

**MEETING DATE:** March 22, 2018

**TITLE:** Appoint a Community Advisory Committee member to the MPRB Minnehaha Parkway Regional Trail Master Plan CAC

**RESOLUTION NUMBER:** 18-033

**PREPARED BY:** Tiffany Schaufler

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**TELEPHONE:** 952-641-4513

**REVIEWED BY:**  Administrator  Counsel  Program Manager:  
 Board Committee  Engineer  Other

**WORKSHOP ACTION:**

<input type="checkbox"/> Advance to Board mtg. Consent Agenda.	<input type="checkbox"/> Advance to Board meeting for discussion prior to action.
<input type="checkbox"/> Refer to a future workshop (date):_____	<input type="checkbox"/> Refer to taskforce or committee (date):_____
<input type="checkbox"/> Return to staff for additional work.	<input type="checkbox"/> No further action requested.
<input checked="" type="checkbox"/> <b>Other (specify): Not reviewed at Board Workshop. Seeking final approval on March 22, 2018.</b>	

**PURPOSE or ACTION REQUESTED:**

The Minneapolis Park and Recreation Board (MPRB) has invited the District to appoint a Community Advisory Committee (CAC) member to serve on the MPRB’s Minnehaha Parkway Regional Trail Master Plan CAC.

**PROJECT/PROGRAM LOCATION:**

Minnehaha Parkway Regional Trail – map of this park is included within Attachment A

**PROJECT TIMELINE:**

- March - April 2017: Executed Memorandum of Understanding with the MPRB and City of Minneapolis for the integrated planning of the Minnehaha Creek subwatershed in the City of Minneapolis
- April 2018 – MPRB seat Community Advisory Committee members to serve on the Minnehaha Parkway Regional Trail Master Plan
- May – October 2018: MPRB Master Planning for Minnehaha Parkway Regional Trail
- January 2019 – Minnehaha Parkway Regional Trail Master Plan approval

**PAST BOARD ACTION:**

- February 23, 2017: RES 17-017 – Authorization to enter into a Memorandum of Understanding with the City of Minneapolis and Minneapolis Park and Recreation Board and Issue a Request for Qualifications for the Integrated Planning of the Minnehaha Creek Subwatershed in Minneapolis
- September 14, 2017: RES 17-059 – Authorization to Execute a Contract for Preliminary Design for FEMA Repairs and Minnehaha Creek Corridor Planning

## SUMMARY:

### Memorandum of Understanding:

The District has worked with the City of Minneapolis (City) and Minneapolis Park and Recreation Board (MPRB) on various analyses in recent years to identify opportunities for stormwater management and stream improvements on MPRB land. MPRB and the City are expecting to make various infrastructure improvements in the coming years. The District, MPRB and the City are looking to identify opportunities for collaboration to integrate stormwater management, recreation improvements, stormwater improvements, and natural resource improvements along the Minnehaha Creek corridor.

The flooding of 2014 also caused erosion and damage to the Minnehaha Creek bank, in the City of Minneapolis. As the District worked to secure Federal Emergency Management (FEMA) funding to repair the damage sites along the Minneapolis section of the Creek, discussions began between MCWD, the City and the MPRB, on how the three agencies might partner to develop a shared vision of the future, and set of natural resource implementation priorities, within Minneapolis.

Subsequently, on February 23, 2017, the MCWD Board of Managers authorized the execution of a Memorandum of Understanding (MOU) between the three agencies (MCWD-MPRB-City) and also authorized staff to issue a request for qualifications (RFQ) for the integrated planning of the Minnehaha Creek Subwatershed in Minneapolis. Through this MOU the three agencies have agreed to mutually support an effort to create a multi-jurisdictional concept plan and capital improvement plan to improve the natural and built environments within the Minnehaha Creek subwatershed in the City of Minneapolis. This MOU recognizes that the natural resource goals of these entities will be best achieved through integrated land and water resource planning, and memorializes a commitment to working together to integrate goals, plans and investments. The MOU outlines how the three agencies will work together to identify multi-jurisdictional initiatives to achieve complex goals such as:

- Reduce flooding
- Achieving regional pollutant load reductions identified in TMDLs
- Reducing runoff volume and peak flows to Minnehaha Creek
- Eliminating combined sewer overflows
- Enhancing the ecology and recreation opportunity of the creek corridor

### MPRB Minnehaha Parkway Regional Trail Master Plan

The MPRB is kicking off the master planning process for the Minnehaha Parkway Regional Trail, which includes the parkland on both side of Minnehaha Creek running from the western city limit to Longfellow Gardens. This master plan will set the vision and priorities for future park improvements in the area for the next 20-30 years. The master plan process will be prepared collaboratively between MPRB, MCWD, and the City and will be guided by a Community Advisory Committee (CAC) appointed by various neighborhood groups and elected officials.

