Greater Minnesota Regional Parks and Trails Commission

**Minutes for November 28, 2018**

Sartell Community Center

850 19th Street South

Sartell, MN 56377

# APPROVED

**Commissioners in Attendance:** Vice Chair Tim Kennedy, Tim Engrav, Rita Albrecht, Bryan Pike, Brad Bonk, Marc Mattice, Tom Schmitz, Rick Anderson, Tom Stoa, Jannik Anderson

**Commissioners Absent:** Barry Wendorf, Peg Furshong, Tom Ryan

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

1. **Meeting called to order by Vice Chair, Kennedy at 10:00 a.m.**
2. **Consent Agenda:** Approval of Minutes of October 24, 2018, Agenda for November 28, 2018 and Treasurers Report for October 2018.

**Motion** by Mattice

**Second** by R Anderson

**Motion Approved**

1. **Acknowledge Members of the Public in Attendance** None in attendance
2. **Executive Director’s Report**

*Mattson* **SCORP** I have been invited to serve on the Statewide Comprehensive Outdoor Recreation Plan Committee (SCORP). There are three meetings scheduled and can be done via conference call or in person. SCORP is a plan required by the National Park Service for states that receive Federal Land and Water Conservation fund dollars, LAWCON(is how we refer to these funds in Minnesota). The first meeting was held November 7 and the next meeting is scheduled for February 20. The **Legacy Advisory Committee** held a meeting in October at Nerstrand State Park. The December 6 LAC meeting will feature a preview of the three agencies planned talking points to the legislature, so we can begin getting our separate points into a cohesive, comprehensive presentation. State Fair planning meetings are already scheduled. **2019 Legislative Work Preview** I have a meeting at the Capitol on Thursday, November 29 with Rep. Barb Haley (21A) and the Board Members of the Cannon Valley Trail. They are seeking information on grants and other options. I am working with Elizabeth Wefel to line up a meeting with a Waltz transition team member to introduce the Commission and to ask for the line-item finding in the Governor’s budget. Rep. Leon Lillie (43B) has been appointed the Chair of Legacy Funding Finance, taking over from Rep. Gunther. I have a call in to his LA seeking an appointment. **Site Visits Designated** **Facilities**: Big Falls Campground and Horse Camp**.** *Czapiewski* and I found the location to be remarkable and keeps a beautiful parcel of land in the public domain. The upgrades planned are necessary and should enhance the facility. The adjacent DNR boat launch is a good complement to the campground. Willmar Robbins Island Park**.** The Master Plan update is a good revision and makes better use of the Robbins Island Park. This should make this along with the Willmar Park system a better regional draw. **RFP Updates for Review** RFPs for the Mapping Project and Design standards, along with the DMS Phase III work were reviewed. Trent Luger, a senior landscape architect with the DNR, has been recommended by the DNR to be a member for the design standards team. **Legislative Piece 2018** You will have a chance to see the upcoming District Pillarinformation for the Legislative Piece 2018 at the meeting today, but the final draft will not be ready yet. Thank you for all your feedback for the new piece. **Commission** **reappointments** There are six positions up for reappointment on the Commission. *Schmitz* had a question about the new elected environment of the State Legislature. *Albrecht* responded that there are 39 new House members. There will still be ongoing negotiations about the current 40-40-20 split. Paul Purman has left the Legacy Committee and has a new position within the DNR. He will be missed.

