

Greater Minnesota Regional Parks and Trails Commission
July 22nd, 2015 10:00am – 3:00pm
Sartell City Hall
125 Pinecone Road North, Sartell, MN 56377

MINUTES

1. Call to order – Chair
2. Approve minutes of June 24th, 2015 Meeting
 - Motion by Commissioner Hulett, second by Commission Ryan, to approve minutes.
 - Discussion of minutes regarding wording of motion for the selection Executive Director.
 - Motion to table the minutes until language regarding June 24 motion is resolved
3. Approval of Treasure’s Report
 - No report.
4. Approve the Agenda
 - Motion to accept the agenda. Motion carried.
5. Acknowledge Commissioners in Attendance:
 - Rita Albrecht, Rick Anderson, Tim Kennedy, Michael Hulett, Al Lieffort, Marc Mattice, Keith Nelson, Bryan Pike, Barry Wendorf, LuAnn Wilcox, Thomas Ryan, Tom Schmitz and Jannik Anderson were all present.
 - Acknowledge Member of the Public in Attendance:
 - Joe Czapiewski, Kathy Schoenbauer, O. William Bruins, Council Member Mary Koep from City of Brainerd.

Council Member Koep asked to address Commission.

- Requested copy of criteria used to determine projects.
- Asked: How do you verify narratives that come in for projects to determine if they meet the criteria? Was given copy of requested information and the question was answered.
- Asked if consultants operate under Code of Ethics also. Answer was that we expect that from consultants. We verify that they are doing what we asked them to as a guide for the ethics that they use.
- Asked if letters from the public are addressed to the Chair, are they made available to the public? Yes. What about letters to a consultant? They are property of the consultant and therefore their property and not available to the public.
- Commissioner Nelson: Regarding correspondence. Until correspondence is read at the meeting, it isn’t part of the record.
- Chair stated that we will add a line under the Consent Agenda in the future for correspondence. It will fall under “Letters From”.

6. Unfinished Business:

6.1 Executive Director Recommendations – The meeting was closed for this discussion. The recording is part of the permanent record. It is available in the Chair's files.

Actions taken during the closed meeting:

The following motion from the June 24 meeting was adopted after removing the words “for selection” from the language.

Motion by Nelson, second by Mattice: Authorize the selection committee to interview four candidates for the Executive Director position, recommend two finalists ~~for selection~~ by the Chair, and authorize the Chair to negotiate a contract to be ratified by the commission at its July meeting.

The minutes of the June 24th meeting were approved. (Recording note 1 hour 11 minutes)

A motion by Nelson, second R Anderson, to approve the recommendation of the hiring committee. Motion fails 3-9 (recording note 1:35:00)

Motion by Nelson, second Schmitz, that the Commission interview the two finalists. Motion withdrawn (recording note 1:41:50)

Motion by Kennedy to cast a ballot with either of the two candidates names to select the Executive Director. 2nd by Pike with Friendly amendment to cast the ballot after lunch. Motion carries. (recording note 1:44:40)

Lunch -1/2 hour is allocated for this break; **submit expense vouchers upon reconvening.**

6.2 Comment to Applicants following the H/L/M round

- The discussion is relative to the language that the Commission will use informing 2015 applicants of the outcome of Applications for Designation as a Park or Trail of Statewide and Regional Significance.
- All agree that we will temper low and medium results with encouragement about how a project proposal may score better in future.
- District Planning Committees can work with applicants for future applications.
- We will compose a form letter that provides specifics about each project's ranking and why it ranked low or medium.
- We will make decision about convening DPC's to discuss this in more detail – what happened with application and how to improve their rating.

- Pike: Let's bring responsibility to the Park Person managing the application – not to have us talk to all of them. Person may say they are done. Offer them the opportunity to talk to Commissioners of their District or attend an upcoming meeting to learn more
- Several of the Commissioners agreed that the form letter needs the E Team feedback in it.

6.1 Continue (return to closed meeting)

Motion to cast a ballot for the Executive Director selection passes unanimous. (recording note, file 2, position 31:54)Vote tally favored Renee Appel Mattson.

Motion by Pike, 2nd by Nelson. Offer the contract to Mattson Motion carried. Contract will be negotiated by Chair. (recording note file 2, position 41:10)

6.2 Continued with Comment to Applicants

- Chair: Each Commissioner will work with people in our district to further explain how the E Team arrived at the conclusions they did.
- System Plan Coordinator work with Commissioners to help applicants understand whether to apply again or not.

6.3 Connecting People and the Outdoors - Discussion

- Wilcox: Report handed out and explained/reported/discussed.
- Chair: We should move this then into a process that begins to select what and how of these we are going to do. Commissioner Wilcox would you like some assistance with that?
- Wilcox: Yes
- Chair: Focus will be that within two months you can bring forth something thru the Executive Director's Office that can be actualized.
- Commissioners J. Anderson and T. Kennedy will work with Wilcox on the committee.

7. New Business

7.1 Data Management System (DMS)

Motion by Wendorf, 2nd by Mattice to move to Consent Agenda part of meeting. Motioned carried.

7.2 E-Team scoring report and other issues – Joe System Plan Coordinator

- Report handed out.Explained handout. Discussion followed.

- Formal designation by Commission occurs after the Master Plan has been submitted and scoring by the E-Team is complete.
- Chair: Make our October meeting as designation meeting. All scoring must be done before then.
- Scoring really made the designation last year.
- Joe: Still question out there as to how we handle the areas that just want the designation but don't plan on asking for money because they are already developed.
- How do we determine who is eligible for Master Plan funding?
- Wendorf: We could set aside a dollar allotment for high ranking plan.
- Joe gave scoring of top 6 facilities ranked high with Master Plans turned in.
- Motion by Wilcox, 2nd by Mattice to designate 6 Scored applicants as Regional Parks. Motion carried.
- Motion by Schmitz, 2nd by R Anderson to send the High and Medium ranked proposals to the E Team for scoring as Master Plans are received. Amendment to motion: Have E Team score just the High ranked projects. Motion carried.

Chair: Motion by R Anderson, 2nd by Pike to extend the Houston Engineering contract to Phase 3 of the DMS in the amount of \$7,500. Motion carried.

8. Consent Agenda

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| JFC | \$ 6,121.06 |
| SC Inc. May Expense | \$ 5,311.80 |
| SC Inc. June Expense | \$ 5,050.57 |
| O. William Bruins Expenses | \$ 446.76 |
| Commissioners Meeting and other expenses | <u>\$ 3,959.62</u> |
| TOTAL | \$20,889.81 |

Motion by Albrecht, 2nd by Schmitz to approve Consent Agenda. Motion carried.

9. Items from members

- Service Award to O. William Bruins District 6 Commissioner, October 2013 to May 2015.

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10. Next Meeting – August 26, 2015.

Motion by Wilcox to adjourn.