##  Greater Minnesota Regional Parks and Trails Commission

 **Special Commission Meeting**

#  Minutes for February 3, 2018

 **Initiative Foundation**

 405 First Street SE Little Falls, MN

###  APPROVED

**Commissioners in Attendance:** Vice Chair Tom Ryan, Rick Anderson, Tim Kennedy, Bryan Pike, LuAnn Wilcox, Brad Bonk, Peg Furshong, Rita Albrecht, Tom Schmitz

**Commissioners Absent**: Jannik Anderson, Marc Mattice, Barry Wendorf

**Consultants Present**: Renee Mattson, Executive Director, Joe Czapiewski, System Plan Coordinator, Margy Hughes, Administrative Assistant.

**Evaluation Team Members (Guests)**: Wayne Sames, Dennis Fink

9:00 am

1. Call to Order – Chair Ryan 9:06

1. Approval of Agenda

Add discussion of DPC contracts to Agenda item 7

**Motion** by Schmitz to approve Agenda

**Second** by Bonk

# Motion Approved

2.a Approval of Minutes from January 24, 2018, Commission Meeting

Item 6, should list all names for the ad hoc committee that will be updating and making a deadline for the Strategic Plan. This committee is comprised of: R. Anderson, Pike, Bonk and addition of Albrecht. They will work with *Mattson* and *Czapiewski*

**Motion** by Schmitz to approve minutes with addition

**Second** by Pike

**Motion Approved**

1. Recap of January 24, 2018, Commission meeting terms, Funding Guidelines and Criteria update, report on the first 10-Year Legacy Amendment Celebration at Silverwood Park on January 27

**Mattson** Silverwood Park event on January 28, 2018, in St. Anthony. Attendance was estimated to be about 175 people. Weather was good. The event had a lot of events, displays and was staffed by a lot of people. This first in a series event was hosted by the DNR, Met Council, GMRPTC in partnership with the Parks and Trails Legacy Advisory Committee.

Display of adaptive equipment was good and well received. Three hours might be too much so two might be better.

**Sames** Folks spent a lot of time on the quiz. A big turn out of kids outside**.** He too felt the resources were big with level of involvement and that we can do some great venues but not sure if we have that level of staff. Also, for us, the weather is a factor and the level of interest for each event.

**Czapiewski** I spent time outside directing folks to the outside activities and was able to suggest to people in the park to participate.

**Mattson** Next eventwill be April 20 in Marshall and that is a change from the original calendar. We will be asking for helpers for this one. We have site managers

**Mattson** Legacy funding indicates that you will host round table event(s) to get feedback from the public. We have been aware of this and are doing this. We are the only group celebrating the 10-Year Legacy. DNR, metro and us with the Legacy Agencies are staffing these events with planning and attending.

**Wilcox** Asked if any elected officials were invited and if any attended?

**Mattson “**Yes” on inviting officials. “ No” on attendance with one local possible.

**Furshong** Why is the Marshall event at the hockey ice arena? Do we have name tags identifying us as Commission?

**Mattso**n Due to need for a location size to accommodate projected attendance, we need to use that venue. And “yes”, we will make sure that all the Commissioners have name tags that designate the GMRPTC

**Ryan** It is a big production and lot of work but good exposure. We were a big player at Silverwood.

4.Review of the timeline/plan to update the Strategic and System Plans 2018/2019

 Remove from Agenda Was in the January 24, 2018, meeting and is in the minutes.

5. Discuss and approve the Designation Appeal Process (ACTION)

**Mattson** Discussed the Appeal process at the January 24, 2018 meeting but we have some new verbiage for theapplication. Explanation and discussion followed. Reads as:

GREATER MINNESOTA REGIONAL PARKS AND TRAILS COMMISSION

**Designation Appeal Process**

An applicant may request an appeal of a designation application that does not achieve a high rank after three attempts. (It may be determined that the application simply was not written well or did not address the criteria fully. It may also be determined that in fact the applicant simply *does not meet* the classification criteria necessary to achieve a High ranking.)

# Appeal Process

1. Applicant has made three attempts to gain a High rank for their facility or trail but is unable to achieve a rank of higher than a Medium.
2. Applicant may make a request to the Executive Director after the third attempt for an

on-site visit by the Executive Director, System Plan Coordinator and Commissioners as outlined in A below.

