

North Shore Management Board

Wednesday, February 7, 2018 6:00 PM

Tettegouche State Park Visitor Center

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Mike Hoops	Silver Creek Township	Corlis West	Duluth Township
Bobby Deshampe	Cook County	Pete Stauber	St. Louis County
Scott Johnson	City of Silver Bay	Tracy Benson	Grand Marais
Tim Anderson	City of Beaver Bay	Rich Sve	Lake County
Miles Woodruff	City of Two Harbors		
Technical Assistance Committee			
Christine McCarthy	Lake County	Tim Nelson	Cook County
Staff			
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:10 PM by Chair Scott Johnson. Chairman Johnson welcomed attendees and asked everyone introduce themselves.
- b. **Motion to approve the agenda** with was made by Hoops/Anderson; passed unanimously

II. Committee Business

- a. **Elections**-Officer terms had been fulfilled at the completion of the FY 17, so elections for new officers were held. Officer position terms are 2 years.
 - a. **Motion to Nominate Mike Hoops for Vice Chair** by Woodruff/ Anderson; Motion passed unanimously.
- b. **Motion to approve October 4, 2017 minutes** by Hoops/Anderson; passed unanimously.
- c. **Motion to approve ARDC staffing invoice from October 1st, 2017 to December 31st, 2017**, by Anderson/Woodruff; passed unanimously.
- d. **Motion to approve ARDC enter Grant agreement for 1W1P Implementation Joint Forum Project-** by Woodruff/Anderson; passed unanimously
- e. **Motion to approve ARDC utilizing staffing dollars for 1W1P Implementation Joint Forum Project -** by Hoops/Woodruff; passed unanimously

- f. **Motion to approve FY 2017 supplemental fund used as local match for NSSDC** - by Hoops/Anderson; passed unanimously
- g. **ARDC Invoicing Member Entities-Fiscal Year 2018 Update-** Otsea informed the Board that the only remaining payment to be received for the 2018 fiscal year was the City of Grand Marais. Follow up actions to receive payment would be taken.

III. One Watershed One Plan Implementation Project-Otsea updated the board that he had submitted the final report and all required materials to the Minnesota Lake Superior Coastal Program for review and reimbursement before the December 31st deadline. He also informed the NSMB that the LSN1W1P policy committee, with recommendations from local implementation partners, is in the process of developing a budget and work plan for the \$387,059 CWF Funds allocated to LSN1W1P. Otsea will attend the upcoming meeting(s) where discussion will be taking place regarding prioritizing the projects which were identified during the implementation forum project.

IV. Erosion Hazard Zone Layer Update Project Opportunity- Otsea informed the Board that one of the most relevant projects to their work which was identified during the implementation round table forums was updating the coastal zone hazard area index layer. Otsea referenced members to their packet which contained some information about the existing layer which was last updated in 2008-9. Discussion followed regarding the proposed project and its importance to local government units (LGU) who administer zoning. It was noted that some residents have purchased property un-aware that they were within a hazardous erosion zone. The discussion outlined the proposed project which would focus on updating the hazardous zone layer information, making it accessible via the internet, and then engaging homeowners and LGU's regarding the information and its importance.

- a. **Motion to support moving forward with the proposed erosion hazard layer update project for funding through the 1W1P process-** Anderson / Hoops; passed unanimously.

- **Gitche-Gami Trail Association Update-**Otsea gave an update on the Gitche-Gami Trail Association which has been provided below:
 - The GGTA will be working with MnDNR (and engaging the communities of Beaver Bay, Beaver Bay Twp, Silver Bay, and working with other stakeholders like MnDOT) to plan a ribbon cutting event for the West Road segment of trail in the mid to late summer to allow for a few last cosmetic items to be finished on the trail and bridge.
 - GGTA board members will be attending advocacy days in St. Paul in March:
 - a) March 8, Parks & Trails Council of MN's Day on the Hill
 - b) March 15th, BikeMN's advocacy day
 - The GGTA continues to advocate for support of the Gitche-Gami with legislators. GGTA presented to the MN Senate Capital Investment Tour group at Split Rock on February 1st to request dedicated bonding funds for GGST projects in Lake and Cook Counties. The legislative session starts on February 20th.

