

ATV Joint Powers Board Meeting

Meeting Agenda

April 19, 2021
10:00 A.M.

ATV Joint Powers Board Meeting:

Meeting Facilitator: St. Louis County Commissioner Paul McDonald

Invitees: St. Louis County Deputy Administrator Brian Fritsinger, St. Louis County Public Works Director Jim Foldesi, St. Louis County Commissioner Mike Jugovich, St. Louis County Commissioner Keith Nelson, St. Louis County Commissioner Paul McDonald, Lake County Commissioner Rick Goutermont, Lake County Commissioner Rick Hogenson, Koochiching County Commissioner Wade Pavleck

- I. **Call to order**
- II. **Introductions**
- III. **Open issues**
 - a) Review Concept and Purpose of the Proposed JPA Board
 - Current Challenges
 - Future Opportunities
 - b) Discuss Conceptual Support for JPA
 - c) Identify Key Stakeholders/Member Counties
 - Any other prospective partners missing from the table?
 - d) SLC Sponsored ATV Trail Project Summary-See Handout
 - e) Lobbying Discussion
 - f) Next Steps
 - Identify Key goals/outcomes
 - Develop Draft Legal JPA for Review/Comment
- IV. **New business**
 - a) Set Next Meeting Date
- V. **Adjournment**

ATV Joint Powers Board Meeting Agenda

July 26, 2021, 10:00 A.M.,
SLC Virginia Public Works Facility, 7823 Hwy #135, Virginia, MN

Meeting Facilitator: St. Louis County Deputy Administrator Brian Fritsinger

Invitees: St. Louis County Deputy Administrator Brian Fritsinger, St. Louis County Public Works Director Jim Foldesi, St. Louis County Commissioner Mike Jugovich, St. Louis County Commissioner Paul McDonald, St. Louis County Commissioner Keith Nelson (alt), Lake County Commissioner Rick Goutermont, Lake County Commissioner Rick Hogenson (alt.), Koochiching County Commissioner Wade Pavleck, Koochiching County Commissioner Terry Murray (alt.)

- I. Call to Order – Brian Fritsinger
- II. Roll Call, Introductions and Establishment of Quorum
- III. Election of the Chair of the Joint Powers Board - turn over gavel to the chair
- IV. Election of the Vice Chair of the Joint Powers Board
- V. Agenda Approval
- VI. Agenda Items
 - a) Meeting Minutes Approval
 - b) Consent Agenda – none
 - c) Regular Agenda
 - a. Review and Adopt Joint Powers Board Agreement
 - b. Review and Adopt Joint Powers Board Bylaws
 - c. Review and Approve Ex Officio Members of Joint Powers Board
 - d. Determine Joint Powers Board Meeting Schedule
 - e. Discuss Staffing of Joint Powers Board
 - f. Review and Approve Organization of ATV Advisory Board
 - i. Review and Approve Representatives
 - ii. Organization
 - iii. Staffing

iv. Frequency and Timing of Meetings

g. Initial Joint Powers Board Activities/Projects and Funding

d) IRRRB Trails Grant Needs for 2022

e) Other Business

f) Adjourn

Northeastern Regional ATV Joint Powers Board
Meeting Agenda

October 18th, 2021, 2:00 PM,
SLC Virginia Public Works Facility, 7823 Hwy #135, Virginia

- I. Call to Order – Chair McDonald
- II. Roll Call, Introductions and Establishment of Quorum
- III. Agenda Approval
- IV. Agenda Items
 - a) September ____, 2021 Meeting Minutes Approval
 - b) Public Comment
 - c) Consent Agenda – none
 - d) Regular Agenda
 - a. Joint Powers Board Staffing
 - b. Joint Powers Board Consulting Lobbyist Contract for Services with Costin Group Inc.
 - c. Joint Powers Board Membership Funding Contributions
 - d. Activities/Projects and Other Items of Interest
 - e) Adjourn

Northeastern Regional ATV Joint Powers Board
Meeting Agenda

November 15th, 2021, 2:00 PM,
SLC Virginia Public Works Facility, 7823 Hwy #135, Virginia

- I. Call to Order – Chair McDonald
- II. Roll Call, Introductions and Establishment of Quorum
- III. Agenda Approval
- IV. Agenda Items
 - a) October 18, 2021 Meeting Minutes Approval
 - b) Public Comment
 - c) Consent Agenda – none
 - d) Regular Agenda
 1. Prioritization of 2022 Capital Appropriation Request Resolution (BL 21-03)
 2. Fiscal Services Authorized Approvers Resolution (BL 21-04)
 3. Contract Execution Resolution (BL 21-05)
 4. Resolution Selecting a Consultant to Provide Administrative Support Services to the Joint Powers Board (BL 21-06)
 5. Funding and Processing of Costin Contract Discussion
 6. Joint Powers Board Membership Funding Contributions Discussion
 7. Long Term Regional Trails Plan Discussion
 8. Activities/Projects and Other Items of Interest
 - e) Adjourn

NEXT MEETING DATES:

- December 20, 2021
- January 24, 2022

- February 28, 2022

Northeastern Regional ATV Joint Powers Board
Meeting Agenda

December 20, 2021, 2:00 PM,
SLC Virginia Public Works Facility, 7823 Hwy #135, Virginia

Chair Commissioner Paul McDonald attending and chairing remotely from 140 51st Ave.
W. Unit #403 Saint Pete Beach FL 33706

Commissioner Rick Goutermont attending remotely from 1608 20th Ave Two Harbors
MN

WebEx Link For Meeting:

<https://stlouiscountymn.webex.com/stlouiscountymn/j.php?MTID=mc74f5ebfa3673f323cd3cecc8b33e03f>

- I. Call to Order – Chair McDonald
- II. Roll Call, Introductions and Establishment of Quorum
- III. Agenda Approval
- IV. Agenda Items
 - a) November 15, 2021 Meeting Minutes Approval
 - b) Public Comment
 - c) Consent Agenda – none
 - d) Regular Agenda
 1. Resolution Selecting a Consultant to Provide Administrative Support Services to the Joint Powers Board (BL 21-07)
 2. Joint Powers Board Membership Funding Contributions Discussion
 3. Resolution Supporting Various ATVAM Legislative Platform Resolutions Produced By The ATV Clubs (Res. 21-08)
 4. Activities/Projects and Other Items of Interest
 - e) Adjourn

NEXT MEETING DATES:

- January 24, 2022

- February 28, 2022

ATV Joint Powers Board Meeting Minutes
SLC Virginia Public Works Facility
7823 Hwy 135, Virginia, MN
July 26, 2021

Board members present for meeting: St. Louis County Commissioner Mike Jugovich, St. Louis County Commissioner Paul McDonald, Lake County Commissioner Rick Goutermont, and Koochiching County Commissioner Wade Pavleck.

