

**Greater Minnesota Regional Parks and Trails Commission
Meeting Minutes for November 27, 2013
Sartell City Council Chambers**

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

Guests: None

1. Call to Order

The meeting was called to order by Chair Al Lieffort.

2. Approval of Minutes

Motion was made and seconded to approve the minutes for November 20, 2013. **Motion carried unanimously.** (Recorded minutes were not available for this motion.)

Motion by Albrecht, second by Hulett: To hold a voice roll call; **withdrawn** to let the minutes reflect meeting attendance.

3. Open Time for Public Comment

No guests were present.

4. Unfinished Business

4.1 In observance of the military rule pertaining to the use of acronyms, as adopted by the Commission, the following acronyms may be referenced during this meeting:

SCORP: State Comprehensive Outdoor Recreation Plan
LAC: Legacy Advisory Committee

4.2 Survey regarding meeting days and dates in 2014

LuAnn reported that there were nine responses and that members indicated a preference for the second Thursday of each month for regular meetings of the commission, but that anticipated absences favored the third Thursday instead. **Al asked LuAnn to keep the survey active and suggested determining a regular meeting day in January.**

4.3 Approval of sentence regarding the inclusion of stakeholders under Section I item C

Al read the sentence he prepared at the direction of the Commission as: "The Commission shall, through District Planning Committees, identify and collaborate with a cross-section of stakeholders in each of the six (6) Commission Districts."

Motion by Ryan, second by Pike: Table this discussion until after Section V has been adopted. **Motion carried unanimously.**

4.4 Map Revisions

Al presented the Commission with the changes he asked Amy Ellison to make to the GMRPTC district map. Members discussed additional changes that would better illustrate and clarify the

populations and land areas served by the Commission, as distinguished from those of the Twin Cities Metropolitan area. Other suggestions for revisions were discussed at length. Tom Ryan also suggested a narrative companion piece describing the purpose, mission, and historical context of the GMRPTC.

Motion by Ryan, second by Nelson: For the Chair to convene a subcommittee to "vet out a template" to integrate suggestions made by the Commission members regarding the district map and a narrative companion piece. The motion was **withdrawn** when the **consensus was that AI send the suggestions discussed to Amy and return with revisions for further discussion.**

Marc asked Keith to enlist the services of an acquaintance of his to design a draft of the narrative piece and Keith agreed.

4.5 Report from the subcommittee regarding Secretary/Treasurer compensation

Keith reported that a subcommittee met prior to the regular meeting, that a quorum had been present, and that the subcommittee recommends compensation for the Secretary/Treasurer be \$500 per month.

Motion by Nelson, second by Schmitz: That the Commission approve a contract position compensated at a rate of five hundred dollars (\$500) per month to perform the clerical functions of the GMRPTC.

Because of discussions about separating the duties of Secretary and Treasurer into two positions, Bryan pointed out that the position and its appointee had been previously approved by the Commission, and that the subcommittee was only tasked with determining compensation.

Motion carried unanimously. The Chair will draft an agreement/contract for approval at the next meeting.

Motion by Nelson, second by Schmitz: That the Commission elect a member other than the Commission officers to serve as Treasurer for the purpose of reviewing financial documents prior to Commission approval.

After much discussion, Rita suggested that the procedure be: the Secretary/Treasurer will process financial documents and submit them to the Treasurer for review; the Treasurer will submit a report for approval by the Commission; approved expenditures will be signed by the Chair and submitted to the fiscal agent for payment.

Friendly amendment by Ryan, second by Anderson: That review of financial documents be added to the duties of Vice Chair. Nelson offered to withdraw the original motion if the duties of Treasurer are assigned to the Vice Chair.

AI decided to table the discussion and add it to unfinished business for the next meeting, and to detail the procedures for the Vice Chair to review financial documents at that time.

5. Approve Operating Procedures, Section V

5.1 Evaluation Team (Peer Team)

Al opened the discussion by noting that the GMRPTC is statutorily bound to the Greater Minnesota Regional Parks and Trails Strategic Plan (also referred to as "The 175 Study") which includes the establishment of "Regional Park and Trail Proposals Evaluation Team (Peer Team)." There will be a well documented funding process based on local input, objective criteria, vetted evaluations, and integration with the statewide parks and trails system plan. He explained that the process will be:

- Projects are solicited through the District Planning Committees
- Projects that fit master plans and have local financial support submit grant applications
- Grant applications are reviewed, evaluated, and prioritized by the Peer Team
- GMRPTC selects projects to advance to the legislature

Much discussion followed as members sought clarity and definition regarding the roles of the District Planning Teams, the Peer Team, and the GMRPTC.