- The DNR has contracted with SRF to do design and Engineering for the Grand Marais to Cutface Wayside segment of trail – designs are well underway, with construction anticipated beginning in early summer 2019 (some trail grading will take place, but no pavement in 2018).
- The DNR contracted with Karvakko Consulting to conduct design and engineering on the NE side of Tofte, with construction and reconfiguration of parking areas near the Coho to begin in early summer 2018.
- **North Shore Scenic Drive Council Update**-Otsea provided an overview of recent work by the NSSDC. Summarized below.
 - Completed work on NSSD Interactive Map Tour, an app providing 360-degree photos, amenity information, and more for wayside all along the corridor. Otsea showcased the application to the
 - The Council is also facilitating a wayside design project in collaboration with the Glensheen Mansion for a potential wayside on London Road, directly across from the mansions property. To date, two of the three meetings have been completed, resulting in preliminary designs. The next step of the process is to host a public open house to gather additional feedback on the project.

IV. Next meeting-The next meeting of the North Shore Management Board was scheduled for 6:00 p.m. at Tettegouche State Park in Silver Bay, MN on a day in April to be determined via doodle Poll.

V. **Adjourn**

- a. There being no additional business, a motion to adjourn was made by Deschampe/Woodruff; passed unanimously and the meeting was adjourned.

ATTEST:

Scott Johnson, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Thursday, April 12, 2018 6:00 PM

Tettegouche State Park Visitor Center

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Mike Hoops	Silver Creek Township	Corlis West	Duluth Township
Bobby Deshampe	Cook County	Pete Stauber	St. Louis County
Scott Johnson	City of Silver Bay	Vacant	Grand Marais
Tim Anderson	City of Beaver Bay	Miles Woodruff	City of Two Harbors
Rich Sve	Lake County		
Technical Assistance Committee		Christine McCarthy	Lake County
Staff			
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:05 PM by Chair Scott Johnson. Chairman Johnson welcomed attendees and asked everyone introduce themselves.
- b. **Motion to approve the agenda** with was made by Hoops/Sve; passed unanimously

II. Committee Business

- a. **Motion to approve February 7, 2018 minutes** by Hoops/Anderson; passed unanimously.
- b. **Motion to approve ARDC staffing invoice from January 1st, 2018 to March 31st, 2018**, by Sve/Hoops; passed unanimously.
- c. **ARDC Invoicing Member Entities-Fiscal Year 2018 Update-** Otsea informed the Board that the only remaining payment to be received for the 2018 fiscal year was the City of Grand Marais. Follow up actions to receive payment would be taken.

III. One Watershed One Plan Implementation Project (*Erosion Hazard Zone Layer Update*)- Otsea updated the board that the LSN1W1P policy committee recommended including the erosion hazard zone layer update into the \$387,059 CWF Funds allocated to LSN1W1P budget and workplan for 2018-2020. Otsea will continue to coordinate with SWCD's on scope of work meeting, RFP's and future grant application as they become necessary. Commissioner Sve provided some feedback on the breakdown of costs, which was primarily caused by the public/private land ratios in Lake and Cook County. After discussing the issue with BWSR multiple times, it appears they now acknowledge there is an issue with this methodology, and expect to have a revision moving forward (allocations happen every biennium).

IV. Emerald Ash Borer Beetle- Otsea informed the Board that he recently attended a workshop by the Department of Agriculture regarding Emerald Ash Borer Beetle infestation. The workshop outlined information about the bug's life cycle, reason for Duluth's quarantine, and outlined in real time how to identify infected trees and what to do. He distributed hand-outs with information regarding the beetle and how to spot it, and encouraged the Board to become more aware of the issue as it could be significant moving forward.

