

Final Meeting Minutes

Governor's Council on Minnesota's Lake Superior Coastal Program Winter Meeting

Date: 1/11/2019
 Minutes prepared by: Marcia Nieman
 Location: MPCA Large Conference Room - 525 Lake Avenue, Duluth, MN

Attendance

- Governor's Council on Minnesota's Lake Superior Coastal Program Members: Bill Majewski, Mary Ann Sironen, Bill Miller, Dan Belden, Jo Thompson, Dick Brenner, and Don Schreiner
- Minnesota's Lake Superior Coastal Program Staff: Amber Westerbur, Clinton Little, Cynthia Poyhonen, and Marcia Nieman

Decisions Made

- MOTION by Belden to accept the January 11, 2019 agenda, Seconded by Brenner. AFFIRMATIVE ALL. MOTION ADOPTED.
- MOTION by Schreiner to accept the September 21, 2018 meeting minutes as written but striking out the meeting date of January 10, 2019 which was not needed, Seconded by Belden. AFFIRMATIVE ALL. MOTION ADOPTED.
- MOTION by Thompson to approve changes and adopt the revised Bylaws as presented, Seconded by Brenner. After a discussion it was decided to add the word "Standing" Committee to section 5.2. AFFIRMATIVE ALL. MOTION ADOPTED.
- MOTION by Miller to accept the changes to proposed Operating Agreement revisions, Seconded by Sironen. AFFIRMATIVE ALL. MOTION ADOPTED.
- MOTION by Thompson to recommend funding the projects that ranked above 70% in their ranked order. Seconded by Belden. AFFIRMATIVE ALL. MOTION ADOPTED.

Application	Applicant	Weighted Total	Grant Request	Rank
4	Arrowhead Regional Development Commission	86.63	\$64,495	1
5	Cook Soil and Water Conservation District	83.70	\$52,664	2

Application	Applicant	Weighted Total	Grant Request	Rank
7	Regents of the University of Minnesota	82.00	\$20,436	3
8	City of Two Harbors	82.00	\$10,000	3
3	City of Cloquet	80.50	\$62,500	5
1	City of Duluth	78.20	\$99,725	6
9	Regents of the University of Minnesota	77.80	\$66,663	7
6	Regents of the University of Minnesota	77.22	\$11,580	8
2	City of Duluth	71.40	\$50,000	9
10	Lake Superior College	63.89	\$88,009	

- MOTION by Schreiner to recommend setting aside \$100,000 to fund STAR Grant, Seconded by Thompson. AFFIRMATIVE ALL - OPPOSED by Brenner. MOTION ADOPTED.

Next Meeting

Date: Friday, March 29, 2019

Time: 9:00 a.m. – 3:00 p.m.

Location: TBD – Beaver Bay/Silver Bay, MN area

Agenda

- Call to Order, Adoption of the Agenda, Approval of Minutes, Public Comment - Majewski
- Executive Order Matters
 - Adoption of Revised Bylaws – Majewski
 - Adoption of Proposed Operating Agreement Revisions – Sironen
 - Adoption of Revised Operating Agreement (Standard Operating Procedures) – Majewski
 - Update on Program Review – Majewski
- Coastal Program Update
 - Overview of Coastal Program Happenings – Westerbur
- Annual Grant Application Review
 - 2019 Annual Grant Application Discussion and Scoring – Majewski

- 2019 Funding Recommendations
 - 2019 Annual Grant Funding Recommendations – Majewski
 - 2019 STAR Grant Funding Level Recommendations – Majewski
- Meeting Wrap-up
 - Grant Review Process Debriefing – Poyhonen
 - Closing Thoughts – Westerbur
- Adjourn

Meeting Notes

Public Comment

No public comment

Executive Order Matters

- **Adoption of the Revised Bylaws**
At the September meeting the council recommended some minor changes to the Bylaws. The Governance Committee considered the changes and presented the final version for adoption. Majewski called for a vote.
- **Presentation of Proposed Operating Agreement Revisions**
Sironen presented the results of the Governance Committee’s proposed revisions to the operating agreement (new name: standard operating procedures) to reflect current practices. Staff and the council went through the proposal, section by section, making some additional minor changes.
- **Adoption of Revised Operating Agreement (Standard Operating Procedures)**
Majewski called for a vote on the adoption of the Standard Operating Procedures, as revised.
- **Update on Program Review**
Majewski discussed the Coastal Program review letter sent to the Governor’s office, the commissioner, the elected and current Congress and Senate candidates in December. The letter placed emphasis on the Council appointments. Westerbur noted that the letter caught the attention of the DNR Assistant Commissioner and Division Director, and the two are talking about the appointment process.

