

LCMR
1996 Projects
Laws 1996 Chapter 407 Section 8

PUBLIC INTERNET ACCESS TO DATA AND INFORMATION
Subd. 6(a), \$360,000 FRF

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This was a collaborative project of the Department of Natural Resources and the Pollution Control Agency to provide public access via the Internet to natural resource, environmental and ecosystem information. The objective was to create and maintain informative, educational, entertaining, intuitive and easy to navigate web sites, that facilitate citizen involvement and encourage public participation, provide quick access to information needed by diverse customers, and promote ecosystem sustainability.

The web sites were developed in response to the needs of Minnesota citizens, educators, environmentalists, recreationists, and the business community, for a single point of electronic access to the natural resource and environmental information for which the cooperating agencies are stewards. Such access is now available on the agency web sites.

The web sites are dynamic, growing daily in both breadth and depth. Some broad categories of information available web sites include: aquatic resources (e.g. lake ecology and habitat, lake maps, fish population status reports, water quality and lake model summaries, Clean Water Partnership reports, Best Management Practices summary sheets); hunting and fishing seasons and regulations; State Parks and outdoor recreation; wildlife, mineral and vegetation resources; landscapes, watersheds, ecosystems, geologic features, and climatology; air and water quality; environmental fact sheets; and environmental education resources. This list is only exemplary.

This appropriation was for FY97 and the first 6 months of FY98. This 18 month period was planned as Phase I of a three year design and development process. Both DNR and PCA management affirmed their commitment to the project in the FY98/99 biennium by securing continued funding for the web development staff positions in each agency. Phase II of the project is now focusing on more tightly integrating the web sites, and reaching out to other environmental agencies.

Date of Report: March 6, 1997
Project Completion Date: December 31, 1997
LCMR Final Work Program

I. Project Title: Public Internet Access to Data and Information

Project Managers:	Colleen Mlecoch	Shari Wright
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Total Biennial Project Budget: **LCMR:** \$360,000
Balance: \$ - 0 -

A. Legal Citation: ML 1996, Ch.407, Sec.8 Subd. 6(a).

Appropriation Language: This appropriation is from the future resources fund to the commissioner of natural resources for a joint project with the pollution control agency to provide public access via the internet to natural resource, environmental, and ecosystem data and information.

B. Status of Match Requirement: Not applicable to this project.

II. Project Summary and Results

This is a collaborative project of the Department of Natural Resources and Pollution Control Agency to design an electronic information system for public access to data and information about Minnesota's environment and natural resources. The system will be accessible via the World Wide Web. Existing print information including text, tables, maps, forms, satellite images, graphic images and photos, will be converted to electronic formats. Interfaces will be developed to access spatial and other databases.

Thematic categories of information to be incorporated include: aquatic resources (e.g. lake ecology and habitat, lake maps, fish population status reports, water quality and lake model summaries, Clean Water Partnership reports, Best Management Practices summary sheets); hunting and fishing seasons and regulations; State Parks and outdoor recreation; wildlife, mineral and vegetation resources; landscapes, watersheds, ecosystems, geologic features, and climatology; air and water quality; environmental fact sheets; and environmental education resources. New information products and services may also be developed to take advantage of unique publishing and communication opportunities provided by Internet technology. This list is exemplary rather than comprehensive. Development priorities will be established by the project steering committee.

Primary outcomes of the project are : (1) the formalization of a community-wide organizational framework and collaborative approach to electronic dissemination of environmental and natural resource information; (2) development of community-wide information distribution models; (3) design and delivery of content-rich web sites for natural resource and environmental information products and services; and (4) development of plans to evaluate, maintain and enhance the web sites created.

III. Work Program Status and Accomplishments.

Result 1. Formalization of Project Steering Committee and Web Site Design Teams.

The success of this project depends on enterprising levels of collaboration between the DNR and MPCA, and a wide community of public, nonprofit and private natural resource and environmental organizations. An interagency project steering committee will be established, chaired by the project coordinator, to provide policy level guidance and review, plan for long-term maintenance and enhancement of the web sites developed, direct an evaluation of the project, and support communication links with other agencies in the natural resource and environmental community.

Collaboration will also be needed among a team of people with diverse skills to develop high quality web sites. An assessment will be made to define the ideal mix of skills needed on a web design team. Expertise will be sought in the areas of functional design, technology design, navigational design, information design, and interface and graphical design. An internal skills inventory will identify expertise currently available in the agencies, and project consultants or additional staff will be hired to fill the gaps.

Budget: \$ 16,250 (.25 FTE - Project Coordinator)

Balance: \$ - 0 -

Completion Date: December 31, 1997

STATUS

May 1996 Core staff position descriptions developed and classified, candidates recruited.

Jun/Jul 1996 Core staff hired.

Project Coordinator	Colleen Mlecoch
Web Programmers	Michael Salovich (DNR), John Abbott (PCA)
Graphic Designers	Lynn Wadsworth (DNR), Andrea Wieland (PCA)

Primary responsibilities of the core web design staff:

1. To complete inventories of agency information and services, and based on this to design the overall content and architecture for the web sites.
2. To manage the system hardware, operating software and security systems associated with the agency web servers.
3. To develop, recommend and implement standards and templates to ensure high quality design and content, and to achieve a consistent look in the web sites.
4. To design menus, screen layouts, buttons, typography, and visual, auditory and other sensory design aspects of the interaction between the user and web sites.
5. To consult with and support agency staff interested in publishing documents on the web, and to coordinate development activities to ensure that all information prepared meets agency standards and is integrated in the web site architecture.
6. To review and edit all information posted to the web site to ensure the accuracy of content and conformity with agency editorial and publishing standards.
7. To develop core web infrastructure applications, tools and database interfaces.
8. To develop a structured navigational design and index for the web sites, including criteria for linking to external sources.
9. To identify links with other agencies in the environmental and natural resources community, and to present an environmental cluster on the North Star web site.
10. To evaluate the quality and value of the web site using informal web site visitor comments, as well as a more formal external evaluation.

Aug 1996

DNR/PCA Interagency Project Steering Committee established.

Marcy Dowse	DNR, Information and Education Bureau Administrator
Ann Foss	PCA, Air Quality Compliance Section (Acting) Manager
Elaine Johnson	PCA, Administrative Services Division Manager
Henry May	DNR, Chief Information Officer (ex officio)
Judy Melander	PCA, Public Information Office Manager
Colleen Mlecoch	DNR, Internet Project Manager
Lee Pfannmuller	DNR, Ecological Services Section Chief
Jack Shea	DNR, Forestry Information Systems Manager
Bruce Wilson	PCA, Watershed Assistance Supervisor
Shari Wright	PCA, Information Systems Operations Supervisor

Primary responsibilities of the Steering Committee:

1. To support and champion this collaborative project within the agencies.
2. To provide high level project guidance, review and evaluation.
3. To develop guidelines for prioritizing web content development.
4. To write a communications plan to manage the expectations of internal and external stakeholders including agency staff, key constituent groups and the legislature.
5. To develop a strategy for actively soliciting stakeholder input and feedback.
6. To develop a long-term maintenance and funding strategy to ensure that all information published on the agency web sites is current, accurate and relevant.

Aug 1996

Web assistants identified; roles and responsibilities defined.

Web assistants work with the core design staff to identify information and services from their area of expertise to be delivered via the web. Core staff meet with web assistants one-on-one, and meetings of all staff involved are scheduled periodically to present project updates, to set project priorities, and to offer opportunities for review and critique of web site development. Web assistants may become key contributors, responsible for creating HTML documents for publication on the web. Contributors will be trained to use web tools and technologies within the context of agency web design standards.

PCA Web Assistants

Helena Peskova, Administrative Services
Leo Raudys, Air Quality
Pete Hawksford, Ground Water/Solid Waste
Ed Meyer, Hazardous Waste
Kathy Gedde, Water Quality

DNR Web Assistants

Jim Zandlo, Climatology	Steve Seefeldt, Licensing
Sheila Gebhard, Data Practices	Vicki Hubred, Minerals
Jan Wolff, EBM Training	Linda Erickson-Eastwood, NREC
Mike Hamm, Enforcement	Suzanne Jenkins, Parks & Recreation
Henry Drewes, Fisheries & Lake Data	Kelly Randall, Recreation Maps
Tom Dickson, Fish and Wildlife	John Helmberger, Real Estate
Meg Hanisch, Forestry	C.B. Bylander, Regional Information
Tim Loesch, Geographic Information	Charlie Regnier, Trails & Waterways
Adele Smith, Graphics	Sarah Tufford, Waters
Robin Persons, Information Center	Rich Baker, Wildlife Information Systems

Sept 1996 Web site mission statements adopted.

PCA

To create and maintain a World Wide Web site that is intuitive and easy to navigate, provides quick access to prioritized information that is needed by our diverse customers, encourages public participation, and promotes protecting Minnesota's environment.

DNR

To create and maintain a web site in the Minnesota Department of Natural Resources that is informative, educational and entertaining; facilitates citizen involvement; and promotes ecosystem-based approaches to natural resource management. Content and design will reflect customer needs. The same high-quality standards for content and design of DNR print and other media communications are applicable to web pages.

Sept 1996 Water-related information selected as priority focus by Steering Committee.

The Interagency Project Steering Committee selected water-related information as a project priority area for early development. This focus provides an opportunity for the DNR and PCA to work together in integrating web pages to enhance public access.

Oct 1996 DNR Communications plan developed.

A. Define communications plan purpose.

The purpose of a communications plan is to outline the principles, objectives and strategies necessary to gain the informed consent of internal and external stakeholders for the centrally coordinated design and development of an integrated DNR web site.

B. Identify key interests: DNR staff, customers, stakeholders and collaborators.

Internal interests: DNR Information Management Team, Senior Managers and staff
Minnesota Coastal Resource Management Program (Jeanne Daniels)
Great Plains Partnership (Peter Buessler)
Aitken Area Consolidated Office - Forestry Pages (Steve Lane)
Two Harbors Consolidated Office (Pat Collins)
Metro Region Web Pages - FORNET (Tom Eiber)
Climatology Working Group (Jim Zandlo)
Fire Prevention Pages - FORNET (George Meadows)
Forest Resources Assessment Office - FORNET (Bill Beford)

External interests: Legislative Commission on Minnesota Resources (LCMR)
MPCA, LMIC, BWSR and other state agencies
Local units of government
Environmental protection groups
Sports and recreational user groups
Educational communities (K-12, undergraduate, graduate)
News media - print and electronic
Natural resource industry groups (forestry, mining, resorts, etc.)
NorthStar (Steve Clift, Office of Technology)
SEEK (Robert Olson, OEA)
FORNET (Tom Burk, University of Minnesota)
BWCA Pages (Steve Lime, University of Minnesota)
LMIC - GIS Data Clearinghouse (David Arbeit)
Minnesota Forest Resources Council (Sarah Risser)
Wilderness Inquiry (Tom Balcom)
Minnesota Canoe Association (Rick Rockwell)
Minnesota Lake Association (Barry Shoultz, ed. *Lakeside Magazine*)
Great Lakes Information Network

C. Develop and implement communication strategies for key interest groups

1. Establish one-on-one connections with web assistants and contributors.
2. Hold regular meetings with web assistants and contributors.
3. Present work-in-progress reports at managers and work group meetings.

11/07/97	Design Team Open House for DNR staff
11/18/96	Parks Division Management Team
12/11/96	Waters Division Technical Staff
12/12/96	Grand Rapids Regional Office
01/07/97	Regional Information Officers
01/09/97	Waters Division Operations Managers
01/15/97	Information Center Staff
01/27/97	Commissioners Management Team
02/27/97	Forestry Division Management Team (reschedule)
03/10/97	Metro Region Management Team
03/12/97	Affirmative Action Committee
03/25/97	Fisheries Section Managers
04/04/97	Aitken Area Consolidated Office
04/07/97	Ecological Services Section Managers
04/14/97	Information and Education Bureau
04/17/97	Human Resources Bureau

4. Present workshop at DNR Managers Conference (12/04/96).
5. Write articles/updates for monthly DNR Review and quarterly IMT Newsletter.

Apr 1996	IMT Newsletter
Aug 1996	DNR Review
Feb 1997	DNR Review
Feb 1997	IMT Newsletter
July 1997	IMT Newsletter
Nov 1997	IMT Newsletter
Mar 1998	DNR Review

6. Print poster-size copies of web site table-of-contents and post internally to solicit staff feedback (January 1997).
7. Respond to all "postcard" inquiries within 7 days.
8. Design web site business cards to publicize site internally (February 1997).
9. Announce DNR web site www.dnr.state.mn.us via North Star (January 1997).
10. Prepare press release announcing DNR web site (April 1997, March 1998).
11. Print web site business cards to publicize site at State Fair (June 1997).
12. Conduct focus group sessions to evaluate audience perceptions of web site (not yet scheduled).

Mar 1997

Steering Committee meeting.

Progress on developing integrated access to water-related data and information was assessed. This topic had been selected as a top priority by the Steering Committee. It was agreed that significant work remains to be done in this area. The committee felt that meetings of this interagency group were of value, and expressed a desire to continue meeting periodically.

Jun 1997

DNR information technology initiative included funding for web positions.

The DNR FY98/99 budget initiative for information systems development included funding for the two web design positions created as part of the LCMR project. Permanent funding for the positions was approved. The PCA did not seek additional funding to continue two agency web design positions. It is hoped that the positions can be funded within existing resources.

Sept 1997 New web staff hired at DNR.

Following the resignation of web programmer Mike Salovich in April 1997, the position was vacant nearly six months until Steve Lime was hired in September. Lime, formerly with the FORNET project at the University of Minnesota, brings advanced application development skills to the team.

Dec 1997 DNR and PCA web design teams more closely aligned.

Planning initiated to increase collaboration between the agency web teams with a goal of more tightly integrating the DNR and PCA web sites. A significant first step will be to create a shared office space for the team.

Result 2. Development of an Information Distribution Model.

The universe of information and data concerning Minnesota's environment and natural resources is vast, and the list of information products and services that could be made publicly available via the Internet is likewise extensive. In order to prioritize development, the steering committee will complete an inventory of information products and services currently managed by the agencies, and develop criteria to determine which will be made available electronically in Phase 1 of the project. At a minimum, content will be selected and product development sequenced based on agency missions and the needs of users.