V. Other Business

- **Gitchi-Gami Trail Association Update**-Otsea gave an update on the Gitchi-Gami Trail Association from Michelle Pierson, Executive Director, which has been provided below:
 - a) Our next meeting of the board is scheduled for TODAY at 10am at the Two Harbors DNR offices located at: 1568 County Highway 2
 - b) Legislative Session: Bill Blank, Bob Nesheim and I attended two advocacy days in St. Paul in support of parks and bike legislation , and in support of our two bills that, if funded, will dedicate funds to the GGST.
 - a. House Bill: HF 2850 was authored by Rep. Ecklund, co-authored by Reps. Lillie and Lueck. View more here: <https://www.revisor.mn.gov/bills/bill.php?f=HF2850&y=2018&ssn=0&b=house>
 - b. Senate companion Bill: SF 2718 was authored by Sen. Bakk, co-authored by Sens. Tomassoni and Wiger. View more here: <https://www.revisor.mn.gov/bills/bill.php?f=SF2718&y=2018&ssn=0&b=senate>
 - c. The GGTA was asked to complete a worksheet detailing the projects in the \$3M bonding line item bill. We filed this documentation last Thursday to the best of our ability.
 - c) Annual Meeting/Spokengear's 2nd Annual Bike/Gear Swap – Mark your calendars for May 19th... will update more at our April 12th meeting, GGTA will be one of the beneficiaries of funds raised during the event. Learn more at Spokengear's event page here:
 - a. Two Harbors Federal Credit Union has (once again) offered to provide us with an Annual Meeting location on that date! Annual meeting will be at 10am

- d) West Road Ribbon Cutting Event: The DNR's director Erika Rivers is available to attend an event on **May 24, 2018**. More details to come, but please mark your calendars for this day.
- e) Castle Danger Brewing selected the GGTA as their Pints for a Cause recipient for the month of February. For each pint of beer sold on Wednesdays in February, they are donating one dollar to the GGTA. We received a check for \$376 from Castle Danger!
- f) Newsletter/Annual Ride and more!
 - a. Our Annual Ride will be August 18, 2018. please mark your calendars!
 - b. We are targeting getting our spring newsletter to print the first week of May
- **North Shore Scenic Drive Council Update**-Otsea provided an overview of recent work by the NSSDC. Summarized below.
 - Glensheen- Preliminary designs complete. Met with City for further input. Scheduling Public Open House for May.
 - Lutsen Design Project upcoming (expected next grant application).
 - Caribou Falls wayside ribbon cutting ceremony also being scheduled for May 24th in conjunction with the west road ribbon cutting.

Other- *Short Term Rental Ordinance for Two Harbors* expected to go to Council later this month. Parameters include lodging tax, garbage service, quiet hours, parking ordinance, conforming lots, etc.

Otsea also attended a presentation hosted by the MN Climate and Health Program called *'The Art (and excitement!) of the Long View: Public Health Planning for the Future in an Uncertain Climate*. Brenda Hoppe (the presenter) is a research scientist with the MN Climate and Health Program at the MN Department of Health. She presented results of a vulnerability assessment which applied future precipitation estimates to an exploration of risk for Minnesotans on private wells. Dr. Hoppe will describe lessons learned from applying future climate estimates to public health investigations and the exciting role scenario planning can play in our state's efforts to prepare for and respond to climate change.

IV. *Next meeting*-The next meeting of the North Shore Management Board was scheduled for 6:00 p.m. at Tettegouche State Park in Silver Bay, MN on a day in July to be determined via doodle Poll.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Hoops/Sve\]]]; passed unanimously and the meeting was adjourned.

ATTEST:

Scott Johnson, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Wednesday, July 11, 2018 6:00 PM

Tettegouche State Park Visitor Center

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Mike Hoops	Silver Creek Township	Scott Johnson	City of Silver Bay
Miles Woodruff	City of Two Harbors (Via phone)	Pete Stauber	St. Louis County
Dave Mount	Duluth Township	Vacant	Grand Marais
Tim Anderson	City of Beaver Bay	Bobby Deshampe	Cook County
Rich Sve	Lake County		
Staff			
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:11 PM by Vice Chair Mike Hoops. Vice Chairman Hoops welcomed attendees and asked everyone introduce themselves.
- b. **Motion to approve the agenda with the addition of Grand Portage joining the NSMB as a discussion item** which was made by Sve/Anderson; passed unanimously

II. Committee Business

- a. **Motion to approve April 13, 2018 minutes** by Anderson/ Sve; passed unanimously.
- b. **Motion to approve ARDC staffing invoice from April 1st, 2018 to June 30th, 2018**, by Sve/Hoop; passed unanimously.
- c. **Motion to approve ARDC contract for FY 2019** by Hoops/Anderson; passed unanimously-with one noted budgetary change.

III. One Watershed One Plan Implementation Project (*Erosion Hazard Zone Layer Update*)-

Otsea recapped the Board that in May of 2017, the Lake Superior North Watershed Plan was adopted by local partners (Cook and Lake Counties & Cook and Lake SWCDs) to replace the County Water Plans for the area of the Lake Superior North Watershed. Over the past year BWSR has rolled out FY 18 funds for implementation of the Plan. The Lake Superior North Watershed (LSNW) was allocated \$387,059.

