Greater Minnesota Regional Parks and Trails Commission

**Minutes for January 24, 2018**

MN DOT Training Center, St. Cloud, MN

# APPROVED

**Commissioners in Attendance:** Vice Chair Tom Ryan, Rick Anderson, Tim Kennedy, Bryan Pike, Barry Wendorf, LuAnn Wilcox, Marc Mattice, Brad Bonk

**Commissioners Absent:** Jannik Anderson, Tom Schmitz, Peg Furshong, Rita Albrecht

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

1. **Meeting Called to Order at 10:04 a.m. by Vice Chair Ryan:**
2. **Consent Agenda:** Approval of November 22, 2017, Minutes, Treasurer’s Report and Agenda for January 24, 2018

**Ryan Thank** you to Keith Nelson for his service as he leaves and welcome to Brad Bonk our new commissioner from District 3. Thank you Brad for the bio you provided to those in attendance.

**Ryan** Expressed a concern that we should be adding some form of location identifier for each recommended funding project to better describe where they are for the public. He instructed *Mattson* to work on this and provide the Commission with two options.

**Mattson** gave the treasure’s report for current month 5 of 12. **Wendorf** had a question about the Marketing line item and what that entails. **Mattson** indicated that item includes marketing activities, the District Administrative expenses. During our budget discussion last summer, the decision was made to include all those items in one budget category.

**Motion** by Wilcox to approve the consent agenda

**Second** by Kennedy

**Motion Approved**

1. **Acknowledge Members of the Public in Attendance:** None in attendance.
2. **Election of New Officers:**

Nominated for Chair: Tom Ryan

Nominated for Vice Chair: Tim Kennedy

Nominated for Secretary/Treasurer: Marc Mattice, Bryan Pike

Officers Elected:

Chair: Tom Ryan

Vice Chair: Tim Kennedy

Secretary/Treasurer: Marc Mattice

**Motion to approve the election of officers**

**Motion** by Pike

**Second** by Wilcox

**Motion Approved**

1. **Executive Director’s Report:**

**Mattson** The Legacy Advisory Committee will host a series of meetings across the state to check in with our constituents. This is a time for the public to provide input in a variety of methods. There are eight sites scheduled as we celebrate the 10-year anniversary of the Legacy Amendment. The first will be at Silverwood Park in St. Anthony. The facilitator is the same for all eight of the celebrations. As part of the outreach, LAC will be staffing a portion of space in the DNR building at the 2018 Minnesota State Fair. The display will highlight the outcome of the eight statewide 10-year Legacy Amendment celebrations. There will be links to advertise all these celebrations. For the FY19 funding recommendations there is no need for additional legislation for FY19. The funds were encumbered as part of the biennial budget from last session.

**Ryan** How well are we doing in communicating with our partners and those in the system? Are we receiving feedback from the projects that we have funded as well as not funded? Do we have updated contact information? **Mattson,** has had conversations with *Ryan* and *Czapiewski* on some ideas that could be helpful to those partners. **Kennedy** asking what we would do with the information that we would gather from any responses. **Ryan** Made a request for *Czapiewski* and *Mattson* to have some recommendation(s) at our March meeting. (In the event there is not a March meeting, then the one following.)

**Mattson**  There has been a request for use of grant funds from the Connecting People to the Outdoors grant administered by Wright and Sterns Counties for t-shirts to promote the Schools in the Parks program. This would come from the Marketing portion of their grant budget.

**Motion to deny the request**

**Motion** by Wilcox

**Second** by R. Anderson

Discussion followed.

**Motion Failed (**abstention by Mattice)

**Motion to approve the request**

**Motion** by R. Anderson

**Second** by Kennedy

 **Motion approved**  (abstention by Mattice)

1. **System Coordinator’s Report:**

**Cazpiewski** HasFour Strategic Initiatives for the Statewide DPC meeting. Created a budget template for funding applications that will be added to the funding application on the DMS for the next round of applications. Next steps will be to update the application portal and create a funding application tutorial. Worked with Morrison County to identify deficiencies of their Master Plan submissions and to assist with possible routes to correct them. Meetings held with DMS Development focusing on administrative upgrades.

