

**APPROVED**

**Greater Minnesota Regional Parks and Trails Commission**

Minutes of the January 30, 2016

Little Falls Initiative Foundation

**Commissioners in Attendance:** Al Liefkort, Rita Albrecht, Jannik Anderson, Rick Anderson, Marc Mattice, Tom Ryan, Barry Wendorf, Mike Hulett, Bryan Pike, Tom Schmitz, Tim Kennedy

**Commissioners Absent:** Keith Nelson, LuAnn Wilcox

**Staff and Consultants:** Renee Mattson, Executive Director and Joe Czapiewski, System Plan Coordinator

**1. Meeting called to order by Chair Liefkort at 9:10am**

**2. Approval of the December 23, 2015 minutes.**

**MOTION** by Wendorf

**SECOND** by J. Anderson

**Motion approved**

**3. Treasurers Report:**

Treasurers Report was distributed. There was a brief discussion of the remaining funds in each of the grant accounts. Ryan asked if there is an extension process for grants. There is not. Chair Liefkort said we would spend all the grant funds by the end of the grant cycle in June 2016.

Wendorf asked for clarification of the end of the grant cycle and the amounts. The first operating grant, for FY16, is \$356,000 and ends June 30, 2016 the second operating grant, for FY17, is \$362,000 and ends June 30, 2017.

**Motion to approve the Treasurers Report:**

**MOTION** by Schmitz

**SECOND** by R. Anderson

**Motion approved**

**4. Motion to approve the agenda. Agenda was amended to add:**

7.3 Meeting Schedule for 2017

7.4 Conditions of Secretary/Treasurer – changes in the procedures manual

**Motion to approve the amended Agenda:**

**MOTION** by Schmitz

**SECOND** by Kennedy

**Motion approved**

**5. Acknowledge members of the public,** none in attendance.

**6. Unfinished Business:**

**6.1 - Conflict of Interest Policy Addition and Approval**

Discussion about the current policy and the suggested additions designed to clarify and strengthen the policy. The commission discussion centered on the conflict of interest in terms of financial gain by commissioners. It was agreed that commissioners would not receive any personal monetary gain from the granting process. Further, the commissioners do not review the grants. Commissioners discuss the projects only after the projects have been thoroughly vetted and reviewed by the consultant team and the evaluation team. It was agreed that the addition to the policy that further defines the commissions/commissioners role in the process, along with Conflict of Interest Disclosures would improve and clarify the process.

**Motion to Adopt the new Procedures:**

**MOTION** by Kennedy

**SECOND** by Pike

**Motion carried**

**6.2 - Conflict of Interest Form Approval and Signing**

Commissioners agreed the Conflict of Interest Form addressed what could be concerns.

**Motion to Adopt the Conflict of Interest Form:**

**MOTION** by Wendorf

**SECOND** by Schmitz

**Motion carried**

Commissioners signed the Conflict of Interest Forms and they are on file with the Executive Director.

**7. New Business:**

**7.1 - Review and Preparation for DPC Meeting**

Joe distributed the information about the process for the DPC moving forward and discussed the outline of day. The new maps created for each District were distributed. Each District now has two maps, one of the District System and one of the Population in the District, with the community populations broken out from:

0-2,500

2,500-7,500

7,500-15,000

15,000-50,000

50,000-150,000

Additionally, we now have a map that shows the Designated Parks and Trails statewide and a map that shows High Ranked as well as Designated Parks and Trails.

The maps will need to be refined and there are some minor errors that occurred due to the short time to complete the project, but this will serve as a solid piece of map work from which to build on as the system grows. All errors were noted and will be corrected in the next version.

There was discussion as to how the role of the DPC will change with regard to communication from the DPC to the Commission. Joe will still serve as the liaison between the DPC and the Commission, that will not change. Questions from the DPC will still come through staff or the Commissioners in that district.

Commissioners felt that a larger map format would be helpful when showing the public the plan at meetings and there was a request to show the potential projects in each district.

There was a lengthy discussion as to how to show the trails as point to point trails as opposed to the current dot on the map. Shape files for all future funded projects need to be done and will be required as part of the grant process. The files need to be consistent county to county and project to project. Chair Liefkort suggested that the authority responsible for mapping in that county do the shape file. The County Surveyors Office designates where the "official" record is kept. Staff will continue to work on this process and report back.

