

Parks and Trails Legacy Advisory Committee Meeting
SRF Consulting Group, Inc
One Carlson Parkway, Suite 150
Minneapolis, MN 55447

M I N U T E S

Members present: Rick Anderson; Lynnea Atlas-Ingebretson (WebEx); Kathy Bergen; Bob Bierscheid; Nancy Hanson; Brian Hubbard; Chuck Kartak; Wayne Sames; Jan Shaw Wolff; Tom Stoa; Barry Warner; Tony Yarusso

Absent: Jenny Smith, Dwight Morrison,

Agency Liaisons: Courtland Nelson; Arne Stefferud; Laird Mork

Guests: Mike Kimball, City of St. Paul (WebEx); Kirk Peterson

Staff: Laurie Young; Colin Kelly; Darin Newman

1. Welcome and Overview of SRF – Barry Warner

Barry Warner gave an overview of SRF and their work. He highlighted Parks and Trails Legacy funded projects using a display of photos and illustrations posted in the room.

2. Approval of Agenda

Approval of Minutes

Guidelines for Requests for Reimbursement

Confirm date and location for next meeting - December 5th,

DNR

Building

The agenda and minutes from the August meeting were approved. *Guidelines for Requests for Reimbursement* listing the dollar amounts that can be claimed for meals and the mileage rate were distributed. December 5th date for the next meeting confirmed.

3. Updates from the Liaisons

Courtland Nelson

- The Division is currently working on 260 projects. Many projects are being funded either wholly or partially with Legacy funds.
- Visitation numbers this past summer were good.
- Jan Wolff is the new Regional Manager for the DNR Central Region
- Preliminary work is being done for next session's bonding request.
- The Pedal MN Bike Summit was very successful.

Next Meeting: December 5, 2013
DNR Building, 500 Lafayette Road

Committee Actions Required

Each subcommittee will develop a short blurb on what they do (develop a committee charter).

Barry Warner will have a 2-page handout on Legacy Fund accomplishments developed.

Tony will bring the contract with the Citizen's League regarding Citizing for the Committee's consideration at the next meeting.

Brian will draft a letter of support from the Parks and Trails Legacy Advisory Committee for grant funding to work on the youth assessment.

Staff and Liaison Actions Required:

The three liaisons will work with the convening sponsors to develop a protocol for how replacement of members will be done.

The Memorandum of Understanding (MOU) signed by the three convening sponsors will be amended by the February meeting to include a process for filling vacancies and to change the convening sponsor from the Regional Parks and Trails Coalition to the Regional Parks and Trails Commission.

The DNR pie charts illustrating the allocation of funds by strategic direction will be revised for the next meeting. Rehabilitation will be added to the grants pie charts. Further assessment of the projects completed during the first allocation needs to be done in order to place them appropriately under a strategic direction.

Develop a pie chart showing allocations for all strategic directions for all agencies.

Additions to the website will be made including links to the Legacy Plan, updates to the talking points for audiences, and bios.

Develop a brochure communicating what has been accomplished with Legacy funds. Use pictures to communicate. Liaisons should find pictures and develop the content.

Courtland will set up a conference call to discuss connecting with legislators events will have Lynda set up a conference call with the other sponsoring agencies to discuss.

A DNR Parks and Trails System Plan update and draft products will be included on the next several agendas.

Laurie will send out meeting appointments for 2014

Arne Stefferud

- A web-based grant management system is currently being developed. Everything will be automated and digitized which will result in significantly reduced time, energy, and cost involved in administration
- *The Regional Parks Policy Plan* is being updated.

Laird Mork

The Greater Minnesota Regional Parks and Trail Commission met for the first time. There are 13 members, two from each district and one at large. Several members of the new commission were leaders and active in the Greater Minnesota Regional Parks and Trails Coalition. This will mean some reorganizing for the Coalition.

A question was raised regarding membership of the Legacy Advisory Committee. Two members of the new commission are also members of the Legacy Advisory Committee. Does this present any issues? The consensus was that there is no problem with dual membership and that it is an advantage in terms of communication.

The new commission is getting organized. They are reviewing pertinent information such as the *Greater Minnesota Regional Parks and Trails Strategic Plan* and the *Parks and Trails Legacy Plan*. They are also working on governance issues and reviewing models of governance. The process and administration for regional grant funding is also being discussed.

The question was raised by the Legacy Advisory Committee as to whether or not DNR would continue to have a local grant program. Courtland confirmed the local grant program will continue. Concern was expressed that there is a great need for a source of funds to support local parks and trails. However, the Legacy funds are for parks and trails of regional significance.

4. Governance – Lynnea Atlas-Ingebretson

- **Member Terms**
- **Survey Results**
- **Filling vacancies**

The question of who will serve two years and who will serve three years needs to be resolved. The suggestion was made that the convening sponsors make that determination. All but one member is willing to continue to serve beyond a two year term.

