoc Committee was to review the STC Mission Statement. This committee proposes the following recommendations:

- The STC should promote the use of trails, but review the charge of promoting multi-use trails. Designating a trail as multi-use should be the exception, rather than the standard. The focus should be higher quality trails, for specific user groups, with a more enjoyable user experience.
- The Department of Natural Resources has authority over the 42 designated State Trails and trails on DNR property, however the DNR also offers consultation and best practices for all trails (e.g. the Trail Etiquette and Safety guidelines that can be used for any trail in the state). The extent of the STC's authority over trails should be made clear.
- The STC should promote the use and development of trails in all parts of the state and for a variety of trail uses, including consideration for diverse ethnic and cultural populations.
- One of the responsibilities of the STC is to develop RTP criteria and the STC should encourage eligible trail project sponsors to apply for funding.

Specific changes to the language of the STC Mission Statement are proposed below.

(~~Strikeouts show deletions~~ and underlines show additions):

Governor's Wisconsin State Trails Council Mission Statement

It is the mission of the State Trails Council to provide advice and consultation to the Wisconsin Department of Natural Resources regarding the planning, acquisition, development, and management of state-owned trails, and recommendations for all trails in Wisconsin, in order to preserve, protect, interpret, and enhance the scenic and cultural resources of the State, and promote ~~of~~ outdoor recreational and educational opportunities in Wisconsin.

The Council shall represent the public to, and provide advice and consultation to, the Department on:

1. Promoting and encouraging the responsible use of trails, including efforts to expand the ethnic and cultural diversity of trail users.
2. ~~Advancing the concept of multi-use trails, and d~~ Developing and promoting a trail sharing use ethic for a safe and positive user experience and to ensure a respect for natural resources.
3. Encouraging all governmental units to develop land-use plans that preserve rights-of-way and corridors for the future establishment of trails.
4. Encouraging these governmental units, organizations, and individuals to participate in establishing, developing, and maintaining trails.
5. Encouraging private/public partnerships for the purpose of planning, establishing, developing, and maintaining trails.
6. Recommending priorities for trail acquisition and development with an emphasis on trails that establish connections between existing trails and trails that are easily accessed by the people of Wisconsin.
7. Recommending and promoting a more appropriate balance of priorities for trail acquisition, development, maintenance, and operations.
8. Recommending and promoting a rational and stable funding mechanism for trail maintenance and operations.
9. Encouraging eligible project sponsors to apply for trail funding and reviewing funding criteria for trail grant programs.

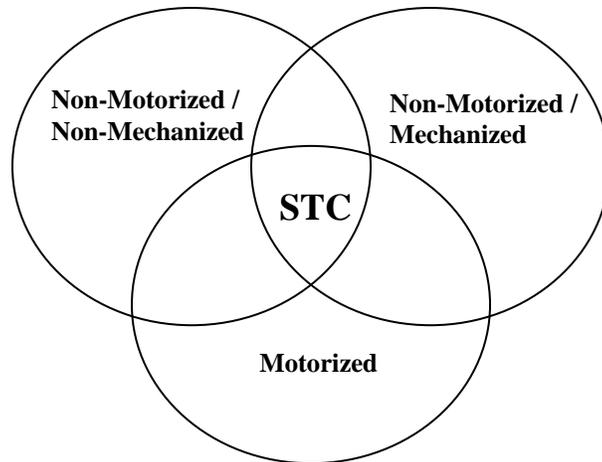


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2. Restructure STC Membership into Three Trail Use Categories

This committee recognized three trail use categories among all trail users (Motorized, Non-Motorized/Mechanized, and Non-Motorized/Non-Mechanized). The State Trails Council serves as the common intersection.

FIGURE A:
Trail Use Categories



Careful work has been done by this committee to determine how to best represent trail users on the STC. This committee first prepared a list of the various users the STC represents, and then divided the complete list of users into the three trail use categories. This committee next determined which major user groups should be designated to hold seats on the STC. A biennial review should be conducted of the three trail use categories to determine the user group listing and major trail user groups (see recommendation #3).