 **System Plan Coordinator’s Report**

*Czapiewski*  **DPC Administrative Support** Confirmation on continuing the contract for 2019 was achieved with all DPC Administrators. An updated work plan and contract language was written and shared with each Administrator. A year end wrap up meeting with all of the DPC Administrators will be held mid-December to review what worked, what we want to change, and to share a number of best practices developed by individuals. **District Strategic Initiatives** In response to the Commission directive to provide a more comprehensive trails map for District 3 in support of the Battle Lake to Ashby Trail Master Plan evaluation, he has been working with our DPC3 Administrator to collect the available data and create a more comprehensive trails map. **Outreach and** **Planning Assistance** There continues to be requests for information about our process and technical assistance with applications and master plans. **On-Site Reviews**: Big Falls Horse Camp and Campground andWillmar Robbins Island. Visited both sites with *Mattson* (Read notes for both visits in Agenda item 5). **GMRPTCommission.org and** **Data Management System (DMS) Development** the Phase III proposal is being brought to the Commission at this November meeting. It has been over three years with the current website, and it is time for an update which will include a long-awaited file storage portal for Commissioners and staff to access current and historical documents. **Strategic Plan** **Update** Data is being collected and reviewed for this Process. The goal is to collaborate with the Committee (Albrecht, Bonk, R. Anderson) to create an agenda for some time in the January or February Commission meeting that fits into a larger process of decision-making over the next several months. We will also be directing the DPC’s to complete their District Visioning process in February**. Needs from the Commission** We continue to look for additional helpful resources to include in our online blog. If you have anything, please share with me so we can include it. Also, if you have any issues accessing your email, please let Joe know.

 **6.Items from Members and Letters to Commission**

*Mattson*A second letter has been received from Attorney at Law, Ashley Holo that is addressed to Commissioner *Bonk* and Executive Director *Mattson* dated 9/17/18.

 The same request was made as was in the earlier letter. Again, it is in opposition to an

 application that is for the Battle Lake to Ashby bicycle trail along Hwy. 47. Currently, this

 project is tabled. *Albrech*t Received a letter from the International Water Institute, IWI,

 disputing one of the funding sections that was removed from the Application for the Red

 Lake River Corridor taken by the Commission was not a valid reason. There would not

 be any supplanting of funds. She will forward a copy of the letter to *Mattson.*

**7. Old Business:**

**7.1. FY20 Funding Application Review (**FY funding recommendation as of 11.28.18)

*Mattson* and *Czapiewsk*i presented the following FY20 funding recommendations:

Duluth Hartley Park $1,293,975.00

Red Lake River Corridor $1,491,881.00

Gamehaven Park $1,076,410.00

Gull Lake Trail $1,206,319.00

Duluth Traverse $889,198.00

Bertram Park $2,297,600.00

Memorial Park $150,000.00

Cannon Valley Trail $88,875.00

Hole in the Mountain Park $53,000.00

Belle Prairie Park $65,000.00

Plum Creek Park $27,000.00

**TOTAL** $8,639,258.00

Funding amount ($1,076,410.00) for Gamehaven Park includes snowmaking equipment and infrastructure but does not include funding for the maintenance shed or snow grooming. $91,410.00 of that funding is for infrastructure and snow guns. The Red Lake River Corridor funding ($1,491,881.00) excludes the St. Hilaire Park Project and the Connecting People to the Outdoors projects, due to the supplanting of funds issue previously discussed.

*Mattson* Once final decisions are made on funding, everyone gets a letter as well as a personal phone call.

**Motion** by R. Anderson to approve the FY20 funding recommendations

**Second** by Stoa

**Motion Approved** with one abstention by Mattice

* 1. **Evaluation Team Alternate** This person is a non-voting alternate that may attend ETteam meetings allowing a future member to be acclimated to the work of the five-member ETeam in the event of a vacancy. Candidates are Al Lieffort and Pete Royer.

**Motion** by Schmitz to recommend Al Lieffort as the E-team alternate

**Second** by Bonk

**Motion Approved**

1. **New Business:**
	1. **RFP Approval / Mapping / Design Standards / DMS (**four proposals and four separate motions)

**Motion** by Mattice to approve the $25,100 service agreement contract for UP! Outside; LLC (“UP”)

**Second** by Schmitz

**Motion Approved**

**Motion** by Mattice to approve the Rock Solid Trail Contracting $35,200 contract with inclusions ofthe June 30, 2019, deadline as the ending date.

