Citizens Advisory Committee
Agenda and Minutes

Wednesday, January 8, 2020

6:30-8 PM

Nine Mile Creek Discovery Point

1. Call to Order

   a. Members present: Charlotte L, Bob P, Rich K, Roger B, Ember K, Manager Sheely

   b. Members absent: Kim Herzog, Scott Jordan

   c. 5 new members will be appointed by the Board at the January 15th Board meeting

2. Bylaws and Policies Review and Sign

   a. All members must sign and adhere to these policies and code of conduct—absent and new members will sign at Feb 12 meeting

3. Choose Meeting Dates—see below

4. Open Meeting Law

   a. The CAC must comply with the MN open meeting law, which preserves the public's right to be informed of CAC business, and present their views to the CAC

   b. How does this apply to you?

      i. If a quorum of CAC members (6 or more) are present at something other than an official CAC meeting, do not discuss CAC or District business. This also applies for quorums of subcommittees (such as the Grant review subcommittee)

      ii. I will communicate over email with the whole CAC by blind carbon copy— this prevents discussion amongst members that the public cannot access.

   c. This will also be discussed at the Feb 12 meeting

   d. https://www.mcit.org/open-meeting-law/

5. Annual Communications were distributed to City halls and libraries in the District

6. Cost Share Grant Review Committee

   a. 4 members requested, email Gael by Friday 1/10

7. Cost Share Grant Updates

   a. Please review this page for changes: ninemilecreek.org/get-involved/grants/applications/

   b. There is a rubric for grant review under Step 1 on this page which the CAC subcommittee members will use. CAC will fill out Project Quality Part 1, and staff will fill out Part 2.

   c. Every applicant must fill out an application. The applications have changed from last year. They must also fill out a project form, choosing one from the 5 types that match their project type.

   d. Any project involving plants must use one of our plant lists, in Step 4.

   e. Applicants must also use a budget form, in Step 5.

   f. Step 6 is a checklist to make sure they have all the necessary pieces filled out for their type of project.

8. Brainstorming goals—postponed until Feb 12

9. Member community information sharing—postponed until Feb 12

   a. What are your communities interested in?

10. Adjourn

Dates to remember:

Volunteer gathering: February 5, 6:30-8 PM
Wednesday, February 12: 6:30-8:30
Thursday, April 9: 6-8
Thursday, June 4: 6-8
Thursday, October 1: 6-8
Thursday, November 19: 6-8