

**Greater Minnesota Regional Parks and Trails Commission**  
**Minutes for February 22, 2017**  
Sartell City Hall, Sartell, MN  
**APPROVED**

**Commissioners in Attendance:** Marc Mattice, Rick Anderson, Tim Kennedy, Keith Nelson, Bryan Pike, Barry Wendorf, Tom Schmitz, LuAnn Wilcox

**Commissioners Absent:** Mike Hulett, Tom Ryan, Rita Albrecht, Jannik Anderson, Peg Furshong

**Staff and Consultants Present:** Renee Mattson, Executive Director; Joe Czapiewski, System Plan Coordinator

1. **Meeting called to order 10:05 at by Secretary/Treasurer Marc Mattice**
2. **Approval of January 21, 2017 Minutes:**
  - Motion** by Schmitz
  - Second** by Pike
  - Motion Approved**
3. **Treasurer's Report:**
  - Motion** by Schmitz
  - Second** by Nelson
  - Motion Approved**
4. **Approval of Agenda:**
  - Motion** by Nelson; with addition of 10.4 DPC framing discussion if possible within time constraints
  - Second** by Wendorf
  - Motion Approved**
5. **Acknowledge Members of the Public in Attendance:**
  - None
6. **Executive Director's Report:**
  - Mattson provided an additional update on the work at the Legislature. Our bill is moving through and nothing is needed from the Commissioners at this time.
7. **Items from Members and Letters to the Commission**
  - None

## **8. System Coordinator's Report:**

We have announced that the designation application cycle will move from a fixed time frame for applications to an ongoing/revolving cycle. Once the new DMS is launched all applications will be ranked as they are submitted. Discussion took place regarding how many applications we would take in before the ETeam will convene to review and rank applications.

The ETeam was convened on February 21, 2017 to review and score four applications (one from D4 and three from D6). These applications will be reviewed thoroughly as detailed in the new process developed during the January meeting, consultants will provide input and comments, each application along with the summaries will then be brought before the Commission for determination, of designation.

One of the applications, Chester Woods Park, had already been designated but with the completion of a new Master Plan they requested to be reviewed and rescored. Discussion occurred at what level of changes to a Master Plan will constitute rescoring, or is the Master Plan update reviewed for consistency of the factors related to a Regional Park or Trail? Joe feels we should encourage our designees to review and update their plans as new information becomes available and facilities are updated. If designees begin to build facilities inconsistent with their designations and Master Plan, i.e. soccer and ball fields, we need to be aware of that.

Time has been spent on the road and phone working with constituents who have requested assistance. Also, much work has been done on the new DMS portal, review and revisions. Additionally, background documents that will assist applicants. The next round of workshops will be done in April and the focus will be helping people understand what it is the Commission is looking for in Master Plans.

## **9. Old Business:**

### **9.1 Connecting People to the Outdoors**

Commissioner Mattice first reviewed the progress that has been made on the joint Stearns/Wright County CPO grant. On November 22, 2016, the contract with Prairie Woods Environmental Learning Center was signed. The first program was launched with 60 students from the 6<sup>th</sup> grade class from Maple Lake. 55 of the 60 students had not skied or snowshoed before. The information and templates gained from this prototype project will be invaluable as a resource to future CPO applicants who may want to use this blueprint for programming.

Discussion was related to how to include criteria in the funding application portal for the Pillar of Connecting People to the Outdoors.

The Commissions discussed establishing an amount of money to be used in each of the six districts for the purpose of grants aimed at CPO. The idea was ultimately rejected based on the assumption that good projects will be put forth and some

years there will be many and other years perhaps none, but good projects will happen and this should happen organically and not be proscribed.

After extensive discussion about the best way to be inclusive and encourage CPO applications it was decided that Joe should work with the CPO Committee to develop a short list of criteria and bring the information back to the Commission for the March meeting.

**Motion** by Pike; Joe will work with the Connecting People to the Outdoors Committee (Wilcox, J. Anderson, Kennedy) to develop criteria for funding applications for CPO. The criteria will be brought back to the Commission at the March 22 meeting for review and adoption.

**Second** by Kennedy

**Motion Approved**

## **9.2 Funding Criteria Update**

The Funding Committee had a very productive conference call and Mattson talked with Audrey Mularie, Grants Administrator at DNR who reviewed the criteria the committee had worked on. Mattson reviewed the DRAFT Criteria as developed by the Committee with Mularie's edits as noted.

The Commission systematically reviewed each item in the criteria, discussed and with minimal changes accepted the Funding Criteria.

**Motion** by Pike; to accept the Funding Criteria as presented, with edits as noted, approved document with edits attached.

**Second** by R. Anderson

**Motion Approved**

## **9.3 Website Redesign Update**

Czapiewski presented the DMS within the current development state. The new DMS will launch prior to the April 3, 2017 funding portal opening.

## **10. New Business:**

### **10.1 Value Stream Map Approval**

Commissioners reviewed the Value Stream Map, it was felt that the Value Stream Map was incomplete, Renee and Joe will review the meeting notes and value stream map activity and bring this item back for the March meeting of the Commission.

### **10.2 Commissioner Job Description**

The document was accepted as written with the following change: title the document "Commissioner Expectations"

**Motion** by Schmitz to approve the document with the heading change  
**Second** by R. Anderson  
**Motion Approved**

**10.3 Conflict of Interest Review**

Renee distributed the Conflict of Interest Form as adopted through prior actions of the Commission. Commissioners are requested complete this form on an annual basis. One item of discussion occurred related to voting on individual projects that maybe be within a Commissioners jurisdiction, through this discussion the Commission determined that the best course of action would be to vote individually by district for funding application requests, rather than voting a full statewide slate of funding recommendations

**11. Consent Agenda:**

Consulting Expenses	\$21,618.97
<u>Commission Expenses</u>	<u>\$1,370.97</u>
Total February Expenses	\$22,989.94

**Motion** by Nelson  
**Second** by Wendorf  
**Motion Approved**

**12. Next Meeting and Agenda Items:**

Sartell City Hall on March 22, 2017

- Fiscal Agent Review
- Policy and Procedure Review; at each meeting take one policy/procedure and review for updates as necessary
- April Agenda or later – Review of Master Plans; what is the trigger

**Motion** by R. Anderson  
**Second** by Pike  
**Meeting Adjourned 1:59pm**

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Marc Mattice – Secretary/Treasurer

Date