This committee recommends the following MAJOR TRAIL USES within the three trail use categories:

Non-Motorized / Non-Mechanized

HIKERS/WALKERS/JOGGERS
 EQUESTRIANS
 CROSS-COUNTRY SKIERS
 WATER TRAILS
 Snowshoers
 SCUBA / Underwater Trails
 Dog Powered Sports
 Nature Trails

Non-Motorized / Mechanized

OFF-ROAD BIKES
 TOURING/ROAD BIKES
 In-line Skating
 Roller Skiing
 BMX Bikes
 Skateboards Mtn. Boards
 Segways (as defined by state statute)

Motorized

SNOWMOBILES
 ATVS
 OFF-HIGHWAY MOTORCYCLES
 4-Wheel Drive Vehicles
 Side-by-Side Vehicles / Utility Vehicles

Note: This committee also recommends the additional category of non-voting, advisory members to include:

- *Wisconsin Department of Natural Resources*
- *Wisconsin Department of Transportation*
- *Wisconsin Department of Tourism*
- *Accessibility Coordinator knowledgeable in Accessibility Issues and Standards*

The STC will need to:

- Revise STC Bylaws to identify three trail use categories. See Appendix C.



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3. Conduct a Biennial Review of Trail Use Categories and Major User Groups

Not all of the uses previously listed may always be considered significant trail uses. The STC may need to establish criteria to determine when a user group is considered a major trail user group. Some questions this committee had, included; Does the user group need to be an organized group/association? Is there a minimum participation number needed to be considered a major trail user group (some groups feel because there is a lack of places for them to recreate in Wisconsin, their numbers may be recorded as lower)? Is there a certain percentage of the population participating in an activity that would help determine if an activity is a major user group?

Popularity and types of trail uses will change over time due to new activities being introduced and declining interest in others. This committee recommends the STC conduct a biennial review of trail uses and new trends, and change the list of major trail user groups within each category as needed. This review could be done by a subcommittee of the STC. This review would be conducted the opposite year of a biennial review of RTP criteria (see recommendation #8).

This committee recommends that each of the three trail use categories be allotted a certain number of seats on the STC. The biennial review of the three trail use categories and major user groups will ensure appropriate representation and will identify what user groups the STC wants represented by a new or replacement appointee to the Council.

The STC will need to:

- Establish the criteria for what constitutes a major trail user group.
- Modify or reaffirm the complete list of trail users within each trail use category.
- Establish the sources of reference for the review (consider SCORP and other resources).
- Establish review panel participants.
- Define a structure for the review process (if a new use is to replace an existing major use, how is the seat on the council changed).
- Revise STC Bylaws to identify the major trail uses and the biennial review process.



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4. Identify Seats for a 9-Member and 11-Member State Trails Council

Working from the three trail use categories, this committee recommends the STC identify the seats for a 9-member council in the short-term and an 11-member council in the long-term. A 9-member council accommodates the number of seats already in State Statute, but this committee recommends the STC start the process to change the State Statute to include 11 members.

This committee recommends the number of seats for each council to be as follows:

	<u>9-Member STC</u>	<u>11-Member STC</u>
Non-Motorized/Non Mechanized	4	4
Motorized	3	4
Non-Motorized/Mechanized	2	3

(Specific user groups for the seats in the 9-member and 11-member councils are identified in recommendation #6)

To come up with these numbers, this committee recommends that two seats of the current 9-member council, the Department of Transportation (DOT) representative and the representative for Disabled Users, upon expiration of current appointments, be changed from voting members to advisory members that provide consultation to the State Trails Council in a similar manner as the DNR.

Depending on the device for mobility, disabled users could be motorized, non-motorized/mechanized or non-motorized/non-mechanized users. There is a Disability Advisory Council with which the STC can consult and coordinate, and there is also an Accessibility Coordinator working in the DNR that could serve as an advisory member.

Advisory Members (non-voting STC members) will include:

- Wisconsin Department of Natural Resources
- Wisconsin Department of Transportation
- Wisconsin Department of Tourism
- Accessibility Coordinator knowledgeable in Accessibility Issues and Standards

The STC will need to:

- Define roles and attendance for advisory members (to be at every meeting or by invitation).
- Start the process to increase STC membership to 11 (propose legislation to change State Statutes). See Appendix D.
- Revise STC Bylaws to identify Council seats.



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5. Fill Current STC Vacancy with Off-Highway Motorcycle Representative

This committee recommends that an Off-Highway Motorcycle representative be the next appointment to the STC as a first step towards restructuring the 9-member council.

6. Implement the 9-Member Council from the Three Trail Use Categories

This committee feels that an 11-member council best represents all users, but as an interim step (until statutory changes can be made), this committee recommends that as seats on the State Trails Council become available, they are filled with representatives from the major trail user groups identified within each of the three trail use categories.

