

## Meeting Minutes

### Governor's Council on Minnesota's Coastal Program

Date: 6/17/2022  
Minutes prepared by: Marcia Nieman  
Location: Coastal Council met virtually via Microsoft TEAMS.  
Approved: 01/18/2023

## Attendance

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- Governor's Council on Minnesota's Coastal Program Members: Janice Erickson, Barb Liukkonen, Dan Belden, Sophia Green, Jim Ericson, Ellen O'Neill, Erik Peterson, and Peder Otterson.
- Minnesota's Lake Superior Coastal Program Staff: Amber Westerbur, Clinton Little, Cynthia Poyhonen, Julie McDonnell, and Marcia Nieman
- Guest Speaker: Rachael Franks-Taylor

## Decisions Made

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- MOTION by O'Neill to accept the June 17, 2022, "revised" (switching the Grants Committee report to right after the STAR Grant Application Discussion) agenda, Seconded by Luikkonen. AFFIRMATIVE ALL. MOTION ADOPTED.
- MOTION by Belden to accept the April 6, 2022 meeting minutes with correction stating Janice Erickson is on the Parks and Trails Legacy Advisement Committee not the Minnesota Parks and Trails Commission, (conflict of interest question on page two), Seconded by O'Neill. AFFIRMATIVE ALL. MOTION ADOPTED.
- MOTION by Otterson to approve the scoring criteria and weights for the Grants as proposed by the Grants Committee, Seconded by Jim Erickson. AFFIRMATIVE ALL. MOTION ADOPTED.
- MOTION by Otterson to have the current Executive Committee stay on in their roles until January 2023, Seconded by Jim Erickson. There was no vote since there was no quorum and the Chair can make those appointments. An email will go out from Staff asking for a vote on this item.
- The consensus of the Council was to approve the upcoming meeting schedule as follows:  
Wednesday, September 28, 2022 – Cook County  
Wednesday, January 18 and Thursday, January 19, 2023 – St. Louis County  
Wednesday, April 19, 2023 – Lake County  
Wednesday, June 21, 2023 – Carlton County

## Agenda

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- Welcome and Opening, including adoption of the agenda
- Lunch and Learn - Presentation by Rachael Franks-Taylor, NOAA Liaison
- STAR Grant Application Discussion
- Grants Committee Report
- Finance Committee Report
- Annual Meeting Business Items
- Meeting Wrap-up/Closing

## Meeting Notes

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### Call to Order

Janice Erickson gave an opening with the medicine shell and a thank you for all the good things we as a council are doing. Miigwech. Round Robin introductions to welcome new Council Member, Erik Peterson. April 6, 2022 and the agenda were voted on and approved (roll call).

### Presentation by Rachael Franks Taylor

Rachael Franks-Taylor, our NOAA liaison, presented on the Coastal Zone Management Act, the seminal law driving our work. For those that missed the presentation here are some links from Rachael:

- Learning About Your Coastal Management Program ("treasure hunt") - <https://coast.noaa.gov/data/digitalcoast/pdf/czma-about.pdf>
- Coastal Zone Management Act 101 interactive modules - <https://coast.noaa.gov/digitalcoast/training/czma-101.html>
- [Section-by-Section Descriptions of the Coastal Zone Management Act \(noaa.gov\)](#)
- [Eight "Good to Know" Sections of the Coastal Zone Management Act \(noaa.gov\)](#)

### STAR Grant Application Discussion

Cynthia Poyhonen introduced the STAR Grant review process. Procedures follow the [Standard Operating Procedures of the Governor's Council on Minnesota's Lake Superior Coastal Program](#) (Page 10). Twenty minutes were dedicated for each application. Cynthia Poyhonen introduced each application, asked if there were conflicts of interest on each project and facilitated the discussion.

APPLICATION	APPLICANT	ADDRESS	AMOUNT REQUESTED
1	St. Louis County	4787 Midway Road, Duluth, MN 55811	\$10,000

APPLICATION	APPLICANT	ADDRESS	AMOUNT REQUESTED
2	Cook County Soil & Water Conservation District	411 West 2 <sup>nd</sup> Street, Grand Marais, MN 55604	\$9,983

Final scores, project rank and other data in the applications and as part of the evaluation process will be available once the STAR projects start; anticipated start dates vary.

