

**Greater Minnesota Regional Parks and Trails Commission
Meeting Minutes for July 23, 2014
Sartell City Hall**

Approved 8/27/14

Members Present: Rita Albrecht; Bill Bruins; Mike Hulett; Al Liefkort; Marc Mattice; Keith Nelson; Bryan Pike; Anita Rasmussen; Tom Ryan; Tom Schmitz; Barry Wendorf; LuAnn Wilcox

Members Absent: Rick Anderson

1. The meeting was called to order by Chair Al Liefkort

2. Motion by Albrecht, second by Pike: Approve the minutes of June 25, 2014 as written. **Carried.**

3. Approval of the Agenda

Al noted that Laura Preus was unable to attend, so item 6.5 was removed from the agenda. Rita asked to replace that item with a discussion of an administrative fee for the fiscal agent.

Motion by Wilcox, second by Wendorf: Approve the agenda as amended. **Carried.**

4. Acknowledge Members of the Public in Attendance

Laird Mork, Chair of the Greater Minnesota Parks and Trails Coalition; addressed the Commission under agenda item 5.3

Bob Bierscheid, Legacy Advisory Committee member; addressed the Commission under agenda item 6.4

5. Unfinished Business

5.1 - Project Proposals Evaluation Team Appointments

A council of five appointees, which will heretofore be referred to solely as the ETeam, will be assembled to evaluate parks and trails projects in September. The Commission is seeking professional parks and recreation planners for this service. As adopted at the May 28, 2014 meeting of the Commission, statewide geographic representation is a priority, but members agreed that expertise should be given greater consideration in the selection process. Other qualities valued by the Commission for ETeam participation include demonstrated passion and objectivity which is unhindered by preconceptions or biases. The ETeam will be asked to review projects against established criteria and evaluate them based on their merits. The deadline for applications is July 31, 2014.

5.2 - List of Existing Parks and Trails for the GIS

A list of parks and trails projects in Greater Minnesota that received funding approval by the DNR through fiscal year 2013 was distributed and discussed. Concern was expressed that some projects may not have been thoroughly vetted against the criteria for designation as regionally significant prior to the establishment of the Commission and adoption of said criteria. Members agreed that all projects funded through legacy grants should be recognized in the GIS, even if they are later deemed to be of a more local than regional status. It was suggested that such projects be distinguished in a separate layer of the mapping system. The statewide

system plan and GIS under development by the Commission will illustrate connections to these and other local recreation amenities.

5.3 Organizational Structure Modifications

Laird Mork explained that the evolving relationship of the Greater Minnesota Regional Parks and Trails *Coalition* is to the Commission as the Parks and Trails Council of Minnesota is to the DNR; providing advocacy at the legislature and performing lobbying efforts on its behalf in a competitive and sometimes fickle environment. Acknowledging that "If you're not at the table, you're on the menu," the Coalition will work to secure continued funding for parks and trails development in Greater Minnesota, and advise the Commission on the effective and efficient utilization of legislative appropriations. In that regard, it is understood that the Commission needs an Executive Director and office support staff to carry out its mission, and that its organizational structure be similar to that of other legacy commissions.

6. New Business

6.1 - Review Contract Insurance Requirements

Al distributed a copy of the revised segment of the contract with JFC Strategic Services pertaining to insurance. A signed Certificate of Liability Insurance was attached.

6.2 - Introducing Joe Czapiewski, System Plan Coordinator, JFC Strategic Services

Joe introduced himself and said he has set about the ambitious task of coordinating the first round of District Planning Committee meetings. He outlined the calendar and timeline of Commission work through the end of 2014.

6.3 - District Planning Committees

Members and Joe discussed the expectations and logistics for the District Planning Committee meetings. Joe will provide links to post on the web page to the addresses of the meetings and assure adherence to the Open Meeting Law.

The District Planning Committees will catalog existing parks and trails, identify gaps and opportunities, and design the District Master Plan accordingly. District Master Plans will be assembled to comprise the foundation of the Statewide System Plan. The initial goal is to collect project ideas and formalize documentation of potential projects via completion of the application for designation of regional significance. It is anticipated that the GoMN mapping inventory system will be accessible in time for the second round of District Planning Meetings.

6.4 - Legacy Advisory Committee

Al distributed a brief on the Parks and Trails Legacy Advisory Committee (LAC) and directed Commissioners to www.legacy.leg.mn/ptlac for further information. He asked members to review the Governance Document and past meeting minutes for context and clarity regarding these interrelationships.

Per a request from the LAC, Al will invite two agencies from Greater Minnesota which have received Legacy Funds to a future meeting to report on the projects.

Bob Bierscheid provided a brief overview regarding the work of the committee and took questions from GMRPTC Commissioners. He invited the Commissioners to attend the meeting of the LAC on August 28 from 9:30 a.m. to 12:30 p.m. at Tettegouche State Park.

6.5 - Discussion of Administrative Fee for the Fiscal Agent

Rita asked the Commission to consider a request from the City of Bemidji, which currently serves as the fiscal agent for GMRPTC, for an administrative fee of 5% (\$10,000). The request is due to the increased volume of bills and claims related to Commission business.

Motion by Ryan, second by Schmitz: Authorize the payment of an annual administrative fee of 5% of the Commission budget to cover costs related to fiscal agency. **Motion carried**

7. Consent Agenda

Motion by Bruins, second by Pike: Approve expenses as incurred. **Motion carried.**

The next regular Commission meeting is scheduled for August 27, 2014.

Motion to adjourn was made by Bruins, seconded by Nelson. **Motion carried.**

*All motions are carried unanimously unless otherwise noted. Motions which are not unanimous are recorded in the Vote Tally Journal.