

**Greater Minnesota Parks and Trails Commission
Meeting Minutes for February 20, 2014
Sartell City Hall Conference Room**

APPROVED 3/20/14

Members Present: Rita Albrecht; Rick Anderson; Al Lieffort; Marc Mattice; Keith Nelson; Brian Pike; Anita Rasmussen; Barry Wendorf; LuAnn Wilcox

Members Present Remotely: Bill Bruins; Tom Ryan; Tom Schmitz

Members Absent: Mike Hulett

1. Call to Order

The meeting was called to order by Chair Al Lieffort. He acknowledged members attending the meeting remotely and informed them that they will not be allowed to vote as we "test out the technology" and familiarize ourselves with the protocols for meeting by electronic means.

2. Approval of Minutes

Motion by Pike, second by Wendorf: Approve the minutes for January 3, 2014. LuAnn noted a typographical exclusion that will be corrected in the published minutes. **Motion carried.**

3. Open Time for Public Comment

No guests were present.

4. Unfinished Business

4.1 - GMRPTC Statewide Districts Map

Keith presented a revised version of the statewide map of commission districts to be used as an informational tool. He said that each district will also be extracted to be used separately, and will distinguish county boundaries and county seats more clearly.

Motion by Anderson, second by Albrecht: Accept the map dated 01/16/14 as the working model. Barry noted that his city of residence is Zimmerman and was incorrectly shown as Cambridge. **Motion carried** as amended.

4.2 - Commission Letterhead

Bryan presented a revised version of the letterhead for discussion. Suggested changes included: use of the statewide districts map as the commission logo in the upper left corner; use of a uniform font throughout; removal of the ampersand; removal of hyphens before commissioner cities of residence; placement of the state legacy logo in the lower right corner; inclusion of an address along the bottom and use of the chair's address as the commission address; inclusion of the e-mail address of the commission: gmrptcommission@gmail.com; use of the light green background color to be consistent with the map.

Bryan will integrate the suggestions and present a revision for discussion at the next meeting.

4.3 - 2014 Meeting Schedule

Motion by Anderson, second by Nelson: Adopt the third Thursday of each month as the regular meeting date for the commission, with the third Friday of the month as the automatic alternate in the event that inclement weather or road conditions, or other unusual circumstances, necessitate.

Motion carried.

4.4 - Report to the Legislature

AI invited comments regarding the annual report dated 01/15/14 that was submitted to the legislature. Members approved the document and appreciated the chair's work in writing and submitting it.

4.5 - Legacy Advisory Committee Appointments

Members continued the discussion initiated at the meeting on January 3, 2014 regarding the commission's three appointments to the Legacy Advisory Committee (LAC). At that meeting, the general consensus was to reaffirm the appointments of Wayne Sames and Kathy Bergen, although no formal action was taken. It was suggested that the GMRPTC At-Large Commissioner be designated in the commission operating procedures as one of the three appointees. That member would replace, or share the appointment with, Tom Ryan, who is otherwise resigning from the LAC. Anita agreed to this appointment as the current At-Large Commissioner, and prefers sharing it if either member attending will have voting privileges.

AI read a draft *Memorandum of Understanding between the Department of Natural Resources, Metropolitan Council, and GMRPTC* into the record. It describes LAC membership composition and terms of operation. It cites the purpose of the LAC is to oversee implementation of the Parks and Trails Legacy Plan, and to champion the Parks and Trails Legacy vision. AI said the LAC provides feedback and testimony to the legislature regarding progress toward fulfillment of the 25-year plan.

Selection of appointees to represent the commission on the LAC will be made from citizens and elected officials whom are thoroughly versed in GMRPTC processes and procedures, are not directly affiliated with fund recipients, and share a statewide perspective for a comprehensive, well-designed, integrated system of parks and trails.

Keith reiterated the need for strong representation of GMRPTC interests on the LAC, and expressed concern that the commission not be "pigeon-holed" in the process. His concern stems from hearing DNR staff say that the commission "doesn't understand how difficult the process is and that we should just let them do it," and he "[doesn't] think that's what the legislature intended." AI interjected that he believes the legislature will take more heed of the LAC in the future and will recognize the GMRPTC representatives as advocates for the interests of Greater Minnesota.

Motion by Anderson, second by Mattice: Reaffirm Wayne Sames and Kathy Bergen to serve out their current terms as GMRPTC appointees on the Legacy Advisory Committee.

Discussion included support for the reappointment of Wayne Sames because of his extensive experience in grants administration with the DNR. There is some concern regarding the reappointment of Kathy Bergen because of her position as Recreation Director for the City of Duluth, and the potential perception that Duluth interests could dominate in District 1.