Currently, STC representatives include three non-motorized/non-mechanized seats, two motorized seats, one non-motorized/mechanized seat, two seats held by other representatives (Disabled Users and DOT), and one vacancy. See [Appendix E](#).

This committee recommends the following specific designations for seats on the State Trails Council (Some current representatives would become advisory members as described in recommendation #4). The 11-member council would include an additional motorized representative (4WD Trucks) and an additional non-motorized/mechanized representative (In-line Skating):

Non-motorized / Non-mechanized Representatives (4)

EQUESTRIAN
HIKING/WALKING/JOGGING
CROSS-COUNTRY SKIING
WATER TRAILS

Motorized Representatives (3)

ATV
SNOWMOBILE
OFF-HIGHWAY MOTORCYCLE (first priority to fill)
(4WD VEHICLES representative added to 11-member council)

Non-Motorized / Mechanized Representatives (2)

TOURING/ROAD BIKING
OFF-ROAD BIKING
(IN-LINE SKATING representative added to 11-member council)

Note: This committee also recommends the additional category of non-voting, advisory members to include:

- *Wisconsin Department of Natural Resources*
- *Wisconsin Department of Transportation*
- *Wisconsin Department of Tourism*
- *Accessibility Coordinator knowledgeable in Accessibility Issues and Standards*



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7. Outline a Process for New Appointments to the State Trails Council

State Trails Council members are appointed by the Governor. Currently, when there is a vacancy on the Council, the Governor's Office takes recommendations to fill the vacancy. The STC and State Trails Coordinator typically forward names to the Governor's Office for consideration, and encourage the public, as well as potential applicants recommended by a user group, or self-selected from a user group, to apply with the Governor's Office. The people that are recommended are knowledgeable and active in trail issues. There is a form available on the Office of the Governor's website that all interested in being appointed to any state council, board, commission or taskforce must fill out.

This committee recommends that a formal and transparent process/framework is needed for the appointment of new members to the State Trails Council. This process should include a way for trail user groups to nominate someone for the STC. There should also be an interview process which would include a job description for membership and a written application. STC members could review applications, conduct interviews, and make recommendations to the Governor's Office.

Using the system to designate seats (as described in recommendation #6), if a seat becomes vacant, it must be filled with a qualified replacement of the same major user group designated for the seat. For example, if an ATV representative's seat becomes vacant, it must be filled with another qualified ATV representative. This will sustain appropriate representation as recommended by this committee and as determined by the STC in the biennial review process.

The appointment process should include:

- A means for representatives of trail user groups to nominate or endorse a candidate to represent their group. Individuals may apply without user group nomination.
- A position description outlining the desired interests and knowledge required of the STC seat.
- A written application by a candidate for a specific seat on the STC.
- An interview by STC members to determine a candidate's suitability.
- Once the evaluation process is complete, an STC recommendation to the Governor's Office in accordance with the recommended structure of the council.
- A suitable appointment by the Governor.

The STC will need to:

- Create a job description for STC positions.
- Create an application for new members (could be based on existing "Agreement to Serve").
- Revise STC Bylaws to specify (or outline) the appointment process.



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8. Conduct a Biennial Review of Recreational Trails Program (RTP) Criteria

The State Trails Council developed the criteria (rating tool) used to award Recreational Trails Program grants in 1994. In some other states, the RTP advisory committees review applications for each round of RTP funding. For example, Minnesota's RTP advisory committee meets annually to review grant applications.

This committee recommends that the STC conduct a review of RTP criteria every two years. The STC may want to establish who would participate in a biennial review (consider including non-voting STC members on the review panel). This review would be conducted the opposite year of the biennial review of trail uses (see recommendation #3). The STC may want to request a review of the grant award process as well.

The STC will need to:

- Establish review panel participants.
- Revise STC Bylaws to identify the biennial review process.
- Communicate with the DNR grants staff about this proposal.

9. Develop a Web-Based State Trails Council User Guide

This committee recommends that the STC produce a citizen friendly user guide. The purpose of this guide would be to inform users, in layman's terms, of the mission/purpose of the STC, how it is organized, what the STC can do for trail users, and how the public can approach the STC with issues for the Council to consider.

In addition to the basic user information, the website can direct users to other sources of trail related information including more detailed references concerning trail funding, management, or other related issues and programs.

