

**Greenway Technical Committee Staff
Meeting Notes
Tuesday, October 13, 2009
Grand Forks Park District Office - 1210 7th Ave. S. Grand Forks, ND
10:30 am- Noon**

Lonny Winrich, Chair
Dave Aker, EGF Parks & Rec

Steve Mullally, GF Park District
Kim Greendahl, City of GF

I. New Business

- a. **Project request form:** The committee reviewed a draft of the project request forms. Kim will make the suggested changes to the document and distribute to the committee by email for review. Gladwin brought the Resource Assessment Record used by the Minnesota Department of Natural Resources for reviewing project request forms. Kim will put draft a document for assessing project requests.
- b. **Special events communication:** At this time both cities have different application forms for special events and neither of them references the other community. This is has created some problems with doubling up on activities in a common area and last minute approvals for activities. Another concern is last minute applications that rush staff for approval. So far this has not led to a major problem but as events in the Greenway increase the potential for user conflict will also increase. Kim will look into adding the statement "Will your event also be in East Grand Forks" to the Grand Forks form. There may come a time when a deposit is necessary for some of the facilities to cover damage to the trails or other areas not already included in a park. Communication between all the managing agencies is important to avoid scheduling conflicts.
- c. **Greenway & Trail Users Advisory Group update:** On the agenda are the GF bike rack project and trail funding opportunities in Grand Forks.

II. Greenway Agency Updates

- a. **City of EGF:** Dave is still working on the application for funding to reroute the trail in the LaFave Park area away from the riverbank because of conflict with the fisherman. Campground use is up 55% from last year. An area designated for hosting programs is a desired improvement to the facility.
- b. **GF Park District:** Staff is making the transition from summer to winter activities.
- c. **City of GF:** The cross country ski signs are ready to be installed along the route. The trail overlay projects in the downtown, Lincoln Drive Park and Elmwood have been completed. These were done to repair the deterioration of the trail surface, which was becoming a hazard for users. The vegetation plan is being updated based on the work done this season.
- d. **MN DNR:** No report

III. Other:

- a. **Funding opportunities:** There have been several times when applications for funding opportunities these applications require that the organization applying for funds have an Internal Revenue Service 501 (c) 3 non-profit designation to qualify for application. Some programs will not fund projects for government agencies and non-profit number would be very helpful for pursuing outside funds.

IV. Next Greenway Technical Committee meeting: November 10, 2009 – 10:30 am at Grand Forks Park District, 1210 7th Avenue South

Submitted by: Kim Greendahl, Greenway Specialist, City of Grand Forks

**Greenway Technical Committee Staff
Agenda
Tuesday, October 13, 2009
Grand Forks Park District Office - 1210 7th Ave. S. Grand Forks, ND
10:30 am- Noon**

- I. Old Business
- II. New Business
 - a. Project request form – Kim
 - b. Special events communication - Kim
 - c. Greenway & Trail Users Advisory Group update
- III. Greenway Agency Updates
- IV. Other
- V. Next Greenway Technical Committee meeting: November 10, 2009 – 10:30 am at Grand Forks Park District, 1210 7th Avenue South
- VI. Adjournment

Upcoming events & meetings:

- Greenway and Recreational Trail Advisory Group meeting: 7 pm Tuesday, October 13 at the GF Park District, 1210 7th Avenue South – all Greenway Technical Committee are welcome to attend.
- For information on activities and events happening in the Greenway, visit www.grandforksgov.com/greenway.

Greenway Project Request Form

Contact name	
Address	
City	State & zip
Phone	
Email address	
Is this request:	
<input type="checkbox"/> One time event <input type="checkbox"/> New installation <input type="checkbox"/> Improvement to existing facility	
Brief summary of request:	
Support for the activity or facility. How many people participate typical participate in this activity, is there a user group established in the area, etc.	
What is needed to facilitate this project? Space, structures, etc.?	
What, if any, costs are associated with this project?	
How will these expenses be paid? Fundraisers, sponsor, etc.	
Does this project require ongoing maintenance? If so, who will maintain the facility?	

