

**APPROVED**

**Greater Minnesota Regional Parks and Trails Commission**

Minutes for March 23, 2016

Senate Office Building, Saint Paul, MN 55155

**Commissioners in Attendance:** Mike Hulett, Rita Albrecht, Barry Wendorf, Rick Anderson, Marc Mattice, Tom Ryan, Jannik Anderson, Keith Nelson

**Commissioners Absent:** Bryan Pike, LuAnn Wilcox, Tom Schmitz, Al Lieffort, Tim Kennedy

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

**1. Meeting Called to Order by Chair Hulett at 8:07am**

**2. Approval of February 24, 2016 Meeting Minutes:**

**MOTION** by Albrecht

**SECOND** by Ryan

**Motion Approved**

**3. Treasurers Report:**

Commissioner Ryan asked that the grants carry more descriptive names to better enable outside parties to understand what the grants are being used for.

Grant 3-49749 expiring in June 2017 is primarily for the work of the commission and the DPCs as well as system planning, going forward it will be referred to as the DPC/Outreach Grant. Grant 82793 expiring in June 2018 is the Operating Budget. Grant 81306 expiring in June 2016 is the System Plan Grant.

**MOTION** by Anderson

**SECOND** by Wendorf

**Motion Approved**

**4. Approval of Agenda:**

**MOTION** by Ryan

**SECOND** by Mattice

**Motion Approved**

**5. Acknowledge Members of the Public in Attendance:**

No one from the public in attendance

**6. Unfinished Business:**

## **6.1 - Executive Committee Creation/Structure and Changes to Policy Manual**

Mattson outlined the Executive Committee Structure as proposed in the board packet emailed earlier. Discussion of quorum issues related to the Executive Committee and electronic voting. Mattson was instructed to look more into the matter and ensure that the changes proposed are possible.

Commissioner Nelson provided clarification that the Executive Committee (EC) has only the power granted to it by the Commission and if the EC is only four members it does not constitute a quorum.

Regular contracts would be paid monthly in the event the Commission does not meet as the contract has already been approved by the Commission. In months the Commission does not meet those contracts would be submitted for payment to the fiscal agent by the Executive Director (ED).

Language in the policy change is not completely clear due to questions about the latitude the Commission has to vote electronically, Mattson should return in April with language and clarifications that have been vetted by legal counsel. Amounts for expenditures by the ED and the EC are suggested to be \$5,000 for claims not previously approved as part of the budget by the Commission.

## **6.2 – Procedure for Approval of Expenses in Months the Commission Does Not Meet**

Discussion of 6.2 was covered in the discussion of the Executive Committee Creation.

## **6.3 – DPC Terms**

Czapiewski reported that at the recent round of DPC meetings he did inquire of those in attendance their interest in continuing. Everyone expressed interest in continuing with the DPC. We need to discuss when we open up the application process to new members, with assistance of the Commissioners to identify potential new members.

Commissioner Wendorf stated there is a need to have new members in District 4 as there is currently a lack of interest in the District and he urged moving forward rapidly.

There was discussion of the terms for members on the DPC and whether there was a need to have a defined term or simply have the Commission reappoint members annually.

Further discussion suggested an annual postcard asking for a response in the interest to serve another year. All DPC members serve at the will of the Commission and the DPC membership requires annual validation and approval of the Commission. Membership will take into account the attendance at DPC meetings but also the members attendance and advocacy at other meetings throughout the District

**MOTION** by Ryan

**To amend the Procedures Manual, DPC Procedures Section V, A. Selections are reviewed annually and approved by the Commission for reappointment at the July meeting, with consideration given to attendance and or advocacy for the commission.**

**SECOND** by R. Anderson

**Motion Approved**

## **7. New Business:**

### **7.1 – DPC Meetings**

Czapiewski reported on the recent round of DPC meetings and workshops. They were very well attended again, some districts had many new people and new projects that are considering designation. Districts 2 and 5 were heavy on projects coming back for reapplication; trying to improve their applications or trying a new concept.

Total attendance at the workshops was 118, high of 28 in D5 and a low of 12 in D4 with a mean of 19.6 at each workshop. Very good discussions and the Master Plan Portal was very well received.

Commissioner R. Anderson reported that D5 had a great deal of excitement this round, where they had been frustrated previously, and applicants appear to be getting better and there will definitely be high quality projects coming in this round of applications.

Czapiewski reported that we are finding some interesting projects and challenges with classifications. We need to help applicants think clearly about what their project is. Czapiewski feels the prototype concept is a creative tool in the arsenal to be able to deal with some of the issues raised in applications.

Mattson felt that some of the projects that didn't do well previously are finding interesting ways to cluster projects and communities are thinking bigger about what they propose in their applications.

Further discussion focused on how we support an application if the applicant doesn't apply in the appropriate category for that project. There was agreement that the Commission needs to be fluid not rigid in regard to helping an applicant find the right category. Czapiewski and Mattson frequently assist applicants who question in what category they fit best. It is possible that in the future, as the system matures categories will evolve and the Commission will adjust; neither the Strategic nor System Plans are static documents.

## **7.2 – Funding Application Deadline**

This item was changed from a Discussion Item to an Action item. The Master Plan Portal is taking longer to develop and test than originally thought, therefore to provide applicants a larger window to use the new portal an extension of the funding deadline would be helpful. Information on the deadline change will be updated on the website and send out to the DPCs for distribution to their constituents.

**MOTION** by Albrecht

**Extend the application deadline from Friday, July 29 to Friday, September 2, 2016**

**SECOND** by Ryan

**Motion Approved**

## **8. Items from members and letters to the Commission:**

There are no letters to the Commission.

Commissioner Mattice inquired as to the number of applications started in the DMS, Czapiewski reported there are 15 currently but there are more to come just based on the interest at the district workshops.

Commissioner Nelson commented on trails in Minnesota that will eventually be connected to trails in other states. Mattson stated that both she and Czapiewski have had conversations with trail groups building trails that will eventually connect to other trails in other states and they have been clear that funding stops at the border, but we do encourage the broader picture of trails connecting to regional centers that may not be in Minnesota.

## **9. Consent Agenda:**

Commissioner Mattice reviewed and submitted expenses for March:

Consulting Services	\$43,244.21
Commission Expenses	\$2,576.23
<u>DPC Expenses</u>	<u>\$559.47</u>
Total Expenses	\$46,379.91

Approval of the Consent Agenda

**MOTION** by Mattice

**SECOND** by Nelson

**Motion Approved**

**10. Next meeting and agenda items:**

April 27, 10:00am in Sartell

May 25, 10:00am in Sartell

Motion to adjourn the meeting

**MOTION** by Wendorf

**SECOND** by J. Anderson

**Motion Approved**