Others present for the meeting: St. Louis County Deputy Administrator Brian Fritsinger, St. Louis County Director Jim Foldesi, and St. Louis County Attorney Kimberly Maki.

Alternate members, not present: St. Louis County Commissioner Keith Nelson, Lake County Commissioner Rick Hogenson, Koochiching County Commissioner Terry Murray

- I. Meeting called to order by Deputy Administrator Fritsinger at 10:00 am. Mr. Fritsinger stated that per Section 5.13 of the Bylaws, a Quorum consists of three Board members, and can include alternate representatives. Voting at the Board meetings shall be a motion, second of motion, or simple majority vote is required. The record of meetings will be by taking Minutes to try to capture the most critical actions and activities at each meeting.
- II. Election of the Chair of the Joint Powers Board Chair
Jugovich/Goutermont moved to nominate Commissioner McDonald as Board Chairperson. The motion passed unanimously (4-0).
- III. Election of the Joint Powers Board Vice-Chair
Pavleck/Jugovich moved to nominate Commissioner Goutermont as Board Vice-Chairperson. The Motion passed unanimously (4-0).
- IV. Agenda Approval
Goutermont/Pavleck moved to approve the meeting agenda. The motion passed unanimously (4-0).
- V. Meeting Minutes
Pavleck/Jugovich moved to approve the minutes from the June 21, 2021 meeting. The motion passed unanimously (4-0)
- VI. Joint Powers Board Agreement
Attorney Maki noted that she had spoken with attorneys from all of the member county's and no problems were identified with the Agreement as presented. Goutermont noted that his Board had expressed some concern regarding future funding as identified under Section 5, but no formal amendments were proposed. Goutermont/Pavleck moved to approve the Joint Powers Board Agreement. The motion passed unanimously (4-0).
- VII. Joint Powers Board By-Laws

Deputy Administrator Fritsinger reviewed the proposed by-laws. No changes were proposed. Jugovich/Pavleck moved to approve the Joint Powers Board By-laws. The motion passed unanimously (4-0).

VIII. Ex-Officio Members of the Board

Goutermont/Jugovich moved to include/invite the following to be ex-officio members of the ATV Joint Powers Board: Chair of ATV Advisory Board, Vice Chair of ATV Advisory Board, USFS Representative, DNR Representative, ATVAM Representative – Ron Potter, Land Commissioners from each County, County Engineers from each County, ARDC representative – Andy Hubley/Russell Habermann, and IRRR. The motion passed unanimously (4-0). The Board asked that an invitation from Chair McDonald be sent out to each organization asking for a representative to be appointed.

IX. Meeting Schedule

Goutermont/Jugovich moved to set the Board meetings for the 3rd Monday of each month, at 2:00 pm. The motion passed unanimously (4-0).

X. Board Staffing

Deputy Administrator Fritsinger noted that Admin. Specialist Kristin Anderson will serve as support staff for the Board with Admin. Specialist Jennifer Reyes also serving in the interim. The Board indicated that it would also like to reach out to Andy Hubley at ARDC to ascertain if they might be able to provide staffing assistance and/or with the planning efforts for the development of the regional trail plan. The Board also noted that legal representation and fiscal services would be provided by St. Louis County.

XI. ATV Advisory Board Representatives

The Board discussed that a representative of all 18 current ATV clubs be invited to serve on an Advisory Board, designating a primary contact, but allowing others to attend and represent the club as needed. Goutermont/Jugovich moved to create an advisory board consisting of the following entities/agencies/individuals: 18 ATV club representatives, USFS representative, DNR representative, ATVAM representative – Ron Potter, Land Commissioners from each County, County Engineers from each County, ARDC representative – Andy Hubley/Russell Habermann, and IRRR.

XII. ATV Advisory Board Organization/Staffing

The Board discussed that Info Spec Kristin Anderson will serve as support staff for the Advisory Board with Info Spec Jennifer Reyes also serving in the interim.

XIII. ATV Advisory Board Meetings

The Board also agreed that the Advisory Board should meet monthly, as needed, and meet on the same day, but after the regularly scheduled ATV Joint Powers Board meetings. Items that are raised at the advisory meeting shall be considered at the next regularly scheduled meeting of the Joint Powers Board, essentially giving a month to prepare.

XIV. IRRR Regional Trails Grant Application

Jeff Anderson addressed the Board regarding the efforts to obtain IRRR funding for several trail projects by different ATV Clubs. Pavleck/Goutermont moved to approve the amended

resolution as distributed and explained by Director Foldesi. The motion passed unanimously (4-0).

- XV. Other Business – The Board discussed the possible needs for future lobbying assistance and the possibility of soliciting a proposal from Mr. Anderson and his organization. The Board asked that this item be placed on the next meeting agenda for additional consideration.

