APPROVED

Greater Minnesota Regional Parks and Trails Commission
Minutes for April 27, 2016
Sartell City Hall, Sartell, MN 56377

Commissioners in Attendance: Mike Hulett, Rita Albrecht, Barry Wendorf, Jannik Anderson, Bryan Pike, Marc Mattice, LuAnn Wilcox, Keith Nelson, Tom Ryan, Tim Kennedy

Commissioners Absent: Al Lieffort, Tom Schmitz, Rick Anderson

Staff and Consultants Present: Renee Mattson, Executive Director, Joe Czapiewski, System Plan Coordinator, Kathy and Jeff Schoenbauer, Schoenbauer Consulting

1. **Meeting called to order at 10:06am by Chair Hulett**

2. **Approval of March 23, 2016 Meeting Minutes:**
   MOTION by Albrecht
   SECOND by Nelson
   Motion Approved

3. **Treasurers Report:**
   All accounts are in order and finances are strong. Changes were made to the grant descriptions as requested at the March meeting.
   MOTION by Nelson
   SECOND by Kennedy
   Motion Approved

4. **Approval of Agenda:**
   MOTION by Pike
   SECOND by Ryan
   Motion Approved

5. **Acknowledge Members of the public in Attendance:** Mary Koep

6. **Unfinished Business:**
   6.1 – Executive Committee Creation/Structure
   Changes in the Procedures Manual
   Per a conversation with Matt Gehring, a Legislative Analyst/Attorney in the Research Department of the Minnesota House of Representatives, there is a section in the statutes that allow a commission to conduct a meeting by phone. We must have one person available at the regular meeting location and the meeting notice must be posted, minutes must be kept. The meeting would be subject to the requirements of the open meeting law. This statute would allow the Commission to establish an Executive

Committee to conduct the business of the Commission in a month when there is no regular meeting. The fact that the Commission does hold meetings in other locations than Sartell would allow for a meeting to be called in a location in which one of the Commissioners could host the public meeting and the others call in by phone.

The Procedures Manual would be changed to reflect this.

Commissioner Ryan felt there should be language that the Executive Committee would meet with the Executive Director more regularly to offer assistance and be available to attend meetings with DNR and Met Council as well as legislators. Also we need to have our history, our "body of work" more defined and documented so that if something happens we have ample historical information available.

There followed discussion about the role of the Executive Committee, effective reporting back to the full board, and a reminder that this committee would be established to allow the work of the Commission, primarily payment of invoices, to continue in months the Commission might not meet.

The ED will work on a binder of the monthly activities of the Commission so there is a record and an outline of what happens on a regular basis to ensure a smooth flow in the future.

Commissioner Nelson suggested a report back from the Executive Committee in six months to suggest changes/recommendations. Past Chair Lieffort would technically be a member of the EC but as he will be leaving the Commission we would be electing an at-large member from the Commission to hold the seat. Nelson also suggested that for continuity if the Past Chair could not fill the seat perhaps the Past Vice Chair or Past Secretary/Treasurer fill the seat. It was pointed out by Chair Hulett that this is a small commission and no one is very far out of the sphere of information flow.

Commissioner Mattice felt that the at-large seat provides greater flexibility to fill the seat if elected leadership moves up to other seats. Commissioner Albrecht supports the language as it is now and felt that the at-large position would bring a new perspective to the role rather than just the leadership position. There followed further discussion about the makeup of the EC.

MOTION by Albrecht to approve the language as written in D and E with the change made to note Commission rather than Board.
SECOND by Ryan

D. Executive Committee:
The Executive Committee of the Commission shall be composed of the following:

The Chair, Vice Chair, Secretary/Treasurer and the immediate Past President. In the event the Past President is no longer a member of the Commission the Commission shall elect an at-large member to fill the final position on the Executive Committee. Executive Committee meetings will be held in accordance with Minnesota Statutes 13D.015 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS.

The purpose and role of the Executive Committee is to handle the affairs of the Commission deemed necessary between regularly scheduled meetings of the Commission. Specifically, the Executive Committee shall approve Commission expenses for reimbursement in months the Commission does not meet.

The Executive Committee has the authority to spend up to $5,000 without the full approval of the Commission if the expenditure is determined to be necessary before a full meeting of the Commission.

The Executive Committee will report to the Commission any actions it has taken and minutes of the meeting will be submitted and approved at the Commissions next meeting.