Posting well developed information concerning the organization and function of the STC will improve communication, enhance transparency and confidence, promote participation of trail users, and will likely better serve diverse ethnic and cultural backgrounds. Key to this is putting the information in easily understood terms and in an easily accessible location.

Contents of the website would include, but are not limited to:

- What the STC is and what it does
- What can the STC do for you
- How are appointments made to the STC
- How can someone apply to be on the STC
- How does someone bring an issue to the STC
- Who are the points of contact within the STC
- Links to more technical information (STC Mission, Bylaws, etc.)

The STC will need to:

- Establish what information is to be included on the website.

Appendix A

Ad Hoc Committee to Recommend Improvements to the Governor's Wisconsin State Trails Council Committee Member List

Randy Harden – co-chair

4422 North 50th Street
Sheboygan, WI 53083
(920) 694-0583 (W)
randy.harden@nohvis.com
Primary Trail Use: ATVs
Other Trail Uses: Motorcycles, SCUBA diving, 4x4 Driving

Mike McFadzen – co-chair

N5549 Kathryn Drive
Plymouth, WI 53073
(920)457-4461 ext.1351 (O), (920)892-6271 (H)
mcfadzen@msn.com
Primary Trail Use: Cross-Country Skiing
Other Trail Uses: Biking, Hiking, Trail Running, Snowshoeing

Ron Bergin

17280 Pioneer Rd.
Cable, WI 54821
(715) 798-3599
rbergin@cheqnet.net
Primary Trail Use: Mountain Biking
Other Trail Uses: Cross-Country Skiing, Hiking

Ron Bohl

S6145 Sun Dance Place
Eau Claire, WI 54701
(715)836-7958
bohlm@charter.net
Primary Trail Use: Motorcycle (Trail Riding)
Other Trail Uses: Hiking, Horseback Riding

Alex Bub

W4802 Knuth Rd.
Random Lake, WI 53075
(414) 465-6153
Alex.bub@harley-davidson.com
Primary Trail Use: Off-Highway Motorcycles
Other Trail Uses: ATV, Jeep, Skiing, Street Bicycles, Mountain Biking, Hiking, Kayaking

Ken Linzmeyer

1743 Briquet Street
Green Bay, WI 54304
(920) 562-2628
klinzmeyer@gates.com
Primary Trail Use: 4WD Trucks/Jeeps
Other Trail Uses: Mountain Biking, Hiking

Bryan Much

135 Chaffee Rd. #206
Oconomowoc, WI 53066
(262) 569-1474
Bryan.much@charter.net
Primary Trail Use: Off-Road Motorcycles
Other Trail Uses: ATV, Bicycle, Hiking/Backpacking, Canoeing, SCUBA

(Resigned) Joel Savilonis

913 High Point Rd.
Dodgeville, WI 53533
(608) 987-5802
Bikin_bear@yahoo.com
Primary Trail Use: Biking
Other Trail Uses: Dog Walking

(Resigned) Jeff Schimpff

2721 Kendall Avenue
Madison, WI 53705
(608) 233-2962
fortkendall@tds.net
Primary Trail Use: Mountain Biking
Other Trail Uses: Hiking, Biking, Winter/Roller Skiing, Birding

Harold Schmidt

328 W. Hampton Ave.
Milwaukee, WI 53217
(414) 962-8431
schmidhd@yahoo.com
Primary Trail Use: Mountain Biking
Other Trail Uses: Road Biking, Cross-Country Skiing, Hiking

Sam Tobias

160 South Macy Street
Fond du Lac, WI 54935
(920) 929-3135
Sam.tobias@fdlco.wi.gov
Primary Trail Use: Touring/Road Biking
Other Trail Uses: Mtn. Biking, Running/Walking, Snowshoeing

Bill Ward

431 Valley View Rd.
Hudson, WI 54016
(651) 737-8718
weward@mmm.com
Primary Trail Use: ATVs
Other Trail Uses: OHV, 4WD, Hiking, Biking, Kayaking, Skating, Skiing, Hunting/Fishing

Wisconsin Department of Natural Resources (WDNR) Staff:

Kathleen Wolski, Facilitator. kathleen.wolski@wisconsin.gov; 608/264-6282

Brigit Brown, State Trails Coordinator. brigit.brown@wisconsin.gov; 608/266-2183

Linda Netzer – Logistics. linda.netzer@wisconsin.gov; 608/266-0866

Joe Warren – Trails Program. joeseephc.warren@wisconsin.gov; 608-267-7487

WDNR - Wisconsin State Parks, P.O. Box 7921, Madison, WI 53707-7921 608-266-2181, FAX# 608/267-7474