Design requirements are prerequisite to planning, developing and implementing a successful web site. The project steering committee and web site design teams will develop internal standards that identify technical, procedural, design and documentation requirements for publishing information electronically:

- (1) define user requirements in the initial design phase and evaluate throughout development;
- (2) develop an architecture and information distribution model showing how electronic documents are related to their sources, how documents are linked to one another, how information is linked between documents, and how all documents are linked to the agency "home page" or top-level menu;
- (3) establish technology requirements for system hardware and software to achieve maximum reliability, accessibility and security, and develop Internet server administration policies;
- (4) specify design requirements for electronic information and services published via the web sites that provide clear agency identification and a common "look and feel;"
- (5) develop guidelines to facilitate cataloging, indexing, navigating and searching of electronic information;
- (6) develop procedures to protect the integrity - accuracy and completeness - of data and information;
- (7) establish a document review process to ensure that all published electronic information meets the requirements of public law and policy under the Minnesota Government Data Practices Act; and
- (8) develop policies for monitoring, measuring reporting and evaluating system access and use.

Budget: \$ 32,500 (.50 FTE - Project Coordinator; consultant)

Balance: \$ - 0 -

Completion Date: December 31, 1997

STATUS

While some progress has been made in this area, significant work remains to be done. A particular concern is the development of an indexed and searchable electronic archive to meet the record retention requirements of the Minnesota Government Data Practices Act.

Oct 1996 LCMR Project: "Foundations for Integrated Access to Environmental Information."

DNR and PCA are cooperators in this FY98/99 LCMR project, the purpose of which is to "develop and implement an integrated design for cataloging, managing and providing Internet access to natural resources data and information maintained by state agencies." The results of this project, 1) to identify environmental and natural resource information access needs, 2) to develop design criteria and a framework for integrated access, and 3) to create data documentation and indexed directories, will further DNR and PCA interests in developing information distribution models.

Nov 1996 Draft information inventory and site map created.

The information inventory and site map provided the basis for the initial organization of the DNR web site. A new site map is being prepared to reflect actual content development and site architecture.

Dec 1996 Project priority setting process approved.

Overall project development and daily work priorities for the DNR web design staff are established as follows:

1. Emergencies
 - web server failure
 - breach of web server security
2. Unplanned Special Projects
 - emergency information, e.g. spring flood conditions
 - external funding and/or staff resources available for a special project
3. Planned Projects

The Web Manager will annually compile as complete an inventory as possible of information and services to be added to the DNR web site. This inventory will be presented to the Web Design Team and the Information Management Team for review and approval. It will be reviewed as needed by the Design Team at regular meetings. Guidelines to sequence project development:

 - public demand for information, e.g. hunting, fishing, outdoor recreation
 - multi-agency collaborative projects, e.g. DNR / PCA water-related data
 - management support for project, staff readiness to implement online
 - readiness of information for web presentation
 - long-term information maintenance commitment from unit
4. Research & Development
 - system enhancements; hardware and software upgrades
 - staff training and development (also included under Planned Projects)
5. Wouldn't it be nice!
 - great idea, but resources are not currently available; will add to list and look for opportunities to develop the idea

May 1997 Participation in DNR enterprise framing business object model development.

The project coordinator participated in a training/development project in which selected DNR staff worked with Advanced Strategies, Inc. to learn the principles of business object modeling and to build an enterprise-wide framing object model for the DNR. As with the LCMR "Foundations for Integrated Access" project, involvement of the DNR web design staff in this effort will result in more closely integrated and hence more valuable information access points.

- Jun 1997 “Style Guide for DNR Web Pages” published.**
The *Style Guide* is a tool to help DNR web page authors design high quality web pages. The goal is to provide standards for producing web pages that have a consistent and professional look. The guidelines evolved from an extensive review of the web design literature, and from the observations, experiences and preferences of the DNR Web Design Team. Emphasis is on how to select, organize, design and evaluate information and services for presentation on the web. The guidelines do not address general HTML authoring, as there are many excellent resources and training opportunities to meet this need.
- Jun 1997 Analysis of public requests for information from the DNR.**
A database of 1,500 public inquiries has been compiled to assist in an assessment of public natural resource information needs and demands. The inquiries have been received via the DNR web site “postcard,” and the data will be analyzed over the next two months.
- Nov 1997 Online User Survey implemented.**
An online survey was added to the DNR web site to solicit feedback from users about their information needs and impressions of the site. Over 450 responses were collected in the first three months. This information, along with the results of the “postcard” data analysis, has been instrumental in the redesign of the site.
- Dec 1997 Metadata standard adopted.**
The DNR adopted the evolving Dublin Core metadata standard to enhance discovery of information on the web site.

Result 3. Design and delivery of high quality, content-rich web sites for natural resource and environmental information products and services.

The web design teams are responsible for designing and implementing integrated web sites based on the requirements, standards and guidelines adopted by the steering committee. Documents will be well designed and organized for ease of maintenance and user retrieval. Content organization will be well documented and managed through standard methods of cataloging and indexing. Web site design and will meet internal and statewide standards for electronic information dissemination.

Budget: \$ 295,000 (4 FTE - Designers & Programmers / Equipment)

Balance: \$ - 0 -

Completion Date: December 31, 1997; ongoing development beyond project end date.

STATUS

www.dnr.state.mn.us

www.pca.state.mn.us

- April 1997 DNR web site received Crystal Clarion Award from Women in Communications.**
- Oct 1997 Redesign of the DNR web site.**

Based on citizen and staff feedback, the growing skill and experience of the web team, and enhanced technological capabilities, the DNR web team began planning an entirely new look-and-feel for the web site.
- Feb 12, 1998 New DNR web site open to the public!**

Result 4. Development of a plan for the evaluation, maintenance and enhancement of web site.

Internet publishing is not a one-time event. Information must be kept current, accurate and relevant to ensure its quality and value to users. A solid evaluation and maintenance strategy will be developed and implemented to prevent the accumulation of inaccurate, out-of-date information and information links. The agencies are committed to keeping the data up-to-date.

Mechanisms will be established for users to leave comments, inquiries and requests. Procedures will be developed and responsibility assigned to monitor and respond to requests in a timely manner. General user feedback will be actively solicited. Development and enhancements will be based on feedback.

Expected enhancements include linkages with the community of federal, state and local government, and private and not-for-profit organizations concerned with natural resource and environmental information; implementation of interactive license, registration and permit forms; technology upgrades.

Budget: \$ 16,250 (.25 FTE - Project Coordinator; consultant)

Balance: \$ - 0 -

Completion Date: December 31, 1997; ongoing evaluation beyond project end date.

STATUS

As noted above, the DNR and PCA have committed resources to continuing the development of the web sites originally made possible by this LCMR project. Informal and formal assessments of the sites will be completed in the next six months.

IV. Context

A. Significance : The Department of Natural Resources and the Minnesota Pollution Control Agency have invested significant amounts of time and money in developing information systems and services to manage and disseminate the natural resource and environmental data for which they are stewards. The citizens of Minnesota, and its business, education, environmental and recreation communities, now seek a single point of electronic access to these information systems, products and services. Such access is not currently available.

The advent of the World Wide Web caught most everyone by surprise. But in a very short time it has excited our imaginations with new possibilities for global communication and service provision. Among other things, the web has raised citizen expectations about how they might interact more effectively with public agencies. Federal, state and local units of government have responded by building "web sites" on the Internet to publish information, provide public services, and receive citizen feedback. The DNR and MPCA have taken initial steps to establish electronic access via the Internet. This project accelerates agency efforts in response to growing public demand.

B. Time : FY97 is planned as Phase I of a three year design and development process. The natural resource / environmental community has submitted a collaborative LCMR Proposal for Phase II development in the FY98/99 biennium. A plan will be developed during Phase I for long-term maintenance and enhancement of Minnesota's integrated natural resource and environmental web sites.

C. Budget Context :

	July 1996 - June 1997 Prior expenditures on this project		July 1997-June1999 Based on FY98/99 LCMR Proposal		July 1999-June2001	
	DNR	PCA	DNR	PCA	DNR	PCA
1. LCMR	205,000	155,000	220,000	220,000		
2. Other State					220,000	220,000
3. Non State						
4. Cash Match						
Total	205,000	155,000	220,000	220,000	220,000	220,000

BUDGET

Personnel	\$ 225,000 (salaries, benefits, training)
Equipment	\$ 135,000
Aquisition	\$
Development	\$
Other	\$
Total	\$ 360,000

FY96/97 MIS Public Internet Access - Expenditures through December 31, 1997

Fund: 130 Agency: R29 Organization: Y720 Appropriation Unit: 874 Allocation: \$360,000

Object Class	Description	Total Budgeted	Total Actual	12/31/97 Balance
1A0	Full-time Employees	260,000.00	244,202.97	15,797.03
1B0/1E0	Part-time Employees/Severance		1,779.46	(1,779.46)
	Subtotal Salary	260,000.00	245,982.43	14,017.57
2C0	Printing and Employment Ads	2,500.00	5,373.77	(2,873.77)
2E0	Computer & Systems Services		82.50	(82.50)
2G0	Travel in State	2,500.00	12.41	2,487.59
2H0	Travel Out State	2,000.00		2,000.00
2J0	Supplies	13,000.00	8,002.07	4,997.93
2J0	Equipment	75,000.00	99,405.60	(24,405.60)
2L0	Employee Development	5,000.00	1,090.00	3,910.00
	Subtotal Non-salary	100,000.00	113,966.35	(13,966.35)
	Grand Total	360,000.00	359,948.78	51.22

V. Cooperation : Government Information Access Council / North Star Network
 Minnesota Office of Environmental Assistance
 University of Minnesota - FORNET Project

VI. Ecological Classification Location: statewide application

VII. Reporting Requirements : A status report will be submitted by July 1, 1997, and a final report by December 31, 1997.

DNR Web Site Development - Current Projects - Status Report - March 17, 1998

ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
1	DNR Town Hall	Tue 7/1/97	Tue 6/30/98	MIS	Mlecoch, Colleen		Wadsworth
2	DNR web site redesign	Tue 10/7/97	Thu 2/12/98	MIS	Mlecoch, Colleen		Lime,Wadsworth
3	1998 DNR calendar of events	Wed 10/15/97	Wed 4/15/98	MIS	Mlecoch, Colleen	NREC, Parks, IAE	Lime,Wadsworth
4	LCMR capital bonding project reports	Thu 10/23/97	Wed 4/15/98	PLN	Vellin, John	Becker, Bill	Pellinen
5	Recreation Compass	Mon 1/5/98	Thu 2/12/98				Lime
6	Current Projects	Tue 7/1/97	Tue 6/30/98				
7	Lake contour maps	Tue 7/1/97	Tue 6/30/98	ECO	Pfannmuller, Lee	Chisholm, Ian	Lime
8	State Park maps	Tue 7/1/97	Wed 2/25/98	PRK	Jenkins, Suzanne	Randall, Kelly	
9	State Forest information	Tue 7/1/97	Tue 6/30/98	FOR	Anderson, Darwin	Hanisch, Meg	
10	Wild, Scenic & Recreational Rivers	Wed 7/16/97	Tue 6/30/98	WAT	Johnson, Steve	Bergquist, Lyn	
11	EBM guide	Wed 7/16/97	Tue 6/30/98	ECO	Pfannmuller, Lee	Wolff, Jan	Purman
12	Northshore Fishing Guide	Thu 7/17/97	Tue 6/30/98	FSH	Ebbers, Mark	Drewes, Henry	
13	Guide to Southeast Trout Streams	Thu 7/17/97	Tue 6/30/98	FSH	Ebbers, Mark	Drewes, Henry	
14	Guide to Lakes Managed for Trout	Thu 7/17/97	Tue 6/30/98	FSH	Ebbers, Mark	Drewes, Henry	
15	List of Designated Trout Waters	Thu 7/17/97	Tue 6/30/98	FSH	Ebbers, Mark	Drewes, Henry	
16	DNR reports series	Thu 7/17/97	Tue 6/30/98	IAE	Baumann, Tom	Bystrom, Bob	Pellinen
17	Minnesota Facts & Figures	Thu 7/17/97	Wed 4/15/98	IAE	Pengelly, Scott	Gebhard, Sheila	
18	Natural Heritage Program	Mon 7/28/97	Tue 6/30/98	ECO	Eliaison, Bon	Baker, Rich	Pellinen
19	Campground host program	Tue 8/12/97	Tue 6/30/98	PRK	Jenkins, Suzanne	Reed, Steve	Wadsworth
20	Public water access sites	Wed 9/3/97	Tue 6/30/98	TAW	McDonough, Mike	Lampert, Kristine	Lime
21	Fishing piers map / locations	Wed 9/3/97	Tue 3/17/98	TAW	McDonough, Mike	Lampert, Kristine	Lime
22	Water surface use zoning	Fri 9/5/97	Tue 6/30/98	TAW	McDonough, Mike	Lampert, Kristine	Wadsworth
23	Online license applications	Thu 9/11/97	Tue 6/30/98	LIC		Seefeldt, Steve	
24	Minerals Division pages	Fri 9/12/97	Wed 4/15/98	MIN	Olson, Dave	Purman, Paul	Pellinen

