

Parks and Trails Legacy Advisory Committee Meeting
Oxbow Park Nature Center
June 28, 2012
9:00 am – 2:30 pm
Meeting Notes

Attendees: Tom Stoa, Lynnea Atlas-Ingebretson, Laurie Young, Jan Shaw-Wolff, Chuck Kartak, Bob Bierscheid, Brian Hubbard, Arne Stefferud, Chuck Wocken, Rick Anderson, Wayne Sames, Nancy Hanson, Jenny Smith, Tom Ryan, Courtland Nelson, Jenny Wood

Announcements:

- Grumpy Sell has resigned from the Committee due to health concerns.

Funding Committee Update

- The first meetings were dedicated to understanding expectations and brainstorming.
- Ground rules, an overview of the *Parks and Trails Legacy Plan*, and summary of past allocations were presented at the second meeting.
- Communications were also discussed at the second meeting. It was decided that Minnesota Environmental Initiative (committee facilitator) will be the official spokesperson for the group.
- The goal is to reach an agreement that all parties can live with. A schedule was developed that allows all nine members to attend all meetings.
- The group is striving to develop a model for equitable allocations for the next 10 years. Recommendations will be submitted to the Commissioner of DNR by early October.
- Committee meeting agendas and meeting minutes are available on the Minnesota Environmental Initiative website.

Principles and Values for the Funding Committee to Consider

Suggestions:

- Use guidelines for investments from the *Parks and Trails Legacy Plan*.
- Ensure compliance with the *Parks and Trails Legacy Plan*.
- Address fairness and equity – especially racial and gender equity. We need to prepare NOW for the future demographic changes. We need to be flexible, dynamic and inclusive.
- Try to find out what the citizens of MN think is fair and equitable.
 - This group could be the mechanism to find out what MN thinks.
 - SCORP process could do this, as well – it is updated every 5 years and Legacy should be included in the next one.
 - Use four strategic directions from the *Parks and Trails Legacy Plan* to frame the question.
 - Are there ways for us to engage more representative populations?
 - Consider use of focus groups?
 - Need to include an education component
- Potentially include an appropriation in legislation for social science research based on a set of questions that need to be answered about Legacy dollars.
 - What types of questions need to be asked?

- Proactive marketing of results is important.

ACTION ITEM: Produce notes in bullet form and provide to funding committee.

Legacy Advisory Committee Charter

Goals for discussion of the Committee Charter

- Review entire document
- Identify missing and additional items
- Changes and edits
- Review action steps
- Task committee with items to further adjust
- Identify plan for electing chair(s)
- Follow-up
 - Split document into key documents

Engagement

- Be intentional about not over talking issues
- Be flexible and mindful about time
- Be inclusive & transparent
- Avoid wordsmithing, do focus on contextual changes
- Don't supplant the *Parks and Trails Legacy Plan*

Suggestions:

- Add general statement to the purpose statement that: the Committee will be guided by the overall principles laid out in the Legacy Plan
- We all agree that the entire group isn't the editor, but that a small group works with the authors to edit

Additional notes on Committee Charter Draft Document attached

Next Steps

Committee chair:

- Develop job description
- Develop timeline – how long can we go without a chair?
- Appoint/nominate/decide chair

In next email: solicit volunteers for chair, alternate chair, and subcommittees.

Try to see what types of projects have been funded by Legacy money.

August 23 for next meeting – DNR sponsor

October 31 for the following meeting.

Meeting time: 9:30am.

Parks and Trail Legacy Plan Advisory Committee Scope, Charter, & Action Steps

Draft 06/20/2012

Purple text = notes from 6/27/12 meeting

This is a working document, a draft, and the best intentions of its authors. It includes the sentiments, ideals, and best understanding of our work and conversations to date. Please reserve judgment, capture ideas, and identify changes as you read this document.

It is formatted to assist in the facilitation our conversation on the scope, next steps, and the charter of the Parks and Trails Legacy Advisory Committee in an organized fashion. We will use this document as a guide; it is organized in a linear fashion by grouping related items under key elements of our work. You will find sections of color text that indicate particular needs.