Goutermont/Jugovich moved to adjourn at 11:04 and next meeting: August 16th, 2021 at 2:00 pm at the Virginia Public Works Vermilion Room

Northeast Regional ATV Joint Powers Board Meeting Minutes
SLC Virginia Public Works Facility
7823 Hwy 135, Virginia, MN
September 20th, 2021

Board Members Present: St. Louis County Commissioner Paul McDonald (Chair), St. Louis County Commissioner Mike Jugovich (Vice Chair), Lake County Commissioner Rick Goutermont, Koochiching County Commissioner Wade Pavleck, and Koochiching County Commissioner Terry Murray (Alternate)

Others Present: St. Louis County Deputy Administrator Brian Fritsinger, St. Louis County Land and Minerals Director Julie Marinucci, St. Louis County Resident Engineer Eric Fallstrom, Lake County Land Commissioner Nate Eide, Lake County Highway Engineer Jason DiPiazza, Koochiching County Engineer Dave Reimer Andy Hubley (ARDC), Ron Potter (ATVMN), Mike Larson (SEH), Jeff Anderson (Costin Group, Inc.), Carol Pavleck (Koochiching County), Kristin Anderson (SLC)

- I. **Call To Order/Establishment of Quorum:**
 - *Meeting called to order by Chair McDonald at 2:02 p.m.*
 - *Per Section 5.13 of the Bylaws, a Quorum consists of three Board members, 4 Board members were in attendance, Quorum established.*

- II. **Agenda Approval:**
 - *Chair McDonald called to approve the meeting agenda as circulated*
 - *Commissioner Pavleck seconded the motion*
 - *Motion carried unanimously (4-0)*

- III. **Approval of Minutes from July 26th, 2021**
 - *Chair McDonald called to approve the prior meeting's minutes from July 26th, 2021*
 - *Commissioner's Goutermont/Jugovich motioned to approve the minutes from the July 26th, 2021, meeting.*
 - *The motion carried unanimously (4-0)*

- IV. **Public Comments:**
 - ***Ron Potter (ATVMN) spoke regarding the 2021 ATV Ride and Rally (ATV MN Convention) event on September 17th-19th in Ely, Babbitt, Soudan, Embarrass, & Tower.***
 - a) 176 people attended the VIP ride on Friday September 17th
 - Ride went from the Timber Hall up to just shy of Vermilion State Park, riders were then bused into the park since ATV's aren't allowed.
 - b) There was a presentation at Vermilion State Park where they discussed their plans for bonding money to provide access into the campground by ATV's and Snowmobiles. Also, they discussed how they are planning to provide access from our trail system into Tower and Soudan. Saturday, riders went off on their own on the trails which easily connects riders from Babbitt to Embarrass, Soudan, Ely, Tower, and the North Shore. Some trails were closed due to the Greenwood Fire, but riders were able to ride on most of the trails.

- c) There were 376 people in attendance at the banquet and auction which took place at the Miner's Dry Building in Ely on Saturday September 18th.
- d) No accidents were reported from the event.
- e) It was decided that the location for the 2022 ATV MN Convention will be held at 50 Lakes (Downtown Emily, MN).
- f) There were no other public comments.

V. **Consent Agenda:**

- ***No items on the Consent Agenda.***

VI. **Regular Agenda:**

- ***Board Staffing Requests***

- a) Administrator Fritsinger talked about trying to create a model for filling the staffing gap on the board. He mentioned that Public Works Director Jim Foldesi had planned on connecting with outside sources but hasn't been able to yet.
- b) Chair McDonald mentioned modeling after the Voyageur's National Park Joint Powers Board. He mentioned that putting the meeting together is very time consuming. He opened-up a conversation with other Board Members on ideas.
 - Commissioner Goutermont asked if the board is looking for someone to organize and set up meetings. Chair McDonald mentioned that is just one part, VNPJP Board Model has SEH that organizes the website, sets up the meeting, notifies the public about what the NRAJP Board is doing. Commissioner Goutermont said he is on board with that.
 - Administrator Fritsinger asked the board if they wanted Jim Foldesi and himself to frame out a plan of what the board would be asking someone to do and bring it to the board for a vote at the next meeting on October 18th, 2021. The board agreed with Administrator Fritsinger's recommendation.

- ***Responses from Invited Ex-Officio Members of the ATV JPA Board***

- c) Chair McDonald spoke with the USFS, and they had an interest in having representatives from the Tofte, Laurentian, LaCroix, and Kawishiwi districts who would like to be a part of this board as well as the Board. They plan to have a representative attend the next meeting in October.
- d) Chair McDonald spoke with the DNR. They are very short staffed right now but will have two representatives at the meeting in October.
- e) Chair McDonald said that he has reached out to the Land and public works departments from St. Louis, Lake, and Koochiching counties.
- f) Chair McDonald also spoke to Jim Plummer from the IRRRB. Jim said that their legal team determined that since they are a funding source that they should not be a member. He said he would be willing to attend a meeting any time that he was needed.

- ***Review Confirmed ATV Advisory Board Representatives***

- g) Chair McDonald informed the board that two emails were sent out to all the ATV clubs in Northeastern Minnesota.
 - Invites were sent to the Ridge Runners, Finland ATV Club, Silver Trail Riders, Prospectors Club, Northern Traxx, Wild Country, North Shore ATV Club, Babbitt ATV Club, Quad Cities ATV Club, Ranger ATV Club,

Voyageur Country, Twin Rivers Riders, Arrowhead ATV, Aurora Wheelers, Laurentian ATV Club, Cook NRP, and Northland ATV.

- We have confirmation from the Prospectors ATV Club and the Northern Traxx ATV Club that they want to be a part of the ATV Advisory Board.
- Chair McDonald asked the other Board Members to reach out to ATV Clubs in their areas.

- **Joint Powers Board Activities/Projects and Funding**

- h) Jeff Anderson from the Costin Group, Inc. spoke of a funding update
 - There are bonding requests in for three ATV clubs submitted through St. Louis County to Minnesota Management and Budget in the amount of \$1,550,000:
 1. \$1,000,000 for the Voyageur Country ATV Club
 2. \$500,000 for the Prospector's ATV Club
 3. \$50,000 for the Quad Cities ATV Club
 - Procedural policy requires that the name be changed from St. Louis County to the Northeastern Regional ATV Joint Powers Board come October.
 - A Bonding Presentation to the Minnesota House Capital Investment Committee, the Bonding Committee is coming up on October 6th, 2021, between 6:00-8:00 pm at Mesabi Range Community and Technical College. It is unknown at this time who will be presenting, but it will most likely be Ron Potter from ATVMN and Jason Chopp from SEH to provide technical answers since SEH is working on two of the three trail projects
 - The Senate is having a bonding tour this week, but we are not presenting to them currently. That presentation will most likely happen to the full committee come February or March of 2022 once session reconvenes.
 - The IRRRB, with the assistance of Mike Larson (SEH) and Eric Fallstrom (SLC) we have applied for a \$315,000 grant from the IRRRB Trail funding
 1. \$250,000 for the Voyageur Country ATV Club
 2. \$50,000 for the Quad Cities ATV Club
 3. \$15,000 for the Northern Traxx ATV Club
 - The Prospector ATV Club applied separately through the City of Ely for a \$1,100,000 grant due to timing of the organization of the Joint Powers Board. The goal in the future is to have all these requests come from the Joint Powers Board.
 - Of the \$2,360,000 that the IRRRB awarded, \$1,400,000 went to ATV Trails. IRRRB requires matching money from the ATV clubs for the grants.
 - Conversations with the Legislators continue to be positive regarding ATV trails.
- i) Chair McDonald stated that he spoke with Jim Plummer from the IRRRB, and Jim said there will be more funding available in the upcoming cycle.
- j) Andy Hubley (ARDC) mentioned that the Federal U.S. Economic Development Administration (EDA) has a Travel Tourism Outdoor Recreation Grant. The grant is part of the \$750 million of EDA's American Rescue Plan funds which are allocated to support the following efforts:

- State Tourism Grants: \$510 million in non-competitive awards to help states quickly invest in marketing, infrastructure, workforce, and other projects to rejuvenate safe leisure, business, and international travel.
- Competitive Grants: \$240 million to help communities that have been hardest hit by challenges facing the travel, tourism, and outdoor recreation sectors to invest in infrastructure, workforce, or other projects to support the recovery of the industry and economic resilience of the community in the future.
- ***Future Lobbying Assistance***
 - k) Chair McDonald brought up continuing to work with Jeff Anderson from the Costin Group, Inc. on lobbying assistance.
 - l) Commissioner's Jugovich/Gourtermont motioned to continue to work with the Costin Group, but that the issue will be brought back to the Board at the October 18th meeting after SLC discusses it with legal counsel. Motion carried unanimously (4-0).
- ***Chisholm Trail Access Issue***
 - m) Commissioner Jugovich talked about how the snowmobile and ATV trail access in Chisholm comes out on one individual's property. A month ago, this individual said they no longer wish to have the trail open on their property.
 - n) Larry Folstad, President of the Northern Traxx ATV Club asked if we could help to come up with more money for the trail access. They need \$5000 for the ATV club, and they will match that, and the snowmobile club is looking for \$20,000 for their entry points.
 - o) Chair McDonald mentioned that he spoke with Brad Dekkers from the DNR, and they are fine with the reroute. He said if we can get the money, they are more than willing to allow more access for the reroute.
 - p) The trail is very important for Chisholm's local tourism.
 - q) Julie Marinucci (SLC) and Administrator Fritsinger (SLC) are going to look more into the issue, and it will be brought back later.
- ***Meeting Dates for January and February 2022***
 - r) The 3rd Monday in January falls on Martin Luther King Day, and the 3rd Monday in February falls on President's Day.
 - s) Commissioner's Pavleck/Jugovich Motioned to change January's meeting to Monday January 24th at 2:00 pm and February's meeting to February 28th at 2:00 pm. Motion carried unanimously (4-0)

VII. **Adjournment:**

- ***Commissioner's Jugovich/Pavleck motioned to adjourn at 2:55 pm. Motion carried unanimously (4-0)***
- ***Next meeting will be held on October 18th, 2021, at 2:00 pm at the Virginia Public Works Vermilion Room.***

Northeast Regional ATV Joint Powers Board Meeting Minutes
SLC Virginia Public Works Facility
7823 Hwy 135, Virginia, MN
October 18th, 2021

Board Members Present: St. Louis County Commissioner Paul McDonald (Chair), St. Louis County Commissioner Keith Nelson (Alternate), Lake County Commissioner Rick Hogenson (Alternate), and Koochiching County Commissioner Wade Pavleck

Others Present: St. Louis County Deputy Administrator Brian Fritsinger, St. Louis County Public Works Director Jim Foldesi, St. Louis County Land and Minerals Director Julie Marinucci, St. Louis County Resident Engineer Eric Fallstrom, St. Louis County Public Works Deputy Director-Engineering Matt Hemmila, Lake County Highway Engineer Jason DiPiazza, Koochiching County Land Commissioner Nathan Heibel, Koochiching County Engineer Dave Reimer, Ron Potter (ATVMN), Joe Majerus (DNR), Jason Chopp (SEH), Jeff Anderson (Costin Group, Inc.), Roxanne Tea (USFS), Ann Niesen (USFS), Kristin Anderson (SLC), Carol Pavleck (Koochiching)

- I. **Call To Order/Establishment of Quorum:**
 - *Meeting called to order by Chair McDonald at 2:05 p.m.*
 - *Per Section 5.13 of the Bylaws, a Quorum consists of three Board members, 4 Board members were in attendance, Quorum established.*
 - *Attendee Introductions*

- II. **Agenda Approval:**
 - *Chair McDonald called to approve the meeting agenda as circulated*
 - *Commissioner's Pavleck/Hogenson motioned to approve the meeting agenda*
 - *Motion carried unanimously (4-0)*

- III. **Approval of Minutes from September 20th, 2021**
 - *Chair McDonald called to approve the prior meeting's minutes from September 20th, 2021*
 - *Commissioner's Hogenson/Pavleck motioned to approve the minutes from the September 20th, 2021, meeting.*
 - *The motion carried unanimously (4-0)*

