

Greater Minnesota Regional Parks and Trails Commission
April 22nd, 2015 10:00am – 3:00pm
Robert Ney Memorial Park Reserve

MINUTES

1. Call to order – Chair
2. Approve minutes of March 25th, 2015 meeting – Corrections Noted:
 - Commissioner Hulett noted that they no longer use the French version of his last name and that the “e” should be dropped.
 - Czapiewski noted that the minutes should read “Minutes” instead of Agenda.
 - Commissioner Wendorf noted the change in the minutes’ format and that a roll call should be included with names in the minutes.
 - Commissioner Nelson noted that in the update to Strategic Plans the term “No conflict between trail uses” would be more realistic changed to something like “minimal conflicts”.
 - Motion for approval of Minutes by Commissioner Anderson and second by Commissioner Mattice.
3. Approval of Treasure’s Report – Moved to Consent Agenda portion
4. Approve Agenda
5. Acknowledge Commissioners in Attendance:
 - Rita Albrecht, Rick Anderson, O. William Bruins, Michael Hulett, Al Liefport, Marc Mattice, Keith Nelson, Bryan Pike, Thomas Ryan, Barry Wendorf, and LuAnn Wilcox were present. Tom Schmitz was absent.
6. Acknowledge Members of the public in attendance:
Joe Czapiewski, Kathy and Jeff Schoenbauer
7. Unfinished Business:
 - 7.1 Letter from Coalition: A letter from Greater Minnesota Parks and Trails (GMPT), formerly referred to as the Coalition, outlined recommendations and suggestions from the leadership of GMPT relative to the current legislative session.
 - 7.2 Contract Language – Commissioner Anderson followed up the committee work that he has been assigned. Findings include:
 - The other state granting agencies that we looked at use typical DNR Grant Contracts with minor tweaks.
 - The Clean Water Fund used a standard contract from the Board of Water and Soil Resources (BOWSR). Copy was passed out.
 - Minnesota Historical Society uses a grant letter which typically is signed stating that they have received the grant.
 - Fine Arts has a two page contract. Copy passed out.

For this cycle, contracts are the responsibility of the DNR. We will want a legal review of the contract that we propose to use. Ask about the need for “disadvantaged business”, “prevailing wage”, and “grantee’s responsibility” sections.

7.3 Executive Director Position Description – Commissioners Hulett, and Pike. Initial work on the Executive Director position is done. Commissioners modified the template of 2013 and added additional information to description. Commissioner Nelson offered the services of St. Louis County’s HR Director to make sure that the application is in proper form.

7.4 Per Diem Resolution deferred to Consent Agenda

8. New Business

8.1 Web Application Demonstration

Brian Fischer, Houston Engineering

- Will launch May 1, 2015 and will start taking application on June 1, 2015
- Showed slides and gave overview of application.
- Clarification of DMS – Data Management System
- Did a walk thru demonstration of the application. Discussion, explanations and answered questions.
- Motion by Pike to increase word limit on description to 300 and enforce it. Seconded by Ryan. Motion carried.
- Need URL designation decision before May 1st launch.
- Commissioners Wendorf and Pike will do test application from home and/or office to see how it works. Will then get E-Team to look of it.

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

New Business continued

8.2 Web Site Development – Joe Czapiewski

- Joe showed 1st crafting of it. Worked with Communications Committee Did walk thru of site.
- Asked about Clean Water, Land and Legacy Amendment – District Graphics. Suggested where or how to fit it in headers as wanted.
- Commission will review website quarterly at the Commission meeting

8.3 District Planning Committee (DPC) meeting update - Joe

Joe gave a review of the attendance and discussion items for the 2015 meetings.

- District 1 (12), District 2 (6), District 3 (15), District 4 (20), District 5 (23)
District 6 (17)

8.4 Master Plan Requirements – Schoenbauer Consulting Inc.

Jeff reviewed the purpose of the Master Plan requirement in our Strategic Plan.

- Essential to tell the whole story of a project.
- E-Team will have to understand how they fit in region around them.
- If we help fund a MP for a park or trail that we have approved for regional designation, the funding can help insure that the MP ties to designation process.

8.5 Strategic Plan Update – Schoenbauer Consulting Inc.

Jeff walked through the changes and discussed as needed. DNR still remains in the driver's seat for mortorized trails mostly because of funding.

- Motion by Hulett 2nd by Ryan to approve Strategic Plan update
Request to change language on page 58 regarding DPCs and E-Team interaction.
"No Conflict" should be changed to minimize or reduce conflict
- Motion by Hulett, 2nd Ryan to accept changes. Pass unanimous

8.4 Legislative Committee Update

Concerns from the Legislature include:

- Are we going to leave the 2016 funding to just the 19 properties or are we going to open it up?
- What criteria are we using for our funding recommendations?
-

We will continue to advocate for a clean bill with no legislatively designated projects. We will need to develop project designations and a list of our funding criterion for the January 15, 2016 report.

9. Consent Agenda

DPC Expenses	\$ 133.50
Commissioner Expense mileage	\$ 198.70
Commissioner Expense	\$ 1,292.00
Chair in St Paul 2 weeks	\$ 2,474.15
Something	\$ 3,275.58
Bill from SC, Inc. – 3 Months	<u>\$ 7,000.00</u>
TOTAL	\$14,374.35

Motion made and approved

Per Diem Resolution: adequate mileage reimbursements have been made to resolve this billing issue to the satisfaction of the DNR project officer.

10. Items from members

- We should work to have ED on board by July.

11. Next meeting

City Hall – 125 Pinecone Road North, Sartell, MN
May 27, 2015. 10am.