Motion approved with one dissenting vote by Commissioner Wilcox

6.2 – Procedure for approval of expenses in months the commission does not meet

F. Approval of Expenses:

Expenses incurred by the Commission will be reviewed and approved by the Commission at regular monthly meetings. Expenses will be submitted to the Executive Director and summarized and code for payment by the Fiscal Agent. Expenditures will be reviewed by the Secretary/Treasurer and Vice-Chair at the Commission meeting and voted on for approval in the Consent Agenda.

In months the Commission does not convene the expenses incurred by the Commission may be approved for payment by the Executive Committee. The Executive Director will submit expenses to the Executive Committee via email with all necessary receipts and detail. The Executive Committee will review and approve expenses for payment. The Executive Director will submit the expenses to the Fiscal Agent for payment. The Executive Committee will report to the Commission any expenditures that were approved for payment.

The Executive Director has the authority to spend up to $3,000 without the approval of the Commission but will report the expenditure as part of the finance report with the appropriate detail at the next scheduled meeting.

MOTION by Albrecht
SECOND by Nelson
Motion Approved

Discussion continued regarding the election of an at-large member for the Executive Committee. Commissioner Rick Anderson has expressed interest in serving on the Executive Committee. There was no interest from other Commissioners to serve.

MOTION by Nelson to accept the interest of Commissioner R. Anderson and nominate him to serve on the Executive Committee.
SECOND by Wendorf
Motion Approved

7. **New Business:**

7.1 – Proposed system for reviewing the Executive Director's performance

Chair Hulett, with a 40-year career in Human Resources, prepared a performance review form to be completed by the Executive Director and all Commissioners.

There was lengthy discussion about the timing of the review in the future as this first review is taking place after nine months, rather than the six months originally planned.

The completed performance reviews will be sent to the Chair by May 6, who will compile them and consolidate the comments. The Chair and Executive Committee will meet and review the forms as submitted and prepare the review to be shared with the Commission at the May Commission meeting. Following the May meeting the Chair will meet with the Executive Director to conduct the review.

The form will also be sent out to other professionals that work closely with the Executive Director for their input.

There was discussion related to when the future performance reviews would be conducted. It was decided that all future reviews will take place in December. There will however be a follow up with the Executive Committee and the Executive Director in August of 2016.

MOTION by Pike to accept pages 2 and 3 of the Performance Recognition System as prepared and presented by Chair Hulett
SECOND by Nelson
Motion Approved

7.2 – System Planning Work Plan / Strategic Directions per District

Jeff Schoenbauer reviewed the strategies to be discussed during this part of the meeting as related to the districts. Each Commissioner will have 20 minutes to share their thoughts about the needs and opportunities in their district and to address the questions posed in the information given to the Commissioners prior to the meeting which also included the recap of the District Meetings held in March.

District 1

- Missing pieces – Koochiching and the southern counties in D1
- Prospector Trail inclusion has interest from D1 Commissioners and the legislators in D1, there is enough interest in the district and resources to get it done
- The Superior Hiking Trail designation was also suggested as it strikes Commissioner Kennedy as clearly a regional trail. Interest from several commissioners about that piece and how we deal with it
- Interest in what the prototype projects might be in this district
- How do we initiate conversations with the DPCs to ensure they're looking district wide, lack of representation in D1 to cover the whole area, gaps need to be filled with the right people?
- Felt it was very helpful to see the cumulative document of the other districts and what their needs were
- Geographic gaps, system gaps, how do we deal with them

District 2

- There are three Reservations in the District, how do we engage them in the process, Federal dollars are available to connect to the tribal lands, could leverage our dollars with this money. Partnerships are important
- Cross political boundaries, district boundaries
- What about acquisition for parks in blighted areas?
- There are not a lot of lakes in the NW areas of the district
- Think about water recreation and silent sports, CX skiing, biking, roller blading, kayaking etc.
- Engage interest in Wildlife recreation, plants and animals
- Be aware of other projects that are happening and might be connected
- Tremendous amount of public land in the district, which is one reason why maybe designated parks are not of that much interest
- Smaller cities don't have the assets to have large parks, can't compete with the public lands
- Prototype initiative – lack of data, can we do research in an area? Yes
- Another motorized application in this area? We have a few applications in process
- Challenge of connecting the small towns across the area

District 3

- Small trails in local areas for recreating
- Southern end of the district is under represented
- Heartland Trail as a prototype project, ask the DNR to release the trail so it can be built, there is great interest from individuals in this area to get the work done. The least pretty part of the trail is Moorhead east, but it's an area that would get a great deal of use.
- Small counties without a lot of resources will take outreach to engage
- Trail connection from Detroit Lakes/Detroit Mountain to Walker to Bemidji
- Water trails in this region, river corridor
- Willmar should be re-evaluated
- Moorhead is a have, concentrate on the have nots in this area