- IV. **Public Comments:**
 - *No Public Comment*

- V. **Consent Agenda:**
 - *No items on the Consent Agenda*

- VI. **Regular Agenda:**
 - *Joint Powers Board Staffing*

- a) Administrator Fritsinger presented [NRAJPB Board Letter 21-02](#) which asks the Northeast Regional ATV Joint Powers Board (NRAJPB) to approve the Request for Qualifications (RFQ) to obtain administrative support services and authorize the solicitation of the RFQ. Administrator Fritsinger stated that the purpose of hiring an outside entity to provide administrative services, such as an engineering firm, is to:
 - Attend all 12 NRAJPB meetings
 - Schedule meetings, prepare meeting agendas, minutes, notifications, board letters, and resolutions
 - Facilitate meeting discussions
 - Develop and maintain NRAJPB website for posting meeting agendas and minutes
 - Other duties as assigned by the NRAJPB
 - b) Jim Foldesi discussed the cost split of the administrative support costs amongst Lake, St. Louis, and Koochiching Counties per the Joint Powers Agreement:
 - St. Louis 70%
 - Lake 15%
 - Koochiching 15%
 - c) Jim Foldesi stated that the contract for the administrative support will be for 1 year with the option to extend the contract for an additional 2 years
 - d) Chair McDonald mentioned that the template for the administrative support services was modeled after the Voyageur's National Park Joint Powers Board administrative support model. He also mentioned that currently SLC Administration, SLC Public Works, and his office are responsible for a lot of these administrative duties on top of their regular job duties, and it has proven challenging
 - e) Jim Foldesi stated that Administrator Fritsinger and himself will be bringing back more information on the RFQ, and the cost breakdown
 - f) Chair McDonald stated that the support staff should hopefully start in January
 - g) Chair McDonald called to approve putting out the RFQ, Commissioner's Pavleck/Hogenson motioned to approve, motion carried unanimously (4-0)
- **Joint Powers Board Consulting Lobbyist Contract for Services with Costin Group, Inc.**
 - h) Chair McDonald brought forward [NRAJPB Board Letter 21-01](#) which is requesting the NRAJPB to authorize execution of a service contract with the Costin Group, Inc. to perform State Government Relation Services for the NRAJPB and their member ATV Clubs.
 - i) The Costin Group will be able to take away tasks from the ATV Clubs that they don't like to do so that they have more time for trail maintenance, etc.
 - j) Jim Foldesi stated the contract will be for 1 year with the option to extend the contract for an additional 2 years. The contract for 1 year will cost \$36,000 (\$3000/mo.), which will be divided amongst St. Louis (70%), Lake (15%), and Koochiching (15%):
 - St. Louis (70%) \$25,200
 - Lake (15%) \$5,400
 - Koochiching (15%) \$5,400

- k) Chair McDonald called to approve a contract with the Costin Group, Inc. Commissioner's Pavleck/Hogenson motioned to approve, motion carried unanimously (4-0)
- **Joint Powers Board Membership Funding Contributions**
 - l) Administrator Fritsinger asked what next step as far as specific action does the board need to take so that we can proceed with implementation of the cost sharing of the board between St. Louis, Lake, and Koochiching counties?
 - m) Jim Foldesi suggested that it could be done on a specific resolution by resolution basis, or the board could commit to a dollar amount, like \$100,000 with the 70/15/15 split until the money runs out, then commit to another dollar amount
 - n) Chair McDonald suggested the board members take these two options back to their County Boards. Initially the NRAJPB had discussed \$100,000 being a good number to start with as it would give the board the seed money to hire a lobbying firm and a consultant to help with the management of the board. Going forward Chair McDonald things any future amounts going forward will need to be discussed with the St. Louis, Lake, and Koochiching County Boards.
 - o) Commissioner Pavleck stated he was fine with that, but said he likes the first option of committing to a dollar amount until the money runs out.
 - p) Board members agreed to table it and take the information back to their respective counties for discussion
- **Joint Powers Board Activities/Projects and Other Items of Interest**
 - q) Chair McDonald brought up how the Northeastern Regional ATV Joint Powers Board Advisory Committee meeting is being held at 5:30 pm today and he stated it is an exciting step in a positive direction
 - r) Jim Foldesi brought up the bonding request for 2022. St. Louis County as St. Louis County has put in a bonding request for 3 projects for a total of \$1,550,000:
 - \$1,000,000 for Voyageur Country ATV Club
 - \$500,000 for Prospector's ATV Club
 - \$50,000 for Quad Cities ATV Club
 - s) Presentations have been made to both the Minnesota House and Senate Bonding Committees. There is also a concurrent funding request from the IRRRB for the 3 projects. Jim Foldesi asked, "Should the NRAJPB be the official sponsor?" Currently St. Louis County is the official sponsor and since the projects are all in St. Louis County, they will administer the funds and enter into the grant agreements if the bonding request is successful. He stated that he thinks that it makes sense to leave it as SLC, and administration will have to go back to the SLC board and add this project in. It will be a priority 4
 - t) Jim Foldesi stated that at the next NRAJPB meeting in November, a resolution should be brought back showing the project as a priority 1 or 2. Also the Prospector's Club has a project that they put in through the City of Ely for \$1,500,000. Should the board act on both projects passing a resolution stating which projects are a priority so that it can be included with communication with the legislatures?
 - u) Jeff Anderson stated that the sponsorship is more of a technical detail, of course legislatures care about that, but ultimately the sales pitch and presentation of the project if the board decides it is the way to go would be to do all projects

- v) Ron Potter presented the projects at the House Bonding Tour, the presentation went well and there was a strong legislative turnout
- w) In 2023, all requests will be from the NRAJPB
- x) It was decided that next month a resolution of support for these projects
- y) Jim Foldesi brought up coming up with a long-term vision of a Northeast MN Trail plan, with a capital improvement plan for funding priorities and future development. Chair McDonald mentioned that this is on the agenda for the Advisory Committee meeting tonight.
- z) Commissioner Nelson brought up timing on the bonding requests and how they need to be in ASAP. He suggested looking into the Greater MN Parks and Trails Committee (GMPT) for funding and grant opportunities, but if requests aren't made this year, it is unlikely to be getting any funding the first couple months of next year

VII. **Adjournment:**

- ***Commissioner's Hogenson/Pavleck motioned to adjourn at 2:55 pm. Motion carried unanimously (4-0)***
- ***Next meeting will be held on November 15th, 2021, at 2:00 pm at the Virginia Public Works Vermilion Room.***

Northeast Regional ATV Joint Powers Board Meeting Minutes
SLC Virginia Public Works Facility
7823 Hwy 135, Virginia, MN
November 15th, 2021

Board Members Present: St. Louis County Commissioner Paul McDonald (Chair), St. Louis County Commissioner Mike Jugovich, Koochiching County Commissioner Wade Pavleck, Lake County Commissioner Rick Goutermont