**Second** by Schmitz

**Motion Approved**

**Motion** by Albrecht to approve the Website Update Proposal contract for $500 for the update,$200 annually for cloud storage (plus $1 per member per month for mobile access).

**Second** by Engrave

**Approved Motion**

**Motion** by Bonk to accept the Full Circle Group contract of $45,324 fordevelopment and $35,400 for annual hosting maintenance.

**Second** by Albrecht

**Motion Approved**

* 1. **Moratorium on Trail Designation** (This discussion is only referring to Regionalnon-motorized trails.)

 *Kennedy* How do we want to proceed? *Pike* Trails can take up a lot of resources

 financially and will continue to take up resources. Like to see the Outcome of

 District 3 and then other Districts use that information for priorities. *Stoa*  Are

 there trail designations in the pipeline? *Czapiewski* A moratorium could affect a

 few.  *Schmitz* If there are trails that seem to be viable and we should be looking at,

 why are we considering that we should have a moratorium?  *Bonk* If we are merit

 based, at what point do we get oversaturated in a District? Some areas in a District

 there are many trails and other areas not many*. Pike* What would be the output if

 we had a moratorium? Each District should need to identify their trail priorities for

 funding opportunities. Not liking the moratorium idea. *Mattice*  Maybe we do not

 need a moratorium. See the District 4 Trail Mapping Model. District 4 has used GIS

 people/departments to do that. *Stoa* If we have a 12-month moratorium, at the

 end of 12 months, will we have all Districts with a Trail Mapping Model for

 this? Rather than pursuing a moratorium let’s pursue a Trail Mapping Model in the

 Districts. *Schmitz* There are some trails and parks that do not need or want

 funding that should be in the system-wide designation for trail planning. *Engrave*

What is a Regional Trail? *Mattson* Pushing to have state wide mapping. Start with

 the mapping in our Districts as we have the capacity to do that and the DPC’s do

 not have the capacity to do that. *Czapiewski* What do I inform the people that

 have made a designation request? *Bonk* Until we have a mapping in a District, we

 put a hold on applications for designation. *Kennedy*  Czapiewski will communicate

 with the District administrators in December about the mapping needs in a District

 and how they might assist with the mapping process. He will bring back an update

 to the Commission at the January meeting. The Battle Lake to Ashby Trail is on the

 table with a wait on this request.

* 1. **District Administrator Contract Renewals**

All have the same contract template as last year. A 12-month contract, with $6,000 per district with three meetings a year with the possibility of a 4th and a regular report system.

**Motion** by R. Anderson to approve the renewal of the District Admin Contracts

**Second** by Albrecht

**Motion Approved**

* 1. **Funding Application Changes**

**Willmar Robbins Island Park**

Locally driven Master Plan Update has driven project changes. Remove the Boardwalk, retain Four Season Shelter, Trails and Plaza. Put funds from the Boardwalk to those plans retained.

**Motion** by Schmitz to approve the Master Plan Update changes for the funding application changes.

**Second** by Engrave

**Motion Approved**

**Cohasset Tioga Recreation Area**

**Motion** by Engrave to shift the previous allocation and use solely for single track

**Second** by Pike

**Motion Approved**

* 1. **Legislative Report Draft**

##  Mattson Presented the draft. Some suggestions were made by the Commissioners.

##  Symbols for trails be different than for parks. Date for the report to include, “as of

##  12/31/2108”. Add in the issue how the Commission is formed (of citizen

##  Commissioners) as well as the history of the Commission. Add the purpose of the

##  Commission on the inside of the cover page. Would it be possible/useful to state the

##  closest city, roadway, etc. with the list of funded projects in a District? This report is

##  due to the Legislature on January 15, 2019.

##

1. **Consent Agenda – Approval of November Expenses**

Consultants and other expenses $23,809.73

Commission expenses $1,866.62

**Total** $25,676.35

 **Motion** by Mattice

**Second** by Engrave

**Motion Approved**

1. **Next Meeting and Agenda Items**

No meeting December 2018

Meeting January 23, 2019. Sartell Community Center