Please submit this completed form to:

Greenway Manager
 City of Grand Forks
 P.O. Box 5200
 Grand Forks, ND 58208-5200
 701-738-8746

www.grandforksgov.com/greenway



MNDNR – DIVISION OF PARKS & RECREATION RESOURCE ASSESSMENT RECORD



LEVEL 1 - TO BE COMPLETED FOR PROPOSALS WHICH MAY IMPACT NATURAL OR CULTURAL RESOURCES

1. Proposal Details *Note: Attach paper or electronic map*

Proposal Name:	Park:	Proposal Number (if applicable)
Proposal Description:		
Action Proposed by: Name & Title:		
Resource Assessment initiated by: Name & Title	Desired Start Date of Work:	Anticipated Res. Assmt. Completion Date

2. Initial Review of Potential Impacts

Yes	No	Unk	Will this project, activity or special event:
			1. Require a change in the park plan?
			2. Compromise Division or Department rules, policies or procedures?
			3. Jeopardize needs described in other plans?
			4. Contribute to cumulative effects with other proposals or projects?
			5. Significantly change the level of public use?
			6. Introduce a new kind of recreational activity to the park or project area?
			7. Likely generate significant public opposition or controversy?
			8. Take place in an area that is relatively undisturbed?
			9. Involve development or modification of wetlands, protected waters or water control structures?
			10. Introduce an organism(s) which is different genetically or species-wise from those presently or historically occurring in the park?
			11. Affect any known archaeological, historical or cultural site; historic landscape, cemetery, burial mound or historical building?
			12. Involve habitat loss, alteration, or fragmentation; or land use changes such as planting, burning, grazing, clearing or water manipulation?
			13. Include the use of chemical toxicants?
			14. Affect any known federal or state listed species, other rare species, or any designated or proposed natural or scenic waterway, wilderness area, SNA, Natural Heritage Registry site, significant natural community, or private land?
			15. Disturb soil or result in soil erosion, deposition, compaction and/or loss of sod or ground cover?
			16. Affect any known significant park feature (geological, cultural, scenic, etc)?
			17. Have a greater impact on the park under certain weather conditions, especially rainy or wet conditions?
			18. Affect research activities or monitoring plots?
			19. Require permits (Div. of Waters, WCA, Endangered or Threatened Species, archaeological, etc)?
			20. Likely require temporary or permanent mitigation measures?
			21. Have any natural/cultural resource impacts not listed above?

3. Resource Specialist – LEVEL 1 Comments

4. Resource Specialist – LEVEL 1 Recommendation

The notations & comments above indicate that the proposal has acceptable impacts to natural or cultural resources.

Yes _____ No _____

The information above is not sufficient to complete the resource assessment. Proceed to a LEVEL 2 assessment.

Yes _____ No _____

Date

Resource Specialist (note on line above if approval was verbal)

IMPORTANT – Approval of the Resource Assessment for the proposed project/action/special event does not constitute approval for the project to begin. Approval for the project/action/special event to move ahead will typically be provided by the RPOS or Regional Manager.

LEVEL 2 – TO BE COMPLETED FOR PROPOSALS WHICH REQUIRE ADDITIONAL REVIEW

1. RESOURCE ISSUES- Describe relevant resource issues:

2. INFORMATION SOURCES & FIELD REVIEWS

- List dates and names of information sources (individuals & written) consulted in this process.
- Record dates and results of field reviews. List significant native plant communities, rare species, cultural resources or other important natural/cultural elements which could be impacted:

3. RECOMMENDED COURSE OF ACTION & MITIGATION MEASURES (if applicable)

- State the recommended course of action to avoid, prevent or minimize negative impacts to natural & cultural resources.
- If mitigation measures are recommended, list them here.

4. LIST ALL PERMITS REQUIRED:

5. RESOURCE PROGRAM STAFF RECOMMENDATION

The proposal has acceptable impacts to natural or cultural resources.

The proposal is acceptable from a resource perspective when the outlined mitigation measures (below) are included.

The proposal is unacceptable from a resource perspective due to significant negative impacts to natural and cultural resources. Include recommended mitigation measures in the implementation details if the proposal is approved.

Resource Specialist

Date

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

PARKS & RECREATION

SPECIAL USE PERMIT

_____, 19____

_____ of _____ is hereby authorized to use
_____ from _____ to _____
for the following purpose _____

SPECIAL CONDITIONS:

1. Permittee must comply with all State Park regulations and is subject to the supervision of the park manager.
2. Permittee shall take all reasonable precautions to protect state property used hereunder and the permittee hereby agrees to pay the cost of any damage.
3. This permit may be revoked at any time at the discretion of the director or his authorized representative.
4. Permittee waives and releases all claims against the State of Minnesota, it's officers or employees for any damage to person or property, arising from the exercise of the privileges granted by this permit, and agrees to hold harmless said state and it's employees from any such claim.
5. The restrooms inside the trail center must remain open to the general public.
6. All vehicles entering the park must have or purchase a state park vehicle permit.

