Greater Minnesota Regional Parks and Trails Commission

**Minutes for July 25, 2018**

Kensington Rune Stone Park

8965 County Road 103 SW

Kensington, MN 55806

# APPROVED

**Commissioners in Attendance:** Chair Tom Ryan, Tim Kennedy, Rick Anderson, Bryan Pike, Brad Bonk, Marc Mattice

**Commissioners Absent:** Jannik Anderson, Tom Schmitz, Barry Wendorf, Peg Furshong, Rita Albrecht

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

1. **Meeting Called to Order at 10:04 by Chair Ryan**
2. **Consent Agenda:** Minutes of June 27, 2018, Treasurer’s Report and Agenda for July 25, 2018

 **Motion** by R Anderson to approve the Minutes and Agenda but pull the Treasurer’s report for further discussion.

 **Second** by Mattice

 **Motion Approved**

  **R Anderson** has a concern that $140,000 carry over is too much and could be spent for projects. **Mattson**prefers to have that amount to carry over as a cushion. **R** **Anderson** Could we carry over only $100,000 and use the rest for requested project plans? Could we discuss this in the fall? **Mattson** This can be for further discussion.

 **Motion** by Kennedy to approve the Treasurer’s Report for July 25, 2018.

 **Second** by Mattice

 **Motion Approved**

1. **Acknowledge Members of the Public in Attendance** LuAnn Wilcox; District Administrator

for District 6

**3.1 Bonk – Overview of Kensington Rune Stone Park** Bonk is a current member of the Commission**.** Largest Park in the Douglas County system (120 Acres started and now is 400 Acres) and booked very heavily. The Douglas County Board will decide on user fees to start January 2019. There is currently a donation opportunity for users. The Visitor Center is only six months old. There is a lot of respect and pride for this park in the community. The Minnesota Vikings organization has been very supportive of the Park. Cost of this building was just over one million dollars, funding through the GMRPTC assist with the construction.

1. **Executive Director’s Report Mattson** Had a sample of a card for the Kensington Rune Stone Visitor Center and suggested that this would be something for future recipients of funding to produce and also to include our GMRPT Logo on the hand out. **Pike** For signage at the parks, suggested we use signs that advertise the GMRPT. **Kennedy** What discussion is taking place for tracking usage of the trails and where the users are coming from and going to on these trails?**Mattson** Discussion is still ongoing for how we can accomplish this in a useful and accurate manner. At the July 12, LAC meeting, there was good discussion and we agreed to explore further a plan for a statewide trail inventory, and a travel patterns project using cell phone data capture. Also at that LAC meeting, we delved into what the meat of the report about the 10-Year Legacy Celebrations will look like and timelines. We want to present good data, and the ability to make additional information edits as we move through Phase II which is the traveling exhibit information at the various local events statewide. The 8th and final 10-Year Celebration at Duluth was the largest turnout. We had close to 2,000 in attendance over the course of eight celebrations. What we learned was that being a part of another event, as we were in Duluth with Essentia Health and their annual community event, is more successful with attendance than a stand-alone event. We had close to 1,000 folks “eyes on” at our portion at that event. We will have folks at the MN State Fair in the DNR building to assist with information related to the work of GMRPT. The large posters from the 10-Year Legacy Celebrations will be there along with other information. There is still a need for additional folks to sign up for this event. There were ribbon cuttings at the Northland Regional Sports Park, the Wobegon Trail Extension and the MB Johnson Park in Moorhead in June and July.
2. **System Coordinator’s Report Czapiewski DPC** willbe meeting in September to review/prioritize funding applications and continue their work on district vision/priorities. Outreach and planning assistance has been heating up with this round of funding applications due at the end of July. On-site Master Plan reviews have been conducted at Spirit Mountain, Sawtooth Bluffs in Grand Marais and Lake County Mountain Bike Trails in Beaver Bay. Funding application site visits have been conducted for Duluth Traverse and Duluth Hartley Park. Mountain Bike Trail proposals are in. There are two proposals for Mountain Bike Trails that are in but not ready for the Commission to review. The FY 2020 funding application is well underway. It currently appears we have about 16 viable applications. With the discussions we have had with applicants, it appears there may be many with $1-2 million dollar proposals. The bigger partners are seeming to be making their requests. Discussion followed on Mountain Bike Trails and seeing a need for the locations of the Trails**. Kennedy** Design standards for Mountain Bike Trails have been elevated and currently are happening for the Trails being constructed. **Mattice** Can we connect the design standards to the proposals? Are there current standards that can be adopted? **Mattson** This comes backin theSeptember meeting for an OK.
3. **Items from Members and Letters to the Commission. Pike** Attended the opening of the Wobegon Trail. **R** **Anderson** Going to Morrison County on Monday to talk about Belle Prairie Park. Working with the city of Worthington. **Bonk** Hosted the LAC and DPC meetings here at Kensington Runestone Park.
4. **Old Business:**
	1. **SWOT Analysis Review and Goals for 2019 High Priority Action Items**