Green text— Are areas we know we will need to discuss and come to a conclusion on. They may also need additional information from members or convening sponsors with specific knowledge.

Orange text— Are suggested action steps that were identified during our process. They may be amended or added to. They are a result of the thinking that took place in the development in this document.

After our meeting this document may be separated into three or more key documents which may include:

- A Scope
- The Committee Charter
- Action Steps

These documents will be further refined to reflect the ideas, edits, and decisions of the Advisory Committee. These documents will also be formatted to serve the use and needs of the committee in the most efficient way possible. The process will be inclusive and democratic.

Thank You!

Items to address in document:

- Identify options for recruiting and replacing members
- How will the group make recommendations to Commissioner, MetCouncil, greater MN, legislature, public
- Separate out “orientation” sections (vision, mission, principles) from the rest of the charter

DRAFT

Parks and Trail Legacy Advisory Committee Scope *Draft 06/20/2012*

The Purpose of the Parks and Trails Legacy Advisory Committee

There are three core elements as well as Guiding Principles, Guidelines for Investments, and Target Markets that have been identified and define the purpose and scope of the Parks and Trails Legacy Advisory Committee (here after referred to as the Advisory Committee). The three core elements include the Mission Statement, the Four Strategic Directions, and the details of the 4th strategic direction as articulated on page 28. of the Parks and Trails Legacy 25 year Long Range Plan. These key statements, principles, and guidelines serve to direct and shape the work of the Advisory committee and are as follows:

A. Core Elements

1. **Mission Statement:** *to oversee the implementation of the 25 year Parks and Trails Legacy plan, and champion the development of a seamless network of parks and trails of state and regional significance. [this group focuses on what the legislation says] possibly rearrange: ...the development of state and regional parks and trails in a seamless statewide network.*

Options:

1: "...and champion parks and trails of state and regional significance within Minnesota's seamless network of outdoor recreation (or outdoor recreation system)."

2. **Four Strategic Directions (pg. 5):**

- *Connect People and the Outdoors*
- *Acquire Land, Create Opportunities*
- *Take care of What We Have*
- *Coordinate Among Partners*

3. **Enhanced coordination of Minnesota's seamless network of state and regional parks and trails through a statewide advisory body (25 year Long Range Plan, pg. 28)**

- A statewide advisory body will promote and coordinate the implementation of the 25-year *Parks and Trails Legacy Plan*.
- **Purposes of the advisory body include:**

1. Promote and coordinate the implementation of the 25-year long-range *Parks and Trails Legacy Plan*.

- Encourage the coordinated development of a network of parks and trails.
- Work together on issues of common interest, such as: efforts to increase participation; make strategic connections, additions and expansions; and develop a way to share best practices.
- Involve youth in the advisory committee planning efforts in order to build ownership in Minnesota's parks and trails.
- The Parks and Trails Legacy Plan Steering Committee will advise the DNR Commissioner on the establishment of the advisory body. (confusion – because this is a different body that has already done work) Add note: This action has occurred or this committee has decided this. Or add cross-referencing (i.e. see section 2B in Legacy plan)
- Identify benchmarks, design methods and collection systems, and report on progress.

2. Define the Greater Minnesota Parks and Trails Regional Network.

- Help guide and support its development, creating agreement on how it best relates to the state parks and trails system as well as the metro-regional park and trail system.
- Build on the recommendations and criteria laid out in this plan.

3. Encourage state and regional park and trail providers to connect regularly with their local and federal counterparts, ensuring that all systems work as a coordinated whole.

- Foster the continuation of the work among park and trail providers to create a seamless network of parks and trails that began during the Legacy planning process.
- Use the Minnesota Recreation and Park Association network, as well as other established networks, to help facilitate these conversations.
- Support statewide discussions to identify the barriers to creating a seamless system and work to overcome them.

