



### Legislation

#### Minnesota Session Laws – 2019, 1<sup>st</sup> Special Session

Chapter 2, (S.F. no. 3) Article 3, Parks and Trails Fund, Section 3(h)

(h) The commissioner shall convene and facilitate a working group of nine members to develop consensus recommendations for the future allocation of the parks and trails fund. The working group shall have three representatives each from the Metropolitan Council for parks and trails of regional significance in the seven-county metropolitan region; Greater Minnesota Regional Parks and Trails Commission for parks and trails of regional significance in greater Minnesota; and the Department of Natural Resources for parks and trails of statewide significance in Minnesota. The working group shall also consult with the Parks and Trails Legacy Advisory Committee. The consensus recommendations shall be submitted no later than June 15, 2020, and presented to the governor for consideration in the budget for fiscal years 2022 and 2023, with the possibility of extension in future biennia.

#### 2019 Work Group Charge

In the spirit of the Legacy Amendment and the Parks and Trails Legacy 25-year plan to establish a world-class system to connect everyone to the outdoors, develop a consensus recommendation for the future allocation of the parks and trails fund.

# DRAFT Work Group Charter

This draft charter was developed by liaisons from Minnesota Department of Natural Resources, Greater Minnesota Regional Parks and Trails and Metropolitan Council and may be modified by consensus of the Work Group members at its first meeting.

## **Purpose and Outcomes**

### **Purpose**

In the spirit of service to the entire State of Minnesota, the workgroup commits developing a consensus recommendation that includes the following three project outcomes:

- Preserve and strengthen the relationships that have been built over the past nine years
- Develop a shared understanding of one another's systems - Minnesota's parks and trails of state and regional significance
- Create a consensus agreement on a budget recommendation to be presented to the Governor for consideration in the budget for fiscal years 2022 and 2023, with the possibility of extension in future biennia.

### **Guiding Principles**

- We succeed together - seek spirit of collegiality, not competition for funding
- Value and foster relationships among the partners
- Listen to all perspectives
- Honor the work that is has been done, is being done, and will be done.
- Joint accountability for outcomes
- Consult with and value the Legacy Advisory Committee

## **Roles**

### **Work Group Partners**

The nine Work Group Partners are comprised of three decisions makers identified by three agencies, the Minnesota Department of Natural Resources, Greater Minnesota Regional Parks and Trails and Metropolitan Council. The partners will work collaboratively to achieve the Outcomes. Work Group members will be clear when speaking to others that all decisions will be made collaboratively. Work group members commit to using shared talking points when conveying workgroup progress.

### **Work Group Partners' Participation Includes**

- Review documents sent out before coming to meetings
- Attend and actively participate in Work Group meetings
- Participate in conversations with the facilitators between meetings as necessary
- Raise issues and concerns in a timely and respectful manner
- Communicate in a timely manner between meetings as necessary and to approve past meeting notes
- Communicate to each partners' respective constituents about the work of the group

- Support consensus items in the greater community
- Provide input on new policy/practice implementation
- The partner will attend with the ability to make consensus agreements on behalf of their agency and/or constituents.
- During the process of developing a recommendation, workgroup members may consult with their constituencies and report on progress.
- Direct media inquiries to the Mediation Center.

### **Liaisons**

Liaisons from Minnesota Department of Natural Resources, Greater Minnesota Regional Parks and Trails and Metropolitan Council will advise the facilitators on the meeting agendas, meeting notes, meeting logistics, recommendations and administrative issues. The Work Group will be informed of the work of the liaisons and final administrative documents will be approved by the consensus of the Work Group. Liaisons will also participate in Work Group meetings as a resource, provide process advice to the Work Group, and report to their respective agencies.

### **Legacy Advisory Committee**

The Legacy Advisory Committee may discuss key questions from the Work Group at its meetings and provide feedback to the Work Group. Members of the Legacy Advisory Committee may also provide the Work Group with historic and background information and suggest criteria to the Work Group member deliberations. The Legacy Advisory Committee will be kept informed of the Work Group's progress.

### **Other Interested Parties**

Other interested parties may observe meetings. At some meetings there may be time for other interested parties to comment. Meeting agendas and approved meeting notes and consensus agreements/recommendations will be available to other interested parties on Mediation Center's website.

### **Alternates**

Partners may identify an alternate. The alternate may be present at meetings to support the partner dialogue and will step in if the one of the partners cannot attend. Note that in order to keep meetings moving forward, an alternate will have full authority to make consensus agreements. If a partner and alternate cannot attend a meeting, the partner may provide written input prior to the meeting which will be shared with Work Group participants. Absence will not delay the Work Group's decision making and is not be a reason for the Work Group to reconsider decisions.

