

**METROPOLITAN COUNCIL**  
390 North Robert Street, St. Paul, MN 55101  
Phone (651) 602-1000 TDD (651) 291-0904

**DATE:** October 25, 2012

**TO:** Metropolitan Parks and Open Space Commission Members

**FROM:** Arne Stefferud, Manager—Regional Parks and Natural Resources Unit  
(651) 602-1360

**SUBJECT:** Reimbursable Expenses for Metropolitan Parks and Open Space Commission Activities

**INTRODUCTION**

The Metropolitan Parks and Open Space Commission (MPOSC) requested Metropolitan Council staff to report on the reimbursable expenses for MPOSC activities and specifically inquired about receiving annual park permits to enter regional parks that required a vehicle permit.

**RESPONSE**

The MPOSC bylaws provide guidance on this matter as shown in the following excerpt:

**VII. COMPENSATION AND EXPENSES**

- A. Commission members and the Chairperson shall be reimbursed for reasonable expenses in connection with the performance of their duties in accordance with the travel and expense reimbursement policy of the [Metropolitan] Council to attend the following types of meetings and other services:
1. All meetings of the Commission and its committees.
  2. All public hearings held by the Commission or the [Metropolitan] Council upon matters related to parks and open space.
  3. All meetings of the [Metropolitan] Council and its committees upon matters related to parks and open space where such attendance is requested by the Chairperson of the Commission.
  4. All meetings of the governing boards of regional park implementing agencies (cities, counties, special park districts) to which the Commission member is appointed by the Chairperson of the Commission as the Commission's liaison representative.
  5. Meetings of local governmental units, special park districts, community organizations, committees of the Legislature, or federal or state agencies, when the Commission member is specifically requested to participate as a Commission member by that agency or organization or by the Chairperson of the Commission.
  6. Conferences, seminars, workshops and other similar meetings where such attendance is duly authorized and approved by the Chairperson.
  7. Informal meetings of individual members of the Commission with representatives of private or public organizations or members of the State Legislature, or for appearance on radio or television programs when the

Commission member is specifically requested to participate as a Commission member by that agency or organization or by the Chairperson of the Commission.

- B. Any of the above meetings for which reimbursement for reasonable expenses is to be paid must be public meetings of the governmental units or private organizations and must be approved by the Chairperson.

Minnesota Statutes section 473.303, subdivision 6 states: "Members and the chair [of the MPOSC] shall serve without compensation but shall be reimbursed for all actual and necessary expenses incurred in the performance of duties as determined by the Metropolitan Council."

## **CONCLUSION**

The Metropolitan Council will reimburse MPOSC members for mileage and reasonable parking expenses when MPOSC members incur travel and parking costs in connection with the performance of their official duties as MPOSC members.

It may be necessary for MPOSC members to visit regional park facilities from time to time on official MPOSC business. MPOSC members on official MPOSC business who visit regional park facilities that require payment of daily vehicle permit entry fees may be reimbursed for the actual cost of the daily fees. It is not necessary for MPOSC members to acquire annual permits. Accordingly, reimbursement for the cost of annual permits is not consistent with the MPOSC bylaws or state statute.