District 4

- Lacks swim beaches
- Lacks regional trails in 6 of 8 counties
- Prototype project could be a grant for trail planning
- Working with Met Council for the Crow River trail, develop a trail across jurisdictional boundaries
- Develop an outdoor recreation council to engage more youth in the process, young people aren't engaged, it's an important missing piece. How do we develop outdoor use for them, beyond trailering canoes behind their bikes?
- Water trails; MN River, Little Falls to Elk River
- Great Northern Trail, Soo Line could be designated
- Big Lake, Fish Lake, Benton Beach, could all be designated
- Not really scenic trails, functional trails
- Prototype project; map all the trails in the district. There is a lot of data collected already and could pull it together easily
- What are the trends emerging, it's part of the research piece?

District 5

- Both Commissioners were unable to attend the meeting
- We will be seeing projects come back again
- There was great interest at the March Workshops and DPC meetings

District 6

- Will have six regionally designate parks after the completion of the missing Master Plans
- Interest in having a joint project with all three legacy partners; a head count project maybe. Prove we are working collaboratively with our legacy partners.

- Do one project with Greater MN and DNR and another with Greater MN and Met Council
- Cuyuna could be the joint project of Greater MN/DNR
- Waterway project with three rivers, big idea
- Need loop systems for bike trails, not just straight line
- Not much in the way of public property here
- Connect people to the outdoors with projects, make that the prototype
- District 4 and 6 are in good shape with projects
- Caution to not count, creates issues
- Other side was let's count and get good at it, develop a good system

Additional group discussion:
Robust discussion about the concept of water trails and how we deal with this aspect of trails.

Is there a Legacy project in each county?
Necessary to adequately communicate our plan to the legislature so they understand what we're doing and the reason behind it. A fair and balanced system plan.

Opportunity to work within the plan to be proactive and generate equal distribution to ensure we don't have "have nots"

Important we take the lead on the statewide Mountain Bike Trail Plan

Remember the importance of repair and renovation

7.3– Review Schoenbauer Consulting Contract and Renewal
MOTION by Nelson to approve Schoenbauer Consulting Contract for a cost not to exceed $50,000 for the scope of work as outlined and performed by June 30, 2017
SECOND by Albrecht
Motion Approved

7.4 – Houston Engineering Contract Phase IV
MOTION by Nelson to approve the Houston Engineering Contract for work to create a DMS Web Application Development – Review Portal and Master Plan Portal Enhancements for a sum of $3,871
SECOND by Mattice
Motion Approved

MOTION by Wendorf to approve the Houston Engineering Contract for work to create a DMS Web Application Development – System Plan Portal Agreement for a sum of $12,594
SECOND by Ryan
Motion Approved

7.5 – Legislative Update
Executive Director provided a brief overview of the legislative work. Testimony recently went well for Greater Minnesota on Monday, April 25 and more time will be spent in Saint Paul until the end of the session.

7.6 – DPC Application Form Approval
Joe Czapiewski went through the updated form and asked for Commissioner input. There were some questions about the ethnicity questions on the form. We are trying to maintain diversity on the DPCs. There were corrections made to the form regarding hometown locations and spelling. Commissioner Wilcox asked how this form is distributed. Czapiewski explained the process for distributing the forms.

MOTION by Albrecht to approve the form with the revisions as discussed
SECOND by Nelson
Motion Approved

8. **Executive Directors Update:**
We are updating the web site to include a blog site and a newsfeed. There is a contract with Creative Pear for $530.00 to do this work.

MOTION by Albrecht to approve a contract for $530
SECOND by J. Anderson
Motion Approved

9. **Items from members and letters to the Commission**
Mattice mentioned the survey being conducted by the U of M which is part of the legacy partners contract as directed by the legislature.

10. **Consent Agenda:**
Commissioner Mattice reviewed and submitted expenses for April

Consulting Services	$23,553.88
Commission Expenses	$2,057.56
DPC Expenses	$204.04
TOTAL APRIL EXPENSES	$25,815.48

MOTION by Mattice to approve the consent agenda
SECOND by Pike
Motion Approved

11. Next Meeting and Agenda Items:
The next Commission meeting will be held on May 25 at 10:00am at the Sartell City Hall

Signed_____Date_____
Mike Hulett, Chair