

# MN COUNCIL ON TRANSPORTATION ACCESS

November 23, 2010

## MINUTES

The meeting was called to order by Chair Tim Henkel at approximately 1:09 p.m.

**Present:** Mary Koep, Tina Armstrong, Noel Shughart, Tim Henkel, Gerri Sutton, Chuk Hamilton, Jackie Peichel, Joan Willshire, Bob Reis, Kelly Wosika, Britta Reitan, Tony Kellen, Chris Reisdorf, Doug Benson, Judi Ellison, Christine Kiel, Veterans Affairs Representative

**Absent:** Julian Plamann, Billi Jo Zielinski,

**Order of Business:** Review and approval of the agenda was presented by Chair Tim Henkel. A motion was made to remove item # 6 on the agenda. Ms. Armstrong moved to accept the agenda and the order of business; it was seconded by Mr. Hamilton. The motion prevailed, the agenda and order of business was adopted.

**Minutes:** Members reviewed the September minutes. Ms. Koep moved to accept the minutes as written, Ms. Armstrong seconded the motion. The motion prevailed and the September minutes were accepted and adopted.

**Budget:** Mr. Shughart presented a reimbursement form to the Council that the Executive Budget committee prepared. The form was reviewed by members. Mr. Hamilton moved to adopt the form; the motion was seconded by Ms. Wosika; the motion prevailed and the form was adopted. It was agreed that the budget committee would disband after setting the reimbursement criteria.

Mr. Shughart indicated an expense report was submitted by Mary Koep and was approved by the budget committee. The \$100,000 appropriation allocated to the Council per year may be carried over to the second biennium. Any dollars remaining at the end of the second biennium cancels back to the General Fund.

**Public Participation:** Gina Bass and Arlene Mathison from the Center for Transportation Studies were invited to do a presentation to the council with regard to coordinating efforts previously done by the former ICTC group.

**Committee Updates:** Ms. Koep presented the Planning & Coordination committee notes. Topics for consideration are (1) what criteria goes in to coordination; (2) direct & indirect fuel costs; (3) barriers to insurance; (4) legislation; (5) communication issues among others.

Mr. Shughart presented the Legislative committee notes. Topics for consideration are (1) new legislative leaders; new leaders may not want to move ahead with the Council agenda; (2) funding sources now and previously; (3) what issues of the council should rise to the top of the list to be presented to legislative chairs.

Ms. Wosika presented the Contracts committee notes. Ms. Wosika suggested members review the ICTC model contract template in the notebooks and asked that members comment at the next

meeting. The contract model is located at Tab 10, Appendix E in the notebook. Topics for consideration are (1) how will the contract be used; (2) how can funds be used without formal contracts; (3) communication, etc.

Chair Henkel asked the council to bring back a white paper with regard to the first steps of communication. Mr. Shughart, Mr., Ries, and Ms. Peichel will put together a primer of information or council members to review/use. Ms. Reitan will have MMB look at the federal dollars flowing through the state.

**Adjourn:** Ms. Koep moved to adjourn, the motion was seconded by Ms. Reitan. The motion prevailed and the meeting adjourned at 2:43 p.m.

**Next Meeting:** The next meeting is scheduled for December 28, 2010 at 1:00 p.m. at the Hiway Federal Credit Union Building.