Appendix B: Trail Councils in Other States

	Illinois	Indiana	Iowa	Kentucky	Michigan	Minnesota	Missouri	New York
Name	Greenways and Trails Council	Trails Advisory Board	Advisory Committee	Trails Advisory Board	Recreational Trails Program Advisory Board	Minnesota Recreational Trail Users Association	Trail Advisory Board	Statewide Trails Council
Number of Members	20 – Currently. Representatives from statewide greenways and trails user groups, statewide associations, organizations with demonstrated expertise in greenway and trail planning, metro-area greenway and trail coalitions, and the Conservation Congress.	16 – Total. Voluntary Citizens including representatives from 4WD, Mountain Bikers, Bicyclists, Users with Disabilities, Water Trails, Trail Support Groups, Snowmobiles, ATVs, Equestrians, OHM, Pedestrians, Hikers, Environmental Groups, Park & Rec. Agencies	8 – Total Bikers/X-country skiers Hikers/Walkers Equestrians Canoeists Snowmobilers OHV/Disabled Users Iowa DNR Iowa DOT	12 – Total Made up of users representing different trail uses including ATVs, equestrian, hiking, biking, walking and rail trails. The board also looks for representatives from different parts of the state and representatives with diversified interest in recreation.	7 –Total 3 Standing members: 1 each from the snowmobile and ORV advisory boards, and 1 from the Michigan DOT Transportation Enhancement Program 4 Citizen Trail Users representing major trail types.	Members representing 10 trail interests including, snowmobiling, ATV, OHM, bicyclists, hiking, 4WD, equine, skiing, in-line skating, and mountain biking. A maximum of 3 members per type of activity for a total of 30 members on the council.	8 – Total Members represent various types of motorized and non-motorized recreational trail uses such as biking, ATV, motorcycling, equestrian, pedestrian, ADA accessibility and general trail use.	Members representing 11 trail activities including ATV, biking, 4WD, hiking, equine, skiing, running, snowmobiling, water trails, motorized trail bike riding, and snowshoeing. There is a maximum of 3 members per type of trail activity. Technical assistance through Parks and other Dept’s.
How Selected		Clubs and organizations nominate members for consideration. The DNR selects members from those nominations.	Members are nominated to the committee by the trail user groups they represent and approved by the Trail Program Manager with the Iowa DOT.	Members are appointed by the Governor.	Citizen members selected from a pool of names assembled by DNR staff. These citizens are known to be active in trail issues.	Each group of three board members is appointed to the council by their respective user organization.	Trail affiliated organizations nominate members to fill vacant positions. The Division of Parks reviews applications and makes a selection recommendation to the Department Director.	New members are approved by other members and cannot have commercial interests. Other trail user groups can petition for inclusion
Term Limits		Members serve 3 year terms.	Does not currently have term limits. New members are generally added via abdication.	Two year terms.	Appointed by director for 3 year terms.	Term that meets the needs of the trail user organization.	3 year terms.	
How Often Meet	Quarterly	Quarterly		At least once per calendar year, no more than twice.	Once per year	At least twice per year. Subgroups meet to discuss RTP projects.	At least once per fiscal year.	Two to three meetings per year.
Purpose	Serves as Trails Advisory Board to the DNR. Council advises DNR and DOT regarding RTP and develops priorities for projects funded under the Program.	Provide guidance to the director of the DNR about implementing the State Trails Plan as well as providing guidance on RTP.	Provide guidance on RTP.	Responsibilities include, but not limited to the revision of State Project Selection Process for RTP and assist with the development of the Statewide Comprehensive Outdoor Recreation Plan.	Provides guidance to the DNR in review and recommendation of annual obligation of RTP funds for trail projects.	Advises the DNR on RTP grant money. Identifies and assesses needs of trail users to find common ground among different interests, and promote trail opportunities in Minnesota.	Provides guidance to the DNR on RTP to develop grant selection criteria, reviewing grant applications, and making grant funding recommendations.	Council began prior to RTP so groups could coordinate and discuss statewide concerns. Council approves the rating system for RTP projects, advocates trail interests/ethics, etc.

