



Greater Minnesota Regional Parks and Trail Commission
Minutes for December 4, 2019 (rescheduled from November 27, 2019)

Sartell Community Center
Sartell, MN

APPROVED

Commissioners Present: Tim Engrav, Bryan Pike, Brad Bonk, Marc Mattice, Barry Wendorf, Rick Anderson, Tom Ryan, Jannik Anderson

Commissioners Absent: Tom Schmitz, Rita Albrecht, Tom Stoa, Peg Furshong

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

- 1. Meeting Called to Order at 10:02 by Chair Ryan** Asking members to RSVP the Wednesday prior to the scheduled meeting. Materials for the next meeting will be sent the Thursday before the meeting.
- 2. Acknowledge Members of the Public in Attendance** Karlin Ziegler, Olmsted County Parks; Rick West, Ottertail County Public Works; Wayne Johnson, Ottertail County Commissioner; Jonathon Wolf, Corporate Attorney, applicant for Commission seat in District 4.
- 3. Consent Agenda**
Approval of the Agenda for December 4, 2019, approval of the minutes from October 23, 2019, and approval of the Treasurer's Report through October 2019. Through October 30, 2019, fund balance \$315,616.86. Request by Mattson to move \$5,000 from Planning Initiatives to District Planning Committee.

Motion by Wendorf to Move the requested amount of \$5,000 from Planning Initiatives to District Planning Committee

Second by J. Anderson

Motion Approved

Motion by J. Anderson to approve Consent Agenda

Second by Engrav

Motion Approved

4. Old Business:

4.1 Funding Application Review and Approval *Mattson* opened discussion for the FY21 Funding Scoring - Third Draft Funding Recommendation includes the top nine (9) scored project requests:

- Oxbow Park and Zollman Zoo Nature Center Construction \$2,135,000
- Goodhue County Lake Byllesby Park Essential Services \$1,350,236
- Robinson Park Phase 1 Recreation \$902,654
- Lake Brophy Park Building \$930,746
- Beaver Island Trail Beaver Island Regional Trail Corridor \$900,000
- Perham to Pelican Silent Lake Segment of the Park \$1,878,820
- Lake Washington Park and Trail Development \$983,511
- Cannon Valley Trail Bridge Replacement Phase 2 Project \$503,100
- Crow River Region CRRT Phase 1 Development \$400,000

Grant Award Total = \$9,984,067

Czapiewski and/or *Mattson* had conversations with the involved applicants related to their project grant requests to identify what the results would be if funding was reduced from their original funding requests in order for the Commission to meet the allocated budget available for award. *Wendorf* reminded that the scoring is the tool to use for funding. *R. Anderson* indicated that we should not have changes in our criteria in mid-stream. *Mattice* pointed out the equality of these FY21 Recommendations with the Historical Review of Funding Applications in the 6 Districts. *Bonk* suggested that this might be used in the Legislative report showing these numbers. *Pike* spoke to his desire to try and support a project in District 2. *Bonk* requested that the January meeting Agenda will ask Commissioners to be ready to share ideas for any changes they want to suggest for the Criteria Scoring review. *Czapiewski* suggested that a sub-committee be formed to take ideas/suggestions to bring to the January meeting to have a starting point for discussion. *Ryan* Appointed *Pike*, *Wendorf*, *Mattice* and *Bonk* in conjunction with *Joe* and *Renee* to review and recommend.

Motion by *R. Anderson* to approve the Third Draft of FY21 Funding Recommended Grant Awards as listed above.

Second by *Mattice*

Motion Approved with one dissent by *Pike*

5. **Executive Director's Report** (See attachment Item 5 *Mattson*) Date set for the first Funding Work Group meeting is January 10, 2020 in St. Cloud.

6. **System Plan Coordinator's Report** (See attachment Item 6 *Czapiewski*)

6.1 Approval of the Mountain Bike Inventory for Districts 1&2 Copies were presented to the Commission for any discussion/comments. *J. Anderson* wanted to acknowledge the work as being an exceptional document.

