



US Hwy 169 Corridor Coalition

Working together to enhance safety, reduce congestion and maximize economic development along the US Highway 169 inter-regional corridor.

Executive Committee Meeting Minutes

June 18, 2009

Present: Jim Gates, Jon Ulrich, Rod Axtell, Michael Leek, James Hovland, and Mary Keen.

The meeting was called to order at 6:10 pm by Chair James Hovland.

1) Welcome – James Hovland, Chair, City of Edina

There was a brief introduction of each member present.

2) Corridor Advocate Work Scope

Mr. Jon Ulrich commented that since we were in a bit of a rush to hire Mr. Peterson, he wasn't sure if Mr. Peterson was fully aware of what the Corridor Advocate role entailed. At the last meeting, it was decided that the current position would be left with Mr. Peterson, but the executive committee was to create/clarify the job position.

Mr. Rod Axtell commented that he thought there may be more hours required to fulfill the tasks listed in the job position versus the amount available in the budget (\$15,000 was original amount) to cover the hours. He asked if there weren't sufficient funds, would some of the tasks be put back onto the Board Membership.

The amount committed by Board members (some might be "in-kind") was approximately \$36,000.

Mr. Michael Leek summed up the discussion by stating that the executive board was directed to clarify the advocate role, determine compensation, and check with Mr. Peterson to verify if he is still interested in the position. Today's goal is to get a clear

idea from both the Executive Committee and the Membership Board as to whether or not they feel the job position as stated in the document is what they expected.
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Separate from the corridor advocate discussion, there was discussion about whether TIGER funds would cover some of the costs of constructing the US 169/I-494 interchange. It is believed that it will be known by mid-July whether MnDOT will submit the project or not.

Chair, Mr. James Hovland asked if the Committee was comfortable with the Corridor Advocate Position as described in the document.

Mr. Jim Gates commented that under #3, we are requesting weekly updates. Mr. Gates wondered if weekly reports are needed or if monthly would be more appropriate. Mr. Hovland agreed that an "as needed" or monthly basis may be more appropriate.

Mr. Rod Axtell commented that the contract should be of limited duration. Mr. Hovland agreed that the contract with Mr. Peterson should be written as "terminable" at will with a 30-day notification statement.

Mr. Leek commented that drafting the agreement with Mr. Peterson would be the next step; however, we first need to make sure that we have an outline of what the committee expects.

There was discussion on "who is the face of organization". The Committee thought that the Corridor Advocate would be the "face" that outside agencies would join or interact with the coalition.

Mr. Rod Axtell made a motion to approve the draft Corridor Advocate document, with modification to #3 – "Report to the Executive Committee on "as needed" basis but no less than monthly on recruiting activities." Mr. Jon Ulrich seconded the motion and the motion passed unanimously.

3) 2009 Coalition Work Plan

Mr. Michael Leek introduced the work plan by giving a brief background on the document and highlighting a couple key areas.

a. Corridor Advocate

b. Bloomington – Graphics and Web Page Development

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Mr. Jim Gates stated that the Bloomington graphics folks are willing to do the remaining work on the “one-pagers.” He stated that they estimated the cost of six, one-page summaries would be approximately \$2,275 with deadline of mid-August (in-time for authorization by Oberstar). They also estimated the design of a website would be about 40 hrs at \$65/hour. The website would be built by them, but they will not host or maintain it.

Currently the Graphics folks have about \$4,500 into the one-page summaries, so Bloomington would request that the amount for the graphics/web design would be subtracted from their dues as “in-kind” services.

The Executive Committee agreed that the website will need to have it's own domain name.

Mr. Leek commented that the membership should sit with the people designing the website to discuss who should host the site, what the domain name should be, design aspects of the site, functionality, etc.

c. Scott County – Administrative Support

There was a brief discussion regarding what Scott County providing administrative support, but the County has not determined at this time who would provide it and on what cost basis.

Mr. Leek asked if the overall work plan made sense so that the Committee could ask for adoption tonight at the Board meeting. The Committee agreed that it makes sense and that adoption will be recommended.

Mr. Jon Ulrich made a motion to adopt the work plan for 2009, Mr. Rod Axtell seconded the motion and it passed unanimously.

4) Review Draft Governor Letter

At the last meeting, there was concern regarding the tone of the letter and it was recommended to "soften" it.

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Mr. Rod Axtell asked what the objective of the letter is -- to secure a meeting or express frustration? Mr. Jon Ulrich stated it had to do with enlisting the Governor's support for, and MnDOT submission of an application for TIGER funds for the construction of the interchange at US 169/I-494.

Mr. James Hovland commented that he thought the tone was still too strong. He then asked if the Committee felt they could get general approval tonight by the Board without the specific language. Mr. Leek suggested the Committee request that the Board give general authorization for the Executive Committee to work out specific language of letter.

Mr. Hovland then inquired if we need to be doing anything to put together an application for TIGER funds if MnDOT doesn't submit one for our project. There was brief discussion but no firm conclusion reached.

Mr. Jon Ulrich motioned to ask the Membership Board to authorize the Executive Committee to redraft the letter, Mr. Rod Axtell seconded the motion and it was approved unanimously.

5) Future Board Meeting Agenda Structure

Is the current structure of the Board Agenda appropriate? If there is time at Board meeting tonight, Chair Hovland will ask if there is preference for structure of the agenda.

The meeting date will also need to be discussed as one of the members is unable to make the 3rd Thursday of month.

6) Adjournment

The Executive Committee meeting was adjourned at 7:02 pm.

Respectfully submitted by Mary Keen, Scott County Program Specialist.