ACTION: The three liaisons will work with the convening sponsors to develop a protocol for how replacement of members will be done.

ACTION: The Memorandum of Understanding (MOU) signed by the three convening sponsors will be amended by the February meeting to include a process for filling vacancies and to change the convening sponsor from the Regional Parks and Trails Coalition to the Regional Parks and Trails Commission.

Spending by strategic direction

Pie charts illustrating the allocation of funds by DNR, Metropolitan Council and Greater Minnesota Regional Grants were distributed.

The need to clarify the meaning of the strategic directions and what is included and what is not included needs to be better documented.

ACTION: The DNR pie charts illustrating the allocation of funds by strategic direction will be revised for the next meeting. Rehabilitation will be added to the grants pie charts. Further assessment of the projects completed during the first allocation needs to be done in order to place them appropriately under a strategic direction.

ACTION: Develop a pie chart showing allocations for all strategic directions for all agencies.

5. Subcommittee Meetings

Subcommittees met between 11:00 and noon.

6. Subcommittee Reports

Communications

- **Contract with the Citizen's League**
 - **Update on website progress**
- **Funding**
- **Youth**
- **Benchmark**

Communications Subcommittee

The Communications Subcommittee is reviewing the website and making recommendations for additional information to be included.

ACTION: Additions to the website will be made including links to the Legacy Plan, updates to the talking points for audiences, and bios.

ACTION: Each subcommittee will develop a short blurb on what "they think they do." (develop a committee charter.

Funding Subcommittee

The Funding Subcommittee is working to identify funding criteria that can be used to allocate Parks and Trails Legacy Funds to the DNR, Greater Minnesota, and Metropolitan Council. They are gathering other examples of funding criteria by December 2013.

The Committee discussed the importance of communicating with legislators regarding the successes of the Parks and Trails Fund and the work of the Legacy Advisory Committee.

Development of a brochure was discussed. The brochure should include facts and pictures. The most important projects around the state should be depicted. Pictures communicating the impact of the fund in connecting people to the outdoors should be included. The brochure should be designed to elicits a positive response.

Barry Warner volunteered to have SRF develop the brochure with the raw material of text and pictures provided by the liaisons.

Liaisons would also like to coordinate an informal event with legislators early in the legislative session focusing on achievements of the Legacy dollars. Legacy Advisory Committees members should be represented at the event.

ACTION: Develop a brochure communicating what has been accomplished with Legacy funds. Use pictures to communicate. Gather Legacy fund project photos and brief descriptions. Liaisons should find pictures and develop the content. The raw material should be sent to Barry Warner.

ACTION: Barry Warner will have a 2-page handout developed.

ACTION: Courtland will have a conference call set up to discuss connecting with legislators events will have Lynda set up a conference call with the other sponsoring agencies to discuss.

Youth Subcommittee

Working on doing assessments focused on Legacy funded projects and programs involving youth and young adults. There is \$25,000 available through grants.

A letter of support from the Legacy Advisory Committee would be helpful.

ACTION: Brian will draft a letter of support from the Parks and Trails Legacy Advisory Committee for grant funding to work on the assessment for the grant he applied for. Laurie will send it to the LAC for review and comment and get Lynnea's signature.

Benchmark Subcommittee

The Benchmark Subcommittee proposed that the Legacy Advisory Committee look at one priority within each pillar to determine progress toward achievement. This assessment can be used to set measureable objectives.

One of the five year priorities was to "Develop a parks and trails roundtable that convenes regularly with the broad interests of Minnesota's parks and trials. Share information on implementation of the plan, provide feedback, and establish a roundtable to discuss issues, concerns, and recommendations for future actions."

A potential model to look at is the annual Fish and Wildlife Roundtable conducted by DNR.

The Subcommittee asked for feedback on this idea.

There was consensus that regional meetings would be better than one statewide meeting. Regional meetings would encourage more attendance and represent regional concerns and that the Legacy Advisory Committee will be involved.

A target date is fall of 2014.

7. Overview of the Division of Parks and Trails System Plan - Courtland Nelson and Laura Preus, DNR Division of Parks and Trails Policy, Programs, and Planning Section

The Division of Park and Trails is developing a system plan for state parks and recreation areas, state trails, water recreation and state forest recreation areas. The purpose of the plan is guide decisions on the type and priority of future investments (includes new investments as well as operations and maintenance), and potential alternative management strategies. Four work groups are in the process of developing draft products. There will be an opportunity for stakeholder involvement in the future.

ACTION: A DNR Parks and Trails System Plan update and draft products will be included on the next several agendas.

Next year's schedule

ACTION: Laurie will send out meeting appointments for 2014.