Motion by Schmitz, second by Mattice: Approve Section V as written. **Withdrawn** to consider subsections separately.

Bill suggested that the function and form of District Planning Committees be included in Section V. **Al agreed to add District Planning Committees to Section V.**

Members expressed concern over the word "planners" in V.2.b as being too narrow, definitive and exclusive, and that experts in analysis and evaluation should come from a broader pool of potential participants.

Rita suggested that V.3.b should reference that the protocols and criteria are from the Strategic Plan. **Al will add a citation** and include the four specific criteria in the statute pertaining to Regional Significance. Those criteria are:

- Nature-resource based
- Serves more than a local population
- Utilized by a regional population
- Unique natural, historic, or cultural features or characteristics

Motion by Schmitz, second by Rasmussen: Remove V.3.c and modify V.3 to read "The duties of the Peer Team **may** be:"

Discussion included the need to develop a blueprint or template for guiding the work of the District Planning Committees. **Marc offered to help develop a blueprint modeled after a Statewide Health Improvement Plan (SHIP) grant he is working on.**

Al interjected that he plans to emphasize the expectation that the allocation/appropriation in 2016 be made directly to the GMRPTC in the January 15 report to the legislature. The Commission must have a well developed plan and processes in place to instill that confidence. **Al will present the Commission with a draft of the report at the meeting on December 11.**

Friendly amendment by Wilcox, second by Pike: Remove the reference to statute in V.3.a

Friendly amendment by Albrecht, second by Anderson: Add to the end of V.3.a "...as outlined in the Greater Minnesota Regional Parks and Trails Strategic Plan and Minnesota Statute 85.536, Subd. 6"

Motion carried unanimously.

5.2 Seven Member District Planning Groups

The discussion centered around the logistics of defining, organizing, and facilitating the District Planning Committees, and the possible employment of a Project Manager to do so. Members agreed that a Request for Proposals (RFP) should be designed to address these needs and distributed to a wide audience of professional planners.

Members engaged in an in depth discussion of their needs, expectations, concerns, and suggestions regarding the District Planning Committees. These discussions will be used to define the role of the committees and design the RFP. Members agreed that diversity of representation among participants is an essential objective in organizing the committees, and that input and feedback be solicited from a wide variety of sources, including electronic media.

Al asked Rita to organize a work group to focus on outlining an RFP, and asked Marc and Anita to participate.

6. Items from Members

6.1 Tom Ryan gave a brief description of the Legacy Advisory Committee (LAC), on which he and Rick Anderson serve. The LAC monitors the use of legacy funds for compliance with the law and establishes a direct relationship with the legacy legislative committee. The Greater Minnesota Regional Parks and Trails Coalition was a representative participant in the past. The GMRPTC is now obligated to fill that role and dialog with the LAC, as an equal member along with the DNR and Metropolitan Council. Al noted that the GMRPTC will not be ready to play a meaningful role on the LAC until the end of January. He also said the Coalition will surrender its seat on the LAC to the GMRPTC and reorganize to focus on lobbying and fundraising.

6.2 Marc gave a brief description of the Statewide Comprehensive Outdoor Recreation Plan (SCORP), which serves as the basis for what the state submits to the federal government for Land and Water Conservation (LAWCON) funding. The last one was completed in 2008. It is being updated by Laura Young, DNR Planner, for 2013 through 2017 to incorporate the legacy plan and will be completed in January 2014. This program is another tool for funding the outdoor recreation system. Funds are administered through the DNR and accessed via outdoor recreation grant proposals for municipalities.

6.3 Some members have been contacted by organizations and individuals seeking legacy funding for local projects, some of whom were referred to them by regional DNR staff. The DNR controls the funds and the grant process for 2014 and 2015, and the GMRPTC is not ready to receive project proposals. **Al will discuss this issue with Laura Preus and Bob Meier at the DNR and add it to the agenda for the December 11 meeting.**

6.4 A member roster was passed around for additions and corrections. Members were asked to include where they are from so that the district map may accurately reflect cities of residence.

6.5 A draft meeting expense voucher was presented for feedback from the members.

Motion by Hulett, second by Anderson: Approve the voucher form without revision.

Motion carried unanimously.

Motion to Adjourn by Nelson, second by Pike. **Motion carried unanimously.**