On March 7, 2018 the MPRB Planning Committee approved the composition of a CAC for the Minnehaha Parkway Regional Trail master plan, which is proposed to have a total of 19 appointed members. Due to the entire Minnehaha Parkway Regional Trail being located within the boundary of MCWD, the MPRB has invited MCWD (**see Attachment 1 – MPRB letter**) to appoint one CAC member to the MRPB's CAC for this master planning effort. The MCWD Board may select anyone they wish to serve on this CAC. The CAC members are expected to become knowledgeable about the project and its scope, understand and represent the park and recreation needs of the community and park visitors, and act as community liaisons for the project. CAC

members would participate in public CAC meetings, advise MPRB staff and consultants throughout the planning process, and recommend to the MPRB Board of Commissioners a preferred plan. MCWD staff would coordinate with MCWD's appointee throughout the MPRB master plan process and would ask that the appointee report back to MCWD on the master plan process, information presented, and possible recommendations being developed throughout.

Given that the District annually appoints its own Citizen Advisory Committee, District staff reached out to existing members of the MCWD Citizen Advisory Committee to see if any of them had an interest to serve on the MPRB Minnehaha Parkway Regional Trail CAC. In addition to their interest, District staff also asked potential appointees to explain why they were interested in serving on the MPRB CAC and why they thought it was important for MCWD to be involved in the MPRB master planning. District staff received interest from one MCWD Citizen Advisory Committee Member, Richard Nyquist. Mr. Nyquist has served on the MCWD Citizen Advisory Committee since 2016, has lived in the Fulton neighborhood for 27 years, and has used the Minnehaha Parkway Regional Trail for over 20 years.

MCWD staff recommends that the MCWD Board of Managers appoint Richard Nyquist to the MPRB Minnehaha Parkway Regional Trail master planning Community Advisory Committee.

**ATTACHMENT:**

- March 15, 2018 Letter from MPRB
  - Invitation to appoint a CAC Member to the Minnehaha Parkway Regional Trail Master Plan
  - MPRB Appointment Equity Tool
  - Project Overview
  - Minnehaha Parkway Regional Trail CAC Draft Charge & Composition
  - Map of Minnehaha Parkway Regional Trail

**RESOLUTION**

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**RESOLUTION NUMBER:**    18-033

**TITLE:**            **Appoint a Community Advisory Committee member to the MPRB Minnehaha Parkway Regional Trail Master Plan CAC**

WHEREAS, the Minnehaha Creek Watershed District has identified Minnehaha Creek and Lake Hiawatha as being a priority area for capital improvements focused on stormwater management and increased recreational access; and

WHEREAS, for several years the MCWD has been working with the City of Minneapolis (“City”) and Minneapolis Park and Recreation Board (“MPRB”) to enhance the social, economic and environmental vitality along the Minnehaha Creek corridor and further the goals and purposes of the parties; and

WHEREAS, based on a history of partnership, the District, City and MPRB wish to reaffirm mutual recognition of the potential value added through formalizing agency coordination; and

WHEREAS, on February 23, 2017 the Board of Managers authorized the District Administrator to execute a Memorandum of Understanding (MOU) with the City and MPRB which outlines opportunities to collaborate and integrate mutual efforts in realms of land-use planning, stormwater management, flood mitigation, park and public land management, greenway development, and water resources improvements; and

WHEREAS, the MPRB is the steward of the Minneapolis park system and is working to develop a master plan for the Minnehaha Parkway Regional Trail area in collaboration with MCWD and the City;

WHEREAS, the MPRB desires broad representation and participation in the planning, development, and evaluation of system-wide plans and on March 7, 2018 the MPRB Planning Committee approved Resolution 2018-138 which authorized the formation and charge of an Appointed Community Advisory Committee for the Minnehaha Parkway Regional Trail Master Plan; and

WHEREAS, the composition of the Community Advisory Committee for the Minnehaha Parkway Regional Trail Master Plan includes an appointee by the MCWD and MPRB staff has requested that MCWD submit the name of MCWD’s appointee by March 28, 2018; and

WHEREAS, MCWD staff asked current MCWD Citizen Advisory Committee members if they would be interested in serving on the Community Advisory Committee for the Minnehaha Parkway Regional Trail Master Plan and Richard Nyquist has confirmed his interest to serve.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers appoints Richard Nyquist to serve on the MPRB Community Advisory Committee for the Minnehaha Parkway Regional Trail Master Plan.