1. **Stewardship.** Build responsibility for Minnesota’s Natural resources with a particular emphasis on engaging the next generation of Minnesotans.
2. **Focus on Children.** Recognize that Children are the pathway to increasing participation and environmental stewardship. *Maybe should be “focus on children and families” or add “women”*
3. **Inclusiveness.** Support opportunities that welcome all Minnesota’s diverse population.
4. **Accessibility.** Support opportunities for people of all abilities. Remove constraints between people and the outdoors and enable active lifestyles.
5. **Orientation to the future.** Be strategic, and research-and data-driven, and have a sense of priority.
6. **Connectedness.** Build an interconnected system with parks, trails, lakes, rivers and natural areas that are accessible to all Minnesotans.
7. **Significance and Endurance.** Create opportunities, perhaps intangible, that do not exist today. Build on the current successful network of parks and trails.
8. **Supplement, Don’t Replace.** Enhance current parks and trails revenue streams; don’t replace them.
9. **Partnerships.** Optimize use of Legacy Funds by encouraging coordinated and collaborative approaches.
10. **Accountability.** Be transparent and easily understandable to the public.

Suggestions:

- Have subcommittee go through the guiding principles and add/change these
- Committee could update Legacy plan in the future to reflect changes in the environment, demographics, etc.

C. Guidelines for Investments (pg. 32)

1. **A balanced approach.** Legacy Funds should be invested in the four strategic directions of this report: connect people to the outdoors; buy land, create opportunities; take care of what we have; and coordinate among partners. A viable parks and trails system requires supporting a variety of activities: acquisition, development, redevelopment, restoration, operations and maintenance, as well as programming and marketing. Daily maintenance, such as trash removal and cleaning bathrooms, is not recommended for use of Legacy Funds. *[Add “Routine operations and maintenance” in place of “daily” also don’t need to be so specific to include “cleaning bathrooms”] {suggestion to either leave it as-is or get rid of it all together}*
2. **Flexibility.** Recognize that state and regional parks and trails characteristics and needs vary widely throughout the state and that they will likely change significantly over the coming

decades. Outdoor recreation providers should be able to respond in a timely manner as unexpected or one-time opportunities arise. Major demographic, cultural, economic, environmental, and social changes are taking place that will influence how, when, where, and why people participate in outdoor recreation activities. Flexibility in the use and distribution of Legacy Funds will be an important factor in determining how well we are able to adapt to these changes.

- Don't establish a set distribution formula for parks and trails Legacy Funds; recognize that funding levels may fluctuate across parks and trails of state and regional significance as well as across the four strategic directions over time to meet changing and evolving needs.
 - Take advantage of exceptional, one-time opportunities that may require larger-than-normal fund allocations in a timely manner.
 - Create an opportunity fund for acquisition projects that require immediate action.
3. **Fairness and equity.** Distribute Legacy Funds in a manner that will be viewed by the citizens of Minnesota as reasonable. Geography, population, and funding sources should be taken into consideration.
- Ensure that Legacy funding supplements existing sources of funding to accelerate support for Minnesota's parks and trails of state and regional significance. This fund must not replace other sources.
 - Establish minimum funding levels for parks and trails of state and regional significance (a funding floor) to ensure that all park and trail systems receive at least a minimum allocation on a regular basis. This allows for flexibility in funding across state and regional parks and trails over time. Do not lock funding allocations into a set formula.
 - Over time, achieve at least a reasonable degree of equity of funding among parks and trails of state and regional significance. This does not suggest equal funding amounts for each system.
 - Provide Regional Park and trail providers in Greater Minnesota with grant opportunities to assist their efforts to connect people with the outdoors through marketing and programming.
 - Build strong relationships among the providers of parks and trails of regional significance. Encourage development and support of the complementary facilities and discourage duplicative ones.
 - Ensure reasonable access for Minnesotans of all abilities. Help users make informed choices to meet their interests and needs.
4. **Recognize differences and play to the strengths of each outdoor recreation provider.** The needs, priorities, resources, and existing infrastructure vary greatly across state and regional parks and trails. These differences will evolve and change over time. The investment guidance should recognize and embrace these differences and avoid a one-size-fits-all approach.

