

**Greater Minnesota Regional Parks and Trails Commission  
Meeting Minutes for November 20, 2013  
Sartell City Hall Council Chambers**

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

Excused Absence: Rick Anderson

**Guests:** Cliff Borgerding; Chuck Wocken

**1. Call to Order**

The meeting was called to order by Chair Al Lieffort

**2. Approval of Minutes**

**Motion** by Hulett, second by Mattice to approve the minutes for October 28, 2013. **Motion carried.**

**3. Open Time for Public Comment**

The Chair welcomed guests and recognized Cliff Borgerding, representing the Lake Wobegon Trail Association, who asked to address the Commission.

Mr. Borgerding thanked the Commission for its mission “to bring the outstate projects to the forefront,” noting that the Commission will provide “structure, a sounding board, and a voice” for Greater Minnesota at the state capitol.

**4. Amendment and Approval of Operating Procedures**

**Al opened the discussion of Section I – GMRP&T Commission Established**

**Motion** by Schmitz, second by Wilcox to remove “...the over-arching guide” in Section I, item C, paragraph 3 and replace it with “...a guide.” A friendly amendment by Bruins to add “primary” was withdrawn when Schmitz suggested “significant” and it was seconded by Nelson. **Motion carried.**

Members discussed the last sentence in Section I, item C. There was general consensus that “coordinate among partners” as described on pages 26 – 28 of the Legacy Plan should be included as an operating procedure, in addition to the statutory reference.

**Motion** by Albrecht, second by Mattice: Add a sentence after the statutory language that directs committees to work in consultation/coordination with all stakeholders in the region. **Motion carried.**  
**Al will prepare a sentence for review.**

Regarding Section 1, item F – Reporting, Al reiterated that the DNR will devise a prioritized list of recommendations for 2014 – 2015. The Commission will submit a report to the legislature by January 15, 2014 in the form of commentary on the DNR’s submission.

Much discussion centered on Section I, item G – Conflicts of Interest Prohibitions and Procedures. The Commission reaffirmed that members must declare a conflict of interest as soon as one exists and must abstain from voting on such matters. And, while members may not “participate” in Commission decisions or “advocate for or against” funding on those matters, members may be

allowed to answer questions and provide information as solicited by the Commission or its committees. Members also reaffirmed that these matters will be “managed by the Commission” and directed the Chair to monitor said management. Rita requested that the Chair adopt as routine procedure to ask members if any conflicts of interest exist prior to floor discussions or voting. Members also requested that voting on funding decisions be made by line item rather than by list so that members may abstain only from those where a conflict of interest applies.

**Motion** by Nelson, second by Bruins: Strike all references to Executive Committee or its structure and combine the positions of Secretary and Treasurer. **Motion carried.**

**Motion** by Ryan, second by Nelson, regarding Section I.E.1.b: Add “...beginning with 2016.” Friendly amendment by Nelson, second by Bruins: Strike “June” and replace with “January” so as to align with member terms. **Motion carried.**

Regarding Section I, item I.c: AI informed the members that the Commission has been invited to have a page on the [www.legacy.leg.mn](http://www.legacy.leg.mn) website. Further discussion followed under #6 on the agenda.

**Motion** by Bruins, second by Albrecht: Add letter e. to Section I, item I – Open Meetings and Transparency to read: A public comment period shall be provided on the regular agenda, following approval of the minutes, with the length and content managed at the discretion of the Chair. **Motion carried.**

**Motion** by Mattice, second by Schmitz: Adopt Section I as amended. **Motion carried.**

## **AI opened the discussion of Section II – Duties of GMRP&T Commission Officers**

Members discussed the procedures for authorization and approval of expenditures encumbered for Commission business. The general consensus was that members will notify the Chair via e-mail regarding travel and expenses for Commission business other than regular meetings. Members will submit expense vouchers and receipts to the Secretary/Treasurer. Bills and claims for expense reimbursement will be included on the consent agenda during regular meetings. The Chair shall be the authorized signatory for all matters approved by vote of the Commission.

**Motion** by Albrecht, second by Wendorf: Amend Section II.A.3a. to read “Provides written authorization to members for travel expenses requested prior to the trip for other than regularly scheduled meetings.” **Motion carried.**

**Motion** by Hulett, second by Mattice: Amend Section II.A.4 to read “Sets time, place and date of GMRP&T Commission meetings.” **Motion carried.**

AI has suggested combining the Secretary and Treasurer duties into one position and has asked LuAnn to fill the position. He asked Keith to convene a committee of himself and five other members to determine appropriate compensation. The other committee members will be: Bryan; Tom R.; Anita; Barry; Mike.

