

17 Jan 2016

TO: Rob McConnell, Chairman ORV Council; Cathy Burrow, WDNR

FROM: Bryan Much, ORV Council Member

SUBJECT: Proposed Agenda Item

Dear Rob and Cathy,

As you know, I serve as Chairman of the Governor's State Trails Council. At our most recent meeting we made a recommendation regarding several applications for a vacant position on the council. The STC has a procedure for reviewing applications to ensure that we get members that are best qualified to fulfill their roles in support of the mission and responsibilities of the council. This procedure, and the application form, are posted to the STC website. **I am proposing that the ORVC adopt a similar procedure.**

The study recommending the procedure was done in 2009 as part of a comprehensive review of the STC, membership, and council practices. After being adopted by the council, and with the consent of the Governor's office, it has continued to serve the council and the Governor's office well.

This process is very valuable in ensuring that we get the best council members we can in support of our mission and responsibilities. Without this process, it can be difficult for someone not associated with this recreational interest to make a proper evaluation of a candidate's credentials.

The appointments people in the Governor's office appreciate having this pre-screening and the recommendation of the council as they work through the STC appointment process there.

I know this may not be an immediate issue as we are going through routine re-appointments for existing council members right now, but the time will come when we will need new members so we need to get this procedure in place.

Rob, I am asking that you include this item on the next agenda for decision by the council. Cathy, I am asking that you review the DNR related issues and cover this topic with the Governor's appointment personnel so that we know that if we adopt it the appointments people will work with our procedure as they do with the STC applications. If either of you see the need for any revisions before I present this proposal to the council, please let me know. I plan to put together a packet of material for each member to review as we discuss the topic at the meeting. The material will be complete enough for us to vote on at the meeting.

Thanks for considering this matter as we continue to pursue improvements that can make the council even better than it already is!

Respectfully,

Bryan Much

Enclosure: Draft documents and background references

In 2009, the State Trails Council underwent a comprehensive review concerning their membership and practices.

An important recommendation that came out of this review was that a process needed to be developed regarding new appointments to the council.

Previously, applications were submitted directly to the Governor's office by anyone without any review that could assist the Governor in appointing the best candidates to fulfill the council's mission and responsibilities.

An application review and recommendation procedure was adopted by the council and coordinated with the Governor's appointment office. The State Trails Council has continued with this process with great success since that time, most recently in the past few months.

The process involves a position description, an application form, a committee to examine applications and possibly interview applicants as required, and a recommendation by the entire council regarding an application being forwarded to the Governor's office to fill a vacancy on the council.

There are a variety of factors to consider in the selection process. Many of these are outline in the application process document and the position description document.

This process was welcomed by the Governor's officer because it proved to be of great assistance to their appointment process. It is in place now with the State Trails Council and can easily be adopted for the ORVC as well.

The bottom line is that this procedure contributes to recommending the best candidates to fulfill the council's mission and responsibilities.

Application Process for Off-Road Vehicle Council

1. Application form (*Wisconsin Governor's Off-Road Vehicle Council Application Form: TBD*), and a list of vacant Off-Road Vehicle Council (ORVC) positions will be available on-line (DNR web site URL).
2. Applicant fills out application form.
3. Completed form is sent in to (Cathy Burrow position).
4. (Cathy Burrow position) sends applicant acknowledgement that application has been received and advises applicant of process and estimated timeline.
5. (Cath Burrow position) sends application forms received from potential applicants to ORVC members. ORVC Chairman appoints a committee to review the applications and make a recommendation for the entire council to consider. Remaining council members review their copies of the applications and submit any comments or concerns to the committee reviewing the applications.
6. The reviewing sub-committee reviews applications and develops a recommendation about whether the applicant is appropriate to recommend to the Governor's office for nomination.
 - a. Some considerations include:
 - i. Qualifications
 - ii. ORVC vacancies
 - iii. Current ORVC make-up
 - iv. Potential conflicts of interest with grant recommendations
 - v. Diversity (geographic, ethnic, race, gender, etc)
 - vi. Other relevant factors based on Wisconsin statutes (15.347(9)) and the ORV by-laws.
 - b. The committee or council may ask to interview the applicant.
7. Reviewing sub-committee makes recommendation to the ORVC chairman regarding the applicants.
 - a. ORVC members vote on nominees at next ORVC meeting.
 - b. STC Chairman arranges for the recommendation to be forwarded to the Governor's office (Appointment Director) with the recommendation. (Cathy Burrow position) retains copy of correspondence regarding the recommendation on behalf of the DNR.

Wisconsin Governor's Off-Road Vehicle Council Position Description

Function of the Position

The Wisconsin Governor's Off-Road Vehicle Council (ORVC) was created by statute 15.347(9). The authority and responsibilities of the council are defined by Wisconsin Statutes, sections 15.09, 15.347(9), and 23.178, and as supplemented by procedures and by-laws adopted by the council. The ORVC must meet at least three times annually.