5. **Be strategic in complementing other funding sources.** Legacy Funds must supplement existing sources of funding so as to increase the overall effort for making Minnesota's state and regional parks and trails better. Legacy Funds should attract and leverage other sources of funding, allowing for an increase in the extent and quality of the existing state and regional systems.
 - Use Legacy Funds to leverage other funding sources so as to maximize the benefits of the Parks and Trails Fund investment.
 - Coordinate the timing and amount of investments from all funding sources for state and regional parks and trails in ways that maximize the strengths and benefits that each source can provide.
 - Optimize all available sources of parks and trails funding. Don't rely on the Legacy Fund to carry the parks and trails load.
 - Legacy Fund investments must be strategic and provide high-quality recreational opportunities that benefit a wide variety of people.
 - Evaluate parks and trails Legacy investments, ensuring that they are cost-effective and meet visitor needs.
6. **Encourage local contribution.** Local contribution is a concrete expression of commitment to a proposed project. It also can increase local ownership of the park or trail project. Local contribution extends parks and trails funding, including Legacy funding, to have a greater total impact. Local contribution is challenging for some communities; innovative approaches to raising local contribution will help these communities reach their parks and trails goals.
 - Work to standardize matching requirements for related state funding sources to a 25 percent local match.
 - Encourage leveraging funding from multiple sources, including other local sources, state, federal, private, and foundations.
 - Recognize in-kind matching contributions. These contributions add real value other than cash and include materials, equipment services, staff time, or other professional services. They allow local communities to demonstrate their commitment to a project in a meaningful and affordable way.

Suggestions:

- It makes sense for this committee to review funding committees recommendations
- This discussion will be brought to funding committee when completed – shouldn't affect the outcome of the funding committee's work.

D. Target Markets (pg. 7)

- Youth
- Young Adults
- Families w/ Children

- Racial and ethnic Minorities
- New Immigrants
- Older Adults

Suggestions: presentation of demographic shifts

DRAFT

Parks and Trail Legacy Advisory Committee Charter *Draft 06/20/2012*

Potential Addition: We will advise our sponsoring agencies and the legislature

Background

The Parks and Trails Legacy Advisory committee has been convened by the Metropolitan Council (Met Council), the Minnesota Dept. of Natural Resources (DNR), and the Greater Minnesota Regional Parks and Trails Coalition (GMRPTC). The Met Council, DNR, and GMRPTC are here after referred to as the “convening sponsors” as defined by the MOU between the agencies. Initially each convening sponsor appointed three members to the advisory committee, six to eight members are selected through an open solicitation process, and each convening sponsor appoints an ex-officio member representing their agencies to serve as an information provider to the advisory committee and a communication link between the convening sponsors. The Parks and trails legacy advisory committee’s mission is to oversee the implementation of the 25 year Parks and Trails Legacy plan, and champion the development of a seamless network of parks and trails of state and regional significance.

Advisory Committee and Meeting Structure

1. Chairperson and Alternate Chair

- a. A chairperson and alternate will be selected from within the Legacy Advisory Committee membership by a vote of the committee.
- b. Chair selection will rotate among the sponsoring agency appointees and an “at-large” representative over a four year cycle. *Concern: that is a small pool of people eligible to be the chair each year*
- c. Each chair would have a one year term
- d. The Role of the Chair
 - i. Facilitate discussion of meetings and ensure the agenda and minutes reflect the direction the committee identifies
 - ii. Ensure each participant has access and is heard in each meeting
 - iii. Work to resolve conflicts that arise with process and strategy
- e. The Role of the Alternate Chair
 - i. To ensure continuity the Alternate Chair would succeed as the chair in subsequent year.
 - ii. Substitute for chair when they are unable to attend

2. The Role of the Committee members

- a. Follow the governing documents including: the code of conduct and ethics, conflict of interest policy, and reimbursement policy.

- b. Members can delegate voting rights to other member of the advisory committee to vote in their absence, and/or to select an additional representative to vote on their behalf via written notification to the Chair. Concerns: It isn't fair to those present at the meeting to allow votes by those not there. Does this committee have the authority to delegate votes? It would be helpful to have someone stand in/proxy if a member isn't available to attend the meeting. Discussion of allowing email vote. Concern with a vote by someone who wasn't involved in the conversation. Point was brought up that people on the committee were selected based on their specific skill set. Perhaps MOU should be amended to recognize issue with alternate appointment. Attendance should be addressed in the Role of Committee Members section.

Decision: As of now, it's ok to have someone attend for someone to report and take notes, but not vote.