DNR Web Site Development - Current Projects - Status Report - March 17, 1998

ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
25	Digging into Minnesota Minerals	Mon 9/15/97	Wed 4/15/98	MIN	Olson, Dave	Purman, Paul	Wadsworth
26	Scientific and Natural Areas	Fri 9/26/97	Wed 4/15/98	ECO	Djupstrom, Bob		Pellinen
27	Shoreland Management Program	Wed 10/8/97	Tue 6/30/98	TAW	McDonough, Mike	Lampert, Kristine	Pellinen
28	Develop integrated lakes database	Thu 10/16/97	Tue 6/30/98	WAT	Gibson, Joe	Potochnik, Bob	Lime
29	Integrate DNR GIS web pages	Mon 10/20/97	Tue 6/30/98	MIS	Maki, Les	Maki, Robert	Lime
30	DNR land ownership information	Thu 11/13/97	Tue 6/30/98	REM	Helmberger, John		
31	County Geologic Atlas Program	Tue 11/18/97	Tue 6/30/98	WAT	Faltisek, Jan		
32	Becoming an Outdoors Woman	Fri 11/21/97	Wed 4/15/98	IAE	Bergerson, Jean		Wadsworth
33	Toads and frogs of Minnesota	Mon 11/24/97	Wed 3/11/98	WLD	Henderson, Carrol	Hall, Carol	Wadsworth
34	Snow-depth reports	Fri 11/14/97	Tue 6/30/98	WAT	Zandlo, Jim	Greg Spoden	Lime
35	Natural resource job descriptions	Tue 11/25/97	Tue 6/30/98	HRB	Burt, Pat		Pellinen
36	Current job opportunities	Tue 11/25/97	Fri 2/27/98	HRB	Burt, Pat		
37	DNR staff directory	Tue 11/25/97	Tue 6/30/98	HRB	Burt, Pat		
38	Integrate ForNet pages	Mon 12/1/97	Fri 3/6/98	FOR	Befort, Bill	Boss, Ken	Lime
39	Info Center order form	Tue 12/9/97	Wed 12/17/97	IAE	Persons, Robin		Pellinen
40	Video loan catalog	Tue 12/9/97	Wed 12/31/97	IAE	Persons, Robin	Garza, Joni	Pellinen
41	Cross-country ski passes	Fri 12/12/97	Tue 6/30/98	TAW	Nordell, Paul		Wadsworth,Pellinen
42	Metro Green Print	Fri 12/19/97	Wed 4/15/98	PLN	Pfeifer, Sharon		
43	Metro Area Water Recreation	Wed 1/21/98	Mon 3/16/98	TAW	McDonough, Mike	Lampert, Kristine	Wadsworth
44	Fish species reports	Mon 1/5/98	Wed 4/15/98	FSH	Drewes, Henry		Pellinen
45	Dam Safety Program	Mon 1/5/98	Wed 4/15/98	WAT	Gauthier, Dana		
46	1997 Deer Harvest Report	Mon 1/5/98	Wed 4/15/98	WLD			
47	Minnesota Wildlife Reports 10, 11	Mon 1/5/98	Wed 4/15/98	WLD	Lake, Roger		
48							

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
49	Minnesota deer factsheet	Thu 1/8/98	Tue 2/24/98	WLD			Pellinen
50							
51	Wildlife populations - farmlands	Mon 1/5/98	Tue 6/30/98	WLD	Berner, Al		
52	Wildlife populations - forests	Mon 1/5/98	Tue 6/30/98	WLD	Lenarz, Mark		
53	Wildlife populations - wetlands	Mon 1/5/98	Tue 6/30/98	WLD	Eberhardt, Todd		
54	Integrate Climatology web site	Mon 1/5/98	Tue 6/30/98	WAT	Zandlo, Jim	Spoden, Greg	
55							
56	Electronic commerce	Wed 4/15/98	Tue 6/30/98	MIS			
57	State Park reservation system	Wed 4/15/98	Tue 6/30/98	PRK	Breva, Dan		
58							
59	Integrate DNR / PCA site indexes	Mon 1/5/98	Wed 4/15/98	MIS	Mlecoch, Colleen	Wieland, Andrea	
60							
61	Ongoing Updates	Tue 7/1/97	Tue 6/30/98				
62	Weekly News Releases	Tue 7/1/97	Tue 6/30/98	IAE	Pengelly, Scott		Pellinen
63	Volunteer Magazine	Tue 7/1/97	Tue 6/30/98	IAE	Weflen, Kathleen	Mix, Cathy	Pellinen
64	Fish & Wildlife Today newsletter	Tue 7/1/97	Tue 6/30/98	FAW	Dickson, Tom		Pellinen
65	Forest Insect & Disease newsletter	Tue 7/1/97	Tue 6/30/98	FOR	Albers, Jana		Pellinen
66	Volunteer Opportunities newsletter	Tue 7/1/97	Tue 6/30/98	PLN	Vail, Renee	DuFresne, Anne	Pellinen
67							
68	Hunter education classes	Tue 7/1/97	Tue 6/30/98	ENF	Hamm, Mike	Auger, Bev	Pellinen
69	Snowmobile education classes	Tue 7/1/97	Tue 6/30/98	ENF			Pellinen
70	Watching wildlife in Minnesota	Thu 2/12/98	Tue 6/30/98	WLD			Wadsworth
71	Weekly river level reports	Tue 7/1/97	Tue 6/30/98	TAW			Lime
72	Weekly Fall color reports	Fri 9/12/97	Fri 11/14/97	PRK	Diestler, Carmen		Lime

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
73	North Shore fish report	Mon 10/20/97	Fri 10/24/97	FSH	Schreiner, Don		Pellinen
74	Waterfowl migration report	Mon 10/20/97	Wed 12/31/97	WLD	Boggess, Ed		Pellinen
75	Migratory birds report	Mon 10/20/97	Wed 12/31/97	WLD	Kittelson, Steve		Pellinen
76	Seasonal Highlights	Mon 1/5/98	Tue 6/30/98				Wadsworth,Pellinen
77	Lake survey reports	Tue 7/1/97	Mon 11/17/97	FSH	Drewes, Henry	Schroeder, Karen	Lime
78	1998 license fees	Mon 12/22/97	Mon 12/22/97	LIC		Seefeldt, Steve	Pellinen
79	Fishing regulations	Mon 2/16/98	Fri 2/27/98	FSH	Hirsch, Steve	Dickson, Tom	Pellinen
80	Hunting regulations	Tue 6/30/98	Tue 6/30/98	WLD	Boggess, Ed	Dickson, Tom	Pellinen
81							
82							
83	PROJECTS ADDED AFTER 2/12/98	Thu 2/12/98	Tue 6/30/98				
84	Map and directions to DNR building	Thu 2/12/98	Wed 2/18/98				Pellinen
85	Region 5 hatchery information	Fri 2/27/98	Tue 6/30/98	FSH			
86	Big Woods Dairy Fact Sheet	Tue 3/10/98	Thu 3/12/98	PRK			Pellinen
87	Metro Trout Stream Initiative	Wed 3/11/98	Tue 6/30/98	FSH			
88	State Parks A to Z	Mon 3/2/98	Thu 3/12/98	PRK			Pellinen,Wadsworth
89	Maps information page	Thu 2/26/98	Thu 3/5/98	IAE			Wadsworth
90	1976 Management Plan for the Missis	Tue 3/3/98	Wed 4/15/98	WAT			Wadsworth

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1 DNR Town Hall

Identify possible controversial or "hot topics" to feature at the Town Hall, and develop a strategy to involve appropriate managers and staff in responding to public comments and concerns. Based on user suggestions, Lynn began developing a Town Hall thread on "fishing tournaments/ice-fishing contests" in mid-October. Steve Hirsch will manage messages. Other possible topics include status of the timber wolf, white pine (Bruce ZumBahlen 11/13/97), recreational vehicle use on public lands, cross-country ski permit system (Paul Nordell 12/12/97), and virtually any issue on which managers are seeking public input.

Lynn worked with Mike Don Carlos on the new site Town Hall which features information on the wolf management planning process, an online wolf survey, and a link to the International Wolf Center's "Wolf Management Information Exchange."

2 DNR web site redesign

Lynn began working on redesign 10/7/97 to include: new table of contents; removal of JavaScript from contents page; removal of splash screen and browser analyzer; removal of navigational frame; development of header information for navigation; more photos. Target completion date is January 15, 1998. Colleen developed comprehensive site index. Home Page demo for Internet Committee 11/18/97; home page and 2nd level pages demo for IMT 11/26/97. Steve completed migration of files to new structure 12/16/97. After 4 months of concentrated work, the new site went public 2/12/98!

3 1998 DNR calendar of events

I and E prepares an annual Special Events Calendar. This includes dates for both internal and external events, such as the Boat Show, Black History Month, Home & Garden Show, MN Deer Classic, NW Sportshow, Take a Kid Fishing, Walleye Opener, Prairie Day, etc. Other DNR units also produce calendars, including the License Bureau (calendar is already on the web), Parks and the natural resource education programs. Need to decide how to integrate (or not) and best way to present. Jim Zandlo also interested in including climatological data on calendar. Steve Lime began development of a comprehensive DNR Calendar mid-October. Presented to Web Design Committee Oct 21. A subcommittee formed (NREC representatives) to continue design. First meeting scheduled 11/24/97. Steve has incorporated suggested changes and Brent will add some events to the database for each calendar during the week of 12/15/97. Brent added info to the database for State Parks, Hunting and Fishing dates, and some special events. He will train project managers to add info about their workshops in March. Events are also being forwarded too Robert Olson, when appropriate, for inclusion in the SEEK calendar.

4 LCMR capital bonding project reports

Bill Becker and Colleen met with LCMR staff (John Vellin and Susan Thornton) 10/23/97. Goal is to post LCMR Capital Bonding Project Reports in time for the 1998 legislative session. LCMR will provide current list of projects (est. 31). DNR will design html page with links to project reports in PDF format. Colleen contacted Kim Hennings, John Strohkirch and Tom Danger 10/28/97 to request project reports in WP format. Received from Hennings and Strohkirch. Received html page from LCMR (Yvonne Fritchie 6-2668) 12/10/97. Project assigned to Brent 12/16/97. Brent completed interface page and PDF documents for 3 projects.

5 Recreation Compass

Steve designed a PRIM type interface (based on the MapServer software) for access to recreational features including state parks, trails and forests, canoe routes, SNAs, and national parks and forests. Other features may be added.

7 Lake contour maps

Most frequent request from DNR customers on the web. Significant work must be done to prepare the lake maps for presentation on the web. A company called lakemaps.com has purchased a license to produce electronic versions of the maps on their web site. They are charging a \$24.95 annual subscription fee. The map they show as a sample is very simple. We may want to discuss with them what technology and process they are using to create the maps. At this time of year, we should probably schedule roll-out of lake maps for Spring 1998. Spoke with Kevin Zytkevich 10/14/97 about map production. Follow-up with Bob Potochnik (DOW) about conversion of TIFF files. Steve Lime & Tim Loesch have been unable to convert for monitor display and printing. Steve and Bob will continue to explore options. Steve posted TIFF format lake files on line week of 2/9/98 along with links to plug-in viewers and instructions for use. Will continue to explore posting in PDF format. Have received many kudos from the public!

8 State Park maps

High customer demand! Project requires redrawing maps (created in Freehand) that use custom lines not recognized by Acrobat. Possible funding available for a short-term mobility to complete conversion of State Park maps to PDF format. Kelly Randall maybe interested. Received Project Proposal from Suzanne Jenkins 8/25/97. No further work on project as of 12/15/97. Prototype map demo at 1/20/98 Internet Committee meeting. Kelly Randall and Steve Reed completed PDF format maps and Brent posted week of 2/23/98.

9 State Forest information

Darwin Anderson, Steve Lane, Bill Pratt, Bryan Hargrave (Region 3 - Forestry), Meg Hanisch (Forestry - Info Officer), C.B. Bylander (Region 3 - Info Officer) and Colleen Mlecoch (MIS) met in Aitkin to discuss the development of forestry web pages on 4/4/97. Bill Dix, a retired friend of Darwin Anderson, is pulling together general information about forestry and State Forests. He completed an "Idea Draft" 6/23/97. The group met again 9/5/97 at the Cambridge Area Office. A Forestry committee will be designated to continue discussing development of the Forestry web pages. The committee has been appointed, and will meet after 1/1/98. Received prototype pages for state forest information from Darwin 12/22/97. The forestry web committee met 2/26/98. Colleen gave a demo of relevant features of the DNR web (forestry, recreation, ECS, DNR organization. Discussion followed about audience, priorities and content for Forestry web pages. Meg has hired a free-lance writer to begin developing content based on priorities identified.

10 Wild, Scenic & Recreational Rivers

Met with Lyn Bergquist 7/3/97. Received Project Proposal 7/16/97. Lyn will be primary designer for these pages. The project purpose is to educate the public about Minnesota's specially designated waterways, and to encourage citizen involvement in future community-based planning processes involving these rivers. The community-based planning effort is a new approach to river resource management. Interactive forums and event calendars will help to establish and maintain communication between the DNR and the public. Colleen spoke with Lyn 2/20/98. She has not had much time to devote to this project 12/15/97-3/15/98.

11 EBM guide

Met with Jan Wolff 7/15/97 to discuss continuation of the EBM scrapbook project in light of Laurie Sovell moving to another project. Received Project Proposal 7/16/97, and additional information 7/18/97.

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3 project abstracts have been submitted to Lynn Wadsworth on WP files for HTML conversion. They include: 1) Eagle Creek Aquatic Management Area; 2) Big Sandy Area Lakes Watershed Project; and 3) Wells Creek Watershed Partnership. Two others are pending final approval by project coordinators: 4) Heron Lake Watershed Restoration Project and 5) Clay County Beach Ridges Forum. Jan estimates that it has taken Laurie Sovell about 100 hours to produce 5 abstracts. That time included compiling a master list of potential EBM efforts to include in the directory - 83 total in 7 different categories. The abstracts were submitted in Word Perfect files. A new staff worker could take the HTML training and write the abstracts. An estimated 25-30 hours per abstract is probably realistic, from inception to "on-line" completion, if the responsible staff worker is a quick learner, has some familiarity with the agency, and is self-directed. Otherwise, the time requirement would probably be closer to 35-40 hours per abstract. With a goal of establishing a base directory of 20 to 25 EBM efforts as soon as possible, a minimum estimate of labor needs is 500 total hours. Jan's opinion is that it would be helpful to have a good representation, both geographically and categorically, of Ecosystem Efforts online by the beginning of the next legislative session. This tool seems to have potential for not only promoting an ecosystem approach and increasing understanding of the principles behind EBM to that audience, but to also demonstrate the quantity of efforts underway where we are working successfully with many different partners towards sustainability goals. If this opinion is shared by others, then it will be important to accelerate the progress of this project. The time requirement per abstract will decrease as the staff worker becomes more familiar with the process, but writing and internal coordination are still labor intensive. Jan is in the process of hiring a student worker to continue the project. No progress report as of 12/15/97. Paul Purman was hired to work on the directory January-June 1998. As of 3/12/98, several project descriptions have been completed and will be shared with the responsible regional teams.

12 Northshore Fishing Guide

Convert print brochure to electronic format. Submitted by Henry Drewes 7/17/97.

