

Greater Minnesota Regional Parks and Trails Commission

Minutes for October 24, 2018

North Branch EMS Building

40245 Fletcher Avenue

North Branch, MN 55906

APPROVED

Commissioners in Attendance: Chair Ryan, Tim Kennedy, Timothy Engrav, Peg Furshong, Brad Bonk, Barry Wendorf, Marc Mattice, Rick Anderson, Tom Stoa, Jannik Anderson

Commissioners Absent: Tom Schmitz, Bryan Pike, Rita Albrecht

Consultants Present: Renee Mattson, Executive Director, Joe Czapiewski, System Plan Coordinator, Margy Hughes, Administrative Assistant

- 1. Meeting called to order at by Chair Ryan at 9:05 a.m.**
- 2. Consent Agenda** Approval of Minutes of September 26, 2018 and Agenda for October 24, 2018

Motion by Kennedy

Second by Mattice

Motion Approved

Treasurer's Report by Mattson

Budget 2018/19 Month 3 of 12, Expenses = \$32,615.83 with a balance of \$286,159.83

Motion by R Anderson to approve the Treasurer's Report

Second by Furshong

Motion Approved

- 3. Acknowledge Members of the Public in Attendance**

Laird Mark; Chisago County

- 4. Welcome Evaluation Team Members**

Dennis Fink, Kathy Bergen, Wayne Sames, Bob Bierscheid, Ron Bastian

- 5. Executive Director's Report Mattson**

Funding Application Review Worked through various funding scenarios with SPC Czapiewski to ensure the questions raised by Commissioners at the September Commission meeting were addressed.

GMP&T Annual Meeting Attended the GMP&T annual meeting in Sauk rapids. Commissioners Bonk and Wendorf along with SPC Czapiewski were there also. We're asked to provide an update on Commission activities at the annual meeting.

MN Recreational Trail Users Association Annual Meeting The group met in Gilbert at the OHV Park. They typically request an update on GMRPTC activities at their annual

meeting. There is a representation in the group among all types of trail users and had a good Q&A session.

Legacy Advisory Committee We are back to our regular schedule format of bi-monthly meetings. The 10-Year Legacy Celebration resulted in a lot of information and good community outreach. The Liaisons group is now in discussion and planning for the report to be presented to the Legislature on our work this past year. The 2019 State Fair Exhibit is also under consideration. Also under discussion is the traveling exhibit concept. In the coming months, there will be a soliciting of applications for a DNR seat and two Ad Hoc seats. More information to follow.

RFP Negotiation There is one contract needing discussion and that is for the mapping project in Districts 1&2 with UP! Outside.

6. System Plan Coordinator's Report Czapiewski

DPC Administrative Support DPC meetings were completed in D2 and D5. A plan is starting to form for an annual review meeting in December with all DPC Administrative Support consultants. Contracts for DPC Admin Support consultants will need to be considered in November. The Commission may need to weigh in on whether there is value to continuing the All-DPC meeting Jan/Feb, or if we should return to individual DPC meetings so that can work on Strategic/System Plan needs.

District Strategic Initiatives We are working with the DPC Admin in D3 to collect trails information and create a trails system map that will help inform the Master Plan evaluation under consideration, as well as provide a template for other Districts to follow.

Outreach and Planning Assistance Primary outreach this month has consisted of following up on questions the Commission posed about funding application at the September meeting. Additional designation and master plan inquiries continue to come in. I attended the Greater Minnesota Parks and Trails annual meeting with Director Mattson. Most of the attendees were already involved in our system as current or potential designees.

On-Site Reviews One on-site Master Plan review was conducted for the application of Battle Lake to Ashby Trail.

ETeam ETeam applications were received and reviewed for two new potential members in response to our solicitation. There are no current vacancies, although the Commission has indicated a desire to bring an official "Alternate" on board. We gathered ideas from ETeam members as to what they want to discuss at the October meeting. The format for that October meeting discussion is the result of their input.

Mountain Bike System Planning Proposal Development I supported Director Mattson as negotiations with our two selected contractors for this project were advanced and completed.

Data Management System (DMS) Development Additional time is needed to consider the DMS Phase III proposal as we received it on fairly short notice.

7. Items from Members and Letters to the Commission

Wendorf There are a few applications from the area on Highway 61. One is the Sunrise Prairie Trail. The Irving and John Anderson Park just completed a Play Hill structure last week. This is a Legacy project with an aspect yet to finish.