Motion by Engrav to accept the Mountain Bike Trail Inventory in Districts 1 and 2.

Second by J. Anderson

Motion Approved

- 7. Items from Members and Letters to the Commission** *Engrav* Headwaters Economics put out a report with highlights on Minnesota with numbers supporting recreation endeavors in the state. Web site for those wishing to see the report: <http://headwaterseconomics.org/economic-development/trends-performance/outdoor-recreation-economy-by-state/> Headwaters Economics is an independent nonprofit research group that works to improve community development and land management decisions. *Ryan* read a letter received from Jeff Bertram regarding his resignation from the District Planning Committee 4, effective 12/31/19. This letter will be included as, "attachment item 7 Bertram" in the minutes. Discussion of the contents of the letter followed. *Mattson* will respond on behalf of the Commission.

8. New Business:

8.1 DPC Analysis *Czapiewski* introduced the topic with a review of his draft document, District Planning Committee Assessment, dated November 2019 that was sent to the Commission. He asked for discussion on the materials to assess and add to the document to assist him with a final draft. *Pike* DPC2 is working well. *Ryan* Be sure we do no harm to districts that are working well. *Engrav* Document provides a good summary. *Wendorf* Are Districts scoring similarly? *Czapiewski* continued this process by requesting the Commissioners to share their suggestions for the document draft. *Czapiewski* compiled materials starting with suggestions/comments from Commissioners addressing the following areas;

1. "Benefits of District Planning Committee"
2. "What Hasn't Worked Well"
3. "How we might do things differently/any options that are out there"
4. "How can we best meet our District responsibilities"

This discussion will be continued as an Agenda item at the January 22, 2020, meeting allowing the absent Commissioners to respond as well as to continue with the draft presented today. *Czapiewski* is looking at the January meeting to wrap items up. *Mattson* suggested we share this document with the DPC for their input once we have our document. *Ryan* suggested that *Czapiewski* and *Mattson* put together a summary of the document.

8.2 District Planning Committee Member Approval District 3 & 6 This Agenda item was tabled. *Bonk* requested that a reply be sent to the two applicants informing them of the table. *Czapiewski* will follow up with replies to the two applicants.

Motion by *Pike* to approve the applicants

Second by J. Anderson

Motion and Second by *Pike* and J. Anderson rescinded.

8.3 Review and Comment on Funding Work Group Documents *Mattson* asked for a response to this draft charter document that was developed by liaisons from Minnesota Department of Natural Resources, Greater Minnesota Regional Parks and Trails, and Metropolitan Council. Discussion/suggestions were shared.

8.4 Review of Draft Policy and Planning Report 2019 *Mattson* previewed the document in the draft state. Suggestion was made to have the Executive Committee do one final review and have it ready for print.

Motion by Bonk

Second by Mattice

Motion Approved

8.5 Call for Nominations At this time Ryan has indicated his acceptance for Chair, R. Anderson for Vice Chair and Pike for Secretary/Treasurer. Request to Commissioners is to consider interest for further nominations for positions. There needs to be a nominee for the at large Executive Committee position.

8.6 2020 Goals and Objectives

This will be an Agenda item for the January 22, 2020, meeting.

9. Consent Agenda

Approval of November Expenses

November Consultants and Expenses	\$61,973.11
<u>Commission Meeting Expenses</u>	<u>\$ 1,741.66</u>
Total	\$63,714.77

Motion by Mattice

Second by Wendorf

Motion Approved

10. Next Meeting January 22, 2020. Sartell Community Center

Reminder to RSVP at least one week prior to the meeting for both attendance for a quorum and lunches to order. Materials will be to you at least one week prior to the meeting.

**Greater Minnesota Regional Parks and Trails Commission
Director's Report for November 2019**

2019 Policy and Planning Report

Our annual Policy and Planning Report on our annual work product is due to the Legislative Legacy Committees by January 15 of each year. With the most important element of the report being the funding recommendations, the timeline is tight on the turnaround. A draft of the report is in a file in ExaVault and the most current draft will be discussed at the November meeting. The report continues to evolve, and I think you will be pleased with the new layout and the additional photos in the piece.