Program Update

- Overview of Coastal Program Happenings – Westerbur
 - Minnesota’s Five Year Evaluation Metrics 2018-2023 – Draft. Westerbur explained that every five years, NOAA requires coastal programs to set quantitative measurements for themselves. 2018 marked the start of the new five-year cycle. In response, program staff have proposed three metrics that build both on the program’s strengths and on areas of momentum. Copies of the draft metrics were included in meeting materials.
 - Coastal Fellowship Opportunity. Westerbur noted that NOAA selected our program to be a host site for a coastal management fellow. If successfully matched, the Coastal Program will have a

- post-graduate student working on a two-year project that will provide data, tools and resources to practitioners on coastal erosion.
- Partial Government shutdown. Westerbur went over the current and possible effects of the partial federal government shutdown and how it relates to the workings of the Minnesota's Lake Superior Coastal Program.
- Evaluations and Review of the Program – Westerbur mentioned how the Program has been a part of a number of evaluations and reviews over the last few months. One is done, and three are very near completion. Staff intends to use the results to make improvements in what we are doing.

Annual Grant Application Review

Westerbur set the stage and clarified the parameters of the review. Majewski facilitated the discussion on the Council's course of action to member and staff conflicts of interest, and the individual applications.

- 01 – City of Duluth, 411 West 1st St., Duluth, MN 55802 - \$99,725. No conflicts of interest on this project. Discussion. Scoring sheets collected following the discussion.
- 02 – City of Duluth, 411 West 1st St., Duluth, MN 55802 - \$50,000. No conflicts of interest on this project. Discussion. Scoring sheets collected following the discussion.
- 03 – City of Cloquet, 1307 Cloquet Ave., Cloquet, MN 55720 - \$62,500. Brenner disclosed a conflict of interest. Council decided Mr. Brenner would not score or participate in discussion, except to answer technical questions if directly asked. Discussion. Scoring sheets collected following the discussion.
- 04 – Arrowhead Regional Development Commission, 221 West 1st St., Duluth, MN 55802 - \$64,945. Brenner and Little disclosed conflicts of interest. Council decided Mr. Brenner would not score or participate in discussion, but could remain in the room. Council decided Mr. Little could answer technical questions if directly asked (as staff, Mr. Little does not score any applications). Discussion. Scoring sheets collected following discussion.
- 05 – Cook Soil & Water Conservation District, 411 West 2nd St., Grand Marais, MN 55604 – \$52,664. Little disclosed a conflict of interest. Council decided Mr. Little could answer technical question if directly asked (as staff, Mr. Little does not score any applications). Discussion. Scoring sheets collected following discussion.
- 06 – Regents of the University of Minnesota, 450 McNamara Alumni Center, 200 Oak St. SE, Minneapolis, MN 55455-2070 - \$11,580. Schreiner disclosed a conflict of interest. Council decided Mr. Schreiner would not score or participate in discussion, except to answer technical questions if directly asked. Discussion. Scoring sheets collected following discussion.
- 07 - Regents of the University of Minnesota, 450 McNamara Alumni Center, 200 Oak St. SE, Minneapolis, MN 55455-2070 - \$20,436. No conflicts of interest on this project. Discussion. Scoring sheets collected following the discussion.
- 08 – City of Two Harbors, 522 1st Ave., Two Harbors, MN 55616 - \$10,000. Brenner disclosed a conflict of interest. Council decided Mr. Brenner would not score or participate in discussion, except to answer technical questions if directly asked. Discussion. Scoring sheets collected following the discussion.
- 09 - Regents of the University of Minnesota, 450 McNamara Alumni Center, 200 Oak St. SE, Minneapolis, MN 55455-2070 - \$66,663. No conflicts of interest on this project. Discussion. Scoring sheets collected following the discussion.

- 10 – Lake Superior College, 2101 Trinity Rd., Duluth, MN 55811 - \$88,009. Little and Thompson disclosed conflicts of interest. Council decided Ms. Thompson would not score or participate in discussion, except to answer technical questions if directly asked. She chose not to do so. Council decided Mr. Little could answer technical question if directly asked (as staff, Mr. Little does not score any applications). Discussion. Scoring sheets collected following the discussion.

2019 Funding Recommendations

Little/Poyhonen presented the scoring results. Majewski called for a vote.

Adjourn

The meeting adjourned at 2:55 p.m.