1. Site visit is performed; findings and a recommendation are presented to the full Commission. The findings are also presented to the appropriate District Planning Committee to gain their input.
2. A vote of the Commission is made based on information presented. The vote would be to:
* Move the applicant from Medium to High based on the site visit and DPC input
* Confirm the applicant at the Medium rank with no further recourse
1. No further appeal would be allowed if this appeal is lost.
2. Site Visit Attendees – Executive Director, System Plan Coordinator and Commissioners as follows:
* District 1 // Districts 2, 4, 6 and one Commissioner from 1
* District 2 // Districts 1, 3, 5 and one Commissioner from 2
* District 3 // Districts 2, 4, 5 and one Commissioner from 3
* District 4 // Districts 2, 3, 6 and one Commissioner from 4
* District 5 // Districts 1, 4, 6 and one Commissioner from 5
* District 6 // Districts 1, 3, 5 and one Commissioner from 6

## Adopted 2/3/2018

# Motion by Schmitz to adopt the revisions as presented for the Designation Appeal Process

# Second by Albrecht

# Motion Approved

6. Review of agenda for Statewide DPC Meeting to follow Commission Meeting

 Remove from Agenda to allow enough time for Agenda items 7 and 8

**Czapiewski** Recommending LuAnn Wilcox for District 6 and Karen Umphress for District 1 as District Administrators. Wilcox will be resigning from as a Commission member to be eligible.

**Motion** by Schmitz to approve the District 1 and District 6 Administrators

**Second** by Furshong

# Motion Approved

10:20 a.m.

7. Welcome Evaluation Team Members: Dennis Fink and Wayne Sames

# Sames and Fink have been on the ETeam since the beginning, so this has been an advantage in their work. Fink and I cannot be speaking for those members of the ETeam not able to be here today.

You commissioners need to choose the projects that best meet criteria. It could be said that you have legitimized the projects. We realize we are only advisory. Hopefully it has served you well. Your job is to have the discussion on the geographic locations of projects, not ours. It has helped a lot that the application process has been reviewed over the years. The word is out that they need to follow the guidelines. It is good to have *Mattson* and *Czapiewski* sit in on our evaluations.

8. Discussion with ETeam:

* What are the issues/obstacles that cause the ETeam difficulties when reviewing both?

 The Designation applications and Master Plans?

**Sames.** I have a lot more familiarity to many of the projects so have a mechanism that is most likely different than the other members.

**Fink** There is the mechanical process**.** There is the evaluation process. There is the appeal process.

I question the situation that we do not get anything that is “low”.

I need to find a broad enough spectrum to define the numbering system. Would like a broader space in the numbers that are so close. Scoring when rating them the numbers are very close. We could have a ranking system of whole numbers and not have any half numbers. Maybe even 1-10.

This is a competition. We should be giving you the best of the best. In the Mechanical portion of the schedule, I would like to have several projects come in to be able to have comparing them. If only one or two projects, how do we compare and score? Can go back to earlier projects and read my notes which leads to finding a more efficient way to find these previous projects in the computer.

If there is a recommendation, I can go through the stack of notes I have, and a reference to use to go back in the files in the computer would be helpful.

*Policy* There are big policy questions on Mountain bike and Water trails. How should this be done, and we need direction on this from you.

--How have the master plan submissions evolved with the advent of the new Master Plan Portal and are there improvements you would suggest to the format?

--Are there edits that could be done in the classification criteria that would improve the

Comprehensive /understanding of the criteria for the application?

**Fink** Response to Furshong on her question of the ETeam and how objective/subjective is their evaluation responsibility. *Fink* “I need to be consistently saying that what I say to you is of the same quality as the last ones I have evaluated.”

**Ryan** Think about if we should be having an Annual meeting with members of the ETeam. Grateful to *Sames* and *Fink* for spending time with the group and sharing a lot of information

9. Open for questions and discussion

10. Adjourn for Statewide DPC Meeting

Adjourn at 11:05.

1:00 Breakout Session

**Topic # 1 Designation Obstacles**

What do you think are the biggest obstacles to seeking regional designation for potentially qualified parks and trails?

How can we as an organization help local organizations overcome those obstacles?

Feel free to categorize issues and assistance based on the size of the community or the type of facility.

**Topic #2 Effective Connecting People to the Outdoors Programming**

What might one or two ideal Connecting People to the Outdoors (recreation programing) pilot programs in regional parks look like? Consider different target audiences and outcome measurement, different models of delivery, and what marketing techniques might be needed.

Consent Agenda:

Consulting Services $3,293.53

Commission Expenses $2,720.24

DPC Expenses $944.76

ETeam Expenses $1,525.00

Total $8,483.47

**Motion** by Bonk

**Second** by Albrecht

**Motion Approved**

**Meeting Adjourned**