We're developing a nice supply of photographs of our designated facilities. Should you ever need to use them or are just curious about what we have, they too are in ExaVault.

Streetlight Data Research

We (Legacy liaisons, DNR, Metropolitan Council and GMRPTC) are moving ahead with the contract development to hire a Data Scientist. The position would be responsible for developing innovative approaches to collecting and analyzing data and building web-based, interactive data analytics apps. Essentially, developing the necessary database to effectively use the Streetlight data to perform visitor counts and analytics in each of the partner parks and trails facilities.

The position would report to Joel Huting at Met Council who would be the project manager. DNR and GMRPTC staff will also be part of the project team, sharing all reporting and project work outcomes. This position would be funded through the Parks and Trails Legacy Coordinating with Partners funds. The salary range for this position is \$70,845.00-\$100,506.00 and would be a two year commitment.

This project is a perfect example of partner coordination and will provide GM with valuable insights and information about the facilities in our system. Work we could never do on our own. We hope to have the position filled in January with work starting immediately.

Funding Work Group

The funding work group members and alternates have all been identified. I'm confident in the capabilities of the Mediation Center to perform the work we need to arrive at a mutually agreeable funding model for the next few biennia. There is hope we will be able to find a date to meet before the end of the year, but with busy schedules and 12 work group members, plus staff, it's going to be a challenge. You've all received the documents that have been produced thus far. I'll continue to keep all of you up to date on the work group activities. And all documents prepared for the work group will be kept in a file in ExaVault.

**GMRPTC
System Plan Coordinators Report
November 2019**

DPC and Administrative Support

We have received a DPC application for District 3 for Ryan Miller, who is a Community Development staff for the City of Fergus Falls. We recently accepted the resignation of Steve Plaza, a founding DPC member who was the Parks and Recreation Director for the City of Fergus Falls. We will consider this application later on in this month's agenda.

Strategic Initiatives

Karen Umphress has updated the Mountain Bike Report per Commission instructions at the last meeting.

On-Site Reviews and Technical Assistance

No on-site reviews were conducted in November. We have received one Designation Application that will be reviewed by the ETeam at their next meeting, probably in early December. We have provided technical assistance to 3-4 other entities that are preparing either Designation application, new Master Plans, or updated Master Plans. New Designation Application assistance has been provided to facilities in D2, D4, and D6. New and updated Master Plan technical assistance has been provided for facilities in D3 and D4.

Funding Application Updates

Renee and I have been busy wrapping up application corrections, working with applicants to find phasing options, and responding to Commissioner requests and ideas for prioritization.

Strategic Plan Update

The strategic plan writing process is underway. At this point the work is centered around developing and filling in around a detailed outline for each chapter. As the components start to fit together, both new and previous (but still relevant) materials are being incorporated into a streamlined document.

We are working on using a significant portion of the January Commission meeting for planning, as is our tradition. There are several areas of GMRPTC work that were not covered under the Theme Committee structure, such as DPC/District development, Communications strategy, Data Management System development, Research and Data Collection strategy, Partnerships (with our partner agencies, GMPT, etc.), and general organizational development. There is time planned on this month's agenda to see if we can deal with the DPC topic sooner rather than later.

DMS Update

A new Master Plan export has been completed by Full Circle Group and should be in place by meeting time. This is an update to the current export, which took the basic text of a Master Plan and put it into a simple PDF export. The new export is a significant step forward, using a more professional graphic design for its layout and incorporating various graphics, charts and other non-text information. Our goal with this new system is to encourage local jurisdictions to skip the expensive step of creating a publishable document, only then to have to import it into the portal. Now, the agency and its consultants can create the document right in the portal and have an export function when completed that is suitable for presentation with their Board or Council or for publication.