Appendix C

Governor's Wisconsin State Trails Council Procedural Bylaws

(Adopted 9/27/1991; Amended 11/19/1991, 12/10/1993, 4/10/2001, 10/10/2005, 1/7/2008)

I. General

These procedural bylaws are intended to guide the operation and organization of the State Trails Council. They are established for the guidance of individual Council members, for the guidance of Department personnel and for public information. "Council" means State Trails Council, "Department" means Department of Natural Resources.

II. Authority and Responsibilities

The authority and responsibilities of the Council are defined by Wisconsin Statutes, sections 15.09, 15.347(16) and 23.175(2)(c), supplemented by these procedural bylaws.

III. Organization

A. Membership

The Council consists of nine members appointed by the Governor for four-year terms.

B. Officers

The Council shall have a chairperson, vice-chairperson, and secretary elected by the Council to serve for a period of one calendar year.

C. Committees

1. Committee of the Whole

a. Shall review items of generally broad concern that are significant and require intensive review of the Council as they may affect policy, budgetary commitment, and related matters.

b. The chairperson of the Committee of the Whole shall be the duly elected Council chairperson or vice-chairperson and its membership shall consist of all Council members.

2. Other committees will be appointed as needed on an ad hoc basis

a. Other specific purpose committees as may be deemed necessary by the chairperson or as established by vote of Council members. These ad hoc committees shall have a specific charge listing work products (e.g. findings, a report). Upon meeting the charge and presenting work products to the Committee of the Whole, these committees are terminated unless reappointed.

b. The chairperson shall make appointments to ad hoc committees.

c. Ad hoc committees will report as they feel appropriate or at the request of the chairperson.

IV. Meetings

A. Time and Place

1. The Council shall normally meet not any less than quarterly.

2. The chairperson of the Council shall establish the time and place of the quarterly meeting, unless the Council or the chairperson acts under subsection 3 or 4 below.

3. Special meetings may be called by the chairperson and shall be called upon the request of three or more members of the Council. The meeting shall be held in Madison unless the Council decides that a particular meeting shall be held at some other location. A call for a special meeting shall be directed to the chairperson of the Council and contain a statement of matters to be acted upon with pertinent data. The chairperson of the Council shall then order such meeting to be held. A special meeting may be held by means of conference telephone when called by the chairperson of the Council after consultation with the secretary.

4. Upon a determination that a quorum of the Council is not available for a meeting, the chairperson may cancel or adjourn the meeting.

B. Agenda

The agenda of matters to be considered by the Council shall be prepared by the Department's appointed representative for administrative duties in consultation with the chairperson in the following form and order and delivered or posted to

members of the Council with supporting papers at least 10 calendar days before the next regularly scheduled meeting, except for emergencies.

1. Approval of minutes of the previous Council meeting.
2. Report of the chairperson.
3. DNR Representatives' matters.
4. Ad Hoc Committee reports.
5. Council agenda items.
6. Council members' matters.
7. Housekeeping matters.
8. Public comment
9. Other matters that may come before the Council.

C. Rules for the Conduct of Meetings

1. All meetings of the Council shall be conducted according to Robert's Rules of Order, Revised; this policy statement; and the open meeting laws, sections 19.81-19.98, Wis. Stats. A majority of the Council membership constitutes a quorum (membership consists of those positions currently filled).

2. All agenda items will be assigned to committees or members of the Council by the chairperson in consultation with the secretary for study and recommendation except that the chairperson may elect to present certain items personally.

3. Requests for appearance

a. Requests for appearance shall be made to the chairperson no later than 10 calendar days prior to the meetings. They shall outline the reasons for the request including the subject matter to be discussed and recommendations to be made in as much detail as is feasible prior to the meeting of the Council. Those requesting an appearance will be requested to provide Council members with copies of written materials to be presented or a written statement of a position. Individual presentations to the Council or committees will be limited to five minutes, unless otherwise authorized by the chairperson.

b. In emergency or unusual situations, these requirements may be waived by chairperson's suspension of the rules.

4. Council members may bring up any additional matters not submitted by the committees of the Council at any regular meeting under the agenda item "Council Members Matters".

V. Authority and Responsibility of Individual Council Members

A. General

1. Council members unable to attend a regular meeting of the Council may send a non-voting delegate to attend in their place.

2. Interim committee work will be conducted by the assigned ad hoc committees of the Council between regular Council meetings. The chairperson of each committee shall have the power to conduct meetings and public meetings when necessary. No administrative functions are assigned to members of the Council or committees. All acts of individual members and committees of the Council between meetings are unofficial and without authority, except as specifically authorized by the Council.

