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**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

MEETING MINUTES

Date: Tuesday, September 8, 2009

Time: 2:30 pm – 4:30 pm

Location: Boardroom

City of Saint Anthony, 3301 Silver Lake Road, Saint Anthony, MN 55418-1699

Commissioners in Attendance:

Jerry Faust, St Anthony; Scott Vreeland, MPRB; Paul Ostrow, Minneapolis, Diane Hofstede, Alternate, Minneapolis, Karlyn Eckman, St. Paul, Matt Hass, Alternate, St. Paul, and Karen Gill-Gerbig, Lauderdale

Staff and Guests: Doug Snyder (MWMO), Dan Kalmon, Zhenya Stone (MWMO), Jenny Winkelman (MWMO), Nancy Dilts (MWMO), Brian Jastram (MWMO), Sarah Nettleton (New Facility Consultant), Teresa Sterns (New Facility Consultant), Michael Huber (New Facility Consultant), Bill Karges (New Facility Consultant), Nick Eoloff (MPRB), Matthew Bratlie (Augsburg College), and Brad Wozney (BWSR)

The meeting was called to order at 2:35 p.m. by Commissioner Ostrow.

Approval of Agenda

The agenda, including the consent agenda, was approved as written with the addition of West River Road as a discussion point.

Approval of Minutes

The minutes of the July 7, 2009 meeting were approved as presented, and the board voted to include agenda and minute approval in consent agendas following this meeting. Commissioner Eckman noted that aquatic systems and habitat had not been mentioned in the RFP for interpretive work and wanted to make sure that they were included in planning for the new building.

Open Public Comment

There was no public comment.

Old Business

West River Road Project

Doug Snyder elaborated on the background of the West River Road Projects co-sponsored with the Minneapolis Park and Recreation Board (MPRB). He explained that the MWMO has clearly delineated its watershed-eligible activities for funding, project for project. The MWMO is supposed to evaluate eligible projects *before* the projects are bid out. Snyder should have two weeks to review and comment on a co-sponsored project. Expenditures will be examined, page by page, to ensure that only eligible activities are funded. This approach, which was written into the contracts with the MPRB, may help influence expectations described to potential vendors in the bidding process and result in lower costs. This type of contract is a departure from the normal MPRB practice, which creates design and engineering plans, lets out bids, and then proceeds with work.

Nick Eoloff explained that the Park Board may only have twenty days to pay a vendor, but acknowledged that because of the duration of the projects, he overlooked the MWMO's process. This was an oversight for which he accepts responsibility.

Snyder and Eoloff will evaluate contracts and project documents to determine eligibility for MWMO payments to the MPRB. The MWMO's standards will not be compromised as projects move toward completion. The importance of the projects is acknowledged, along with an appreciation of the good work of the Minneapolis Park Board.

Project Status

West Bank stabilization was funded for over three million dollars, with contributions from MPRB, Hennepin County, the federal highway budget, MET Council and the MWMO. The MWMO funded the project for \$900,000. Two-thirds of the upper portion is complete, and the lower portion has just been started. As of now, the upper trail work could not be stopped, and the lower trail work (Winchell Trail) has been stopped. One project currently under way will not be funded by the MWMO, and an additional project is not in compliance with the MWMO's agreement with the MPRB. Status of the projects will be updated at the next board meeting.

If the Minneapolis Park Board and MWMO cannot agree on project funding, Snyder should:

- Notify the board immediately,
- Do not fund anything not in the MWMO's best interests, and/or
- The Executive Committee could call a special meeting.

The board voted to direct staff to finalize the site investigations and authorize the Executive Director to allow work on grants to continue upon completion of the site investigations to the Executive Director's satisfaction.

Policy for Staff Hosting

Current policy provides that only the board can host speakers and events, such as an open house. Jenny Winkelman and Snyder presented examples where staff could host events. There is need for a policy allowing staff to host and setting expense limits for events.

Board discussion emphasized similarities between city managers and executive director positions. City managers provide only food; alcohol is presented on separate bills and is the responsibility of individuals. The board suggested reviewing best practices policies from other cities, the state auditor's office, and the League of Minnesota Cities. If someone takes a colleague to dinner, you must make sure that the individual is not on the clock at his/her own place of work. The board generally agreed that providing food builds relationships and noted that costs could be covered with expense reports. In general, for the open house, keep food offerings modest; if hosting dinner groups, keep them small, and never pay for alcohol. A larger policy needs to be developed, so no motion was passed at this meeting.