The funding for the plan is based on a \$250,000 base amount allocated to each pilot watershed, with an additional allocation distributed according to percent private lands (to each pilot watershed). These funds are distributed by the Board of Water and Soil Resources through the Clean Water Fund (State of MN – Land and Legacy Amendment). With this allocation, the

SWCDS could complete 4.8% of the anticipated 8 million in projects projected in the targeted implementation plan. With this allocation in mind, local government unit partners solicited a prioritized “wish list” of projects achievable in the first biennium and met to align projects with targeted implementation goals of the plan. After LGUs met, they recommended three different work plan options to the Policy Committee. Following the Policy Committee meeting, a final work plan was submitted for approval to BWSR. Funding must be spent by Fiscal Year 2020.

The final work plan includes the following break down of funding:

- Grand Administration, LSN1W1P Outreach and Project Facilitation: *\$35,000*
- Grand Marais Stormwater – Highway 61 BMPs Installation (not part of MN DOT’s plan) (with 2019 reconstruction): *\$246,000*
- Coastal Zone Erosion Hazard Map Project (map and database creation): *\$45,000*
- Grand Marais Stormwater – Village Ditch (contingency) BMP Installation: *\$61,059*

Total: \$387,059

Following the adoption of the plan and during the process of determining funding allocation, Lake SWCD had staff changes, a new Cook County Commissioner joined the Policy Committee, and the City of Grand Marais developed a stormwater plan. The team also got to check off one urban node for stormwater plan development which is an exciting success (Targeted Implementation Goal Stormwater 1.1). Highlights of other successful projects completed thus far include a Land Use Change Map prioritizing forestry work and forestry workshops (2 completed by Lake SWCD in 2017). Scheduled upcoming projects relating to goals of the plan include the Highway 3 and Encampment Culvert Replacement projects according to MESBOAC (Lake County Highway Department 2018/19)

Discussion by the board followed, topics included: issues local governments/planning commissions see is projects that come in with erosion mitigation, but lack of qualified officials to evaluate the effectiveness of the mitigation actions. Reviewing historical oblique photos can be effective at evaluating the effectiveness of projects over time, which isn’t currently happening. Additional discussion highlighted the value of the erosion hazard layer being updated to assist LGU’s in land use decisions.

IV. FEMA Flood Mapping-

The Federal Emergency Management Agency (FEMA), Region V office hosted a meeting on May 2, 2018 to showcase new draft flood hazard work maps for the Lake Superior Shoreline in Lake and Cook Counties, Minnesota. At the meeting, staff solicited comments from community officials and embodies a process FEMA refers to as Flood Risk Review. Invited and in attendance were staff and officials representing villages, cities, townships, and county government, regional organizations, non-governmental bodies, neighborhood associations, and harbor and shoreline protection engineers to join us for this important review.

During the first hour of the meeting, FEMA presented a summary of the draft work maps followed by a question and answer period. A breakout session followed in the second hour to review community-specific data shown on the work maps. Staff was available to review engineering methods, discuss various features of the maps, and explain the next steps for developing regulatory Flood Insurance

Lake: <http://arcg.is/1jjPyv>

Cook: <http://arcg.is/0KiKrb>

V. **Grand Portage-** Otsea informed the Board that Bobby Deschampe had approached him regarding Grand Portage's interest in joining the NSMB. He stated that it had been preliminarily discussed at the last meeting but wanted to formally discuss the idea with the board. Discussion followed, summarized: enthusiasm for the potential new member, concerns about existing code and also state statute implications. A course of action of comparing Grand Portage's existing code to the S-O overlay standards to see what (if any) revisions would be needed for compliance, and then follow up with the state to insure there is no statutory implications.