Furshong Highway 67-Memorial Park is looking very good.

Engrav Presented a question as to whether Voyager ATV Club has had a contact from us. SPC Czapiewski will be following up on the result.

8. **GMRPTC and ETeam Discussion** The following document is distributed to be used as a guideline for conversation is not totally inclusive of all potential topics.

The Evaluation Team Discussion Overview serves two purposes:

- Provide feedback to the ETeam on how they are doing
- Provide ETeam input to the Commission on Strategic Planning issues

Discussion Categories

1. What does the Commission value from ETeam involvement? **a.** How have they been doing? **b.** Are there additional items you would like from the ETeam?
2. Expanding the Master Plan Evaluation **a.** What are some items besides the criteria the ETeam should be looking at to ensure completeness and Master Plan success? **b.** What are some outcomes we can/should be trying to achieve with Master Plan standards?
3. Updating Strategic Plan Criteria **a.** Clarifying definitions of State/Regional/Local Trails and Regional Centers **b.** Possible expansion of classification system **c.** Changes to criteria based on real life lessons **d.** Changes/expansion to the scoring system itself.

Conversation and a summary of the highlights follows. We need to decide on the Goal of the Master Plan. Currently, the scoring is not fitting the criteria. Questions develop about having appropriate cost estimates and asset management.

The scoring process could be reviewed. The Master Plan should be system specific and the Application should be project specific.

These two need to connect. The focus has been on the Unit MP, but the Application is next, and we move on it. There needs to be a way to show relationships. The MP is for a specific purpose. Sometimes there is confusion in the MP to the site plan. There needs to be some assistance with the analysis of how parks fit into the Regional system. Czapiewski wants to do District workshops on Regional analysis and how a park or trail fits into the Region. There is concern that during 10 years of Legacy, even though there are many good projects with the higher volume of these in certain parts of the state, we realize some Districts have challenges. When we are scoring, criteria should match the community and its' needs. Who might use the facility, and how do you market a facility? There are layers in all of this. Who is going to come? Is there a budget for programming and advertising? Sometimes it can be hard to determine based on what is submitted if it fits the District and what impact it would have. Mattice mentioned that as part of the DPC organizational structure each district is asked to develop a District Plan, this would be helpful in answering some other regional questions. Is it Local or is it Regional? This is

when the District Planning would be helpful. Should we expand on what we have? Are more clarifications needed? What do we consider a population center? Should miles from a population be important in our rating? Some folks are very willing to travel miles to get to facilities. We need to be sure that the use of the word “population” relates to “users” and not necessarily those who “live” there. This helps Application scores. Maybe different parts of the state as well as the Commission have different definitions. A reasonable population compass needs to be used along with a distance to come to the facility. Designation needs a level of flexibility in the Master Plan. Does it fit the need for use in that Regional area? We want to have facilities that serve the state. We know there are voids. The process has matured over the years. The Portal is available to assist communities develop MP. Is our criteria fair to new Applications? We need to find a way to address different parts of the state.

Legacy is just one

source of funding and being Designated may help in seeking other funding sources. In *Furshong’s* District, communities got Designated and as a result got enthused about events and work harder. Designation helps communities build excitement and they want to work for more.

There is a need for a statewide system that shows trail connections including State, Regional and Local.

At this meeting, the ETeam has presented operational items.

The following is a list of five areas that *Mattice* provided with summaries of some of the conversation that took place.

1. Expand the classification system along with appropriate criteria. i.e. water trails, etc.
2. Provide population criteria. The ETeam has asked the Commission to provide an updated definition of “Regional Population Criteria”.
3. Define Regionally significant trails
4. A request for work on the scoring criteria. The current system of 1-5 is too narrow in scope and does not allow enough difference for a scoring range.
5. Developing criteria for Master Planning process on how the Plan works.

9. Old Business:

9.1 **FY20 Funding Application Review** Czapiewski

There is \$8.5 million available and \$20+ million requested.

The following is a priority recommendation list established by

Mattson and *Czapiewski* as a result of the request by the Commissions at the September meeting. The Priority recommendations below total \$10,722,762.00 This is \$2,222,762.00 above the available funds.

Hartley Park (Duluth) \$1,294,707 This is the third application for this project and is much improved plan. And has a local match committed.