13 Guide to Southeast Trout Streams

Convert print brochure to electronic format. Submitted by Henry Drewes 7/17/97.

14 Guide to Lakes Managed for Trout

Convert print brochure to electronic format. Submitted by Henry Drewes 7/17/97.

15 List of Designated Trout Waters

Convert print brochure to electronic format. Submitted by Henry Drewes 7/17/97.

16 DNR reports series

Project proposal received from Bob Bystrom 7/17/97. Proposal suggests revival of the DNR Report series - fact sheets on wildlife species and other natural resource topics. Revised reports could include guidelines for educational use and should provide species information within an ecosystem framework. A staff mobility, contract or student worker would be needed to get the work done. NREC could provide support and oversight. Brent will begin the project by creating pages for MN State Symbols.

17 Minnesota Facts & Figures

Project Proposal received from Scott Pengelly 7/17/97. Create an electronic version of a pamphlet published in 1991 giving statistical information about a variety of natural resources. Must be updated before publication on the web. Much of the information maybe elsewhere in the DNR web site. Sheila Gebhard will work with Char Feist to update information. Sheila completed revisions and forwarded info to Lynn. Lynn will work on pages and integrate with existing info where possible.

18 Natural Heritage Program

Received Project Proposal 7/28/97. Brent started to design pages based on NHIS brochure 9/17/97. Will include a PDF format "NHIS Data Request" Form. Pages sent to Rich Baker for review 10/20/97. No response as of 3/12/98.

19 Campground host program

Lynn spoke with Suzanne Jenkins about this project 8/12/97. Received Project Proposal 8/25/97. Need to convert existing print publication, "The Campground Host Volunteer Program," to HTML and create a PDF format application form. Steve Reed (Parks) met with Lynn 9/9/97 and will begin work on this project. No progress as of 3/12/98.

20 Public water access sites

Include maps of access sites and descriptions by county. Dave Lonetti is digitizing county access site maps (about 10 completed as of 7/17/97). Project Proposal received from Michael McDonough 9/3/97. Student worker, Kristine Jenson-Lampert, will begin work on project early September. Steve is working on adding this information to the Lakefinder.

21 Fishing piers map / locations

Received Project Proposal 9/3/97 from Mike McDonough. Student worker, Kristine Jenson-Lampert available to work on project Fall 1997. Steve is working on adding this information to the Lakefinder. Tabular information about public water access sites in the metro area posted 3/17/98.

22 Water surface use zoning

Project Proposal received 9/5/97. Publish 3 page document on water surface use management (zoning) for water oriented recreation. Kristine Lampert is working on this. Lynn met with Kristine 10/20/97 to review. No progress as of 3/12/98.

23 Online license applications

Received Project proposal from Steve Seefeldt (License Bureau) 9/11/97. Request to develop electronic forms for Hunting & Angling License Applications (13); Recreational Vehicle Registration Applications (3); and Watercraft Titling Applications (7). This project is linked to the Electronic Licensing System (ELS) and statewide efforts dealing with electronic commerce.

24 Minerals Division pages

Received memo from Vicki Hubred 7/15/97 re: minerals information. Would like to add two projects to the list of DNR web site development projects proposed for FY98: 1) basic information about the Division of Minerals - this information will come out of new division brochure; and 2) minerals/geology educational information taken from 'Digging into Minnesota Minerals.' Both projects would not be started until late August at the earliest. Received Project Proposal 9/12/97. Brent began designing pages 9/30/97. Paul Purman will continue page development. Some new Minerals pages posted 2/12/98. More to come.

25 Digging into Minnesota Minerals

Minerals/geology educational information taken from "Digging into Minnesota Minerals" brochure. Received Project Proposal 9/15/97. Lynn began design 10/20/97 and consulted with Paul Purman about

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organization 11/3/97. Paul will continue development of pages.

26 Scientific and Natural Areas

Met with Bob Djupstrom 9/26/97. The Northern Prairie Wildlife Research Center is interested in publishing the SNA Guide on the web. They would give us the pages they design to post on the DNR site. Follow-up with Peter Buessler. Colleen spoke with Bob Djupstrom 1/6/98 about putting SNA locations, information and maps on Recreation Compass. Okay to move ahead with project at DNR. Steve added locations to recreation finder and Brent is working on pages for SNAs based on "A Guide to Minnesota's Scientific and Natural Areas."

27 Shoreland Management Program

Kristine Lampert-Jenson is working on these pages. Wadsworth and Lime have provided advise and assistance. No update as of 3/12/98.

28 Develop integrated lakes database

Met with Interagency Water Monitoring Group 10/16/97. Suzanne Maeder (LMIC) is working on metadata for lakes related information. Need to coordinate efforts in this area with that group, the PCA and other EQB agencies involved in "Foundations" project.

29 Integrate DNR GIS web pages

Spoke briefly with Les Maki about this project on 10/20/97. A scoping meeting with GIS staff will be held in November to begin planning. Meeting not yet scheduled as of 12/15/98. Colleen and Steve met with Les, Robert Maki and Tim Loesch 2/18/98. Discussed short and long-term goals for GIS data access.

30 DNR land ownership information

Message received from John Helmberger 11/13/97. BREM's management team has decided to include development of a web site in a comprehensive communication plan to get out the word about the bureau restructuring and services available. They are working with I&E to develop the plan and establish a schedule for planning and implementation. BREM requests technical guidance on development of web pages.

31 County Geologic Atlas Program

Jan Faltisek (Waters) provided information describing the Atlas Program on 3/1/97. Need to schedule a meeting and move this project forward. Spoke with Jan 11/18/97. May be hiring intern whose responsibilities would include web stuff. No progress as of 3/12/98.

32 Becoming an Outdoors Woman

Project proposal received 11/21/97 from Jean Bergerson. Project includes description of program; program offerings for 1998 (include in Events Calendar); and a bi-annual newsletter. Lynn contacted Jean 3/4/98. Will begin work on pages when information received.

33 Toads and frogs of Minnesota

Project proposal received from Carol Hall 11/24/97. Content will be taken from a lovely wall poster (text and photos) which was recently produced. Colleen spoke with Carol 1/12/98. She would like pages available by 3/1/98. Pages designed and posted by Lynn 3/11/98. Will add frog songs when Carol delivers audio.

34 Snow-depth reports

Link to Climatology site for this info? Meeting organized by Greg Spoden 11/14/97 to discuss. Attending were the Web Team, Steve Simmer (Forestry), Suzanne Jenkins and Steve Reed (Parks), Robin Persons (info Center), Marge Gear and Sandra Frey (Trails), Chris Halvorson (Tourism). Need to determine project priority level at 11/18/97 Web Committee Meeting. High priority! Greg and Steve will continue work on project. Steve and Lynn developed a questionnaire to send trail managers/snow-depth reporters. The goal is develop a descriptive database about the trails. This could be generated from existing information, or built from scratch, depending on what data exists. Draft survey was sent for review 12/09/97 to Suzanne Jenkins, Charlie Regnier and Steve Simmer. Project slowed as of 12/15/98 due to difficulties Greg is having with GroupWise e-mail. Try this again next winter . . . assuming we'll have snow again.

35 Natural resource job descriptions

Brent assigned to design pages for natural resource job descriptions 9/30/97. Colleen met with Pat Burt 11/25/97 to discuss project. Pat will provide updated info by 1/1/98 and Brent will develop pages. Project proposal and information not received from HR as of 1/20/98 . . . 3/12/98.

36 Current job opportunities

Currently link to DOER for this information. Colleen met with Pat Burt 11/25/97 to discuss presenting this info on the DNR web site. Pat will prepare project proposal and suggestions for moving this forward. Project proposal and information not received from HR as of 1/20/98 . . . 3/12/98.

37 DNR staff directory

Staff e-mail addresses and phone numbers are frequently requested by the public. There is a statewide directory online (x.500 maintained by Intertech) that we could link to, but a more user-friendly internal application would be preferable. Colleen discussed x.500 directory with Pat Burt 11/25/97. Pat will follow-up with Jack Shea. Public demand for directory information is increasing. Colleen completed a survey of 14 agency web sites to learn how they manage staff directories, and will meet with Marcy Dowse, Sheila Gebhard and Robin Persons 3/19/98 to develop and make a policy recommendation to CMT on DNR approach.

38 Integrate ForNet pages

Memo received from Bill Befort 7/18/97 re: project status. Migration of 5 ForNet features: 1) ImageView; 2) ForestView; 3) BioScape; 4) ChangeView; and 5) somewhat apart from these, the Minnesota Forest Fire Information Center. Lynn redesigned two initial pages based on content received from Ken Boss. (Server is at: <http://wilbur.state.mn.us>) As of 8/15/97, image server at Grand Rapids is not ready for public access. Received memo from Bill Befort 12/01/97 re: integration of "DNR ForNet" components, including Airphotos Online, ImageView and ForestView. Ken is completing these components in consultation with Steve. Will provide a link from DNR web site to ForNet. The first 2 pages of the ForNet site were added to the DNR server to permit access to the information via a site search 3/5/98. ForNet is also using DNR web page headers and footers to more closely integrate their site.

Memo from Ken Boss 3/6/98 with this update: "I have put Lynn's opening pages up on our site. Thanks Lynn, they look great! I have changed the "Comments" part of the banner and the "Please send us your comments" link in the footers to point to <http://www.ra.dnr.state.mn.us/feedback.html>. This is the same document as the feedback page on the main site, with the addition of a bulleted item at the top for users to employ in sending comments directly to our site (me). Are parallel changes warranted on these pages as they sit at the main site? I will ask Bill Befort and Dave Heinzen to have a final proof

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of the pages here. I would expect maybe a couple have minor textual changes (there have been a couple already), but hopefully that should be about it. After that I'll need to keep you posted as applications are added so you can update the pages there (the fire page should be going up within the next week or so). I'll work over the next few weeks as time permits to bring our applications pages more in line with the overall look and feel of the DNR site. Any suggestions are welcome.

39 Info Center order form

Project proposal received 12/9/97 from Robin Persons. Lynn created PDF document 12/11/97. Brent posted 12/17/97.

40 Video loan catalog

Catalog is under revision. Received Project Proposal from Robin Persons 12/9/97. Assigned to Brent 12/12/97.

41 Cross-country ski passes

Spoke with Paul Nordell 12/12/97 about posting info on cross-country ski permits and list of permit sales outlets. Brent will get list from Paul and post. Brent started working on pages 12/17/97. Paul is also interested in developing a Town Hall topic on ski permit program. Lynn discussed possibility with Paul 12/16/97. Paul will provide additional information about the issue. Try again next winter . . .

42 Metro Green Print

Received call from Sharon Pfeifer (Metro Planner 772-7982) 12/19/97. Would like to publish Greenways on the web site. It is 4 color 42 page document with several digitized maps (created by Bart Richardson). There is a media event planned for January 7-8, 1998, and she would like to post the plan prior to that. Sharon will deliver a copy of the plan and complete a project proposal form. Met with Adele Smith 12/19/97 to review digital copy designed by Amy Beyer. Colleen spoke with Harlan Heimstra (Metro I&E) 1/21/98. Harlan will prepare project plan. Project proposal not received as of 3/12/98.

43 Metro Area Water Recreation

Received project proposal from Kristine Lampert (T&W) 1/21/98. The project will use information from a recently published map showing boat accesses, fishing piers, shore fishing sites and swimming beaches on metro area lakes. Kristine will complete the pages and Lynn will review. Pages posted 3/16/98.

44 Fish species reports

Angela Schuster created electronic versions of DNR fish species brochures for Steve Lime's BWCA web site in 1996. Text and copyright on photos needs to be reviewed and the pages should be redesigned. Links to pages removed from from Lakefinder and Lake Survey Reports until updates complete.

45 Dam Safety Program

Received two brochures on dam safety from Dana Gauthier 4/18/97; electronic files also provided in PageMaker 4.0 format.

46 1997 Deer Harvest Report

Convert print document to PDF format.

47 Minnesota Wildlife Reports 10, 11

Have discussed posting these wildlife reports on the web with Roger Lake. The Northern Prairie Wildlife Research Center is also interested in posting the reports.

49 Minnesota deer factsheet

Received project proposal to post deer factsheet (designed by Dave Shad) from Robin Persons 1/8/98. Copy to Brent. Page posted 2/24/98.

51 Wildlife populations - farmlands

Need to meet with Research Group Leaders to determine what wildlife population information should be on the web. There is a high public demand for this type of information.

52 Wildlife populations - forests

Need to meet with Research Group Leaders to determine what wildlife population information should be on the web. There is a high public demand for this type of information.

53 Wildlife populations - wetlands

Need to meet with Research Group Leaders to determine what wildlife population information should be on the web. There is a high public demand for this type of information.

56 Electronic commerce

The Office of Technology and NorthStar will likely lead development of policy and technology requirements for state agencies to conduct secure commerce transactions. DNR should participate in any statewide process to determine policies and technologies before implementing any fund transfer services. A framework for this was proposed at the Electronic Government Services meeting 12/18/97.

57 State Park reservation system

Providing this service would require a significant and ongoing investment of time and staff resources. The contract to make phone reservations for camping is with The Connection. Contract renewal negotiations should consider the possibility of online reservations. Initially, the DNR web site could design and host the transaction interface, and The Connection process the transaction. In any event, the transaction should be clearly integrated with the DNR web site. In the long-run, the DNR could manage all transactions, but this requires implementation of a secure commerce server and possibly statutory changes to permit processing of credit cards.

59 Integrate DNR / PCA site indexes

DNR and PCA web teams meeting bi-weekly beginning 3/2/98. Steve Lime and John Abbott are experimenting with a cross-web site search engine.

62 Weekly News Releases

Posted weekly on Thursdays.

63 Volunteer Magazine

Published bi-monthly: post new pages for each issue January 15, March 15, May 15, July 15, September 15, November 15.

64 Fish & Wildlife Today newsletter

Published quarterly: September, December, April, August, December.

65 Forest Insect & Disease newsletter

Published 6x per year. Monthly - May 21, June 18, July 23, Aug 20, Sept 24.

