



Greater Minnesota Regional Parks and Trails Commission

Minutes for March 24, 2021

Virtual Meeting - Zoom

APPROVED

Commissioners Present: Tom Ryan, Tim Engrav, Rick Anderson, Ted Suss, Jonathan Wolf, Tom Stoa, Matthew Hill, Brad Bonk, Bryan Pike, Peg Furshong

Commissioners Absent: Jen Foley, Barry Wendorf, Beth Pierce

Consultants Present: Renee Mattson, Executive Director, Joe Czapiewski, System Plan Coordinator

1. Meeting Called to Order by Chair Ryan at 10:04am

Meeting Goals Welcome to all in attendance via video. An order of business is Mattson's contract, which will expire on June 30, 2021. There is a process to review goals and work on a new contract. Formal summary of deliverables will be requested, expect that before the April meeting. Mattson will send Commissioners the current contract; 2019-2021. Send Chair Ryan or Executive Committee anything you want included in the contract.

Vice Chair Anderson assumed Chair duties at 10:13am, with Ryan still in attendance.

2. Acknowledge Members of the Public in Attendance: No one from the public in attendance at the meeting.

3. Approval of Agenda for March 24, 2021, Minutes from February 24, 2021 and Treasurer's Report through February 2021

Motion by Bonk

Second by Furshong

Motion Approved

4. Executive Director's Report

Nothing to add beyond emailed report.

5. System Plan Coordinator's Report

Funding application update will be complete by March 25. Statewide PSA has gone out.

6. Items from Members and Letters to the Commission

Ryan, nothing to report

Stoa, nothing to report

Wolf, nothing to report

Pike, nothing to report

Suss, had questions prior to the meeting about the CPO grants and felt Mattson answered appropriately and he has a better understanding.

Bonk, nothing to report

Furshong, Memorial Park looks to be putting together another funding request, but there is no detail known yet.

Anderson, nothing to report

Engrav, nothing to report

Pierce, nothing to report

Hill, nothing to report

7. New Business:

7.1 Designation Approval for 20-014D Sherburne County Big Lake Park.

Park received a High ranking from the Evaluation Team. ETeam noted it is similarly situated to Hwy 10 and I-94. Expect to see a great deal of traffic to these parks with metro area so close. Historic artifacts are on site and they will have to consider how to protect them, and or integrate them into the park. The evaluation indicated there is great potential from both historical and natural resources standpoint. Commission discussion focused on a need to ensure appropriate Tribal review, with further discussion as to whether the Commission should invest its own resources into this research for our own purposes. Look further into easements and access to the inholding on the north end of the lake and the peninsula on the south end of the property. Check into the potential cost of acquisition, though that may happen before the park becomes designated.

Motion to approve the rank of High by Stoa

Second by Ryan

Motion Approved

7.2 2021 Mountain Bike Trail Count and User Survey RFP

Commissioners reviewed the purpose, how the research will be conducted, how the information will be collected and how it fits into our overall user metrics framework. Discussion of the cost of the RFP, it has been budgeted for in District System Planning.

Motion to approve Ryan

Second by Furshong

Motion Approved

7.3 Resolution 018 Duluth Traverse Project Scope Change

Motion to approve Engrav

Second by Bonk

Motion Approved

8. Old Business:

8.1 Approval of Strategic Plan

Discussion of the final document and the main areas of change from the previous plan were discussed. Commissioners felt more time was needed to review the document.

Motion by Ryan to vote on the Strategic Plan in April

Second by Furshong

Motion Approved

9. Approval of Expenses:

Pike stated March expenses for approval

Consultants Expenses: \$22,364.46

Commission: \$220.00

Total	\$22,584.46
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Motion by Stoa

Second by Engrav

Motion Approved

10. Next Meeting and Agenda Items

April 28 from 10:00am to 3:00pm at Holzinger Lodge in Winona

11. Adjourn

**Greater Minnesota Regional Parks and Trails Commission
Director's Report for March 2021**

Partner Meetings

- GMPT Communications Committee
- GMPT Membership Committee
- GMPT Legislative Forum
- PTLAC Prep for Legislative testimony, multiple meetings on different presentations
- PTLAC Liaisons Monthly Meeting
- PLTAC bi-monthly Meeting
- PTLAC Inclusion Committee Call
- PTLAC Statewide Trails Committee Call
- PTLAC Orientation Call with New GM Committee Member Steve Dubbs
- Campground COVID Operations Call
- Met Council Call on GM Mountain Bike Survey, researchers offered information they use for intercept surveys, which has been based on the UofM work of several years ago and will provide assistance in screening RFPs for the trail count and intercept surveys.

