



BRAINERD RIVERFRONT MEETING

May 3, 2018
3:00–5:00 p.m.

Brainerd Lakes Chamber of Commerce - 213 South 5th Street
Brainerd, MN 56401

AGENDA

1) April Collaboration Meeting Update

- a. Relay of Voices – The Great River Run
- b. KAXE Listening Session
- c. Cuyuna Lakes Trail Association
- d. River to Rails
- e. GMRPTC Task Force Meeting

2) Project Update

- a. Banner Program
- b. Plaza Area/Hiking Trail at Steamboat Landing
- c. Title/Survey RFP at Proposed Plaza Site
- d. Vine Street Vacation Letter

3) Bike Repair Station

4) Bonding Bill Update

5) Upcoming Event Identification – Open Discussion

Our Vision – Maximize our Mississippi Riverfront by creating recreational, economic and cultural opportunities for Brainerd’s residents and visitors.



Designation Application Contents

April 2017

Introduction: The following document outlines the contents of the online Designation Application portal. Only facilities that have been formally designated as Regionally Significant by the Commission are eligible for funding. The application for designation is the required first step. Applications must be completed online at <http://www.gmrptcommission.org/applications.html>. Each bullet is an information item that must be completed in the application, with additional guidance in brackets. Attachments are encouraged and in some cases required. For assistance contact the System Plan Coordinator at coordinator@gmrptcommission.org.

Overview

This online user portal (<http://www.gmrptcommission.org/applications.html>) is designed for parks and trails managers to apply for regional designation. Users will be able to create an application for designation, develop a qualified Unit Master Plan for their park or trail, and if designated, apply for funding.

The “Designation” application provides all cities and counties in Greater Minnesota (80 counties, excluding the seven county metropolitan area) equal opportunity to apply for designation as regionally significant, based on the definitions and criteria as described in the [Greater Minnesota Regional Parks and Trail Strategic Plan](#) and related documents available on the Commission’s website.

General Tab

This is where the application process starts and an application number assigned, and all other tabs in the designation application, master plan and funding application flow from this tab. All fields are required.

- Park or Trail Name
- District
- Location Description
- Park or trail address [separate fields for street address, city, state, zip]
- GPS coordinates of park or trail [Autofills based on the address of the facility]
- Map of Park or Trail [Upload File Button]
- Facility Website
- Lead Applicant Organization [Must be a city or county in Greater Minnesota]
- Have you applied for regional designation for this park or trail before?
[If yes, have you will be asked for the application number.]
- Lead contact person
- Title

- Mailing address (lead applicant)
- Phone
- Email
- Joint Applicants [Up to 5, all must be a city or county in Greater Minnesota, with resolutions included]
- Other project supporters [Please list other project supporters such as advocacy or business groups, individuals, other units of government, etc.]

Description Tab

All regional parks and trails must support a natural outdoor recreation experience. Local parks, sports complexes, and other similar facilities for organized sports (i.e. football, baseball, soccer, hockey, etc.) will not be supported.

- Regional Significance Statement [Provide a short "elevator speech" describing the regional significance of the park or trail. **Focus on the core vision, essential qualities and primary public values the park or trail offers. 75 Words Max.**]
- Classification [One of five possible classes from Strategic Plan]
- Overview/Description of Park or Trail (500 word limit) **[Overview/description of park or trail should include:**
 - General description of the park or trail (setting, land characteristics, special features)
 - Statement of regional significance (what makes it regional, versus local)
 - Overview of user groups that would be served
 - Overview of type, size and scale of facilities to be provided
 - Overview of programs to be offered
 - Describe the proximity and/or relationship of the park or trail with other state, regional, county, or local parks, trails, or related facilities.]
- **Total Acreage or Mileage**
- Acquisition and Development Status

Facility Listing Tab

- Regional Significant Facilities Listing [Select from the classification-specific list for:]
 - Existing facilities
 - Proposed facilities
- General Site Characteristics [Describe key site characteristics, especially geological characteristics, landforms and unique features that give the park or trail its sense of place]
 - Site Characteristics Images Upload [Provide images (photos or other graphics) of key site characteristics and unique qualities that complement written information provided in the box. Provide enough imagery to help those not familiar with the facility to understand the site's current status and characteristics. Include label and brief description of each image as part of the upload.]

Master Plan Tab

Select one of the following:

- No Master Plan is Available
- Existing Master Plan is Available, but needs to be updated to meet strategic plan requirements

[The most recent master plan should be attached in PDF format. Note that an updated master plan meeting strategic plan requirements will ultimately be required and must be uploaded onto the Master Plan Portal as part of formal designation as a regional park or trail. Review Master Plan requirements on page 61-62 of the GMRPTC Strategic Plan.]