Planning Update/Dan Kalmon

Third Generation Watershed Management Plan

- There will be a workshop on October 15th at the MWMO offices to merge strategic level goals and concrete implementation elements.
- During the week of September 21st, member organizations and city staff members will be contacted to set up meetings for presentation and discussions on the plan's implementation, MWMO standards and Joint Cooperative Agreement.
- Barr Engineering has been contracted to develop a comprehensive matrix of jurisdictional authorities for the plan's chapter on member responsibilities. The cities will have two weeks to review their authorities.

Facility Development/ Sarah Nettleton

Sarah Nettleton emphasized the goal of planning for 120% of needs, but building for 80%. She summarized uses and needs for garage, public spaces (meetings, classroom, reception/entry) and private spaces (office and support areas). Assessment of needs presently adds up to more than 11,000 square feet for the building; the MWMO's goal is a facility of 10,000 square feet that meets the MWMO's goals. This is still a reduction from 14,000 square feet, which was the initial footage. It would be wisest to build the structure the group wants the first time; it might be more efficient over time to spend more money at the front end, and it might be wiser to scale up than scale down. The MWMO should budget initially for what it wants without compromising program functions. If the budget is set realistically, then be tough about cost overruns.

When we come back in December for approval of the schematic, we will have a more realistic budget number than is currently available. The original budget proposal was \$2.5 million with a \$300,000 contingency; this was based on a 10,000 square foot facility. We feel the budget needs to expand to construct the building envelope the MWMO wants. Even a larger budget would not include fixtures, furniture, or interpretive features. Those will be budgeted from other programs. Money could be budgeted from the 2010 budget (\$500,000), accrued interest, grants, and/or remaining funds from MPRB projects that were allocated and not used.

After a discussion which included rotating projects, office sizes, council chambers, confidentiality issues (soundproofing), emerging program needs, and providing enough women's restroom facilities, the board

informally agreed to support a 10,000 square foot building and parameters of \$3,070,000. When the schematic design is presented, additional funding needs will be evaluated, and formal board action will be taken on the budget for the building.

Budget/Doug Snyder

Snyder noted that interest is being allocated across projects. There are two budget strings: programs, which include everything except administration) and administration. Board discussion expressed frustration that individual projects are not allocated separately, and this situation has repeated itself. The board would also like to see reports in larger print for readability.

Changes in the budget include raising the building allocation from \$400,000 to \$500,000, dropping contingency from 3.5 to 2.5/2.6 (amount not collected in a given budget year), and \$60,000 was added to the operating reserve. After a unanimous board motion, Snyder was instructed to certify Hennepin and Ramsey Counties for truth in taxation with the levy set at \$4,850,000 dollars.

The board would like to see a format for tracking the budget at a glance for multiple years, with an overall goal of acting proactively on projects. A solid capital five-year plan is also needed and requested.

The next board meeting was confirmed for November 10 at 2:00 p.m. (back to the regular time).

Adjourn

The meeting was adjourned at 4:28 p.m.

**MWMO Board of Commissioners Meeting
Recorded Motions: September 8, 2009**

Motion to approve the agenda

The meeting agenda was approved as written with one addition--to include discussion of West River Road.

Moved: Commissioner Vreeland

Second: Commissioner Gill-Gerbig

Motion passed unanimously.

Voting:

Aye - Faust

Aye - Vreeland

Aye--Eckman

Aye – Gill-Gerbig

Aye - Ostrow

Motion to approve the consent agenda and add minute and agenda approval to this and future consent agendas.

Consent Agenda: The Consent Agenda moved to approve an amount up to \$22,352 for Jim Rowe Museum Planning, in collaboration with Kidzibits LLC., to develop an interpretive concept plan for the new MWMO building and grounds.

Moved: Commissioner Vreeland

Second: Commissioner Faust

Motion passed unanimously.

Voting:

Aye - Faust

Aye - Vreeland

Aye--Eckman

Aye – Gill-Gerbig

Aye - Ostrow

Motion to direct staff to finalize site investigations of MPRB grants and authorize the Executive Director, upon completion of the site investigations, to allow work on grants to continue to the Executive Director's satisfaction.

Clarification: Snyder—This applies to the two MPRB grants in question (Upper and Lower Trail Projects on West River Road).

Moved: Commissioner Faust

Second: Commissioner Vreeland

Motion passed unanimously.