## Grants Committee Report

Cynthia Poyhonen did a brief overview of the Grants Committee meetings. Ellen O’Neill gave the Grants Committee Report:

- Grant Projects Success and Happenings
- Current Funding Opportunities
- Federal Award and Grant Funds Awarded
- Grants Reimbursed
- Coastal Program Applications – Received and funded
- Coastal Program Grant Funded Projects – Updated 6/14/2022
- Proposed STAR Evaluation Criteria and Rating System

Criteria	Points Possible
The proposal aligns with the purpose and goals of the STAR grant program.	5
<b>Planning</b> - The proposal clearly describes the need for the project and provides strong, clear, convincing arguments for the methods.	15
<b>Process</b> - The proposal clearly outlines the project plan and activities and describes the ability of applicant to complete the project.	15
<b>Outcomes</b> - The proposal clearly describes the return on investment (how the benefit is worth the cost).	15

Using a Scoring Rubric, the Coastal Council will award points in each criterion (*example, subject to edits*):

Criteria	Excellent – 5 pts	Good – 4 pts	Average – 3 pts	Adequate – 2 pts	Poor – 1 pts
Project aligns with the purpose and goals of the STAR grant program.	All Materials are excellent; project is clearly a good fit for the Coastal Program.	Most materials are above average; project is a good fit for the Coastal Program.	Materials are good; project is fundable.	Materials are of variable quality; requested information is not satisfactorily addressed.	Materials are of poor quality; there is insufficient information to assess the project.

- Proposed Annual Evaluation Criteria and Rating System

Criterion	Weight
<b>Impact to the Coastal Area</b> - Evaluate the project’s ability to preserve, protect, develop, restore, or enhance coastal resources; and has the support of the coastal community of which it serves.	25
<b>Relevance to the Coastal Program</b> - Evaluate the project’s relevance, importance, applicability, and intrinsic value relative to the goals of the Coastal Program.	15
<b>Diversity, Equity, and Inclusion</b> - Evaluate the project’s intentional inclusion of diverse populations and/or the ability to achieve equity and promote inclusion.	10
<b>Results</b> - Evaluate the usability of the product(s) and its possible long-term benefit(s).	20
<b>Scope of Work</b> - Evaluate the project readiness and feasibility for completion within the grant period.	10
<b>Project Management</b> - Evaluate the applicant’s ability to manage the activities, achieve the results, as well as support from partners, if applicable.	10
<b>Budget</b> - Evaluate if the project costs are reasonable, necessary, and have a return on investment.	10
<b>Total</b>	<b>100</b>

\* Diverse populations include Black, Indigenous, and People of Color (BIPOC); Tribal Communities; LGBTQI communities; disability status; veterans; and women led organizations.

A copy of the complete report is available from staff as requested. MOTION by Otterson to approve the scoring criteria and weights for the grants as reported, Seconded by Erickson. AFFIRMATIVE ALL. MOTION ADOPTED.

## Finance Committee Report

Amber Westerbur presented the Finance Committee Report, which she shared with the entire Council in an earlier email.

A copy of the complete report (budget by task, budget by cost category and Q & A) is available from staff as requested.

## Annual Meeting Business Items

### Chair and Vice Chair Elections

MOTION by Otterson to have current executive committee stay on in their roles until January 2023 (Chair and Vice Chair), Seconded by Erickson. Because there was no quorum at this time of the meeting, members will vote online or via email vote.

### Finance and Grants Committee Appointments

Janice Erickson, being chair can make the appointments, but this will also go out in the email along with the above vote email.

### Setting the Schedule for 2022/2023

Westerbur asked the Council to block the entire day for the upcoming meetings. They will be Hybrid meetings and will only do “in-person” meetings if there are five or more council members confirming attendance. The same

goes for field visits. Because there was not quorum, members confirmed the meeting schedule by consensus rather than a vote:

Wednesday, September 28, 2022 – Cook County

Wednesday, January 18 and Thursday, January 19, 2023 – St. Louis County

Wednesday, April 19, 2023 – Lake County

Wednesday, June 21, 2023 – Carlton County

## **Closing**

Meeting adjourned at 5:10 pm

## **Next Regular Meeting**

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Date: September 28, 2022

Time: Tentatively 1:00 – 5:00 pm

Location: Cook County and virtual