

MN COUNCIL ON TRANSPORTATION ACCESS

September 28, 2010

MINUTES

The meeting was called to order by Acting Chair Tim Henkel at approximately 1:10 p.m.

Present: Billi Jo Zielinski, Mary Koep, Tina Armstrong, Noel Shughart, Tim Henkel, Gerri Sutton, Ron Quade, Chuk Hamilton, Jackie Peichel, Mike Shadauer, Joan Willshire, Bob Reis, Kelly Wosika, Britta Reitan

Absent: Julian Plamann, Tony Kellen, Chris Kimber

Order of Business: Review and approval of the agenda was presented by Acting Chair Tim Henkel. A motion was made by Mr. Hamilton to accept the agenda and the order of business; it was seconded by Ms. Koep. The motion prevailed, the agenda and order of business was adopted.

Minutes: A comment was made with regard to the August minutes relating to whether a motion was made to form an executive committee or if the topic was discussed. It was agreed that the topic was for discussion purposes only. Mr. Hamilton made a motion to adopt the minutes as written, Ms. Koep seconded the motion. The motion prevailed and the August minutes were approved and adopted

Election of Chair: Two members expressed interest in serving as the chair person for the Council. Members were given copies of the bios to review. Mr. Shughart passed out ballots. Ms. Koep moved to place Tim Henkel and Joan Willshire in nomination; Ms. Zielinski seconded the motion. Mr. Henkel asked if there were other nominations, none were forthcoming. Questions were asked and answered of the candidates. Ms. Koep suggested Mr., Shughart be the ballot counter. The votes were taken by ballot, counted by Mr. Shughart. Mr. Henkel received 7 votes and Ms. Willshire received 3 votes.

Mr. Henkel asked for nominations of Vice Chair. Mr. Hamilton made a motion to nominate Joan Willshire, Ms. Armstrong seconded the motion and the motion prevailed.

By-Laws: The By-Laws committee met via conference call and developed a draft of the by-laws. Mr. Shughart presented the draft to the Council. The Executive Committee of the Council shall consist of the Chair, Vice Chair and one at large member to be elected by the whole council. Mr. Hamilton recommended that the Chair take a proactive role as representative of the Council and communicate with/to legislative leadership. The annual meeting will be held each year in September at which time election of officers will be held. Roberts Rules will be used as the base to run these meetings. Ms. Zielinski moved to approve the by-laws with amendments, Ms. Armstrong seconded the motion. The motion prevailed and the by-laws were adopted with amendments.

Changes made to the by-laws are as follows:

Art 1, sec. 3: change 2011 to 2012

Art 2 (pg. 2) under membership: change finance to MMB

Art 6: Executive Committee Chair & Vice Chair is not part of the two consecutive term language

Art. 14: change committee to Council

Work Plan Development: Mr. Henkel asked that Mr. Shughart walk through the Work Plan documents. After some discussion it was decided that instead of a Work Plan per se, the Council would establish Goals and Objectives. Topics should be reviewed; resources identified, take recommendations from the former ICTC Council, and agree to structure. MnDot staff will coordinate the work groups. Ms. Koep made a motion to combine the topics in to 3 groups as follows: Contracting, Planning & Coordination, and Legislation. Ms. Sutton seconded the motion, indicating this would allow for smaller work groups to work on goals. The motion prevailed and was adopted.

The Work Groups are as follows:

Contracting: Tina Armstrong, Britta Reitan, Kelly Wosika

Planning & Coordination: Gerri Sutton, Rod Quade, Mary Koep, Billi Jo Zielinski

Legislation: Tina Armstrong, Chuk Hamilton, Joan Willshire

Budget: Mr. Henkel recommended the formation of a budget committee to determine the guidelines to be followed for reimbursement to Council members and other expenses that may arise. Mr. Hamilton made a motion that the committee should consist of 3 members, one being the Council chair. Ms. Willshire seconded the motion. Discussion was had with regard to the two other members. The other two members should come from MnDOT and DHS. It was suggested that Mr. Shughart be the staff member from MnDOT and Ms. Kiel will be the staff person from DHS. The committee will only be in existence until the guidelines are drafted and approved. The recommendations for the guidelines should be reviewed and approved at the next Council meeting in October. The total budget is \$100,000 managed by MnDOT.

Adjourn: Mr. Henkel asked for a motion to adjourn. Ms. Koep made a motion to adjourn this meeting; Ms. Armstrong seconded the motion. The motion prevailed and the meeting adjourned at 2:45 p.m. on September 28, 2010.

Next Meeting: The next meeting is scheduled for October 26, 2010 at 1:00 p.m.