The ORVC will provide advice and make recommendations to the Department of Natural Resources, the Department of Transportation, the Governor, and the Legislature on all matters relating to all-terrain vehicle trails and all-terrain vehicle routes, including matters relating to activities conducted on all-terrain vehicle trails and all-terrain vehicle routes by all-terrain vehicle (ATV) users and utility terrain vehicle (UTV) users, and shall make recommendations to the Department of Natural Resources with regard to requests for funding under s. 23.33(9)(b), (bb), and (bg).

Composition of the Council

The Governor's Off-Road Vehicle Council is composed of 7 members appointed for 3-year terms expiring March 1.

Responsibilities

The ORVC member will be responsible for attending not less than three meetings during the year. Duties and responsibilities include working with other council members to identify and discuss trail issues important all-terrain vehicle and utility terrain vehicle users. Some travel is required to meeting locations in various parts of Wisconsin.

Specific duties may include but are not limited to:

- a. Discuss issues concerning trails with other council members.
- b. Discuss statewide trail management issues and offer recommendations for improvements.
- c. Maintain relations, communicate, and monitor the needs and issues of ATV and UTV trail users.
- d. Play a leading role in engaging the agencies listed above regarding ATV and UTV trail issues.
- e. Develop materials that support the council.
- f. Evaluate the council in the performance of its mission.
- g. Perform other responsibilities assigned by the council chairperson.
- h. Respond to public comments and questions.

Qualifications

Each member of the off-road vehicle council shall be a resident of the state, shall be a member and represent the interests of an all-terrain vehicle or utility terrain vehicle user's group, and shall be knowledgeable about outdoor recreation issues in this state and about trails used by operators of all-terrain vehicles and utility terrain vehicles. Members must be enthusiastic and interested in ORVC activities, willing to attend scheduled meetings, and be willing to participate actively in the discussions and deliberations of the council. Members must have a thorough understanding of ATV and UTV

recreation issues in Wisconsin. They must be able to communicate clearly and professionally with ATV and UTV user groups and others that are related to trails and trail management.

Potential Conflict of Interest

Since the duties of council members include making recommendations regarding grants, applicants must be carefully screened with regard to potential conflicts of interest or situations that could involve improper influence regarding recommendations by the council.

Compensation

ORVC members volunteer their time with the council but are eligible for reimbursement for travel-related expenses associated with travel to participate in ORVC meetings or functions.

To Apply

To see what positions are currently vacant, visit the ORVC website at [\(URL\)](#). An application form is available to be downloaded from this site [\(URL\)](#). Contact information submitted by applicants will be kept on file for positions that are not currently open. This will allow potential applicants to be contacted once the position they are interested in is open or expected to become open.

Wisconsin Governor's Off-Road Vehicle Council Membership Application

Form Number: TBD

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State of Wisconsin
Department of Natural Resources
PO Box 7291, Madison, WI 53707-7921
dnr.wi.gov

Notice: This form is used to apply to be recommended to the Governor's office for appointment to the Off-Road Vehicle Council (ORVC). Appointments for members of the ORVC are made by the Governor's office. Personal information collected will be used for administrative purposes and may be provided to requestors to the extent required by Wisconsin's Open Records Law (Wisconsin statutes 19.31 – 19.39).

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More information about the ORVC, including a list of open positions, is available on-line at [\(URL\)](#).

1. Contact Information (Name, Wisconsin Resident, Mailing Address, City, State, Zip, E-mail, Phone Numbers [home, cell, office], Employer Name and Job Title [if applicable]).
2. Describe your experience with all-terrain vehicle (ATV) and utility terrain vehicle (UTV) recreation and trails.
3. Describe your ability to communicate with and represent members of this user group.
4. Describe your understanding of user preferences for trail systems that support ATV and UTV riding.
5. Describe your knowledge of and experience with trail maintenance and construction.
6. Name any other outdoor recreational pursuits you are involved in that can be related to ATV and UTV trails, routes, and recreation.
7. List any memberships (past and present) with organizations that have been involved with or have an interest in the issues addressed by the council. This could include employment, association membership, club membership, or other similar involvements.
8. Can you demonstrate ATV/UTV user group support for your nomination to this council (for example: relevant letters of support)?
9. In a typical year, ORVC members attend at least three meetings and may be called upon to participate in additional meetings or on committees that require additional meetings. These meetings can be conducted at various locations around the state. Also, members are routinely tasked to devote personal time regarding issues relevant to the council. Coordinating information is often distributed via e-mail. If appointed, will you commit to this kind of participation?

10. Please provide information that describes what you hope to accomplish by participating on this council, any goals regarding council business, and your philosophy or thoughts about the actions and priorities of the council with regard to requests for funding that they must address.

I understand that this application will be reviewed the by members of the ORVC. The ORVC is tasked to make recommendations to the Governor's office regarding applications for the council. I certify that the information presented in the application is accurate and no relevant information called for by the questions has been omitted. I understand that if I am appointed to the council I will be expected to uphold all applicable laws, policies, and proper ethics and conflict of interest related practices.

Signature

Date Signed

Return completed application to:

(Cathy Burrow position)

Address

Phone

Fax

E-mail