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- 66 **Volunteer Opportunities newsletter**
Published quarterly.
- 68 **Hunter education classes**
Includes Firearm Safety, Advanced Hunter Education and Bowhunter Education. Updates irregular. Busiest time is January to April.
- 70 **Watching wildlife in Minnesota**
Lynn is working with Jan Welsh on this front page feature which provides information about where to watch Minnesota wildlife. Changes seasonally.
- 71 **Weekly river level reports**
Updated weekly on Thursdays during season. 3/12/98 - Steve is designing an application and simple data entry form to be used by regional office T&W staff for updating river level report information. Lynn is designing interface and report template, and will train users by 4/1/98.
- 72 **Weekly Fall color reports**
Post reports received from park managers on percent color change, and note location of peak fall color on state map. Update weekly on Thursday during season.
- 73 **North Shore fish report**
Project suggested by Robin Persons at 7/17/97 meeting. Brent designed pages mid-October. Page posted 10/24/97 and updated weekly.
- 74 **Waterfowl migration report**
Suggested by Robin Persons at 7/17/97 meeting. Brent designed template for information 10/20/97. Page posted 11/06/97 and updated weekly through the season.
- 75 **Migratory birds report**
Suggested by Robin Persons at 7/17/97 meeting. Brent designed template for information 10/20/97. Page will be posted and updated weekly through the season.
- 76 **Seasonal Highlights**
Update icon on Home Page and change Q&A quarterly with change of season.
- 77 **Lake survey reports**
1/3 of 5,000 lakes surveyed and updated annually. 1995 survey data ready Fall 1997. Steve redesigned map server program and interface, created a search by lake name function (10/17/97), redesigned the report template, added metadata and a glossary, created help pages, and developed a java-enhanced version of the map server. New lakefinder application posted 11/18/97.
- 78 **1998 license fees**
Update annually in December.
- 79 **Fishing regulations**
Update annually in February. 1998 Regulations will highlight special and experimental regulation waters.
- 80 **Hunting regulations**
Update annually in August.
- 84 **Map and directions to DNR building**
Maps and narrative directions to DNR central office building and nearby parking.
- 85 **Region 5 hatchery information**
Received project plan from Jason Abraham 2/27/98 to develop pages about hatchery operations and trout streams in southeast Minnesota.
- 86 **Big Woods Dairy Fact Sheet**
Spoke with Wayne Edgerton who forwarded message to Jason Abraham: "I distributed the new Q&A sheet at the CMT meeting yesterday. It was well received by all. A suggestion was made that it be included on our DNR Web Page. I discussed this with Colleen Mlecoch and she informed me that if she receives it in a Word Perfect format she will make sure it is included. Will you send it to Colleen as soon as you can so this can be taken care of? Thanks again for your help.
- 87 **Metro Trout Stream Initiative**
Spoke with Annette Drewes (Metro Fisheries) re: Metro Trout Initiative, which will involve community monitoring (high school students) and micro-invertebrate sampling. Want to develop web page with data entry, report generation and bulletin board capabilities. St. Thomas graduate student may be available to assist with database and report design.
- 88 **State Parks A to Z**
Brent and Lynn redesigned the State Parks A to Z page in response to customer's desires to include locational information on the page.
- 89 **Maps information page**
Kelly Randall worked with Lynn to reformat the information on the maps page. Posted new page 3/5/98.
- 90 **1976 Management Plan for the Mississippi River**
Project Proposal received from Jean Emmons 3/3/98. Excerpts from the 1976 Management Plan for the Mississippi River from St. Cloud to Anoka will be made available in PDF format. Excerpts include maps, and sections on historic and natural resources which are still relevant and give citizens a basis for discussion of current resources.

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
1	Establish Permanent Positions	Tue 7/1/97	Fri 8/15/97	MIS	Mlecoch, Colleen	Glasenapp, Nancy	Mlecoch
2	Classify Positions	Tue 7/1/97	Fri 8/1/97	HRB	Burt, Pat		Mlecoch
3	Hire Graphic Designer	Tue 7/1/97	Fri 8/1/97				Mlecoch
4	Hire Applications Programmer	Tue 7/1/97	Fri 8/15/97				Mlecoch
5							
6	Content Development / Page Design	Tue 7/1/97	Tue 6/30/98				
7	ATV, OHM and ORV regulations	Tue 7/1/97	Tue 7/1/97	ENF	Grupa, Mike	Hounder, Nancy	Wadsworth, Schuster
8	Nuisance animal control information	Tue 7/1/97	Fri 7/18/97	IAE	Persons, Robin	Pellinen, Brent	Wadsworth, Pellinen
9	Endangered species information	Tue 7/1/97	Fri 7/18/97	FAW	Pfannmuller, Lee	Baker, Rich	Wadsworth, Schuster
10	Boat and Water Safety	Tue 7/1/97	Mon 8/25/97	IAE	Smalley, Tim	Ketelsen, Sharon	PYCCO Contract
11	Integrate ForNet applications	Tue 7/1/97	Thu 1/15/98	FOR	Befort, Bill	Boss, Ken	Lime
12	Fire Status Report System	Tue 7/1/97	Tue 6/30/98	FOR	Meadows, George		Salovich
13							
14	Environmental Indicators Initiative	Thu 7/10/97	Tue 11/18/97	PLN	Wendt, Keith	Turner, Clarence	Wadsworth, Pellinen
15	Financial Assistance Directory	Thu 7/10/97	Tue 12/16/97	PLN	Sames, Wayne	Mullin, Emmett	Pellinen
16	Who Pays for the DNR?	Mon 7/14/97	Thu 7/31/97	FIN	Adelmann, Peggy	Torke, Rene	Wadsworth
17	State Fair schedules	Tue 7/15/97	Fri 8/1/97	IAE	Baumann, Tom	Delkoski, Pat	Wadsworth
18	DNR Strategic Plan FY98/99	Tue 7/15/97	Tue 8/5/97	PLN	Yearwood, Terri	Smith, Adele	Wadsworth
19	1997 Flood Information	Tue 7/15/97	Wed 7/23/97	WAT	Ford, Dave	Yakel, Glen	Wadsworth
20	Youth in Natural Resources (MCC)	Wed 7/16/97	Mon 12/8/97	FOR	Fonnest, Larry	Hark, Peter	Wadsworth, Pellinen
21	Natural Resources Legislation 1997	Thu 7/31/97	Thu 1/15/98	CMO	Burke, Patty	Becker, Bill	Pellinen
22	Update links to MN Statutes	Thu 7/31/97	Thu 1/15/98	MIS			Pellinen
23	1997 Hunting Regulations	Tue 8/12/97	Fri 9/5/97	WLD	Bremicker, Tim	Dickson, Tom	Wadsworth, Schuster
24	Tree Seedling Sales	Thu 8/7/97	Tue 9/2/97	FOR	Kroll, Tom	Hanisch, Meg	Wadsworth

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
25	Fall Color Reports	Tue 8/12/97	Fri 9/12/97	PRK		Diestler, Carmen	Wadsworth
26	1998 DNR Calendar of Events	Wed 10/15/97	Thu 1/15/98	IAE		NREC	Lime
27							
28							
29	File Maintenance Tasks	Mon 7/21/97	Thu 1/15/98		Mlecoch, Colleen		
30	Add <alt> tags to all images	Mon 7/21/97	Thu 1/15/98	MIS			Wadsworth,Pellinen
31	Add <title> tags to all files	Mon 7/21/97	Thu 1/15/98	MIS			Wadsworth,Pellinen
32	Add review date / notify to all files	Mon 7/21/97	Thu 1/15/98	MIS			
33							
34	Ongoing Updates	Tue 7/1/97	Tue 6/30/98				
35	Weekly News Releases	Tue 7/1/97	Tue 6/30/98	IAE	Pengelly, Scott		Pellinen
36	Weekly Fall Color Reports	Fri 9/12/97	Fri 11/14/97	PRK	Diestler, Carmen		Wadsworth
37	Volunteer Magazine	Tue 7/1/97	Tue 6/30/98	IAE	Weflen, Kathleen	Mix, Cathy	Pellinen
38	Fish & Wildlife Today Newsletter	Tue 7/1/97	Tue 6/30/98	FAW	Dickson, Tom		Pellinen
39	Forest Insect & Disease Newsletter	Tue 7/1/97	Tue 6/30/98	FOR	Albers, Jana		Pellinen
40	Weekly River Level Reports	Tue 7/1/97	Tue 6/30/98	TAW			Pellinen
41	Lake Survey Reports	Tue 7/1/97	Mon 11/17/97	FSH	Drewes, Henry	Schroeder, Karen	Lime
42	Volunteer Opportunities Newsletter	Tue 7/1/97	Tue 6/30/98	PLN	Vail, Renee	DuFresne, Anne	Pellinen
43	Hunter Education Classes	Tue 7/1/97	Tue 6/30/98	ENF	Hamm, Mike	Auger, Bev	Pellinen
44	Resource Use License Fees	Mon 12/22/97	Mon 12/22/97	LIC		Seefeldt, Steve	Wadsworth
45	License Bureau Calendar	Mon 12/22/97	Mon 12/22/97	LIC		Seefeldt, Steve	Lime
46	Fishing Regulations	Mon 2/16/98	Fri 2/27/98	FSH	Hirsch, Steve	Dickson, Tom	Wadsworth
47	Hunting Regulations	Tue 6/30/98	Tue 6/30/98	WLD		Dickson, Tom	Wadsworth
48							

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
49	HTML training for DNR staff	Tue 7/1/97	Tue 6/30/98	MIS	Mlecoch, Colleen		Wadsworth, Miller
50	Assess training needs	Tue 7/1/97	Tue 7/1/97				Wadsworth, Miller
51	Develop curriculum	Tue 7/1/97	Mon 9/15/97				Wadsworth, Miller
52	Conduct pilot class and evaluate	Tue 9/30/97	Thu 10/9/97				Wadsworth, Miller
53	Schedule classes as needed	Tue 10/14/97	Tue 6/30/98				Wadsworth, Miller
54							
55	Proposed Projects to Prioritize	Tue 7/1/97	Tue 6/30/98				
56	Ecological Classification System	Tue 7/1/97	Wed 12/31/97	FOR	Hanson, Dan		Wadsworth, Pellinen
57	Lake Survey Reports	Tue 7/1/97	Wed 12/31/97	FSH	Drewes, Henry		Lime
58	Fish Species Reports	Tue 7/1/97	Wed 4/15/98	FSH	Drewes, Henry		Pellinen
59	Wild, Scenic & Recreational Rivers	Wed 7/16/97	Wed 4/15/98	WAT	Johnson, Steve	Bergquist, Lyn	
60	EBM Directory	Wed 7/16/97	Thu 1/15/98	ECO	Pfannmuller, Lee	Wolff, Jan	
61							
62	PRIM map information	Tue 7/1/97	Tue 11/18/97	ENG	Liska, Roger	Randall, Kelly	Pellinen
63	State Park maps	Tue 7/1/97	Wed 4/15/98	PRK	Jenkins, Suzanne	Randall, Kelly	
64	State Trail maps	Tue 7/1/97	Wed 4/15/98	TAW	Collins, Dan	Randall, Kelly	
65	Canoe route maps	Tue 7/1/97	Wed 4/15/98	TAW	Collins, Dan	McDonough, Mike	
66	ATV trail maps	Tue 7/1/97	Wed 4/15/98	TAW	Collins, Dan		
67	OHM trail maps	Tue 7/1/97	Wed 4/15/98	TAW	Collins, Dan		
68	ORV trail maps	Tue 7/1/97	Wed 4/15/98	TAW	Collins, Dan		
69	Cross-country ski trail maps	Tue 7/1/97	Wed 4/15/98	TAW	Collins, Dan		
70	Snowmobile trail maps	Tue 7/1/97	Wed 4/15/98	TAW	Collins, Dan		
71	State Forest trail maps	Tue 7/1/97	Wed 4/15/98	FOR	Simmer, Steve	Hanisch, Meg	
72	SNA maps	Tue 7/1/97	Wed 4/15/98	ECO	Djupstrom, Bob		

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
73							
74	Snow-depth reports	Fri 11/14/97	Thu 1/15/98	WAT	Zandlo, Jim	Greg Spoden	Lime
75	Cross-country ski passes	Tue 7/1/97	Thu 1/15/98	TAW	Collins, Dan	Nordell, Paul	
76	Snowmobile regulations	Mon 11/17/97	Mon 12/8/97	TAW		Gebhard, Sheila	Pellinen
77	Snowmobile race information	Tue 7/1/97	Thu 1/15/98				
78							
79	Natural resource job descriptions	Tue 7/1/97	Thu 1/15/98	HRB	Burt, Pat		Pellinen
80	Current job opportunities	Tue 7/1/97	Thu 1/15/98	HRB	Burt, Pat		
81	DNR staff directory	Tue 7/1/97	Tue 6/30/98	HRB	Burt, Pat		
82							
83	Frequently Asked Questions	Tue 7/1/97	Thu 1/15/98	IAE	Persons, Robin		Pellinen
84	Minnesota Facts and Figures	Tue 7/1/97	Thu 1/15/98	IAE	Pengelly, Scott	Gebhard, Sheila	
85	Hunting & Fishing News Releases	Mon 9/15/97	Mon 9/15/97	IAE	Pengelly, Scott		Wadsworth
86	DNR Town Hall	Tue 7/1/97	Tue 6/30/98	MIS	Mlecoch, Colleen		Wadsworth
87							
88	Project Learning Tree	Tue 7/1/97	Thu 1/15/98	FOR	Flinn, Dawn		
89	Project WET	Tue 7/1/97	Thu 1/15/98	WAT	Valen, Kristina		
90	Project Wild	Tue 7/1/97	Thu 1/15/98	WLD	Welsh, Janice		
91	MinnAqua	Tue 7/1/97	Thu 1/15/98	FSH	Erickson, Linda		
92	Digging into Minnesota Minerals	Mon 9/15/97	Thu 1/15/98	MIN	Olson, Dave	Purman, Paul	Wadsworth
93	Park Naturalist Programs	Tue 7/1/97	Thu 1/15/98	PRK	Arndt, Pat	Jenkins, Suzanne	
94	Parks Calendar of Events	Tue 7/1/97	Thu 1/15/98	PRK	Arndt, Pat	Jenkins, Suzanne	Lime
95	Campground Host Program	Tue 8/12/97	Wed 4/15/98	PRK	Jenkins, Suzanne	Reed, Steve	
96	Video Loan Catalog	Tue 7/1/97	Wed 12/31/97	IAE	Persons, Robin	Garza, Joni	Pellinen