## **7.2 – Election of Officers; Chair, Vice Chair, Secretary/Treasurer**

### **Nominated for Chair - Hulett:**

**Nomination** by Ryan

**Second** by Albrecht

### **Nominated for Vice Chair – Albrecht**

**Nomination** by Mattice

**Second** by Ryan

### **Nominated for Vice Chair – Ryan**

**Nomination** by Albrecht

**Second** by Mattice

### **Nominated for Secretary/Treasurer – Mattice**

**Nomination** by Pike

**Second** by Ryan

Commissioner Hulett made remarks about his nomination and accepted the nomination.

Commissioner Albrecht accepted the nomination.

Commissioner Ryan accepted the nomination.

Commissioner Mattice accepted the nomination

Paper ballots were cast and tallied. The results of the vote:

Commissioner Hulett – Chair

Commissioner Ryan – Vice Chair

Commissioner Mattice – Secretary/Treasurer

Outgoing Chair Lieffort was thanked by Chair Hulett for his service and dedication.

### **7.3 Meeting Schedule for 2016/2017**

After much discussion about; a potential change of day of the week, shortening the length of the meetings, not meeting in July and various other combinations, it was decided that due to the travel time required, particularly for some Commissioners, it would be better to meet with a full agenda rather than shortening the meeting time to accommodate a less full agenda. It was further discussed that perhaps in the short term, decided at the beginning of the month whether there will be enough content on the agenda will determine whether a meeting is held that month or not.

Moving forward the Commission will not meet in July, will continue to meet on the 4<sup>th</sup> Wednesday of the month and the Chair and Executive Director will communicate and decide if there is enough of an agenda to meet in a particular month and make that call as early as possible.

The Minnesota Parks and Trails Council has an Advocacy Day meeting the same day as our scheduled February board meeting, we will hold a shortened meeting of the commission immediately following the Advocacy Day and all Commissioners are encouraged to attend both meetings.

The Greater Minnesota Parks and Trails is having a Legislative Action Day on March 23, the same day as our regularly scheduled commission meeting. We will hold a shortened meeting of the commission immediately preceding that meeting and all Commissioners are encouraged to attend both meetings. Legislative meetings will follow the Legislative Action Day; we are responsible for making our own appointments.

### **7.4 – Conditions of the Secretary/Treasurer – changes in the procedures manual**

Due to time constraints, this item was not discussed and it was decided the Executive Director will make the appropriate changes based on the previous month's discussion and present for the February Commission Meeting.

## 8. Executive Director's Report

Due to time constraints this item was not covered.

## 9. Items from members and letter to the Commission

Commissioner Kennedy inquired as to when we begin work on the Mountain Bike Trail Plan, Mattson responded that will begin in July 2016.

## 10. Consent Agenda

Mattice reviewed and submitted the bills as follows:

- Trinity Creek Consulting	\$9,751.14
- JFC Strategic Services	\$6,266.86
- Schoenbauer Consulting	\$22,931.66 (October – December)
- Houston Engineering	\$1,496.25
- Giant Voices	\$4,253.10
- Bismarck Map Company	\$950.45
- City of Bemidji	\$9,179.99
- Commissioner Expenses	\$2,532.69
- ETeam Expenses	\$2,861.96
- DPC Expenses	\$1,32.62
<b>TOTAL</b>	<b>\$60,356.72</b>

## Approval of the Consent Agenda

**Motion** by Schmitz

**Second** by Pike

**Motion carried**

## 11. Next meeting and agenda items

February 24, 2016 meeting will be held at the Harriett Island Park Pavilion at 1:30pm.

## Adjourn

**Motion** by Mattice

**Second** by Albrecht

**Motion carried**

Meeting was reconvened at 4:15pm to approve additional expenses submitted by DPC members for travel as well as the catering bill for the lunch provided to the Commission and DPC.

Mattice presented a revised consent agenda as follows:

- Trinity Creek Consulting	\$9,751.14
- JFC Strategic Services	\$6,266.86
- Schoenbauer Consulting	\$22,931.66 (October – December)
- Houston Engineering	\$1,496.25
- Giant Voices	\$4,253.10
- Bismarck Map Company	\$950.45
- City of Bemidji	\$9,179.99
- Commissioner Expenses	\$2,532.69
- ETeam Expenses	\$2,861.96
- DPC Expenses	\$1,664.21
- Royal Catering	\$470.00
<b>TOTAL</b>	<b>\$62,358.31</b>

**Approval of the Consent Agenda**

**Motion** by Ryan

**Second** by Wendorf

**Motion carried**

**Meeting adjourned.**