 **Ryan** Suggested we have a discussion and set our goals for calendar 2019.

 From the lists created in a previous meeting of; “What do we need to improve”, and

 “What are we doing well”, the following were suggested to be adopted as a work

 plan for 2019:

## 2019 ACTION ITEMS

1. Finalize wok of Mountain Bike RFP, including a best practices manual and creation of a completed product for public and partners use.
2. DPC- continued work with administrators to strengthen the DPC
3. Start a statewide project to map ALL trails. This would be a research project with the LAC, a Phase I project.
4. Legislative clarity re: 40-40-20 split. Commission to educate officials upon their election.
5. Branding: Website updates and other areas to increase our brand awareness
6. LAC-Education again about each agency; DNR, Met Council and GMRPTC
7. Workshops in the districts. Showcase successful projects. Utilize the new traveling LAC exhibit pieces. Attend MRPA and have an exhibit and facilitate a breakout session
8. Recognition letter annually calling attention our work. Note volunteer hours by Commissioners, DPC and ETeam members
9. Phase III Portal updates/refinements
10. October 2019 Report to the Commission on status of work systemwide

 **Motion** by Mattice

 **Second** by Pike

 **Motion Approved**

* 1. **Trail Analysis Discussion Kennedy**Trails and how they fit into the Regional and State plans. He is referring back to our discussion of this at our April meeting and looking once again at that conversation. We need to come to some type of agreement of what we think we should achieve. Funding for these types of trails is depending on how we see the trails and what clarity is now not present. What standard(s) can we convey back to our applicants? Local trails have less opportunities for funding, and so they end up coming to the Commission. **Mattice**Most Regional Trails have trouble with funding and sometimes are unable to complete the project*.* **Mattson** Question today is how fundable is it for the local connections to the trail that we designated? **Kennedy**We need to be clear about how we fund those connectors to the trail we designated. And there never will be enough money to fund all of these connectors. **Mattson** Do we put a ceiling mile number on local connectors? **Mattice** The location of the connector may depend on the city it goes to. **Ryan**Whatdo we do well*?* **Czapiewski** We are raising the bar on what people are achieving to succeed. There is a bigger struggle when there is a District where there are a lot of trails or a District that has a lot in one area of the District. Hard part of planning is that we only know about the proposals that come to us. **Bonk** My idea would be to have a map that connects the trails and for us to be able to identify the gaps on the map for being able to have a continuous use*.* **Pike**Use of the trails by groups will often times be the destination of getting to communities and what is valued by the user groups. **Mattice** If we could get the mapping of State, Regional and Designated Trails, it would be beneficial for us to use for clarity*.*

 **Pike** Viewing a map will help us to identify areas of high use for recreation***.* Kenned*y*** This discussion will help Czapiewski and the ETeam with their discussions on applications. We should continue to pursue that mapping. **Bonk** Should we be having future discussion on criteria for trails with applications?

1. **New Business:**
	1. **New Procedure for Pre-payment Invoices**

The Commission recognizes there are some vendors that require payment in advance of work performed, i.e. Full Circle Group, the Data Management and Storage vendor, and others that may arise. In these instances, pre-payment is recommended by the Executive Director Mattson and approved by the Commission at a regular monthly meeting or by the Executive Committee and brought forth at the next scheduled meeting of the Commission.

**Motion** by Mattice for the Resolution proposed by Executive Director Mattson

**Second** by R Anderson

**Motion Approved**

* 1. **40-40-20 Funding Discussion Mattson**There is interest in discussion on the funding to address strategy for the split. **Mattice** We will be looking at a new administration. We would be wise to meet with the GMP&T in the Fall and share what we desire for the split. Not sure what the results will be. **Ryan & Mattson** We will conduct a conference call.
	2. **Research Priorities for LAC** This item has been covered in the previous discussion

 of item 8.2.

* 1. **Funding – Preliminary Overview of Submitted Applications Czapiewski**These applications for FY 2020 are very preliminary. Potential of19-20 applications in the system. Monetary amounts requested in the projects are up significantly from the previous year. Some site visits have been done already for some projects. Others will be continuing in September.
1. **Consent Agenda**

Approval of July Expenses

 July 3, 2018 Consultant and other expenses $ 3,334.81

 July 25, 2018 Consultant and Other Expenses $20,335.31

 July 25, 2018 Commission Meeting Expenses $ 1,351.73

 $25,021.85

 TOTAL

**Motion** by Mattice

**Second** by Kennedy

**Motion Approved**

1. **Next Meeting and Agenda Items**

September 26, 2018 – Rochester Quarry Hill Park, a joint meeting with the Board of Greater Minnesota Parks and Trails