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
97							
98	Natural Heritage Program	Tue 7/1/97	Thu 1/15/98	ECO	Eliason, Bon	Baker, Rich	Pellinen
99	Exotic Species Information	Tue 7/1/97	Wed 4/15/98	ECO	Rendall, Jay		
100	Natural Heritage Info System-NHIS	Fri 9/12/97	Thu 1/15/98	ECO	Eliason, Bon	Baker, Rich	Pellinen
101	County Biological Survey Info	Fri 9/12/97	Mon 10/27/97	ECO	Converse, Carmen		Pellinen
102	Scientific and Natural Areas	Fri 9/26/97	Wed 4/15/98	ECO	Djupstrom, Bob		
103							
104	Fishery Long-Range Plan 1994-99	Tue 7/1/97	Tue 6/30/98	FSH		Hawkinson, Bruce	
105	North Shore Fish Report	Mon 10/20/97	Fri 10/24/97	FSH	Schreiner, Don		Pellinen
106	Northshore Fishing Guide	Thu 7/17/97	Wed 4/15/98	FSH	Ebbers, Mark	Drewes, Henry	
107	Guide to Southeast Trout Streams	Thu 7/17/97	Wed 4/15/98	FSH	Ebbers, Mark	Drewes, Henry	
108	Guide to Lakes Managed for Trout	Thu 7/17/97	Wed 4/15/98	FSH	Ebbers, Mark	Drewes, Henry	
109	List of Designated Trout Waters	Thu 7/17/97	Wed 4/15/98	FSH	Ebbers, Mark	Drewes, Henry	
110							
111	Forestry Division pages	Tue 7/1/97	Wed 4/15/98	FOR		Hanisch, Meg	
112	Forestry Stewardship Program	Tue 7/1/97	Thu 1/15/98	FOR	Kroll, Tom	Hanisch, Meg	
113	State Forest information	Tue 7/1/97	Wed 4/15/98	FOR	Anderson, Darwin	Hanisch, Meg	
114							
115							
116	Minerals Division pages	Fri 9/12/97	Wed 4/15/98	MIN	Olson, Dave	Purman, Paul	Pellinen
117							
118	Integrate DNR GIS web pages	Mon 10/20/97	Wed 4/15/98	MIS	Maki, Les	Maki, Robert	Lime
119							

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
120	County Geologic Atlas Program	Tue 7/1/97	Wed 4/15/98	WAT	Faltisek, Jan		
121	Dam Safety Program	Tue 7/1/97	Wed 4/15/98	WAT		Gauthier, Dana	
122	Integrate Climatology web site	Tue 7/1/97	Wed 4/15/98	WAT	Zandlo, Jim	Spoden, Greg	
123	Shoreland Management Program	Wed 10/8/97	Wed 4/15/98	TAW	McDonough, Mike	Lampert, Kristine	
124	1996 Deer Harvest Report	Tue 7/1/97	Thu 1/15/98	WLD			
125							
126	Minnesota Wildlife Reports 10, 11	Tue 7/1/97	Wed 4/15/98	WLD	Lake, Roger		
127							
128	Waterfowl migration report	Mon 10/20/97	Wed 12/31/97	WLD	Boggess, Ed		Pellinen
129	Migratory birds report	Mon 10/20/97	Wed 12/31/97	WLD	Kittelson, Steve		Pellinen
130							
131	Bear hunting lottery	Tue 7/1/97	Tue 6/30/98	LIC			
132	Doe hunting lottery	Tue 7/1/97	Tue 6/30/98	LIC			
133	Moose hunting lottery	Tue 7/1/97	Tue 6/30/98	LIC			
134	Turkey hunting lottery	Tue 7/1/97	Tue 6/30/98	LIC			
135							
136	Nongame Wildlife Program	Tue 7/1/97	Wed 4/15/98	WLD	Henderson, Carroll		
137							
138	SCORP 1995-1999	Tue 7/1/97	Tue 6/30/98	PLN			
139							
140	Lake maps	Tue 7/1/97	Wed 4/15/98	ECO	Pfannmuller, Lee	Chisholm, Ian	Lime
141	Trout stream maps	Tue 7/1/97	Wed 4/15/98	ECO	Pfannmuller, Lee	Chisholm, Ian	
142	Public Water Access Sites	Wed 9/3/97	Wed 4/15/98	TAW	McDonough, Mike	Lampert, Kristine	Lime
143	Fishing piers map / locations	Wed 9/3/97	Wed 4/15/98	TAW	McDonough, Mike	Lampert, Kristine	Lime

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
144	Water Surface Use Zoning	Tue 7/1/97	Tue 6/30/98	TAW	McDonough, Mike	Lampert, Kristine	
145	Wildlife Populations - Farmlands	Tue 7/1/97	Tue 6/30/98	WLD	Berner, Al		
146	Wildlife Populations - Forests	Tue 7/1/97	Tue 6/30/98	WLD	Lenarz, Mark		
147	Wildlife Populations - Wetlands	Tue 7/1/97	Tue 6/30/98	WLD	Eberhardt, Todd		
148							
149	DNR Land Ownership Information	Mon 1/5/98	Tue 6/30/98	REM	Helmberger, John		
150							
151	State Park Reservation System	Mon 1/5/98	Tue 6/30/98	PRK	Breva, Dan		
152							
153	DNR Reports Series	Thu 7/17/97	Wed 4/15/98	IAE		Bystrom, Bob	Pellinen
154							
155	Improve Site Search Function	Mon 11/17/97	Thu 1/15/98	MIS	Mlecoch, Colleen		
156	Review Arachnid file structure	Mon 11/17/97	Thu 1/15/98				Lime
157	Design index / authority structure	Mon 11/17/97	Thu 1/15/98				Mlecoch
158	Index and map web site	Mon 11/17/97	Thu 1/15/98				Mlecoch
159	Add <meta> tags to all files	Mon 11/17/97	Thu 1/15/98				Wadsworth,Pellinen
160	Develop metadata for all pages	Mon 11/17/97	Thu 1/15/98				
161							
162	Develop Lakes Database	Mon 1/5/98	Tue 6/30/98	WAT	Gibson, Joe	Potochnik, Bob	
163	Database platform	Mon 1/5/98	Tue 6/30/98				
164	Integrate Lake Survey Reports	Mon 1/5/98	Tue 6/30/98				
165	Integrate PCA Lakes Information	Mon 1/5/98	Tue 6/30/98	PCA	Wieland, Andrea		
166							
167							

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
168	Implement E-mail Server	Mon 10/20/97	Fri 11/14/97	MIS	Mlecoch, Colleen		Lime
169	Develop direct e-mail capability	Mon 10/20/97	Fri 11/14/97				Lime
170	Enhance web postcard options	Mon 10/20/97	Fri 11/14/97				
171							
172	Connect Regions and Areas	Wed 4/15/98	Tue 6/30/98				
173	Review Region 3 - Aitkin Area Pilot	Wed 4/15/98	Tue 6/30/98				
174	Meet with Regional Info Officers	Wed 4/15/98	Tue 6/30/98				
175	Meet with Regional Administrators	Wed 4/15/98	Tue 6/30/98				
176							
177	Design Interactive Forms	Wed 4/15/98	Tue 6/30/98				
178	Server applications	Wed 4/15/98	Tue 6/30/98				
179	Data access - AS/400 and other	Wed 4/15/98	Tue 6/30/98				
180	Secure transactions server	Wed 4/15/98	Tue 6/30/98				
181	Permit Applications	Wed 4/15/98	Tue 6/30/98				
182	Water Appropriations	Wed 4/15/98	Tue 6/30/98	WAT			
183	Work in Protected Waters	Wed 4/15/98	Tue 6/30/98	WAT			
184	Dam Safety	Wed 4/15/98	Tue 6/30/98	WAT			
185	Aquatic Plants	Wed 4/15/98	Tue 6/30/98	FAW			
186	Controlled Burns	Wed 4/15/98	Tue 6/30/98	FOR			
187	Firewood	Wed 4/15/98	Tue 6/30/98	FOR			
188	Timber Harvest	Wed 4/15/98	Tue 6/30/98	FOR			
189	Cross-Country Ski Pass	Wed 4/15/98	Tue 6/30/98	TAW			
190	Wild Rice Harvesting	Wed 4/15/98	Tue 6/30/98	LIC			
191							

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ID	Task Name	Start	Finish	Unit	Manager	Staff	Resource Names
192	License Applications	Wed 4/15/98	Tue 6/30/98				
193	Fishing	Wed 4/15/98	Tue 6/30/98	LIC			
194	Hunting	Wed 4/15/98	Tue 6/30/98	LIC			
195	Commercial Hunting/Fishing	Wed 4/15/98	Tue 6/30/98	LIC			
196	Shooting Preserves	Wed 4/15/98	Tue 6/30/98	LIC			
197							
198	PROJECTS ADDED OCTOBER 1997 +	Wed 10/1/97	Tue 6/30/98				
199	Notice of State Land Auction	Mon 9/22/97	Tue 9/23/97	REM	Vickery, Martha	Balgie, Susan	Wadsworth
200	Bald Eagle Viewing	Wed 10/8/97	Wed 11/12/97	WLD	Welsh, Jan		Pellinen
201	Tundra Swan Viewing	Wed 10/8/97	Wed 11/12/97	WLD	Welsh, Jan		Pellinen
202							
203	Redesign DNR web site	Tue 10/7/97	Thu 1/15/98	MIS	Mlecoch, Colleen		Wadsworth,Lime
204	Develop table of contents	Tue 10/7/97	Thu 1/15/98	MIS			Wadsworth,Lime
205	Create navigation scheme	Tue 10/7/97	Thu 1/15/98	MIS			Wadsworth,Lime
206	Migrate documents	Tue 10/7/97	Thu 1/15/98	MIS			Wadsworth,Lime
207							
208	Snowmobile Stud Restrictions	Mon 10/20/97	Tue 10/28/97	IAE		Gebhard, Sheila	Pellinen
209	DNR Commissioners 1931-1997	Mon 10/13/97	Fri 10/17/97	MIS			Vejtruba
210	Canoe Outfitter List	Fri 10/31/97	Fri 11/14/97	TAW	McDonough, Mike	Lampert, Kristine	Pellinen
211	LCMR Capital Bonding Project Reports	Thu 10/23/97	Thu 10/23/97	PLN	Vellin, John	Becker, Bill	Pellinen
212	Becoming an Outdoors Woman	Fri 11/21/97	Fri 2/27/98	IAE	Bergerson, Jean		
213	Toads and Frogs of Minnesota	Mon 11/24/97	Fri 2/27/98	WLD	Henderson, Carrol	Hall, Carol	
214	Info Center Order Form	Tue 12/9/97	Wed 12/17/97	IAE	Persons, Robin		Pellinen
215	Metro Green Print	Fri 12/19/97	Mon 1/5/98	PLN	Pfeifer, Sharon	Beyer, Amy	

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2 **Classify Positions**

Current position classifications ITS3 and IO3 will remain the same. Request to classify and fill Applications Programmer (ITS3) position submitted 6/13/97; request to classify and fill Graphic Designer (IO3) position submitted 7/18/97.

3 **Hire Graphic Designer**

Request to classify Information Officer 3 - Web Site Designer position and move Wadsworth to permanent classification 7/1/97. Position reclassified as of 8/1/97.

4 **Hire Applications Programmer**

Interviews scheduled with three candidates 7/29/97. Interviews conducted as scheduled. Offer made 8/1/97. Steve Lime accepted position and will start 9/24/97.

7 **ATV, OHM and ORV regulations**

Recreational motor vehicle regulation pages actually started 6/17/97 and completed 6/27/97. Included here because FY97 report already submitted. Nancy Houlder (Enforcement) proofread pages and noted changes may be made pending hearings on the regulations.

8 **Nuisance animal control information**

Pages under development as of 7/1/97. Existing brochures on bats, deer, geese, and beaver converted to html. Introductory text composed by Brent. Pages posted 7/18/97.

9 **Endangered species information**

Online version of "Minnesota's List of Endangered, Threatened and Special Concern Species" (effective 7/1/96). Angela Schuster (MIS) produced WordPerfect version of publication. Lynn created html pages. Pages posted 7/18/97.

10 **Boat and Water Safety**

PYCCO Corporation designing web pages for Boat and Water Safety program. Met with sales rep and web designer 4/8/97 to review "Style Guide for DNR Web Site Designers." Work began on pages 7/1/97. First reviewed 7/15/97. Met with Ketelsen and Smalley 7/23/97 to critique work-to-date and provide feedback to PYCCO. PYCCO will send files (Macintosh platform on Jazz Drive) 7/30/97. Files received and access to server established 8/11/97. Major problems in file naming conventions and coding frames. Lynn will meet with PYCCO designer 8/21/97. Corrections made and pages posted 8/25/97.

11 **Integrate ForNet applications**

Memo received from Bill Befort 7/18/97 re: project status. Migration of 5 ForNet features: 1) ImageView; 2) ForestView; 3) BioScape; 4) ChangeView; and 5) somewhat apart from these, the Minnesota Forest Fire Information Center. Lynn redesigned two initial pages based on content received from Ken Boss. (Server is at: <http://wilbur.state.mn.us>) As of 8/15/97, image server at Grand Rapids is not ready for public access. Received memo from Bill Befort 12/01/97 re: integration of "DNR ForNet" components, including Airphotos Online, ImageView and ForestView. Ken is completing these components in consultation with Steve. Will provide a link from DNR web site to ForNet.

12 **Fire Status Report System**

George Meadows requested this project February 1997. Significant progress was made by Mike Salovich working with Steve Lime and Paul Cameron on interface design and report forms through 4/1/97. Significant work remains to make system operational for 1998 fire season. Need to resolve questions about where the system resides - on Arachnid or on a server in Grand Rapids. Map server interface, equipment database and template design all need work.

14 **Environmental Indicators Initiative**

Received EII materials from Clarence Turner 7/10/97. Lynn will convert WP files to html and design icon to link from home page. Call Clarence about Project Proposal Form 7/23/97. Lynn designed pages, but no icon. Pages were not posted until 11/18/97, with additional information from Clarence and additional page layout by Brent.