- a. **Motion to approve researching the requirements for Grand Portage joining the NSMB to be discussed at the next meeting** was made by Hoops/Mount; passed unanimously

VI. **Other Business**

- **Gitchi-Gami Trail Association Update-**Otsea gave an update on the Gitchi-Gami Trail Association from Michelle Pierson, Executive Director, which has been provided below:
 - The GGTA was joined by city officials, state and local DNR representatives, DOT representatives, NSSDC representatives, residents and the 4th grade class at William Kelley School in Silver Bay for the West Road/Beaver River Bridge trail extension formalizing a transportation alternative between Beaver Bay and Silver Bay at a ribbon cutting event on May 24th. The trail is already well-used by residents of these two bay cities.
 - The GGTA has applied for a MLSCP grant to do public input and a design process for a segment of trail in the Lutsen area connecting the current terminus to 'Lutsen Town Center' area.
 - Tomorrow, 7/12/2018, the MnDNR is holding a public open house to show current plans for a trail extension from Grand Marais out to the Cut Face Creek State Wayside. This 3+ mile trail extension will be another step to connecting Grand Marais to Cascade River State park. Funding has been acquired for this segment with construction anticipated in summer 2019. Open House will be held at Grand Marais City Hall from 5-6:30pm and public comments will be welcome.
 - The GGTA will hold its 18th Annual supported North Shore Bike Ride on August 18th, 2018. You can learn more or register at www.ggta.org
- **North Shore Scenic Drive Council Update-**Otsea provided an overview of recent work by the NSSDC. Summarized below.
 - Glensheen- Public Open House complete and submitted,
 - Lutsen Design Project application submitted to Lake Superior Coastal Program
 - Caribou Falls wayside ribbon cutting ceremony was held on May 24th in conjunction with the west road ribbon cutting.

Other- Otsea updated the Board that Two Harbors Short Term Rental Ordinance goes into effect soon. A request was made for him to send out the short-term rental regulations to the board for review/potential discussion.

IV. Next meeting-The next meeting of the North Shore Management Board was scheduled for 6:00 p.m. at Tettegouche State Park in Silver Bay, MN on a day in October to be determined via doodle Poll.

V. **Adjourn**

- a. There being no additional business, a motion to adjourn was made by Hoops / Sve; passed unanimously and the meeting was adjourned.

ATTEST:

Scott Johnson, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Thursday, March 9, 2017 6:00 PM

Tettegouche State Park Visitor Center

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Jan Sivertson	Cook County	Wendy Gustofson	Duluth Township
Mike Hoops (PHONE)	Silver Creek Township	Pete Stauber	St. Louis County
Scott Johnson	City of Silver Bay	Tracy Benson	Grand Marais
Tim Anderson	City of Beaver Bay		
Rich Sve	Lake County		
Robin Glaser (phone)	City of Two Harbors		
Public			
Christine McCarthy	Lake County	Tim Nelson	Cook County
Staff		Clinton Little	MN DNR
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:05 PM by Vice Chair Scott Johnson. Vice Chairman Johnson welcomed attendees and asked everyone introduce themselves.
- b. **Motion to approve the agenda** with was made by Sve / Sivertson; passed unanimously

II. Committee Business

- a. **Motion to approve December 8, 2016 minutes** by Sivertson / Sve; passed unanimously.
- b. **Motion to approve ARDC staffing invoice from January 1st, 2017 to March 31st, 2017**, by Sivertson / Sve; passed unanimously.
- c. **Member Invoicing Report** – Otsea outlined to the Board that dues had been received by all participating members and thanked the jurisdictions and representatives for their continued support and assistance.
- d. **Vacation Rental** – Otsea stated to the board that there was a recent request from Christine McCarthy of Lake County to add vacation rentals as a discussion item to this forum for some perspective. Short Term Rental options like AirBnB and others have fueled new demand for these types of uses, and jurisdictions around the country are struggling with defining them. The following outlines a few of the highlights of the conversation which followed:

- Christine outlined that recent concerns are regarding grandfathered guest cabins which are non-conforming structures, on non-conforming lots, with a non-conforming use. Current ordinance states that if you are non-conforming, you cannot be a vacation rental.
- Additional conversation was held on the current Interim Use permit approach Lake County has taken over recent years instead of a Conditional use permit. Currently, the interim is allowed for 1-year, followed by a re-application opportunity for an additional 5 years. The interim use permit is only applied to the current landowner, and would expire upon a sale.
- Conversation continued about how other local jurisdictions are approaching the issue. Silver Bay is currently under moratorium, Beaver Bay recently passed a new ordinance to regulate, and Cook County has allowed as a permitted use, but focused on collecting sales tax/connecting with the Department of Health, which has seemed to be effective.
- Some of the bigger concerns (specifically related to this board) connected with the use are septic issues & solid waste capacity issues among others. Lake County even has monitoring flow meters/water usage in the ordinance as an opportunity to keep track of usage.
- After additional discussion, the issue was identified as a priority for the NSMB to monitor moving forward. Additional research for how communities are addressing the problem (region-, state-, and nation-wide) will be compiled, and additional focus will be placed on the item with considerations of a NSMB 'best practice' or similar type of recommendation. A timeline was not identified at the meeting, as another project is kicking off in May.