- Master Plan meeting requirements of strategic plan is available. [Refers to master plans prepared to meet the stated requirements for master plans as defined in the strategic plan. Prior to formal designation as a regional park or trail, Commission may require additional information if all master plan requirements are not met. Please return to the **dashboard** to start a Master Plan. Caution – The information in your designation application will auto-populate the appropriate fields in the Master Plan only when you first start the Master Plan. Changes to either the plan or application after that will not transfer to the other portal.]

Classification Details Tab

Describe in detail how your proposal aligns with the criteria associated with the selected classification from the Description Tab. Fulfill information for each of the four criteria for your classification. Refer to Section 3 of the Greater Minnesota Regional Parks and Trails Strategic Plan for detailed information about criteria and rating scales. Each response is limited to 300 words. Pictures and graphics are strongly encouraged.

Attachments Tab

Please upload any attachments that weren't uploaded elsewhere here. Attachments should be uploaded as PDF, JPG, PNG, TIFF, Microsoft Word, Excel or Powerpoint files.

CITY OF BRAINERD

REQUEST FOR PROPOSALS

REQUEST FOR PROFESSIONAL LAND SURVEYING SERVICES

CITY OF BRAINERD RIVERFRONT PLAZA

TITLE RESEARCH AND CERTIFICATE OF SURVEY



The City of Brainerd is seeking the services of a professional land surveyor to provide a certificate of survey and title research/ownership services to be used in development of a riverfront plaza at the following location:

- PID's 09104000014Z009, 09199002004Z009, 09199002001Z009, or that area generally lying to the west of East River Road, south the Housing and Redevelopment Authority of Brainerd High Rise Building, east of the Mississippi River, and north of the Brainerd High School track and football field.

The survey shall include the entire areas bound by the above description including the East River Road right-of-way.

PROPOSAL SUBMISSION REQUIREMENTS

A sealed envelope should clearly identify the consultant submitting the proposal and indicate that it contains a proposal for Professional Land Surveying Services. One copy of the proposal, which may be electronically submitted, shall be submitted to:

City of Brainerd
Engineering Department
501 Laurel Street
Brainerd, MN 56401
Attention: Paul Sandy, P.E., City Engineer

Proposals must be received no later than 2:00 p.m. on May 14, 2018.

All questions or requests for additional information regarding the Request for Proposal (RFP) should be submitted to Paul Sandy, P.E., City Engineer. Email is acceptable via psandy@ci.brainerd.mn.us. The deadline for acceptance to questions shall be no later than 12:00 p.m. on May 9, 2018.

PROPOSAL FORMAT

Each proposal submitted shall contain the following information

- a. Transmittal Letter
- b. Project Schedule – with completion on or before June 27, 2018.
- c. Scope of Services

The services required shall include the following for the area bound by the above description:

1. Detail Survey
 - a. Perform the necessary research at the Crow Wing County Land Services office to obtain the abutter information and all copies of relevant deeds and plans.
 - b. Dispatch a field crew to locate existing control, other structures on the site and monuments recovered.

- c. Depict boundary lines for adjoined parcels approximately as derived from record information and evidence located.
- d. Plot the location of the monuments within the survey limits.
- e. Depict all easements and rights-of-way on record.
- f. Provide property corners, deed reference, map and lot and house number references of adjoining property.
- g. Depict current ownership of each parcel bound the above description and any abutting owners.

2. Topographic Survey

The topographic survey shall include the following site features delineated on the survey:

- a. Provide elevation contours, utilizing one (1) foot contour elevation.
- b. Plot the locations of structures and improvements above and below the ground, provided surface evidence of the structure exists.
- c. Provide the following utility information based upon record indication and field verification
 1. Locate water, gas and other utilities, based upon the process outlined above.
 2. Determine inverts and cardinal direction, size and direction of flow of storm drains, and culverts; location and elevation of catch basins and manholes with rims shall be provided within the limits.
 3. Locate power, cable television, street lighting, traffic control facilities with the bounded area.
- d. Delineate boundary of dense tree areas. Identification of individual trees is not required.
- e. Call out features such as driveways, walkways, gardens and landscaping.
- f. Call out all other natural features, if applicable.

BASE PLAN

- a. Provide a CAD Drawing.
- b. Prepare paper copies of the certificate of survey at a drawing scale that fits on 24"x36" sheet size with a ½" border.
- c. Provide a legend.
- d. Boundary and topographic information will be provided on one drawing.

DELIVERABLES

For the bounded location, the consultant will provide the following services as requested. Surveyor shall provide the following:

1. A draft hard copy (or PDF copy) for review by the Brainerd Engineering Department.
2. One (1) final print with original stamp and seal.
3. A digital version of all data in AutoCAD format.