Legislative Meetings

March 3 – Representative Hansen

March 8 – Representative Lippert

March 17 – Hearing with Senator Ruud in Environment and Natural Resources Policy and Legacy Finance Committee. Funding recommendations for FY22/23 for GM, DNR, Met Council

Bill Status

Legacy Bill – All funds

HF1079 Omnibus Legacy Finance Bill Hearing 03/26/2021 in Legacy Finance | SF971

Commission Operating Budget out of General Fund

HF1264 | SF787 Hearing on 03/24/2021 in Environment and Natural Resources Finance Committee (Senator Ingebrigtsen)

GMRPTC Funding Recommendations for FY22

HF1208 Hearing on 3/24/2021 in Legacy Finance | SF1072

Bond Funding for Local Park and Trails Connections

HF1039 | SF513

DMS Phase IV

Continued weekly meetings with Full Circle Group on the Phase IV enhancements. When complete we will have an enhanced reporting component.

PTLAC Streetlight Data Researcher

The job has been posted and there have been quite a few applications received. The posting closes in a few days and I will be representing GM on the hiring panel.

GMRPTC
System Plan Coordinators Report
March 2021

Funding Application 2021

Final policy for the 2021/FY2023 Funding Application cycle was completed at last month's Commission meeting, consisting of the Funding Application Guidelines and the Non-Infrastructure Policy. Staff have followed up by completing the Application Content Guide, updating the online application, updating the online launch dates, and are in the process of completing the tutorial video, application testing and press release. We anticipate launching the information on our website on March 25th, with the application itself opening April 1 through July 30.

On-Site Reviews and Technical Assistance

No on-site reviews were conducted in February, although we continue to have requests for information about designation applications, master plans and funding applications.

The ETeam met to review one designation application for Sherburne County in February for consideration this month. It also looks like we will also have new applications and Master Plans for review in April, as Duluth submitted a Designation Application for The Marten Trail and the Master Plan update was submitted for Lincoln County's Hole in the Mountain Park (more possibly coming).

DMS Phase IV

Renee and I continue to meet weekly with Full Circle Group on this update of our Data Management System (DMS). Most of the back-end systems have been completed at this time, with only a final reveal and testing of the Master Plan reporting left to work through. We are also exploring our needs for the next phase, including updates in line with the new Strategic Plan and user metrics collection.

Partner Contact Maintenance Contract Proposal

Renee and I have been considering adding capacity to "catch up" with some of our ongoing, low-level partner agency contact needs. Our idea is to approach Karen Umphress, who has served the Commission as DPC1 Administrator and as the leader of the Mountain Bike Trail Inventory project, to fulfill this contract. Her skills are well suited to this task, which includes phone and email contacts to:

- Update partner agency contact information in the Data Management System; as local staff changes, sometimes we don't hear about it until later when there is an issue.
- Guide partner agencies to update their facility information in the MN Great Outdoors website. The information on that site is now over a year old, while some was never entered at all.
- Update basic facility inventory data in the Master Plan portal for each agency. Some of this information was collected in last winter's agency survey, however the data received was inconsistent and not always completed thoroughly.

We anticipate working with Karen on a contract for these services, which we will bring back to you for consideration next month.

Strategic Plan

After approval at last month's Commission meeting, Renee and I spent considerable time tracking down quality photos to showcase all of our designated facilities. We were successful in all but three cases – which were facilities that aren't yet in existence. Our graphic designer has been hard at work completing the final draft over several rounds of review, which we sincerely hope is to you prior to the Commission meeting on Wednesday.

When the final document is approved, Renee and I have been developing a "rollout plan". This will entail production and distribution of several hundred hard copies, online publication and announcements, and a series of District-level Zoom workshops to be held in May or June (prior to the funding application deadline). We expect to have a responsible role for Commissioners in those workshops as well.