

**Greater Minnesota Regional Parks and Trails Commission  
Meeting Minutes for April 23, 2014  
Sartell City Hall**

**Approved 5/28/14**

**Members Present:** Rita Albrecht; Rick Anderson; Bill Bruins; Mike Hulett; Marc Mattice; Keith Nelson; Bryan Pike; Anita Rasmussen; Tom Ryan; Tom Schmitz; Barry Wendorf; LuAnn Wilcox

**Members Absent:** Al Lieffort

**1. The meeting was called to order by Vice Chair Rita Albrecht**

**2. Approval of Minutes and Agenda**

**Motion** by Anderson, second by Ryan: Approve the minutes of March 20, 2014 as written. **Carried.**

Marc submitted an addition to new business under 5.5

**Motion** by Schmitz, second by Hulett: Approve the agenda as amended. **Motion carried.**

**3. No members of the public were in attendance.**

**4. Unfinished Business**

**4.1 Review and approve District Planning Committee (DPC) documents**

**4.1.1 - Meeting announcement/invitation letter template**

Members discussed methods and logistics of dispatching the DPC meeting announcements. The template will be adapted for each district.

**Motion** by Schmitz, second by Ryan: Approve the announcement letter template for adaptation by districts. **Motion carried.**

**4.1.2 - DPC Operating Guidelines**

Members discussed the document and related implications at length. Concerns regarding: the inclusion or exclusion of District Master Plans; the need for further clarification, definitions and a glossary of terms; annual meeting schedule; dating the editions after revisions; composition of the DPCs and E-Team and their relationship; appeal vs. revision and reapplication processes; the inclusion of social media and notice to various associations and agencies as integral to Public Outreach.

**Motion** by Wilcox, second by Rasmussen: The secretary will incorporate suggestions and correct typographical errors in consultation with the Vice Chair and adopt the DPC Operating Guidelines as so amended. **Motion carried.**

Jeff and Kathy Schoenbauer of Schoenbauer Consulting joined the discussion via telephone. They expressed that "hiring a Project Manager is crucial by July 1". They dialogued with members, but most of their comments were inaudible on the recorded minutes.

**Motion** by Schmitz, second by Hulett: Suspend the agenda to jump to 5.2 **Motion carried.**

## **5.2 Review GO-MN website**

Brian from Houston Engineering gave a presentation of the web based program they developed to provide park users and potential visitors detailed information about park and trail amenities, facilities, and activities. He demonstrated how a park visitor would navigate the site to find information and how an administrator would make changes to site information and related links. He discussed ways the system could be used by the commission for district planning and public information. Houston Engineering would set up the site according to the commission's needs and the commission would maintain the site thereafter. He said that initial set-up could take about two months and would then be ready to input data from counties. The proposed contract provides for an estimated 96 hours per year in development and maintenance services.

*Resumption of agenda:*

### **4.1.3 - DPC Member Application**

Under "Roles and Responsibilities," LuAnn suggested adding District Master Plans as a fourth sub-bullet under "Participating in developing, applying, and refining the:" and allowing for flexibility by inserting the word "may" in the preceding sentence. Further discussion regarding master plans ensued. The consensus was to add the sub-bullet, but call it "District vision and goals" instead of District Master Plans, and include the word "may" as a qualifier. Members reiterated the need for a definition page with a glossary of terms.

**Motion** by Hulett, second by Bruins: Approve as amended. **Motion carried 10 to 1.**

**4.1.4 - Evaluation Team Application and 4.1.5 - Regional Designation Application - tabled** until the next meeting.

### **4.1.6 - PowerPoint Presentation**

Marc showed the revised version and made further revisions as per suggestions from the members. Rick requested the inclusion of the words "natural resource based." Marc will send the completed revised version to LuAnn for distribution to members.

**Motion** by Bruins, second by Hulett: Adopt the PowerPoint presentation as amended. **Motion carried.**

## **4.2 DPC Standard Meeting Agenda**

**Motion** by Bruins, second by Ryan: Adopt the DPC Standard Meeting Agenda without revision. **Motion carried.**

## **5. New Business**

### **5.1 - Review Budget**

Discussion focused on hiring a Project Manager and contracting with Houston Engineering, and the implications of the pending supplemental budget request. The commission will

discuss the Project Manager job description that Mike drafted at the next meeting. It was noted that the budget under review did not include clerical services past June.

### **5.3 - Houston Engineering Contract**

Discussion tabled until the next meeting.

### **5.4 - Strategic Plan Revision**

A copy of the memo regarding changes made to the Strategic Plan was distributed.

### **5.5 - Speaker Request**

Marc said he had received a request from the Central Minnesota Health Network to speak at their meeting on May 20th, at which public health officials from 14 counties will be in attendance. **Anita will represent the commission at the meeting and utilize the PowerPoint presentation.**

## **6. Consent Agenda**

The Vice Chair submitted vouchers for meeting expenses, clerical service for May, consultant services, Go To Meeting subscription, and printing costs.

**Motion** by Hulett, second by Nelson: Approve payments as submitted. **Motion carried.**

## **7. Items from Members**

Mike said AI had instructed him to ask members about business cards. Members wanted them printed for each commissioner, rather than a generic card with a space to write in a name. The possibility of having a template from which commissioners could copy onto card stock as needed was suggested. Other members suggested the same printing company be used to run them for all commissioners. **Rita offered to discuss this with AI.**

Members discussed the dissemination logistics of the June DPC meeting announcements and determined that commissioners will devise their own database of contacts, handle envelopes and postage on their own, and submit expenses for reimbursement. It is important that commissioners be diligent in casting a wide net of public outreach, including press releases and direct media contacts.

Tom R. questioned the open meeting law as it pertains to e-mail generated discussions. Rita and Keith submitted that only the chair or secretary can send e-mail to the whole group, that the members can only respond to them (NOT "Reply All"), and the chair and secretary can aggregate responses. It was noted that once DPCs are formalized, they will be subject to the open meeting law. The commission's web page will continue to serve as the official location for meeting notice requirements.

**Motion** by Wendorf, second by Mattice: Adjourn the meeting. **Motion carried.**