**Cazpiewski** presented GMRPTC planning Document Architecture for discussion. The internal guide to the operations of the Commission and its sub committees for Operating Procedures are in place. The Strategic Plan for communicating to the stakeholders our purpose and policies for creating the Greater Minnesota regional system of parks and trails is defined. The System Plan to document and communicate the status of the regional system and near-term development objectives is getting done. Next steps will be updating both the Strategic and System plans over the next 14 months.

**Ryan**  Will we get the information we need to make the deadline for our Strategic Plan? Will we have a compilation from the 10-year events to be able to use that feedback for our plan? Working on this project as an ad hoc committee, *Bonk, R. Anderson and Pike* with *Czapiewski and Mattson*. Ask Albrecht to serve on the committee as well.

 **Czapiewski** The **Hole in the Mountain Park** meeting reviewed how their Master plan could be improved in some areas to take full advantage of the park assets. It was a very productive meeting, with R. Anderson in attendance who agreed that the meeting was worthwhile and will produce positive improvements to the Master Plan.

The **Soo Line Trail** designation application was not moved to review by the ETeam as the Master Plan did not meet the requirements necessary. There were many missing elements, and this was addressed with the applicant.

1. **Items from Members and Letters to the Commission**

**Wilcox** Received a letterfrom a project that was not ranked well. *Wilcox* responded. **Bonk** Kensington Rune Stone Visitor Center grand opening was a success despite the cold day. **Pike** Brainerd area is working to bring a project forward for designation, feels that will happen in the next several months.

1. **New Business:**
	1. **Review and Discussion of Scoring Criteria**

**Czapiewski** Adjustments have been made to the funding criteria. *Czapiewsk*i and *Mattson* went through the current funding application with the goal of having the Commission application in sync with the one that the DNR is using, thereby eliminating the need for applications to fill out two separate applications for funding. Also added was the criteria for Connecting People to the Outdoors, which was approved by the Commission last year.

**Motion to** **Remove contingency allowances from the Eligible Park and Trail Reimbursement Expenses**

**Motion** by R. Anderson

**Second** by Pike

Discussion followed

**Motion Approved**

The contingency expense is currently listed under, “Ineligible Park and Trail Projects and Reimbursement Expenses”.

Discussion if Marketing expenses should be an ineligible expense

**Motion To remove the words, “marketing expenses”, from the ineligible expenses**

**Motion** by Wendorf

**Second** by R. Anderson

**Motion Approved**

**Motion to approve the document as amended**

**Motion** by Kennedy

**Second** by Pike

**Motion Approved**

* 1. **Agenda Development for All DPC Meeting February 3**

**Mattson** Presented an overview of the agenda for the February 3 Statewide District Planning Committee Meeting in Little Falls. **Czapiewsk**i continued sharing the vision for the goals of this meeting. There will be different exercises/activities as well as breakout sessions to establish guidance for system planning: Vision statement, functional priorities and facility search areas followed by each District reporting. There will be a document prepared by **Czapiewski** for the Commission summarizing the outcome.

* 1. **Commission Bonding for Future Projects**

**Mattice** Should we be looking to do bonding requests to the Legislature? We would need to be project specific. Discussion followed with some ideas that we might investigate. Mattice will continue to gather additional information.

* 1. **Meeting Schedule dates for 2018**

**Mattson presented** the proposed 2018 meeting calendar

**Motion** to accept the calendar as presented with the addition of a meeting on February 28.

**Motion** by Mattice

**Second by** Pike

**Motion Approved**

1. **Old Business:**
	1. **Legacy Workshop Schedule for 2018 (**covered in earlier part of the agenda**)**
	2. **DPC Administrative Contract Approval**

**Motion** Contact approvals for Districts 2, 3, 4

**Motion** by Mattice

**Second** by R. Anderson

**Motion Approved**

**Motion** Contract approval for District 5

**Motion** by Wendorf

**Second** by Mattice

**Motion Approved** (abstention by R. Anderson)

1. **Consent Agenda:**

**Approval of December and January Expenses**

December Consulting Services $18,797.97

January Consulting Services $21,514.36

Commissioner’s Expenses $1,469.28

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 $41,781.61

 **Motion** byKennedy

**Second** by Pike

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

February 3, 2018 Little Falls, Joint Statewide DPC Meeting

February 28, 2018 GMRPTC Meeting St. Cloud at the MN DOT Training Center

**Adjourn**