- c. Initial Advisory Committee Member terms for the Legacy Advisory Committee will be for two or three years, with half of the members serving two years and half of the members serving three years.
- d. Subsequent Advisory Committee member appointments will be for two years, to create staggered terms.

Will discuss and assign 2 and 3 year terms at the next meeting.

- e. Committee members may be appointed for no more than ___ consecutive terms. Does the committee have a say in this or do the entities decide? What about non-consecutive term limits?

Decision: suggest 2 consecutive terms

- f. Members should review necessary documents before meetings, arrive on time, and proactively participate in meetings.

- g. Members should keep their member organizations and constituencies informed about the work of the committee.

Action items: At-large members: add to roster who they report to/represent. Need to develop a committee webpage to provide information to the public.

- h. Members agree to disclose potential conflicts at the beginning of each meeting and in compliance with the Conflict of Interest Policy. "Conflict of interest" in this group may be very broad or general. "Potential" is the key word here – group can decide a potential conflict is not actually a conflict of interest.

Action item: develop policy to define "conflict of interest" for this group.

- i. Members conduct and feedback must be respectful, constructive, and cooperative.

3. Workgroups and Subcommittees

- a. Workgroups (temporary) and subcommittees (standing) may be created to advise the Legacy Advisory Committee on specific projects or tasks by a vote of the Advisory Committee. They may include members from both within and outside the advisory committee.

4. Decision making

- a. Decisions will be made by consensus.

- b. Consensus is defined as an agreement that all committee members can live with.
- c. This requires learning, listening, and compromising.
- d. Impasses will be addressed by the committee or Chair (?) working to address the issue promptly with an efficient agreed upon method. All impasses will be recorded and reflected in reports or minutes as appropriate.

5. Meetings

- a. Will be held every other month or no less than 6 meetings a year
Action item: Change to “Meetings may be held every other month, but no less than 4 meetings a year.”
 Sponsors will work with Committee to establish meeting schedule
- b. Meeting schedule can be determined on an annual basis starting in the first month of the year
Action item: Add meeting location to the discussion with meeting schedule, try to allow for teleconferencing for far outstate participants.
- c. Meetings can be and amended as needed by a vote of the committee.
- d. Official Meeting Minutes will be taken

6. Formal decisions require quorum

- a. A quorum is at least 50% plus one of membership and a minimum of one rep from each convening sponsor and one at large member. This will be discussed once the issue with proxy/substitutes is decided.

Suggested Action Steps

1. *Create a Governance subcommittee to further develop the charter and committee and address impromptu governance issues for:*
 - a. *Advisory Committee Role(job) Description*
 - b. *Advisory Committee Charter Business Rationale/Context Development*
 - c. *Membership and Designation (number of members, description of expertise required, and or groups to be represented in order to achieve a fairly balanced membership and whether the committee will be composed of special government Employees (SGEs), Representative members, Regular Government Employees (RGE), or members from several categories.)*

Communications

1. Spokesperson

- a. Chair will work with the convening sponsors to identify the best spokesperson to meet the interests of the plan and the specifics of media or public communication needs and requests.
- b. Advisory Committee members will clearly identify spokespersons, their role, and committee membership status when speaking with the public or media.

2. Internal Communication

- a. Sponsoring Agency Support Staff ensures that all committee members receive meeting materials and other pertinent information.
- b. All committee products, benchmarks, reports, agenda, and minutes are available online and by request.

3. Reporting

- a. An annual report will be completed for the convening agency leadership to inform their practice.
- b. Additional reports or documents will be produced as needed to serve the purpose of the Advisory Committee
- c. Advisory Committee progress, outcomes, and advisement to the convening sponsors will be provided to the public ~~biannually~~. Semiannually
Suggestion: Chair can have this role at the beginning.

4. Record keeping.

- a. Staff will record minutes from meetings that will include all action items, key meeting discussions, formal and informal decisions, and recommendations.
- b. Subcommittees will be responsible for maintaining minutes, providing them to the staff, and giving updates at full group meetings.
- c. Meeting minutes will be reviewed by Chair and CC' to Alternate Chair and distributed to the committee within two weeks after the meeting to allow for action items to be accomplished.
- d. Legacy funded or other appropriate staff will be used to publish the work (reports, recommendations, and minutes) of the committee on the legislation coordinated website consistent with other legacy funds.

