

**Greater Minnesota Regional Parks and Trails Commission**  
March 25<sup>th</sup>, 2015 10:00am – 3:00pm  
**City Hall – Sartell, MN, 125 Pinecone Road North**

**MINUTES (Approved April 22<sup>nd</sup>)**

1. Call to order – chair
2. Approve minutes of February 25, 2015 Meeting
3. Approve the agenda
4. Acknowledge Member of the Public in Attendance (Commissioners Ryan, Nelson and Bruins are absent)
  - Joe Czapiewski, Kathy and Jeff Schoenbauer

The chair noted that the recording will be transcribed into our minutes by a temp service.

5. Unfinished Business:

5.1 DPC Meeting Report – JFC Strategic

**INFORMATION**

Joe gave an update on the DPC Meetings. All 6 have met. There was good attendance at all but two district meetings. Even so, all meetings had good discussions. Highlights:

- Started meetings talking about E-Team process and applications. Many questions were asked, but all the DPCs were happy with the results for a first year. This discussion led to a lot of self-reflection and what worked and what didn't. It was noted that District 4 was very successful in the first round of designations.
- The DPCs are supportive of the system plan and the steps. They are supportive of a new online application; the idea of a workshop in each district; and of working with Joe and the rest of the Commissioners. They are looking forward to the next round.
- DPCs were affirmative of the planning efforts, e.g. mountain bikes and motorized uses.
- We had interesting discussions about what it meant to be a "Region". This discussion evolved during the meetings. The first round is a first cut that will be expanded as the DPCs get a better understanding of their areas, e.g. population-based vs. geographic-based criteria.

Chair Lieffort: handed out a letter to DNR Commissioner Landwehr and DOT Commissioner Zelle on the four trails – Glacial Lakes, Heartland, Soo Line and Minnesota River Trail

Joe:

- We had a facilitated discussion about what does it mean to “connect people to the outdoors”.

## 5.2 Information Management System – SC, Inc.

### UPDATE

The new online application update; Joe and Kathy Schoenbauer are working on the application with the contractor; Looking at mid-April for completing and testing. Have E-Team look at the application; Joe will distribute in May; Items that have been added/changed

- On the right track?
  - Mattice: in the rating scales, more emphasis on design and layout environmental ranking, watersheds, creek crossings;(a better definition of purpose built) more focus on environmental;
  - Mattice: ranking criteria for shared use, e.g. summer use of snowmobile trails
- Kathy: regarding flow chart – there are two steps; Demonstration at the April 22 meeting
  - LuAnn: how about those parks that have received funding in the past, but are not designated regional
  - Al: we should compare the list of designations and those that were funded in the first 5 years
  - Jeff: we need to continue to reinforce the importance of the process and application; considering a tutorial for the application process, e.g. video, PPT
  - Joe: the workshop presentation will be more in depth than on the website tutorial; but we will strive to make them work together to save time
  - Jeff: bring Houston Engineering to next meeting for the demo

### Discussed Designation Portal & Funding Portal

#### Master Plan Requirement

- Suggest refining the language about requirement for the Master Plan in the application; e.g. examples;
  - Jeff: the application we are refining should be sufficient for designation; in the next step, we need more information about what the project will look like; e.g. size, scale, phasing, etc.; not design development detail, construction docs; some accommodation for cities that can't afford a MP, but not a free-for-all
  - Al: a local entity should know they will be funded before investing money in a broad plan

- Tom: I'm fine for funding MP for regionally designated projects; matching funds would strengthen a request for MP
- Barry: It may be hard to define who is able to afford or not and we are able to fund
- Mattice: let's look at a few examples at our next meeting

#### Discuss Stratic Plan Update

- We'll go through and forward substantive changes to the commission.
- Want fully in place before the next round of applications, propose April 22 Commission meeting for review and take formal action in May.
- Commissioner Nelson noted that as an update to Strategic Plans there were a lot of "No Conflicts" between trail uses and should be looked at realistically and changed to something like "minimal conflicts".

#### Commission's role as System Planner vs. Granting entity

- Building a System of great parks and trails as a common understanding.  
Comments about system planning vs. granting agency
  - Mike: At what point will we have a fully developed organization that bypasses the DNR Commissioner?
  - Al: If ever, it will be in session 2017/2018 for granting years 2018/2019; we expect our bill to pass and we'll have \$370,000 each year for two years to put together a legal organization to accept and receive funds for the Commission. We don't have the capacity for that now, but it might be enough money to write a business scenario. We don't really know.
  - Jeff: Currently the DNR is willing to take on the granting process; that may evolve in the future to look like, e.g. Met Council
  - Tom: Future we should be funded like Metro Parks (\$4.5 million/year from General Fund)

#### 5.3 Per Diem Resolution

Please note on your mileage-only voucher "**per diem reconciliation for Capacity Grant**". Continue until you have reached 420 miles of reimbursement. Put other expenses, e.g. lunch, on a separate voucher.

*Lunch – (1/2 hour is allocated for this break; **submit expense vouchers upon reconvening**)*

#### 5.4 Mission Statement – Final Draft

### ACTION

- Hulette: the mission is in the strategic plan, in my opinion. Tabled until Commissioner Ryan is present.

## 5.5 Connecting People and the Outdoors – Next Steps

## INFORMATION

- Propose a motion to require a press release and a kickoff event for acquisition and developing funding.
  - Mark: suggest the press release, but maybe not an event for acquisitions; either one or the other.
  - Need to do a review of the Legacy Fund requirements in Status, e.g. funding acknowledgement signs, and include it in our application
- Barry: Connecting People should be focused on the regional Parks and Trails; we don't have that tab on our application;

### 6 New Business:

#### 6.1 Legislative Committee

### UPDATE

- March 16<sup>th</sup> House Presentation – Tom Ryan
  - Tom attended a meeting of the LEGACY Funding and Finance committee (Urdahl) and presented our bill; no negative feedback; had questions about the money allocated towards the GoMN system because of the digital strategies initiative (that is different than what we are doing).
  - Hearings are scheduled after Easter

### 7. Consent Agenda

#### Clerical Services

March	\$ 500.00
Regional Designation	\$ 500.00
JFC Strategic Services	\$5,637.03
DPC Member Expenses	\$ 824.36
Commission Expenses	<u>\$1,393.93</u>
TOTAL	\$8,855.32

### 8. Items from members

- Need to start developing a position description (PD) for the Executive Director; need a committee to do the PD and start recruitment efforts. We sent information to Hulett as a start to this process.
- Survey of future scheduling from Tom Schmitz will be forthcoming

### 9. Next meeting and agenda

Maple Lake, Robert Nye Park on State Hwy 55 and County Road 8  
Connecting People to the Outdoors report  
ED position report  
Report from the Contract Language Research Committee.