### **Facilitators**

Facilitators will schedule and convene meetings, facilitate discussion, maintain a project website, take and post Work Group approved meeting notes, develop the final recommendation report and other project documents for approval by the Work Group. Facilitators work on behalf of all members of the group to assure full participation and promote consensus. The facilitators will focus discussions, engage all meeting participants in the conversations, manage conflicts and provide strategic advice.

### **Facilitators' Participation Includes**

- Engage in continuous design of a process that may include full group and smaller group meetings, and one-on-one consultations
- Respond to questions or concerns from Work Group members
- Communicate schedule and location of all meetings
- Formulate the draft agenda for all meetings with input from the liaisons
- Facilitate the meetings
- Identify and synthesize points of agreement and disagreement, and communicate these to participants in the form of written meeting summaries
- Provide meeting notes within one week for partners' and liaisons' feedback before posting on Mediation Center's website page for the project
- Assist in building consensus among participants
- Advocate for a fair, effective and credible process, and remain impartial with respect to the outcome of the deliberations.

### **Collaboration**

The Work Group will engage in dialogue to develop common understanding and a shared vision for MN Parks and Trails. The group will:

- Recognize each other's perspectives
- Develop a common understanding of the parks and trails system
- Identify challenges and jointly develop recommended solutions

### **Consensus**

All partners must be willing to support an agreement or recommendation before it is final. If any partner is not willing to support an agreement or recommendation, the partner will ask for further discussion and seek ways to reconcile differences.

### **Private Meetings**

Partners, liaisons or the facilitators may request breaking the group into private meetings (partners and/or liaisons for each agency, with or without facilitators) for the purpose of furthering negotiations. Facilitators will choose the timing of private meetings if they are requested. Facilitators will not share information discussed in the private meetings with other groups without permission. If the facilitators meet with one group, they will meet with all groups to maintain balance.

### **Expectations for All Meeting Participants**

- Listen to each other with the intention of understanding
- Participate respectfully in the conversation, leaving room for all perspectives to be heard
- Raise questions and concerns for discussion
- Be open to influence from each other
- Seek joint solutions to problems
- Follow communication guidelines (below)

- Agree at the end of each meeting on talking points and key messages to respond to media or other requests for comment.

## **Logistics**

### **Schedule**

In order to support meaningful discourse, as well as build and maintain accountability and authentic relationships across partners, consistent attendance is critical.

### **TENTATIVE Meeting Dates**

Meetings will generally be a half day, allowing time for partners' travel. Meetings will be held in St. Cloud:

Friday, Feb. 21

Friday, Mar. 27

Friday, Apr. 24

Friday, May 15

Friday, May 29 (if necessary)

### **Communication Guidelines**

Unless there is public comment time set aside, participation in meetings will be restricted to partners or their designated alternate and liaisons. All meeting participants agree to these communication guidelines:

1. Share your interests and concerns
2. Listen to understand, not to respond.
3. Ask questions rather than make assumptions
4. Be mindful of how long you speak for the purpose of ensuring that all voices are heard
5. Look for areas of common interest
6. Respect the process, keep a safe environment by not communicating about others' remarks outside of the process
7. Allow space for differences
8. Be aware of the impact of word choices and seek to clarify if you are concerned about what someone has said
9. Refrain from using electronic devices for outside communication during meeting time
10. Assume positive intentions

10. Do not record the meeting proceedings
11. Do not reach out to the media. If contacted by media, direct them to the Mediation Center, provide the consensus talking points, or bring questions to the group for discussion.
12. Respond in a timely matter to emails or other Work Group communications

### **2012 Work Group**

In 2012, a nine-member Work Group comprised of decision makers from Minnesota Department of Natural Resources, Greater Minnesota Regional Parks and Trails and Metropolitan Council developed consensus recommendations and accompanying rationale for Parks and Trails Funding allocations for three biennia (FY 2014-2019).

The recommendation was based on Minnesota's population distribution and an understanding of how Minnesota park and trail provider systems serve the nature-based needs of citizens. The Work Group explored criteria on which to base a funding formula and determined that at that time there was not consistent or available data from the three Work Group partners.

As such, establishing a criteria-based formula to allocate Legacy Funding posed a challenge. The Work Group proposed the following interim recommendation:

- 40% – Minnesota Department of Natural Resources
- 40% – Metropolitan Regional Parks and Trails
- 20% – Greater Minnesota Regional Parks and Trails

As part of its ongoing role to ensure implementation of the Parks and Trails Legacy Plan, the Work Group Recommended that the Parks and Trails Legacy Advisory Committee work in partnership with park and trail providers to identify consistent and common sets of data on which to base future allocations. The objective data was recommended to include such metrics as population, population growth, park acres, trail miles, visitation and operating expenditures.

### **Appendices**

- Names and contact information for all Work Group members, alternates, liaisons and facilitators
- Other?