Suggestion:

Review previous meeting minutes at the beginning of each meeting

Suggested Action Steps

1. *Create a subcommittee to develop a practice/policy and address ongoing issues for:*
 - d. *Handling Media calls*
 - e. *Handling Public communication requests*
 - f. *Developing Written Materials*
 - g. *Notifying the public and disclosure (what type of minutes, reports, and notifications will be developed, how they will be kept, and distributed).*
 - h. *Record keeping (record what information needs to be recorded in minutes (e.g. formal and informal decisions, establishment of committees and other subgroups, Reporting schedule, public access.)*
 - i. *Determine to what agency(s) we are required or should report to.*
 - j. *Assist with website/social media – determining content*

Benchmarks and Milestones

1. Committee Develop and Management Benchmarks

- a. Develop and ratify charter
- b. Select Chair and Alternate Chair
- c. Review the Fund Groups Recommendation alternatives and options
- d. Develop initial subcommittees
 - i. Subcommittee on Governance
 - ii. Subcommittee on Benchmarks and Milestones
 - iii. Subcommittee on Communication
 - iv. Subcommittee on Youth Engagement
- e. Advise on Greater Minnesota Parks and Trails Coalition 175 Study

2. 25 Year Plan Benchmarks

- a. Reviewing, prioritizing, and reviews Benchmarks as identified in the plan and valued by the people of MN.
- b. Protecting the value and use of the funds to supplement no supplant existing funds.
- c. Asses the feasibility of the 25 year plan
- d. Evaluate and adjust the plan benchmarks as needed every five years based on new cost estimates, innovative strategies, and changing dynamics. Major changes would need to go through a public process.

Suggested Action Steps

1. *Create a Benchmarks and Milestones subcommittee to:*
 - a. *Develop a work plan for the Advisory Committee*
 - b. *Develop a system for prioritization, review, and evaluation of benchmarks and milestones.*

Stakeholders internal/external

- MN Public and Target Audiences (identified in the plan)
- Sponsoring agencies
- Committee members
- Future residents of MN
- Legislature
- Local Governmental and Tribal Agencies

Scope of work

1. Committee will terminate in 2034 or The MOU identifies until 2016
2. The Leadership of the convening sponsoring and the MN public via the Legacy fund website.

3. Accomplish outcomes in alignment with the key documents and agreements of the Parks and Trails Legacy Advisory Committee and as identified in the work plan.

Support from sponsoring agencies

1. What does this include
2. What roles support the committee
3. Estimated annual Operation Costs, Consider and Address issues related to Costs.
 - Staff and committee members are asked to submit costs associated with committee business.
 - Estimated annual Operation Costs of and staff years (source of, costs of expenses, and fte.)
 - The Advisory committee should minimally:
 1. Determine at the costs to operate the committee.
 2. Track out-of-pocket expenses for committee members. Consider the toll, strive to limit expenses, and recognize that not covering expenses is creating a barrier to an inclusive and fair process in the future and possibly now.
 3. Consider developing a plan for reimbursement and at least covering mileage.

Sideboards (work management methods)

1. Agree to be mindful of the 2008-2012 State Comprehensive Outdoor Recreation Plan (SCORP) that is Minnesota's outdoor recreation policy plan and gives outdoor recreation decision-makers and managers a focused set of priorities and suggested actions to guide them as they make decisions about outdoor recreation.
2. Agree to follow the spirit and intent of the Parks and Trails Legacy 25 year long range plan.
3. Agree to abide by the memorandum of understanding between the Department of Natural Resources, Metropolitan Council, and the Greater Minnesota Parks and Trails Coalition.
4. Agree to follow recommendations of the parks and trails fund work group that as directed by 2011 state legislature for the Commissioner of the Department of Natural Resources to convene and facilitate a working group of nine members to develop consensus recommendations for the allocation of the parks and trails fund for the FY 2014-2015 Biennial Budget. *Laws of Minnesota, 2011 First special Session, Chapter 6, Article 3, Section 7(f)*.