Resolution Number 18-033 was moved by Manager \_\_\_\_\_, seconded by Manager \_\_\_\_\_.  
Motion to adopt the resolution \_\_\_ ayes, \_\_\_ nays, \_\_\_ abstentions. Date: \_\_\_\_\_.

\_\_\_\_\_  
Secretary



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Park & Recreation Board**

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March 15, 2018

Minnehaha Creek Watershed District  
15320 Minnetonka Boulevard  
Minnetonka, MN 55345

RE: Minnehaha Parkway Regional Trail Master Plan

Dear Watershed District Board Members,

The Minneapolis Park and Recreation Board (MPRB) is beginning a process to plan Minnehaha Parkway Regional Trail, which is parkland on both sides of Minnehaha Creek running from the western city limit east to Longfellow Gardens. On March 7, the MPRB Commissioners on the Planning Committee approved the composition of a Community Advisory Committee (CAC). This will likely be finalized by the full Board at the March 21 meeting. In the interest of providing additional time for you to make appointments, we are sending this letter now.

A CAC is a group of community members that will guide the project and make recommendations to the Board. Because your watershed district includes all of Minnehaha Parkway Regional Trail, I would like to invite you to **appoint a CAC member**.

The process works like this:

- I am promoting the project through various channels and have been receiving applications from the general public (applications we've received so far are attached)
- I will forward to you, about weekly, the applications I receive that come from within your ward. The deadline for the general public to submit applications is March 21, 2018.
- You may select anyone you wish to serve on the CAC, either from the pool of applicants or someone else. If you select from outside the applicant pool we would still like your appointee to fill out an application, to help us understand who is on the CAC.
- CAC members will be primarily asked to provide guidance on the SW planning effort as a whole. It is important that CAC members are big picture thinkers able to see beyond the boundaries of a single park, neighborhood, or issue.
- Please submit the name and contact information of your appointee by **March 28, 2018**.

CAC meetings will take place in areas around the Minnehaha Creek area in the evening. Though final meeting dates and locations have not yet been scheduled, the total time commitment for a CAC member is likely to include:

- Three or four two-hour monthly meetings beginning in late April;
- Some general assistance with and/or attendance at community events through the summer months; and
- Three or four two-hour monthly meetings in the fall.

To assist you in selecting a representative and describing the project to them, I have attached:

1. A map of Minnehaha Parkway Regional Trail
2. The project overview and the CAC charge and composition; and
3. Copies of CAC applications received to date.

CAC members will be primarily asked to provide guidance on the Minnehaha Parkway Regional Trail master planning effort as a whole. It is important that CAC members are big picture thinkers able to see beyond the boundaries of a specific area, neighborhood, or issue.

I am happy to assist you if you would like any guidance or further information during your appointment process. Please feel free to contact me by phone (612-230-6470) or by email ([aarvidson@minneapolisparcs.org](mailto:aarvidson@minneapolisparcs.org)). Please submit the name and contact information of your representative (by phone or e-mail) by Wednesday, March 28. Thank you for your assistance in this process.

Regards,

Adam Arvidson  
Minnehaha Parkway Regional Trail Master Plan Project Manager  
Director of Strategic Planning  
Minneapolis Park and Recreation Board  
612-230-6470  
[aarvidson@minneapolisparcs.org](mailto:aarvidson@minneapolisparcs.org)

Enclosures:

Map of the Minnehaha Parkway Regional Trail  
MPRB Appointment Equity Tool  
Project Overview and CAC Charge and Composition  
CAC Applications received to date



## Minneapolis Park & Recreation Board Appointment Equity Tool

Please consider appointing individuals that represent one or more of these categories as you make your appointment for the Community Advisory Committee. This is not an exhaustive or conclusive list and categories should be based on self-identification and not assumption.