15 **Financial Assistance Directory**

Met with Emmett Mullin and Joe Hiller 6/18/97. Received Project Proposal 7/10/97. ASCII text file will be provided from Access database. Could also consider publishing in PDF format, but html provides many more possibilities. The Directory provides a comprehensive description of all DNR financial assistance programs. It was distributed in booklet form to all cities and counties in the state, as well as numerous other government agencies and private organizations. Brent created PDF document and html links page for review by Joe and Emmett 11/14/97. Emmett notified all grant managers that the document would be published on the web site 12/15/97. Some updates and links were incorporated as a result of manager's feedback. Project complete 12/15/97.

16 **Who Pays for the DNR?**

May 1997 - 4th edition of publication. Received electronic version from Rene Torke (Finance) 7/14/97. Posted in PDF format 7/25/97.

17 **State Fair schedules**

Met with Pat Delkoski 7/14/97. Pat will send electronic version of "Outdoor Stage" schedule and video showings. Tom Baumann will write introductory paragraph about State Fair for the home page. Outdoor stage and video schedules posted 8/1/97.

18 **DNR Strategic Plan FY98/99**

Met with Terri Yearwood 7/15/97. Document designed by Beth Petrowske (I&E) in PageMaker (text) and Freehand (graphics). Need to talk to Adele Smith about web compatibility of software and file formats used in Graphics Unit. Lynn confirmed that document can be converted to PDF directly from PageMaker. Document posted in PDF format with links to graphic files 8/5/97.

19 **1997 Flood Information**

Met with Dave Ford and Glen Yakel re: publishing "Climatic Conditions and the Resulting 1997 Record Spring Floods . . ." (June 1997) 7/14/97. Received print and electronic copy (Macintosh PageMaker format) 7/15/97. Pages posted 7/23/97.

20 **Youth in Natural Resources (MCC)**

Wadsworth has met several times with Peter Hark. Received print and electronic versions of MCC materials 7/16/97. Brent continued page design, working closely with Peter during October and November. (Peter has since accepted a position outside DNR.) Pages were posted 12/08/97.

21 **Natural Resources Legislation 1997**

Highlights from 1997 legislative session - changes in laws impacting the DNR. Contact Bill Becker about expected completion date. Document can be posted in PDF format. Would be good to provide

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links to Statutes and Laws on Revisors web site. Electronic document received 8/12/97. Assigned to Brent 12/9/97. Pages posted 12/16/97.

- 23 **1997 Hunting Regulations**
Expect to receive electronic version of the Hunting Regulations early August. Priority project to begin asap thereafter. Tom Dickson provided print copy of regulations with sections marked for publication on the web, along with some electronic copy. Angela Schuster will key remaining pages week of 8/18/97. Pages posted 9/3/97. Supplemental regulations on waterfowl available 9/5/97. Complete PDF document published 11/07/97.
- 24 **Tree Seedling Sales**
Seedling sales begin in August. Information from the MN State Forest Nurseries publication "Helping to plant the Future," and a PDF format printable order form posted 9/2/97.
- 25 **Fall Color Reports**
Lynn met with Suzanne Jenkins and Carmen Diestler 8/12/97. Project proposal received 8/25/97. Prototype pages completed for review 8/15/97. Revisions and final review 9/5/97. Expect to post pages 9/8/97 with weekly updates showing areas of peak color.
- 26 **1998 DNR Calendar of Events**
I & E prepares an annual Special Events Calendar. This includes dates for both internal and external events, such as the Boat Show, Black History Month, Home & Garden Show, MN Deer Classic, NW Sportshow, Take a Kid Fishing, Walleye Opener, Prairie Day, etc. Other DNR units also produce calendars, including the License Bureau (calendar is already on the web), Parks, and the natural resource teacher education programs. Need to decide how to integrate (or not) and best way to present. Jim Zandlo also interested in including climatological data on calendar. Steve began development of a comprehensive DNR Calendar mid-October. Presented to Web Design Committee Oct 21. A subcommittee formed (NREC representatives) to continue design. First meeting scheduled 11/24/97. Steve has incorporated suggested changes and Brent will add some events to the database for each calendar during the week of December 15, 1997.
- 30 **Add <alt> tags to all images**
All images will be checked as each page is reviewed for the site redesign.
- 31 **Add <title> tags to all files**
Title tags will be reviewed as each page is checked for the site redesign.
- 32 **Add review date / notify to all files**
As part of the December 1997 site redesign, a decision was made to rely on a search of file dates to evaluate the need for file review. This task is dropped.
- 35 **Weekly News Releases**
Posted weekly on Thursdays.
- 36 **Weekly Fall Color Reports**
Post reports received from park managers on percent color change, and note location of peak fall color on state map. Update weekly on Thursday during season.
- 37 **Volunteer Magazine**
Published bi-monthly: post new pages for each issue January 15, March 15, May 15, July 15, September 15, November 15.
- 38 **Fish & Wildlife Today Newsletter**
Published quarterly: September, December, April, August, December.
- 39 **Forest Insect & Disease Newsletter**
Published 6x per year. Monthly - May 21, June 18, July 23, Aug 20, Sept 24.
- 40 **Weekly River Level Reports**
Updated weekly on Thursdays during season.
- 41 **Lake Survey Reports**
1/3 of 5,000 lakes surveyed and updated annually. 1995 survey data ready Fall 1997. Steve redesigned map server program and interface, created a search by lake name function (10/17/97), redesigned the report template, added metadata and a glossary, created help pages, and developed a java-enhanced version of the map server. New lakefinder application posted 11/18/97.
- 42 **Volunteer Opportunities Newsletter**
Published quarterly.
- 43 **Hunter Education Classes**
Includes Firearm Safety, Advanced Hunter Education and Bowhunter Education. Updates irregular. Busiest time is January to April.
- 44 **Resource Use License Fees**
Update annually in December.
- 45 **License Bureau Calendar**
Update annually in December. Steve began development of a comprehensive DNR Calendar in mid-October. The License Bureau calendar will become an integrated component of this calendar.
- 46 **Fishing Regulations**
Update annually in February. 1998 Regulations will highlight special and experimental regulation waters.
- 47 **Hunting Regulations**
Update annually in August.
- 49 **HTML training for DNR staff**
Identified as high priority project by Web Design Committee 7/17/97. Many more staff need to be trained to produce html documents in order to complete all projects proposed for FY98 and to keep pages updated in a timely manner. Lynn and Gary will develop training 9/8/97 - 9/19/97. Pilot class scheduled 10/2/97. First regular class offered October 16, 1997.

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- 51 Develop curriculum**
Wadsworth and Miller presented draft course outline at Internet Committee Meeting 6/17/97.
- 53 Schedule classes as needed**
Four classes scheduled and filled through November 1997. 29 employees have received training. Consider scheduling classes in regional offices Spring 1998. Develop advanced class for Graphics Unit staff.
- 56 Ecological Classification System**
Lynn designed templates for ECS section and subsection maps and narrative description. Work to be completed includes development of subsection pages and section and subsection maps. Need to coordinate development with Dan Hanson and the Forest Resources Council. Lloyd Wagner is contact person. Gary Miller worked on ECS pages May - August 1997. Brent will complete maps and narratives by 12/31/97.
- 57 Lake Survey Reports**
Need to improve display of GIS layers on custom maps generated, clean-up database (duplicate and triplicate reporting of some fields in reports), establish search function by lake name, and link to other information on lakes. Steve Lime installed new Map Server interface and developed search by lake name function early October. Will go public when 1995 lake survey data is received from Fisheries, probably late October. Public water access sites and fishing piers will be added to the map interface.
- 58 Fish Species Reports**
Angela Schuster created electronic versions of DNR fish species brochures for Steve Lime's BWCA web site in 1996. Text and copyright on photos needs to be reviewed and the pages should be redesigned.
- 59 Wild, Scenic & Recreational Rivers**
Met with Lyn Bergquist 7/3/97. Received Project Proposal 7/16/97. Lyn will be primary designer for these pages. The project purpose is to educate the public about Minnesota's specially designated waterways, and to encourage citizen involvement in future community-based planning processes involving these rivers. The community-based planning effort is a new approach to river resource management. Interactive forums and event calendars will help to establish and maintain communication between the DNR and the public. No news of progress from Lyn as of 12/15/97.
- 60 EBM Directory**
Met with Jan Wolff 7/15/97 to discuss continuation of the EBM scrapbook project in light of Laurie Sovell moving to another project. Received Project Proposal 7/16/97, and additional information 7/18/97. 3 project abstracts have been submitted to Lynn Wadsworth on WP files for HTML conversion. They include: 1) Eagle Creek Aquatic Management Area; 2) Big Sandy Area Lakes Watershed Project; and 3) Wells Creek Watershed Partnership. Two others are pending final approval by project coordinators: 4) Heron Lake Watershed Restoration Project and 5) Clay County Beach Ridges Forum. Jan estimates that it has taken Laurie Sovell about 100 hours to produce 5 abstracts. That time included compiling a master list of potential EBM efforts to include in the directory - 83 total in 7 different categories. The abstracts were submitted in Word Perfect files. A new staff worker could take the HTML training and write the abstracts. An estimated 25-30 hours per abstract is probably realistic, from inception to "on-line" completion, if the responsible staff worker is a quick learner, has some familiarity with the agency, and is self-directed. Otherwise, the time requirement would probably be closer to 35-40 hours per abstract. With a goal of establishing a base directory of 20 to 25 EBM efforts as soon as possible, a minimum estimate of labor needs is 500 total hours. Jan's opinion is that it would be helpful to have a good representation, both geographically and categorically, of Ecosystem Efforts online by the beginning of the next legislative session. This tool seems to have potential for not only promoting an ecosystem approach and increasing understanding of the principles behind EBM to that audience, but to also demonstrate the quantity of efforts underway where we are working successfully with many different partners towards sustainability goals. If this opinion is shared by others, then it will be important to accelerate the progress of this project. The time requirement per abstract will decrease as the staff worker becomes more familiar with the process, but writing and internal coordination are still labor intensive. Jan is in the process of hiring a student worker to continue the project. No progress report as of 12/15/97.
- 62 PRIM map information**
Received project proposal from Kelly Randall (Engineering) 6/23/97. Pages will provide an overview of PRIM including a sample map area and an order form to to print and mail-in orders. Met with Kelly 9/12/97 and received new PRIM brochure. Brent designed pages and posted 11/18/97.
- 63 State Park maps**
High customer demand! Project requires redrawing maps (created in Freehand) that use custom lines not recognized by Acrobat. Possible funding available for a short-term mobility to complete conversion of State Park maps to PDF format. Kelly Randall maybe interested. Received Project Proposal from Suzanne Jenkins 8/25/97. No further work on project as of 12/15/97.
- 64 State Trail maps**
Some of the State Trail maps are available in Adobe Acrobat (PDF) format: Gateway (325k), Heartland/Paul Bunyan (583k), Root River and Harmony/ Preston Valley (212k), Glacial Lakes (247k) and Willard Munger (250k). The Douglas, Luce Line, Minnesota Valley, North Shore, Sakatah Singing Hills, Taconite, and Arrowhead State Trails are not yet available on the web.
- 74 Snow-depth reports**
Link to Climatology site for this info? Meeting organized by Greg Spoden 11/14/97 to discuss. Attending were the Web Team, Steve Simmer (Forestry), Suzanne Jenkins and Steve Reed (Parks), Robin Persons (Info Center), Marge Gear and Sandra Frey (Trails), Chris Halvorson (Tourism). Need to determine project priority level at 11/18/97 Web Committee Meeting. High priority! Greg and Steve will continue work on project. Steve and Lynn developed a questionnaire to send trail managers/snow-depth reporters. The goal is develop a descriptive database about the trails. This could be generated from existing information, or built from scratch, depending on what data exists. Draft survey was sent for review 12/09/97 to Suzanne Jenkins, Charlie Regnier and Steve Simmer.
- 75 Cross-country ski passes**
Spoke with Paul Nordell 12/12/97 about posting info on cross-country ski permits and list of permit sales outlets. Brent will get list from Paul and post. Brent started working on pages 12/17/97. Paul is also interested in developing a Town Hall topic on ski permit program. Lynn discussed possibility with Paul 12/16/97. Paul will provide additional information about the issue.
- 76 Snowmobile regulations**
New snowmobile regulations received from Sheila Gebhard. Brent will design pages. Pages posted 12/08/97.