Others Present: St. Louis County Deputy Administrator Brian Fritsinger, St. Louis County Land and Minerals Director Julie Marinucci, St. Louis County Deputy Public Works Director Matt Hemmila, St. Louis County Resident Engineer Eric Fallstrom, St. Louis County Attorney Kim Maki, Ron Potter (ATVMN), Joe Majerus (DNR), Jason Chopp (SEH), Jeff Anderson (Costin Group, Inc.), Allen Johnson (Benchmark Engineering), (USFS), Jason Chopp (SEH) Kristin Anderson (SLC), Carol Pavleck (Koochiching)

- I. **Call To Order/Establishment of Quorum:**
 - *Meeting called to order by Chair McDonald at 2:03 p.m.*
 - *Per Section 5.13 of the Bylaws, a Quorum consists of three Board members, 4 Board members were in attendance, Quorum established.*
 - *Attendee Introductions*

- II. **Agenda Approval:**
 - *Chair McDonald called to approve the meeting agenda as circulated*
 - *Commissioner's Jugovich/Pavleck motioned to approve the meeting agenda*
 - *Motion carried unanimously (4-0)*

- III. **Approval of Minutes from October 18th, 2021**
 - *Chair McDonald called to approve the prior meeting's minutes from October 18th, 2021*
 - *Commissioner's Jugovich/Goutermont motioned to approve the minutes from the October 18th, 2021, meeting.*
 - *The motion carried unanimously (4-0)*

- IV. **Public Comments:**
 - *No Public Comment*

- V. **Consent Agenda:**
 - *No items on the Consent Agenda*

- VI. **Regular Agenda:**
 - ***Prioritization of 2022 Capital Appropriation Request Resolution (BL 21-03)***
 - a) Chair McDonald brought forth **NRAJPB Board Letter 21-03** which asks the Northeast Regional ATV Joint Powers Board to identify and prioritize the ATV Trail System 2022 Capital Appropriation request. The following bonding

requests have been submitted for consideration to Minnesota Management and Budget (MMB) for inclusion in the 2022 State bonding bill. Two Project Packages were proposed, one through St. Louis County for \$1,550,000, and one through the City of Ely for \$1,100,000 for the Prospector's ATV Club. Here is a breakdown of the St. Louis County Project Package:

- o \$1,000,000 Voyageur Country ATV Club
 - o \$500,000 Prospector's ATV Club
 - o \$50,000 Quad Cities ATV Club
 - b) The 2nd project through the City of Ely was proposed
 - o \$1,100,000 Prospector's ATV Club
 - c) Deputy Administrator Fritsinger discussed project potential for prioritization with our MMB requests have been submitted to the state by the clubs for these projects. There is a **St. Louis County Resolution 21-601** showing these requests as a number four priority from St. Louis County's perspective. The state does require a resolution or action being taken identifying how these are prioritized as critical to working through the MMB process thus the reason why the board is being asked to consider the resolution here.
 - d) Jeff Anderson clarified the City of Ely sponsorship which related back to an IRRRB grant, so with bonding we have the three projects only that we are combining into one bill and one request by St. Louis County as stated on page 1 of **BL 21-03**. That mention of the Ely project is still referencing to an IRRRB action, but he will check into that to make sure. Currently, the only project the City of Ely has applied for through the MMB for bonding is for their Trail Head project and not specifically for ATV's.
 - e) Chair McDonald asked SLC Attorney Kim Maki if the board must do anything with the \$1,100,000 IRRB grant project with the City of Ely. Attorney Maki stated that there should be an amendment to remove the \$1,100,000 to the Prospector's ATV Club because the Resolution does reflect this project and if it is not included the Resolution does need to be changed. Whereas will read the projects included in this request included the following \$1,000,000 for the Voyageur's ATV Club, \$500,000 for the Prospector's ATV Club, and \$50,000 for the Quad Cities ATV Club.
 - f) ***Commissioner's Jugovich/Pavleck motioned to approve an Amendment to BL 21-03 to remove the Prospector's ATV Club project sponsored by the City of Ely for \$1,100,000***
 - g) ***Motion carried unanimously (4-0)***
 - h) ***Commissioner's Jugovich/Pavleck motioned to approve BL 21-03 in Amended form***
 - i) ***Motion carried unanimously (4-0)***
- ***Fiscal Services Authorized Approvers Resolution (BL 21-04)***
 - j) Chair McDonald brought forward **NRAJPB Board Letter 21-04** which is requesting the NRAJPB to authorize Jim Foldesi, Brian Fritsinger, Eric Fallstrom, and Matthew Hemmila and/or their successors or assigns to process and approve the payment of bills, payroll, and invoices in connection with the St. Louis County Auditor's role as the fiscal agent for the Board, and to authorize the Board's contract administrator to perform these duties in the event that the duties are reassigned to the contract administrator.

- k) **Chair McDonald called to approve NRAJPB Board Letter 21-04**
 - l) **Commissioner's Jugovich/Goutermont motioned to approve NRAJPB BL 21-04**
 - m) **Motion carried unanimously (4-0)**
- **Contract Execution Resolution (BL 21-05)**
 - n) Chair McDonald brought forward NRAJPB BL 21-05 which is requesting the Board to adopt a rule under which any contract entered by the Board must be (1) executed by the Chair of the Board or the Vice Chair of the Board if the Chair of the Board is unable to serve and (2) approved as to form and execution by the St. Louis County Attorney or the St. Louis County Attorney's designee.
 - o) **Chair McDonald called to approve NRAJPB BL 21-05**
 - p) **Commissioner's Goutermont/Pavleck motioned to approve NRAJPB 21-05**
 - q) **Motion carried unanimously (4-0)**
- **Resolution Selecting a Consultant to Provide Administrative Support Services to the Joint Powers Board (BL 21-06)**
 - r) Chair McDonald brought forward NRAJPB BL 21-06 which is requesting that the Board authorize the appropriate County officials to negotiate with the two responsive consultants for administrative support services to the NRAJPB.
 - s) A request for qualifications was submitted to nine local consultants:

○ ARDC	No Response
○ Benchmark Engineering	Submitted Proposal
○ Bolton & Menk	No Response
○ JPJ Engineering	Did Not Submit
○ LHB	Did Not Submit
○ MSA Professional Services	Did Not Submit
○ Northland Consulting Engineers	No Response
○ S.E.H.	Submitted Proposal
○ TKDA	Did Not Submit
 - t) Benchmark Engineering and S.E.H. responded to the request, we would like to enter negotiations with these two agencies. Both agencies are very qualified to handle this role. Deputy Administrator Fritsinger hopes to bring more information regarding negotiations with these two firms so that a discussion can take place at the next NRAJPB meeting. Eric Fallstrom, Jim Foldesi, Matt Hemmila, Brian Fritsinger will be working with the negotiations. Eric Fallstrom stated that he also hopes to have a representative from Lake and Koochiching Counties also involved in the negotiations.
 - u) Recommendation should be brought forth at the December meeting.
 - v) **Chair McDonald called to approve NRAJPB BL 21-06**
 - w) **Commissioner's Jugovich/Pavleck motioned to approve NRAJPB BL 21-06**
 - x) **Motion carried unanimously (4-0)**
- **Funding and Processing of Costin Group, Inc. Contract Discussion**
 - y) At our October 18th meeting, it was discussed that the Commissioner's would go back to their county boards asking if they would be willing to take on a portion of the cost for the Costin Group Contract:

○ St. Louis County	70%
○ Lake County	15%

- Koochiching County 15%
 - z) Commissioner Goutermont stated that Lake County is prepared to take on 15%
 - aa) Commissioner Pavleck stated the Koochiching County has already sent in their 15% into Christin Christensen at St. Louis County. Deputy Administrator Fritsinger said he will check with Christin
 - bb) St. Louis County will contribute 70%
 - cc) Chair McDonald hopes to get all of this settled so that the Board can start with the Costin Group, Inc on December 1st, 2021
- **Long Term Regional Trails Plan Discussion**
 - dd) Chair McDonald stated that he has reached out to Commissioner Phillips at the IRRRB, they are willing to support a grant application in the amount of \$50,000 from NRAJPB. They would need a 1:1 match, they put in \$50,000 and then we would need to put in \$50,000
 - ee) Chair McDonald asked if anyone has any ideas for coming up with that \$50,000?
 - Commissioner Nelson is going to get back to Chair McDonald about the Greater Minnesota Regional Trails Account and we would put in an application there
 - Chair McDonald is having a meeting with the USFS on December 3rd to see if there is any funding available through the Great American Outdoors Act
 - Jeff Anderson is going to research any other funding opportunities and will bring these up at the December 20th meeting
 - Ron Potter is going to also research some other funding opportunities and will bring these up at the December 20th meeting
- **Activities/Projects and Other Items of Interest**
 - ff) Chair McDonald stated that the initial Advisory Committee meeting went well, there was a good representation of the various ATV clubs, USFS, and DNR. There is a meeting tonight and the Costin Group, Inc will be discussing various opportunities for funding. Ron Potter accepted the nomination of Chair along with Bruce Beste accepting the nomination of Vice Chair
 - gg) Chisolm project will be happening as soon as they receive a check from St. Louis County
 - hh) Koochiching county Commissioner Pavleck asked if the NRAJPB meeting times could be moved to 1:00 instead of 2:00. Chair McDonald asked if we could wait until we hire a consultant

VII. **Adjournment:**

- ***Commissioner's Jugovich/Pavleck motioned to adjourn at 2:43 pm. Motion carried unanimously (4-0)***
- ***Next meeting will be held on December 20th, 2021, at 2:00 pm at the Virginia Public Works Vermilion Room.***

NEXT MEETING DATES:

- ***January 24th, 2022***
- ***February 28th, 2022***

Northeast Regional ATV Joint Powers Board Meeting Minutes
SLC Virginia Public Works Facility
7823 Hwy 135, Virginia, MN
December 20th, 2021

Board Members Present: St. Louis County Commissioner Paul McDonald (Chair, Virtually Attended), St. Louis County Commissioner Mike Jugovich (Vice Chair), Koochiching County Commissioner Wade Pavleck, Lake County Commissioner Rick Goutermont (Virtually Attended), Lake County Commissioner Rick Hogenson (Virtually Attended)

Others Present: St. Louis County Deputy Administrator Brian Fritsinger, St. Louis County Land and Minerals Director Julie Marinucci, St. Louis County Public Works Director Jim Foldesi, St. Louis County Resident Engineer Eric Fallstrom, St. Louis County Attorney Kim Maki, Ron Potter (ATVMN & NRAJPB Advisory Committee Chair), Joe Majerus (DNR), Mike Larson (SEH), Jeff Anderson (Costin Group, Inc.), Ann Nieson (USFS), Kristin Anderson (SLC), Bruce Beste (Voyageur Country ATV & NRAJPB Advisory Committee Vice Chair), Andy Hubley (ARDC), Lake County Highway Engineer Jason DiPiazza, Koochiching County Highway Engineer Dave Reimer, Koochiching County Land Commissioner Nathan Heibel

I. **Call To Order/Establishment of Quorum:**

- *Meeting called to order by Chair McDonald at 2:00 p.m.*
- *SLC Attorney Kim Maki stated per the open meeting law, there is an issue with the Lake County Attendance. On the Notice of Meeting, noted where Rick Goutermont will be joining from his remote location, but since his camera is not working and we can't see him it is a problem with the statute, it is also a problem having Rick Hogenson attending remotely due to his location not being disclosed on the Notice of Meeting. There is a Quorum, so the meeting can continue but Lake County Representatives cannot vote due to the way we noticed the meeting*
- *Per Section 5.13 of the Bylaws, a Quorum consists of three Board members, 3 Board members were in attendance (Chair McDonald, Vice Chair Jugovich, & Wade Pavleck)*
- *Goutermont/Hogenson were fine with going forward with the meeting without a vote*
- *Quorum Established*
- *Attendee Introductions*

II. **Agenda Approval:**

- *Chair McDonald stated that there are two items to add to the agenda, NRAJPB Board Letters 21-08 & 21-09*
- *Commissioner's Jugovich/Pavleck motioned to approve the meeting agenda*
- *Roll Call: Jugovich, Pavleck, & McDonald stated Aye*
- *Motion carried unanimously (3-0)*