The consultant shall review all existing documentation and conduct necessary deed or title research to understand parcel ownership, boundaries, easements and/or rights-of-way and such other information as may be pertinent.

The consultant shall perform a boundary survey to locate all associated monumentation and such other physical features as may be relevant for the development of the required survey depiction. All distances provided shall be provided in US survey feet.

The consultant shall develop and provide a survey plan showing boundary, easements, rights-of-way, monumentation, distances, bearings, and other pertinent information as listed above. The consultant will provide an original copy that has been sealed and signed by a currently registered land surveyor in the State of Minnesota.

PROJECT TEAM

Provide the names of team members, including the professional land surveyor, deed/title researcher, and field data collection personnel, if applicable. Working experience with the City of Brainerd is preferable.

AWARD

The City of Brainerd will award the most responsive and responsible consultant submitting the most advantageous proposal, taking into consideration the consultant's experience and proposed staff.

Award is anticipated to be made at the City of Brainerd Council meeting on May 21, 2018.



BRAINERD RIVERFRONT COMMITTEE

CHAIRMAN, ROD OSTERLOH

CELL: 218-831-1301

OSTERLOH@CLOSECONVERSE.COM

April 25, 2018

City of Brainerd
Attn: City Council
Attn: Mr. David Pritschet, Council President
501 Laurel Street
Brainerd, MN 56401

Dear City Council Members,

This letter is in response to the application for right-of-way vacation along Willow and Vine Street and adjacent to Boom Lake. The Brainerd Riverfront Committee supports the continued city ownership of this right-of-way.

This particular right-of-way is one of a larger network of potential connections, greenways, and thoroughfares that could build stronger connections to our city parks, open spaces, and sensitive environmental areas. This right-of-way is directly adjacent to Boom Lake which offers scenic views, unique trail experiences, viewing opportunities and vistas that will strengthen the city's park and trail network. Relinquishing ownership of this corridor is premature because we don't yet know how it plays into the bigger plans for neighborhood connection to the parks and trails along the Mississippi River.

The right-of-way is strategically located on the northern edge of the Mississippi River park and trail network. In maintaining this right-of-way under city ownership, it's possible that residents could access Boom Lake through this corridor and continue their recreation experience through Boom Lake, Kiwanis Park, Buster Dog Park, Buffalo Hills Trail and Rotary Riverside Park. This possible access could also be an invitation to pull downtown visitors into the off-street trail network. Once this connection is gone, it would be more expensive to recreate this link and we believe it can be vacated at a different time if it's not a needed connection.

In a public effort to enhance our livability, walkability and quality of life in the City of Brainerd we encourage our city leaders to maintain ownership of this right-of-way.

Respectfully Submitted,

ROD OSTERLOH
BRAINERD RIVERFRONT COMMITTEE CHAIRMAN

JOHN FORREST,
BRAINERD RIVERFRONT COMMITTEE



April 27, 2018

Senator David H. Senjem, Chair

Senate Capital Investment Committee
Minnesota Senate Bldg., Room 3401
95 University Avenue W.
St Paul, MN 55155

Representative Dean Urdahl, Chair

House Capital Investment Committee
473 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Re: City of Brainerd – Riverfront Trail/Plaza and Cuyuna Lakes State Trail Funds

Dear Sen. Senjem and Rep. Urdahl:

We ask your support for these projects for the Brainerd region: \$1.175 Million for completion of the Cuyuna Lakes State Trail through Brainerd and \$1.5 Million for the Mississippi Riverfront Trail & Plaza.

The projects for Brainerd – the Mississippi Riverfront Trail/Plaza and completion of the Cuyuna Lakes State Trail are critical to connecting communities from Cuyuna Country to Crow Wing State Park. Creating recreational & educational opportunities, attracting more tourism and economic development are key elements to expanding the reach of this region.

Multiple trails converge at Brainerd's Mississippi Riverfront – the Cuyuna Lakes State Trail, Paul Bunyan Trail, Mississippi River Trail, the Great River Road and local trails – yet there are great needs for more and better access to the River and connectivity between the River, the trails, attractions, history, culture and local businesses and services. The proposed Plaza at Steamboat Landing will provide direct River access, learning space for students of ISD 181 and Central Lakes College, gathering and entertainment spaces. The Plaza will be a focal point of the trail and waterway system and directly impacts users of the Mississippi River, City and school district as well as attracting new visitors to the region.

Leveraging an investment in these projects will generate economic development in the City of Brainerd and the region. By better connecting communities, user groups, attractions and amenities of the area, these projects will enhance the region's attractiveness beyond the lakes, fishing and golf that have been the region's mainstays.

Help us create a stronger future by supporting these projects.

Yours truly,

NAME
BRAINERD RIVERFRONT COMMITTEE