Fee \$ _____

Please sign and return one copy of the Special Use Permit along with your reservation fee within 10 days to hold your reservation. Make checks payable to "Department of Natural Resources". Thank you!

DIVISION OF PARKS AND RECREATIONS

By: _____

(Signature of Permittee)

**CITY OF EAST GRAND FORKS
SPECIAL EVENT APPLICATION**

Name of Applicant: _____

Address: _____ Phone No: _____

Contact Name: _____ Date of Event: _____

Start Time: _____ End Time: _____

Notes/Explanation of Event: _____

Signature of Applicant

Date

TO BE COMPLETED BY CITY STAFF _____
(NAME OF STAFF)

Recommendations: _____

Signature of Staff

Date

TO BE COMPLETED BY CLERK-TREASURER

Permit No: _____

Approval of City Council: _____ day of _____, 20____.

City Administrator Signature

Date

Will your event involve the use of a tent or canopy?

~~Approval required from Fire Department~~

If yes, if the tent or canopy flame retardant? _____

Who will erect the tent or canopy? _____

What date will it be erected? _____

Will your event involve a bonfire or other open burning of any nature?

~~Approval required from Fire Department~~

Will your event involve a fireworks display?

~~Approval required from Fire Department - include dimensioned site plan~~

If yes, list ATF License Holder _____

ATF License Number _____

Pyrotechnic Operator's License # (Include License Classification) _____

Provide the following information:

Quantity of pyrotechnic or special effect material for each device; MSDS on each device used; exact description of the desired effect _____

Location of materials prior to display _____

Location of materials during display _____

Storage locations & provisions for return of unused materials after display _____

Type of fire extinguishing equipment available on site _____

Attach Proof of Current General Liability Insurance and Workers Compensation coverage. The City of Grand Forks, agents and employees shall be named as an additional insured on the General Liability certificate.

Will your event involve the sale of food and/or beverages?

~~Approval required from City Clerk~~

~~Cooking equipment needs approval from Fire Department~~

~~Vendors must be approved by Public Health~~

Will you be selling any kind of merchandise at your event?

~~Permit required from City Clerk~~

Will this event require street closure or any other traffic obstruction concerns? _____

~~Approval needed from Public Works, Police Department and Fire Department~~
~~Attach map of parade route or of roads that will be blocked off~~

Do you have plans for recycling and waste disposal? _____

~~Approval needed from Public Works~~

Is sufficient parking available for this event? (please explain) _____

~~Approval needed from Police Department and Fire Department~~

Is this event a Neighborhood Block Party?
~~Approval needed from Community Service Bureau~~

If event includes a parade, fun run, bike race, etc. please include map of route
~~Approval needed from Police Department, Fire Department and Street Department~~

Does event include a party, festival or celebration that requires a noise variance? _____
~~Approval needed from Police Department~~

Does event involve use of Town Square?
~~Approval needed from Urban Development~~

If so, do you need electricity? _____
PA System? _____
~~Charges apply~~

If you plan to use Town Square, please indicate any planned decorations. _____

If using Town Square, please indicate how you plan to clean up after the event. If you plan to contract with the City, please write "Contract with City"
~~Charges may apply~~

****** Events requiring Police or Fire Officers on site may require additional fees ******

If you have any questions on how to make your event accessible to persons with disabilities please contact Options at 218-773-6100.

Please contact Altru Health System at 701-780-1551 if you will need an Ambulance or Bike Medics, as well as any other medical needs at your event.



REIMBURSEMENT, INDEMNITY AND HOLD HARMLESS AGREEMENT

The applicant must promptly reimburse the City for any costs incurred of any kind that are a result of use by applicant under the permission granted. This includes, but is not limited to; cleanup, maintenance, preventive, or replacement costs.

Furthermore, applicant hereby agrees to defend the City and its employees and hold harmless the city from any and all liability to any person or entity that may be caused by damage or injury incurred as a result of this event.

This agreement is effective on the date of which this event is to take place and is complete for the entirety of the event.

Individual Applicant:

Print Name: _____

Signature: _____

Address: _____

Drivers License #: _____

Sponsoring Organization:

Print Name: _____

Signature: _____

Address: _____

Federal Tax ID: _____

Subscribed and sworn to before me, a Notary Public, this _____ day of _____, 20____.

Notary Public
Grand Forks County, North Dakota
My Commission Expires: _____