III. **Approval of Minutes from November 15th, 2021**

- *Chair McDonald called to approve the prior meeting's minutes from November 15th, 2021*

- **Commissioner's Pavleck/Jugovich motioned to approve the minutes from the November 15th, 2021, meeting.**
- **Roll Call: Pavleck, Jugovich, & McDonald stated Aye**
- **The motion carried unanimously (3-0)**

IV. **Public Comments:**

- **No Public Comment**

V. **Regular Agenda:**

- **Staffing Update (NRAJPB Board Letter 21-07)**
 - a) Chair McDonald brought forth **NRAJPB Board Letter 21-07**, which asks the Northeastern Regional ATV Joint Powers Board to authorize the appropriate County officials to execute a contract with S.E.H., Inc. for administrative support services to the Northeastern Regional ATV Joint Powers Board.
 - b) A request for qualifications was sent to 9 local consultants, 2 proposals were received from qualified consultants. One from S.E.H. and one from Benchmark Engineering. Interviews were conducted on December 15th, 2021, and staff recommends S.E.H., Inc. be selected as the consultant to provide administrative support services to the NRAJPB based on experience, staffing, understanding of service needs
 - c) The Contract Costs shall be divided between the agencies in the NRAJPB as follows:

St. Louis County	70%
Lake County	15%
Koochiching County	15%
 - d) NRAJPB authorizes the execution of a consultant contract with S.E.H., Inc. for \$24,000 for a one-year contract, with the option to extend for an additional two years.
 - e) St. Louis County will process and administer the administrative support services consultant contract, and any amendments, with S.E.H., Inc. for the NRAJPB.
 - f) Deputy Administrator Fritsinger recommended that the NRAJPB enter into this contract with S.E.H., Inc.
 - g) ***Chair McDonald called to approve the Contract with S.E.H., Inc. to be the administrative support for the NRAJPB***
 - ***Commissioner's Jugovich/Pavleck motioned to approve the Contract with S.E.H., Inc.***
 - ***Roll Call: Pavleck, Jugovich, and McDonald stated Ayes***
 - ***Motion carried unanimously (3-0)***
- **Club Resolutions for Local Projects for ATV MN Convention**
 - h) Chair McDonald brought forth **NRAJPB Board Letter 21-08**, which asks the NRAJPB to pass a resolution of support for ATV MN resolutions proposed by the local ATV clubs for inclusion in ATV MN's legislative platform.
 - i) The clubs are requesting that the resolutions they are creating for the 2022 legislative platform be supported by the NRAJPB. Here are the following three ATV MN resolutions we received:

<u>Club Name</u>	<u>Amount</u>	<u>Project Name</u>
➤ Prospector's	\$500,000	Connect Four Project
➤ Voyager's	\$1,000,000	Koochiching County Connection
➤ Voyager's	\$500,000	Koochiching County Connection

- j) Jeff Anderson from the Costin Group, Inc. stated that step two in this process is encouraging ATV Club representatives attend either virtually or in person the ATV MN Legislative Summit
- k) ***Chair McDonald called to approve NRAJPB Board Letter 21-08***
- ***Commissioner's Jugovich/Pavleck motioned to approve NRAJPB Board Letter 21-08***
 - ***Roll Call: Jugovich, Pavleck, and McDonald stated Aye***
 - ***Motion carried unanimously (3-0)***
- ***Voyageur ATV Club Resolution for 2022 Federal RTP Grant***
 - l) Chair McDonald brought forth ***NRAJPB Board Letter 21-09***, which asks the NRAJPB to pass a resolution of support for the Voyageur ATV Club's 2022 Federal RTP Grant request. The Voyageur ATV Club is applying for a 2022 Federal Recreational Trail Program (RTP) grant in the amount of \$150,000 to continue building out the ATV trail system in their area.
 - m) The grant will be used for project planning, environmental work, design, acquisition, permitting, construction, and construction management of segments yet to be determined.
 - n) Voyageur's ATV Club is requesting the NRAJPB to provide a resolution of support for their 2022 Federal RTP grant request.
 - o) ***Chair McDonald called to approve NRAJPB Board Letter 21-09***
 - ***Commissioner's Pavleck/Jugovich motioned to approve NRAJPB Board Letter 21-09***
 - ***Roll Call: Jugovich, Pavleck, and McDonald stated Aye***
 - ***Motion carried unanimously (3-0)***
 - ***Joint Powers Board Membership Funding Contribution Discussion***
 - p) Chair McDonald stated that in St. Louis County's 2022 Budget, they did allocate \$50,000 to use as a grant match for the IRRRB request
 - q) Jeff Anderson stated he met with Jim Plummer from the IRRRB last week to discuss this issue. He indicated that with a staff recommendation of support they are willing to match the \$50,000 from IRRRB Parks and Trails
 - r) Jeff stated he will be working on a formal request very soon and will need to be approved at the next IRRRB board meeting which probably won't take place until March or April 2022.
 - s) Chair McDonald asked if we have gotten all the seed money from the three counties (Koochiching, Lake, and St. Louis)? The \$70,000 from St. Louis, the \$15,000 from Lake and the \$15,000 from Koochiching County?
 - t) Deputy Administrator Brian Fritsinger stated that all three counties have sent in their portions, and they have been deposited for the NRAJPB.
 - ***Master Trail Plan Grant Update / Other Funding Sources***
 - u) Ron Potter stated that he talked to Joe Majerus (DNR) and Joe Unger (DNR), they will allow the \$24,000 for grant aid, it will have to be amended into the

Voyageur ATV Club's grant aid request and it will need to be identified as the Master Planning Money, and then identify the other \$75,000 to match that.

VI. **Adjournment:**

- *Commissioner's Jugovich/Pavleck motioned to adjourn at 2:43 pm. Motion carried unanimously (3-0)*
- *Roll Call: Jugovich, Pavleck, and McDonald stated Aye*
- *Next meeting will be held on January 24th, 2022, at 2:00 pm at the Virginia Public Works Vermilion Room.*

NEXT MEETING DATES:

- *January 24th, 2022*
- *February 28th, 2022*
- *March 21st, 2022*