Red Lake River Corridor \$1,491,881.00 This is a reduced amount that eliminates one project area and the funds for programming that would be supplanting funds already being spent on programming.

Rochester Gamehaven Park \$1,150,000 A question arose about the maintenance shed and snow making and grooming equipment at \$319,700.

Cass Co Gull Lake Trail \$1,206,319 full funding.

Duluth Traverse \$889,980 full funding.

Wright Co Bertram Park \$2,297,600. A large project. Mattson and Czapiewski went back to them and asked if there were any options for phasing the project. So **Option A** was suggested to reduce the scope of the project and this would require them to come back for the next phase. **Option B** suggestion would be to split a large project like this into two biennia, have one contract and two funding years.

Moorhead River Corridor Midtown & Harvest Trail \$2,008,400 The Midtown Section is \$652,400.00 and there is a concern about utilizing road right of way as not safe and our policy is for “off road”. This project is two sections.

Motion by Anderson to not fund “on road” sections of trails, but we do fund “off road” sections of a trail.

Second by Bonk

Motion Failed

Granite Falls Memorial Park \$150,000 There was a question on match if the amount was reduced. This would complete the shelter work that was not included in their last grant award.

Motion by Bonk recommending \$150,000 to Granite Falls Memorial Park be funded.

Second by Wendorf

Motion Approved

Sandstone Robinson Park Lack of funding

Cannon Valley Trail \$88,875 not a full request, includes on trail wayfinding and the toilet projects

Hole in the Mountain \$53,000 funded

Beaver Island Regional Trail Lack of funding

Sunrise Prairie Region Park Lack of funding

Lac qui Parle County Park Lack of funding

Morrison County Belle Prairie Park \$65,000.00 Partial funding, does not include the stair repair

Plum Creek Park \$27,000 Electrical upgrades to the week-end sites

Otter Tail Perham to Pelican Rapids Lack of funding

Lake Vermillion Trail Lack of funding

Glacial Edge Trail Lack of funding

Mesabi Trail Lack of funding

Beaver Island Regional Trail Lack of funding

Chisago Co Swedish Immigrant Trail Lack of funding

Advisory motion by Furshong to exclude Midtown of the Moorhead River Corridor
Second by J Anderson
Motion Approved

Advisory motion by Wendorf to exclude maintenance shed, grooming and snow making from Gamehaven Park
Second by R. Anderson
Motion Approved

Advisory motion by Wendorf to accept Option A and come back for Phase II for Bertram Park
Second by Furshong
Motion Approved with one abstention by Mattice

Mattson said to the Commission that we have time to think about all of this and consider how to address the shortfall. We can go back and look at scoring, ranking and costs. We have just had three **Advisory Motions** that were approved by the Commission to reduce some of the funding amounts that had been recommended.

The Commission proceeded to assemble a slate for consideration to deal with the shortfall.

Hartley Park	\$ 1,294,707
Red Lake River Corridor	\$1,491,881
Gamehaven Park	\$ 985,000
Gull Lake Trail	\$1,206,319
Duluth Traverse	\$ 889,980
Bertram Park	\$2,297,600
Memorial Park	\$ 150,000
Cannon Valley Trail	\$ 88,875
Hole in the Mt. Park	\$ 53,000
Belle Prairie Park	\$ 65,000
Plum Creek Park	\$ 27,000

Total **\$8,549,362**

Motion by Bonk to approve the slate as listed for **\$8,549,362** and drop the three **Advisory Motions**

Second by Wendorf
Motion Approved with one abstention by Mattice

9.2 Evaluation Team Alternate Move item to November meeting

10. New Business

10.1 RFP Review and Approval of Contract for Mapping

Executive Committee will re-look at the contract for some items that were of concern as possible omissions. *Mattson* will bring it back in November.

Commissioner Kennedy will work with *Mattson*

10.2 Mountain Bike Design Standard Committee Move item to November meeting.

11. Consent Agenda

Approval of October Expenses

Consultants and other expenses \$ 25,506.83

Commission expenses \$ 2,354.78

Total \$ 27,861.61

Motion by Mattice

Second by Engrave

Motion Approved

12. Next Meeting and Agenda Items

November 28, 2018, Sartell at the Sartell Community Center. A continuation of the discussion on funding applications. Also Agenda items

9.2 and 10.2 from today's Agenda and reconsideration of Agenda item 10.1 for approval.