Racial/Ethnic Diversity (based on residential population in NE/SE Minneapolis)	Generational Diversity	Socio-economic Diversity	Linguistic Diversity	People with Disabilities/Deaf, Deaf Blind & Hard of Hearing Individuals	Sexual Orientation/Gender Identity
African American	18 and under	Families with multiple children under 18	English as a second language	Physical disability	Lesbian, gay, bisexual, queer, pansexual
Latino/Hispanic	65+	Renters	American Sign Language	Intellectual disability	Transgender/gender non-conforming
Hmong/Lao		Families that qualify for reduced or free lunch		Developmental Disability	Asexual
East African		Public housing resident		Mental Health	
West African		Transit dependent household		Deaf/Deaf Blind/Hard of Hearing	
Tibetan		High school or equivalent education, no college		Chronic Illness	
Karen		Work in NE/SE		Other Disabilities	
Native American		Current student			
Bicultural or multiracial		Artist			
Other		Other			

## HELP PLAN THE FUTURE OF MINNEHAHA PARKWAY REGIONAL TRAIL!

### Project Overview

The Minneapolis Park and Recreation Board (MPRB) will be developing a master plan for the Minnehaha Parkway Regional Trail, which includes parkland along both sides of Minnehaha Creek between Minnehaha Regional Park and the western city limit. This master plan will set a vision and priorities for future park improvements in the area for the next 20-30 years. The planning process will be guided by a Community Advisory Committee (CAC) appointed by various neighborhood organizations and elected officials. Appointees are strongly encouraged not to seek candidates merely through personal contacts and networks in order to carry out a formal and transparent appointment process.

The master plan will be prepared in a three-agency collaboration between MPRB, the City of Minneapolis, and the Minnehaha Creek Watershed District. In addition to preparing a vision for the corridor, this plan will also create opportunities for people to engage with natural areas and the outdoors. The master plan will consider both process and product—it will create a vision, but will also provide an introduction to the outdoors for those unaware of the creek.

It will contain the following elements, in addition to following the Metropolitan Council's Master Plan Requirements for the 2040 Regional Parks Policy Plan Update:

- An overview of Minnehaha Parkway history that tells the story of conditions that have shaped it into what it is today
- A detailed conditions assessment of the access points, trails, open spaces, shoreline, and altered areas (by either human activity or invasive plant communities) as well as a corresponding needs assessment for these areas
- Recreational programming potential
- Conceptual plans for different amenities throughout the parkway corridor (trails, creek, open spaces, courts, bridges) as well as a management plan for natural spaces, including recommended improvements, phasing, and costs



**Project Manager**  
Adam Arvidson  
Phone: 612-230-6470  
Email: [aarvidson@minneapolisparcs.org](mailto:aarvidson@minneapolisparcs.org)

Sign up for email project updates! Go to:  
[www.minneapolisparcs.org/masterplans](http://www.minneapolisparcs.org/masterplans)  
and select Minnehaha Parkway Regional Trail,  
then subscribe and submit