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- 79 **Natural resource job descriptions**
Brent assigned to design pages for natural resource job descriptions 9/30/97. Colleen met with Pat Burt 11/25/97 to discuss project. Pat will provide updated info by 1/1/98 and Brent will develop pages.
- 80 **Current job opportunities**
Currently link to DOER for this information. Colleen met with Pat Burt 11/25/97 to discuss presenting this info on the DNR web site. Pat will prepare project proposal and suggestions for moving this forward.
- 81 **DNR staff directory**
Staff e-mail addresses and phone numbers are frequently requested by the public. There is a statewide directory online (x.500 maintained by Intertech) that we could link to, but a more user-friendly internal application would be preferable. Colleen discussed x.500 directory with Pat Burt 11/25/97. Pat will follow-up with Jack Shea.
- 83 **Frequently Asked Questions**
Enhance this section with frequently asked questions from all disciplines. Consult with regional and discipline information officers and clerical staff to identify most frequently requested information. High potential to reduce number of phone calls. This section is being eliminated in the site redesign. Will include only a seasonal FAQ section.
- 84 **Minnesota Facts and Figures**
Project Proposal received from Scott Perigelly 7/17/97. Create an electronic version of a pamphlet published in 1991 giving statistical information about a variety of natural resources. Must be updated before publication on the web. Much of the information maybe elsewhere in the DNR web site. Sheila Gebhard will work with Char Feist to update information.
- 85 **Hunting & Fishing News Releases**
Project Proposal received from Scott Pengelly 7/18/97. The hunting and fishing news release "packets" designed for local newspaper use are no longer printed, but there is great demand for the content. Posted hunting news 9/15/97.
- 86 **DNR Town Hall**
Identify possible controversial or "hot topics" to feature at the Town Hall, and develop a strategy to involve appropriate managers and staff in responding to public comments and concerns. Based on user suggestions, Lynn began developing a Town Hall thread on "fishing tournaments/ice-fishing contests" in mid-October. Steve Hirsch will manage messages. Other possible topics include status of the timber wolf, white pine (Bruce ZumBahlen 11/13/97), recreational vehicle use on public lands, cross-country ski permit system (Paul Nordell 12/12/97), and virtually any issue on which managers are seeking public input.
- 88 **Project Learning Tree**
Include contact people, course lists, workshop / seminar schedules and calendars.
- 89 **Project WET**
Pete Otterson provided additional text for Project WET home page. Include contact people, course lists, workshop / seminar schedules and calendars. Pete Otterson is leaving the DNR. Kristina Valen will be the Project WET coordinator through March 1998. Met with her 9/30/97 to discuss Coon Rapids High School developing pages for education programs workshop calendar.
- 90 **Project Wild**
Include contact people, course lists, workshop / seminar schedules and calendars.
- 91 **MinnAqua**
Include contact people, course lists, workshop / seminar schedules and calendars.
- 92 **Digging into Minnesota Minerals**
Minerals/geology educational information taken from "Digging into Minnesota Minerals" brochure. Received Project Proposal 9/15/97. Lynn began design 10/20/97 and consulted with Paul Purman about organization 11/3/97. Paul will continue development of pages.
- 93 **Park Naturalist Programs**
Park naturalist events will be integrated in the Parks Calendar.
- 94 **Parks Calendar of Events**
Steve began development of a comprehensive DNR Calendar mid-October. Parks events will be a component of this calendar.
- 95 **Campground Host Program**
Lynn spoke with Suzanne Jenkins about this project 8/12/97. Received Project Proposal 8/25/97. Need to convert existing print publication, "The Campground Host Volunteer Program," to HTML and create a PDF format application form. Steve Reed (Parks) met with Lynn 9/9/97 and will begin work on this project.
- 96 **Video Loan Catalog**
Catalog is under revision. Received Project Proposal from Robin Persons 12/9/97. Assigned to Brent 12/12/97.
- 98 **Natural Heritage Program**
Migrate pages from The Nature Conservancy web site.
- 99 **Exotic Species Information**
Educational effort concerning invasive exotics.
- 100 **Natural Heritage Info System-NHIS**
Received Project Proposal 7/28/97. Brent Pellinen started to design pages based on NHIS brochure 9/17/97. Will include a PDF format "NHIS Data Request" Form. Pages sent to Rich Baker for review 10/20/97. No response as of 12/15/97.
- 101 **County Biological Survey Info**
Map showing which counties have been surveyed and program text were updated 9/11/97. A map indicating counties for which Biological Survey maps are available was published 10/27/97.

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- 102 Scientific and Natural Areas**
Met with Bob Djupstrom 9/26/97. The Northern Prairie Wildlife Research Center is interested in publishing the SNA Guide on the web. They would give us the pages they design to post on the DNR site. Follow-up with Peter Buessler.
- 104 Fishery Long-Range Plan 1994-99**
Received a print copy of the plan from Bruce Hawkinson, along with electronic files 3/14/97. This is a long-range (and lengthy) plan mandated by law to be updated every six years (MS 84.942, subd.1 and 3). It is organized by major fish species with chapters on several other topics. It might best be presented in PDF format as a single document. Alternatively, chapters could be excerpted and linked with other species information.
- 105 North Shore Fish Report**
Project suggested by Robin Persons at 7/17/97 meeting. Brent designed pages mid-October. Page posted 10/24/97 and updated weekly.
- 106 Northshore Fishing Guide**
Convert print brochure to electronic format. Submitted by Henry Drewes 7/17/97.
- 107 Guide to Southeast Trout Streams**
Convert print brochure to electronic format. Submitted by Henry Drewes 7/17/97.
- 108 Guide to Lakes Managed for Trout**
Convert print brochure to electronic format. Submitted by Henry Drewes 7/17/97.
- 109 List of Designated Trout Waters**
Convert print brochure to electronic format. Submitted by Henry Drewes 7/17/97.
- 111 Forestry Division pages**
Meg Hanisch has published an in-depth series of fact sheets about Division of Forestry programs. They were published June 1996. Files in electronic format on SyQuest disk. This task will be integrated with the State Forest Information task below.
- 112 Forestry Stewardship Program**
Discussed publishing the Forestry Stewardship brochure with Tom Kroll 2/28/97. The brochure is already posted on the Northeastern Area, State and Private Forestry web site. (Note: It was no longer at this site on 7/16/97.) Pages returned to site September 1997. We will create a link to the Forest Service site 1/15/98.
- 113 State Forest information**
Darwin Anderson, Steve Lane, Bill Pratt, Bryan Hargrave (Region 3 - Forestry), Meg Hanisch (Forestry - Info Officer), C.B. Bylander (Region 3 - Info Officer) and Colleen Mlecoch (MIS) met in Aitkin to discuss the development of forestry web pages on 4/4/97. Bill Dix, a retired friend of Darwin Anderson, is pulling together general information about forestry and State Forests. He completed an "Idea Draft" 6/23/97. The group met again 9/5/97 at the Cambridge Area Office. A Forestry committee will be designated to continue discussing development of the Forestry web pages. The committee has been appointed, and will meet after 1/1/98.
- 116 Minerals Division pages**
Received memo from Vicki Hubred 7/15/97 re: minerals information. Would like to add two projects to the list of DNR web site development projects proposed for FY98: 1) basic information about the Division of Minerals - this information will come out of new division brochure; and 2) minerals/geology educational information taken from 'Digging into Minnesota Minerals.' Both projects would not be started until late August at the earliest. Received Project Proposal 9/12/97. Brent began designing pages 9/30/97. Paul Purman will continue page development.
- 118 Integrate DNR GIS web pages**
Spoke briefly with Les Maki about this project on 10/20/97. A scoping meeting with GIS staff will be held in November to begin planning. Meeting not yet scheduled as of 12/15/98.
- 120 County Geologic Atlas Program**
Jan Faltisek (Waters) provided information describing the Atlas Program on 3/1/97. Need to schedule a meeting and move this project forward. Spoke with Jan 11/18/97. May be hiring intern whose responsibilities would include web stuff.
- 121 Dam Safety Program**
Received two brochures on dam safety from Dana Gauthier; electronic files also provided in PageMaker 4.0 format.
- 123 Shoreland Management Program**
Kristine Lampert-Jenson is working on these pages. Wadsworth and Lime have provided advise and assistance.
- 124 1996 Deer Harvest Report**
Convert print document to PDF format.
- 126 Minnesota Wildlife Reports 10, 11**
Have discussed posting these wildlife reports on the web with Roger Lake. The Northern Prairie Wildlife Research Center is also interested in posting the reports.
- 128 Waterfowl migration report**
Suggested by Robin Persons at 7/17/97 meeting. Brent designed template for information 10/20/97. Page posted 11/06/97 and updated weekly through the season.
- 129 Migratory birds report**
Suggested by Robin Persons at 7/17/97 meeting. Brent designed template for information 10/20/97. Page posted and updated weekly through the season.
- 138 SCORP 1995-1999**
Statewide Comprehensive Outdoor Recreation Plan (SCORP) 1995-1999. Need to determine public interest in this information.
- 140 Lake maps**
Most frequent request from DNR customers on the web. Significant work must be done to prepare the lake maps for presentation on the web. A company called lakemaps.com has purchased a license to

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produce electronic versions of the maps on their web site. They are charging a \$24.95 annual subscription fee. The map they show as a sample is very simple. We may want to discuss with them what technology and process they are using to create the maps. At this time of year, we should probably schedule roll-out of lake maps for next spring. Spoke with Kevin Zytovicz 10/14/97 about map production. Follow-up with Bob Potochnik (DOW) about conversion of .tiff files. Steve Lime & Tim Loesch have been unable to convert for monitor display and printing. Steve and Bob will continue to explore options.

- 142 Public Water Access Sites**
Include maps of access sites and descriptions by county. Dave Lonetti is digitizing county access site maps (about 10 completed as of 7/17/97). Project Proposal received from Michael McDonough 9/3/97. Student worker, Kristine Jenson-Lampert; will begin work on project early September. Steve is working on adding this information to the Lakefinder.
- 143 Fishing piers map / locations**
Received Project Proposal 9/3/97 from Mike McDonough. Student worker, Kristine Jenson-Lampert available to work on project Fall, 1997. Steve is working on adding this information to the Lakefinder.
- 144 Water Surface Use Zoning**
Project Proposal received 9/5/97. Publish 3 page document on water surface use management (zoning) for water oriented recreation.
- 145 Wildlife Populations - Farmlands**
Need to meet with Research Group Leaders to determine what wildlife population information should be on the web. There is a high public demand for this type of information.
- 146 Wildlife Populations - Forests**
Need to meet with Research Group Leaders to determine what wildlife population information should be on the web. There is a high public demand for this type of information.
- 147 Wildlife Populations - Wetlands**
Need to meet with Research Group Leaders to determine what wildlife population information should be on the web. There is a high public demand for this type of information.
- 149 DNR Land Ownership Information**
Message received from John Helmlinger 11/13/97. BREM's management team has decided to include development of a web site in a comprehensive communication plan to get out the word about the bureau restructuring and services available. They are working with I&E to develop the plan and establish a schedule for planning and implementation. BREM requests technical guidance on development of web pages.
- 151 State Park Reservation System**
Many customers have expressed a desire to make camping reservations online. Providing this service would require a significant and ongoing investment of time and staff resources. The contract to make phone reservations for camping is with The Connection. Contract renewal negotiations should consider the possibility of online reservations. Initially, the DNR web site could design and host the transaction interface, and The Connection process the transaction. In any event, the transaction should be clearly integrated with the DNR web site. In the long-run, the DNR could manage all transactions, but this requires implementation of a secure commerce server and possibly statutory changes to permit processing of credit cards.
- 153 DNR Reports Series**
Project proposal received from Bob Bystrom 7/17/97. Proposal suggests revival of the DNR Report series - fact sheets on wildlife species and other natural resource topics. Revised reports could include guidelines for educational use and should provide species information within an ecosystem framework. A staff mobility, contract or student worker would be needed to get the work done. NREC could provide support and oversight. Brent will begin the project by creating pages for MN State Symbols.
- 155 Improve Site Search Function**
Steve has selected SWISH for the site search engine. This will be incorporated in the redesign of the site.
- 156 Review Arachnid file structure**
File structure is being reviewed as part of the site redesign project.
- 157 Design index / authority structure**
The list of topics used for the web postcards is being reviewed as a possible authority list.
- 158 Index and map web site**
Colleen created a preliminary index 11/18/97 to guide structuring of the redesigned site. This will need to be updated and posted when the redesign is complete.
- 159 Add <meta> tags to all files**
Meta tags [author and keyword] will be added to all pages in the site redesign project.
- 160 Develop metadata for all pages**
This task is linked to the LCMR "Foundations" project.
- 162 Develop Lakes Database**
Met with Interagency Water Monitoring Group 10/16/97. Suzanne Maeder (LMIC) is working on metadata for lakes related information. Need to coordinate efforts in this area with that group.
- 168 Implement E-mail Server**
Colleen and Steve designed a new format for customer responses. All e-mail will go to either the Info Center or Web Master (Colleen for now), and direct reply will be possible.
- 177 Design Interactive Forms**
Services which require no monetary transaction could be implemented as pilot projects to test technical requirements. For fee-based services see note below concerning "Secure transactions server."
- 180 Secure transactions server**
The Office of Technology and NorthStar will likely lead development of policy and technology requirements for state agencies to conduct secure commerce transactions. DNR should participate in any statewide process to determine policies and technologies before implementing any fee-based services.
- 199 Notice of State Land Auction**
Announcement of state-owned land and resort auction to be held 10/29/97.

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200 Bald Eagle Viewing

Received project proposal from Jan Welsh 10/8/97. Pages include general info and maps on places to view bald eagles. Brent designed pages and posted 11/12/97.

201 Tundra Swan Viewing

Received project proposal from Jan Welsh 10/8/97. Pages include general info on places to view tundra swans. Brent designed pages and posted 11/12/97.

203 Redesign DNR web site

Lynn will begin redesign of DNR web site "look-and-feel" in light of user recommendations and first year experience. Colleen will develop a site index. Project begins early October with a goal of unveiling the new site mid-January 1998.

208 Snowmobile Stud Restrictions

Snowmobile stud restrictions were posted in conjunction with the snowmobile regulations by Brent 10/28/97.

209 DNR Commissioners 1931-1997

A list of DNR Commissioners was added to the DNR history page. Diane Vejtruba (MIS) created the html page. Posted 10/17/97.

210 Canoe Outfitter List

Original plan was to link to Tourism for the canoe outfitter info. McDonough objected because people have to pay to be on the Tourism Outfitter list and the one that TAW manages is free and given out through the DNR Info Center. Posting the list should reduce some calls to the Info Center. Posted 11/14/97.

211 LCMR Capital Bonding Project Reports

Bill Becker and Colleen met with LCMR staff (John Vellin and Susan Thornton) 10/23/97. Goal is to post LCMR Capital Bonding Project Reports in time for the 1998 legislative session. LCMR will provide current list of projects (est. 31). DNR will design html page with links to project reports in PDF format. Colleen contacted Kim Hennings, John Strohkirch and Tom Danger 10/28/97 to request project reports in WP format. Received from Hennings and Strohkirch. Received html page from LCMR (Yvonne Fritchie 6-2668) 12/10/97. Project assigned to Brent 12/16/97.

212 Becoming an Outdoors Woman

Project proposal received 11/21/97 from Jean Bergeson. Project includes description of program; program offerings for 1998 (include in Events Calendar); and a bi-annual newsletter.

213 Toads and Frogs of Minnesota

Project proposal received from Carol Hall 11/24/97. Content will be taken from a lovely wall poster (text and photos) which was recently produced.

214 Info Center Order Form

Project proposal received 12/9/97 from Robin Persons. Lynn created PDF document 12/11/97. Brent posted 12/17/97.

215 Metro Green Print

Received call from Sharon Pfeifer (Metro Planner 772-7982) 12/19/97. Would like to publish Greenways on the web site. It is 4 color 42 page document with several digitized maps (created by Bart Richardson). There is a media event planned for January 7-8, 1998, and she would like to post the plan prior to that. Sharon will deliver a copy of the plan and complete a project proposal form. Met with Adele Smith 12/19/97 to review digital copy designed by Amy Beyer.