Motion tabled to consider actions taken at the February meeting of the LAC and determine the expiration dates of current appointments. **Rick, as a member of the LAC, will report back with**

that information. Adoption/endorsement of the Memorandum of Understanding will also be taken up at the March 20, 2014 meeting of the commission.

5. Approve Operating Procedures

5.1 - Section V.A - District Planning Committees

AI submitted a revised draft for commission approval, per previous discussions.

Motion by Mattice, second by Pike: Adopt Section V.A as written. Friendly amendment by Pike, second by Mattice to specify that the two commissioners from each district will serve as two of the seven to thirteen members on the District Planning Committees. **Motion carried.**

Motion by Nelson, second by Pike: Authorize mileage reimbursement and per diem payments for District Planning Committee members to attend district planning meetings. **Motion carried.**

5.2 - Section V.B - Peer Review Team

Discussion tabled until the regular meeting on March 20, 2014.

6. New Business

6.1 - 2013 Expenses Submitted by Schoenbauer Consulting

Schoenbauer Consulting submitted a spreadsheet describing work they performed during 2013 on behalf of the GMRPTC, and requesting payment thereof. In consultation with the DNR, AI determined that work they performed and expenses they incurred prior to the establishment of the commission and its first meeting on October 28, 2013 cannot be compensated. He amended the spreadsheet totals accordingly.

Motion by Albrecht, second by Wendorf: Approve compensation to Schoenbauer Consulting for work performed between October 28, 2013 and December 30, 2013 in the amount of \$4,383.58. **Motion carried.**

6.2 - New Contract with Schoenbauer Consulting

Per discussion at the commission meeting on December 11, 2013, a proposal for services dated December 6, 2013 was deliberated on by a work group convened to reflect a more limited scope of services. A revised list of services and commensurate budget dated January 16, 2014 was presented for approval by the commission.

Motion by Wilcox, second by Pike: Approve the revised budget in an amount ranging from \$27,600 to \$38,400 with a forthcoming amended proposal and scope of services respective of said revisions.

A friendly amendment by Nelson was accepted to include a list of current and future contracts or relationships the consultant has where a potential conflict of interest may exist, or be perceived to exist. It is also requested that the consultant provide regular updates to the commission as to the amount of budget expended and the percentage remaining as the contract is executed.

Motion carried.

Jeff Schoenbauer met with the commission to discuss the needs and expectations of the commission. His primary focus is to assist the commission in "operationalizing the strategic plan" and implementing a "disciplined, pragmatic approach to planning." Members asked that he provide clarity to the operational processes as an immediate need, particularly that of developing, organizing, and facilitating the District Planning Committees. He will provide options and suggestions to the commission for discussion, from which the commission will determine a consistent message and methodology.

6.3 - Review PowerPoint Presentation

AI developed a PowerPoint presentation at the request of Tom Schmitz, who was invited to talk about the District Planning Committees at a statewide meeting of the Regional Development Commission. Members viewed the presentation, made comments, and offered suggestions. **AI will revise it to integrate the changes and bring it back to the commission.**

6.4 - Electronic Meeting Protocol

AI said that every meeting will be made accessible by electronic means. He said that members attending remotely must be in a public location that is open to the public, the location must be announced ten days in advance, and the public must have the opportunity to attend at that location.

6.5 - Review Project Manager Job Description

The consensus is that the work of the commission for 2014 can be accomplished through the commissioners and consultants, and that hiring a Project Manager is not immediately necessary, so this discussion was tabled until further notice.

6.6 - Discussions: GMRPT Coalition, Rural Counties Caucus, Coalition of Greater MN Cities

Chair AI Liefert will meet with the leadership of these organizations on February 25 and was asked by Dan Larson, lobbyist for the Rural Counties Caucus, to provide a statement of the commission position regarding the *Metrics for Allocating Parks and Trails Legacy Fund Appropriations*, proposed by Metro Regional Park Implementing Agencies in a document dated November 22, 2013.

Members discussed the proposal as having the appearance of being equitable, but having the result of diverting legacy funds away from greater Minnesota by reliance on skewed visitation data.

Motion by Wilcox, second by Wendorf: The Greater Minnesota Parks and Trails Commission opposes changes to the Parks and Trails Legacy Fund appropriations formula. **Motion carried.**

7. Consent Agenda

Motion by Nelson, second by Anderson: Pay meeting expense reimbursements as submitted. **Motion carried.**

Motion by Albrecht, second by Pike: Approve payment for clerical services, February and March 2014. **Motion carried.**

Rita offered the option of using Electronic Fund Transfer (aka direct deposit) for reimbursement payments. Forms will be sent via e-mail for members choosing to do so.

Motion by Wendorf, second by Rasmussen to adjourn the meeting. **Motion carried.**