**Motion** by Rasmussen, second by Ryan: to authorize the appointment of a committee to contract with LuAnn Wilcox to perform clerical duties related to the minutes, transcriptions, coordination with the fiscal agent on grant accounting, disbursements and expenses, and compensate her at a rate agreed upon by the Commission. Such duties will be performed in addition to her service as a member of the Commission. **Motion carried.**

**Motion** by Mattice, second by Hulett: Adopt Section II as amended. **Motion carried.**

## **Al opened the discussion of Section III – Committees**

**Motion** by Mattice, second by Nelson: Strike III.A; adopt III.B and III.C as III.A and III.B; adopt Section III as amended. Friendly amendment by Schmitz, second by Rasmussen: to correct a typographical error under III.B.3, delete “Executive Committee,” and combine both sentences into one. **Motion carried.**

## **Al opened the discussion of Section IV – Staff**

**Motion** by Albrecht, second by Schmitz: Add the word “may” to IV.A.1. Friendly amendment by Nelson, second by Wendorf: Strike all references to “consultant” and add “other duties as assigned” under IV.A.2.o. **Motion carried.**

**Motion** by Ryan, second by Bruins: Change the second sentence under IV.A.1 to “committee of five members of the Commission, not including the Chair.” **Motion Carried.**

**Motion** by Mattice, second by Ryan: Strike the word “Chair” from IV.A.2.h and insert “Commission.” **Motion carried.**

**Motion** by Pike, second by Albrecht: Add “At the authorization of the Commission” as a prefix to IV.A.2.b. **Motion carried.**

**Motion** by Ryan, second by Hulett: Change IV.A.2 to read “Duties of the Executive Director will include but are not limited to:” Friendly amendment by Schmitz, second by Hulett to use the word “may” instead of “will.” **Motion carried.**

**Motion** by Schmitz, second by Hulett: Change IV.B.1 to read “From time to time, the service of a manager may be required to administer a specific project or program through a consultant service contract.” **Motion carried.**

**Motion** by Schmitz, second by Mattice: Adopt Section IV as amended. **Motion carried.**

Discussion of Section V will take place during the next meeting of the Commission.

## **5. Election of Officers**

Al said he had asked Rita Albrecht if she would accept the nomination for Vice Chair and she had agreed. There were no other nominations.

Al said he had asked LuAnn Wilcox to serve as Secretary/Treasurer and she had agreed. There were no other nominations.

**Motion** by Bruins, second by Schmitz.: Fill the officer positions of Vice Chair and Secretary/Treasurer by unanimous ballot. **Motion carried.**

## **6. Information about a web page**

Al said that the Legislative Coordinating Commission (LCC) has offered to host a web page for the GMRPTC on the Legacy website ([www.legacy.leg.mn](http://www.legacy.leg.mn)) under the Parks and Trails Fund to use as a primary means of distributing information. It will include a listserv, meeting notices, minutes, agendas, actions, members, districts, and organizational information. It will not provide member

contact information, but will allow for generic public access that can be forwarded to members as appropriate.

Al said the LCC will provide staff technicians to organize the content. Al and LuAnn will work with Greg Hubinger to get the page up and running as soon as possible.

## **7. Discussion about this year's Legacy grant process.**

For 2014 and 2015, the DNR is serving as the granting authority for Legacy funding of regional parks and trails outside the Twin Cities metropolitan area. The Commission will meet with DNR Grants Administrator Laura Preus in December to receive a tutorial on 2014 projects to be funded and the process the DNR utilized to determine funding prioritization.

## **8. Review an initial budget outline (through June 30, 2014)**

Chair Al Liefkort proposed a budget of \$30,000 for Commission meeting expenses; \$35,000 for Project Manager(s); \$35,000 for consultants to aid in capacity building for the Commission.

**Motion** by Wendorf, second by Schmitz: Approve the proposed budget. **Motion carried.**

## **9. Items from members**

Rita requested changes to the statewide map of Commission districts to remove AMC boundaries, leave county boundaries and include county seats. The map should also be dated. Members requested that it also include population data as the basis for district boundaries, to show equal representation per capita, and with member jurisdictions included in the map legend. It was also suggested that copies of the map and a list of Commission members be available at meetings. Al asked that members provide summary biographies and contact information at the next meeting.

Members discussed the awkward and cumbersome length of the name of the Commission and suggested an abbreviated acronym or "nickname."

## **10. Next meeting and agenda**

The next meeting of the Commission will be on Wednesday, November 27, 10:00 a.m. to 4:30 p.m. at the Sartell City Hall.

Al will arrange a meeting at DNR headquarters in St. Paul for Wednesday, December 11, 10:00 a.m. to 6:00 p.m. that will include time to meet with DNR staff.

The Chair proposed meeting monthly during 2014 and asked LuAnn to use Survey Monkey to determine which Thursday will work best for members.

**Motion** to adjourn by Wendorf, second by Pike. **Motion carried.**