B. Specific

The chairperson of the Council with concurrence of a majority of Council members shall appoint spokesperson(s) to meetings, hearings and sessions as may be deemed necessary. Spokesperson(s) shall represent the views and opinions of the Council as a body. Council members may not present themselves as representatives of the Council unless they have specific authorization from the majority of the Council to do so.

VI. Responsibility of the Department

Routine and special reports requested by the Council, full record keeping of Council meetings disclosing the appearances before and discussion at regular meetings, and a summary of the action of the Council and its committees. Meeting arrangements, including meeting location, shall also be the responsibility of the Department.

VII. Revision

Changes to these Council procedural bylaws herein may be made if such changes are presented in written form at a regular meeting of the Council and approved by a two-thirds majority vote of the members present at the next regular meeting of the Council.

Appendix D

Wisconsin State Statutes

CHAPTER 15

STRUCTURE OF THE EXECUTIVE BRANCH

15.347(16) State trails council. There is created in the department of natural resources a state trails council consisting of 9 members, appointed for 4-year terms, who are knowledgeable in the various recreational uses of trails.

Appendix E

GOVERNOR'S WISCONSIN STATE TRAILS COUNCIL MEMBERS LIST UPDATED: 01-14-2009

Randy Harden – Chair

4422 North 50th Street
Sheboygan, WI 53083
920/694-0583 (W)
randy.harden@nohvis.com
Area of expertise: Off-Road Vehicles
Appointed: 02-28-2005
Term Expires: 07-01-2011
Fax 920/694-0584

Ken L. Carpenter – Vice Chair

N3255 County Road A
Fort Atkinson, WI 53538-9151
608/242-8665 (W)
608/576-4104 (H)
witrails@yahoo.com
Area of expertise: Equestrians
Appointed: 01-21-2004
Term Expires: 07-01-2011

Robbie Webber – Secretary

2613 Stevens Street
Madison, WI 53705
608/233-1390 (H)
robbie@robbiewebber.org
Area of expertise: Bicycling
Appointed: 01-28-2007
Term Expires: 07-01-2009

Tom Huber

Wis. DOT, Rm. 901; PO Box 7913
Madison, WI 53703-7913
608/267-7757 (O); 608/231-3138 (H)
FAX 608/267-0294
thomas.huber@wisconsin.gov
Representing Dept. of Transportation
Appointed: 07-22-93
Term Expires: 07-01-2009

James Joque

1416 Lakehurst Drive
Mosinee, Wisconsin 54455
715/212-4901 (H)
715/346-3365 (W)
jjoque@uwsp.edu
Area of expertise: Disabled
Appointed: 07-11-2007
Term Expires: 07-01-2011

Mike McFadzen

N5549 Kathryn Drive
Plymouth, WI 53073
920/457-4461 ext.1351 (O), 920/892-6271 (H)
FAX 920/459-1412
mcfadzen@msn.com
Area of expertise: Cross Country Skiing
Appointed: 09-16-1997
Term Expires: 07-01-2009

David W. Phillips

30 Southwick Circle
Madison, WI 53717
608/345-0476 (M), 608/833-5467 (H)
maddavie@charter.net
Area of expertise: Hiking/Ice Age Trail
Appointed: 03-17-2000
Term Expires: 07-01-2009

Thomas J. Thornton

22315 Sunset Acres Lane
Grand View, WI 54839
715/763-3418 (W), 715/763-3377 (H)
tri-county@cheqnet.net
Area of expertise: Snowmobiling
Appointed: 01-09-2004
Term Expires: 07-01-2011

Vacant

Area of expertise: Water Trails
Term Expires: 07-01-2009

Wisconsin Department of Natural Resources (WDNR) Staff assigned to the State Trails Council:
Peter Biermeier, Chief of External Relations, Planning and Trails. peter.biermeier@wisconsin.gov; 608/264-6136
Brigit Brown, State Trails Coordinator. brigit.brown@wisconsin.gov; 608/266-2183
Linda Netzer – Logistics. linda.netzer@wisconsin.gov; 608/266-0866
Joe Warren – Trails Program. joesehc.warren@wisconsin.gov; 608-267-7487
WDNR - Wisconsin State Parks, P.O. Box 7921, Madison, WI 53707-7921 608-266-2181, FAX# 608/267-7474