# MINNEHAHA PARKWAY REGIONAL TRAIL

## CAC Draft Charge and Composition

*(from Community Engagement Plan, MPRB Board review planned 3/21/18)*

### CAC Composition

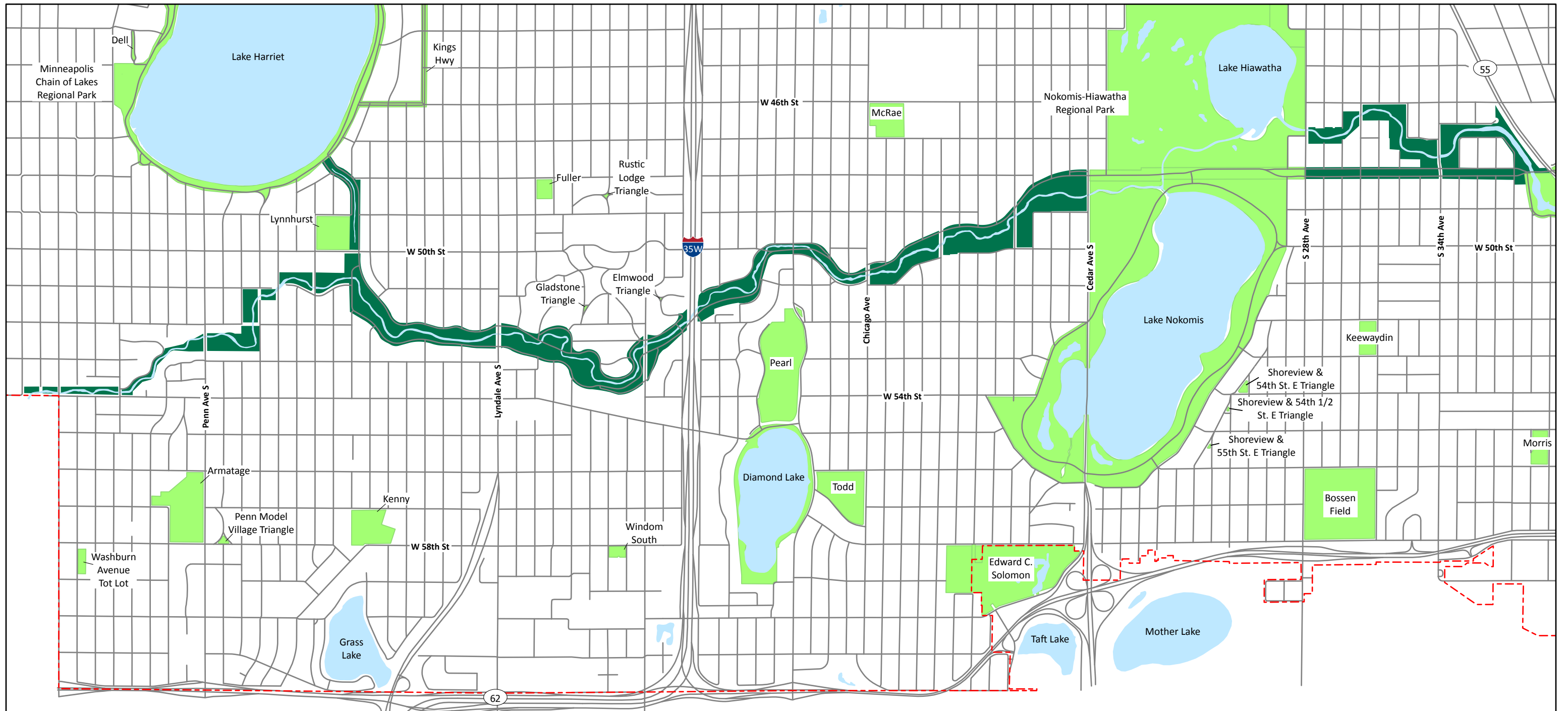
- Park Board President Bourn (appoints chair)
- At Large Commissioners Forney, French, and Vetaw (1 appointment each)
- District Commissioners: Musich (district 5) and Bourn (district 6) (2 appointments each)
- Minneapolis City Council Members: Jenkins (ward 8), Schroeder (ward 11), Johnson (ward 12), Palmisano (ward 13)
- MPRB Staff (2 appointments)
- Minnehaha Creek Watershed District Board (1 appointment)
- Geographic groupings of neighborhood organizations (1 appointment each):
  - Fulton Neighborhood Association / Armatage Neighborhood Association / Lynnhurst Neighborhood Association
  - Tangletown Neighborhood Association / Windom Community Council / Kenny Neighborhood Association
  - Field, Regina, Northrop Neighborhood Group / Hale, Page, Diamond Lake Community
  - Standish-Ericsson Neighborhood Association / Nokomis East Neighborhood Association

### CAC Charge




The Minnehaha Parkway Regional Trail Master Plan CAC shall:

- Become knowledgeable about the project and its scope and advise MPRB staff and consultants throughout the planning process.
- Contribute to broad community engagement by acting as primary contact for the CAC's represented communities, and by enhancing the project's interaction with a wide range of stakeholders and stakeholder groups.
- Assist with ongoing communication of technical plan elements to the general public.
- Report back to appointers or appointing bodies, as requested, on the plan process, information presented, and possible recommendations.
- Make recommendations to the MPRB Commissioners on service area-wide vision, goals, and principles.

# Minnehaha Parkway Regional Trail Master Plan



**Legend**

-  Minnehaha Parkway Regional Trail
-  Other Parks/Out of Scope
-  Minneapolis City Limits

N