III. Project Updates

- a. MNLSCP Grant Discussion- Otsea referenced a handout in the Board's packet outlining the implementation forum for the NSMB Plan and One Watershed, One Plan recently completed by Lake and Cook County Soil and Water Conservation Districts. The project focuses on engaging local jurisdictions, homeowner's associations, and other identified stakeholders to implement projects identified in the plans. Brief conversation occurred, including identifying various homeowner's associations, and targeting weekends when many owners are in the area may be a good practice. Match had also been leveraged from the SWCD's to support the project as well. A previous resolution approved the submission of the application, but Otsea wanted to show the task description/outline prior to approving it with NOAA and entering a contract for the project. (Of note, the previous resolution provided authority to enter said grant agreement.)

IV. Other Business

- a. Gitchi-Gami Trail Association (GGTA) Update- Otsea informed the board that the GGTA had completed counting fat tires at Split Rock, averaging 11 daily and were starting their third year of counting this summer. Additionally, the Beaver Bay bridge and West Road improvements is slated for this summer, the Ski Hill Road to Lutsen segment had been awarded construction funds through TA, and the Association was currently focused on bonding request for the remaining Tofte segment connection, and funds for connecting Grand Marais to Cutface Creek wayside.
- b. North Shore Scenic Drive Council Update- Otsea provided an update on the NSSDC, who's focus is on starting their Interactive Map Tour of the entire byway, which will include 360 degree pictures and descriptions of all the waysides along the byway. Additionally, the Council is working to find grant funds to support a wayside design project for a possible wayside directly across London Road from Glensheen Mansion in Duluth while also seeking funds support a project identifying the location and restoration strategy for the Crusader Tug, owned by the Knife River Rec. Club.
- c. Two Harbors Trail Plan- Otsea also updated the Board that the City of Two Harbors is conducting an update of their trail plan and held a well-attended public visioning session in February. Currently, staff is drafting recommendations, and coordinating with MnDOT and a consultant engineer to undergo a more detailed analysis of several route options going through the community in support of U.S. B.R. 41.
- d. Next meeting-The next meeting of the North Shore Management Board was scheduled for 6:00 p.m., June 15th, at Tettegouche State Park in Silver Bay, MN.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Sivertson/Sve; passed unanimously and the meeting was adjourned.

ATTEST:

Mike Hoops, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Thursday, June 15, 2017 6:00 PM

Beaver Bay Community Center

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Jan Sivertson	Cook County	Rich Sve	Lake County
Mike Hoops	Silver Creek Township	Pete Stauber	St. Louis County
Scott Johnson	City of Silver Bay	Tracy Benson	Grand Marais
Tim Anderson	City of Beaver Bay		
Dan Walker (for Robin)	City of Two Harbors		
Corlis West	Duluth Township		
Public			
See Attached Sign-in Sheet			
Staff			
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:05 PM by Chair Mike Hoops. Chairman Hoops welcomed attendees and asked everyone introduce themselves.
- b. **Motion to approve the agenda** with was made by Sivertson/ Johnson; passed unanimously

II. Committee Business

- a. **Motion to approve March 9, 2017 minutes** by Johnson/ Sivertson; passed unanimously.
- b. **Motion to approve ARDC staffing invoice from April 1st, 2017 to June 30th, 2017**, by Walker/ West; passed unanimously.
- c. **Motion to approve ARDC Staffing Contract Fiscal Year 2018 Resolution-** by Sivertson/ Johnson; passed unanimously

III. Other Business

- a. **Gitchi-Gami Trail Association Update**-Otsea gave an update on the Gitchi-Gami Trail Associations latest happenings, which have been summarized below:
 - MN Bonding bill included \$3.1M for two projects (Grand Marais to Cutface— 3.5 miles, will be scenic, through state lands, will be near water often & help the through Tofte segment)

- MnDOT redesigning Beaver River Bridge right now—the result will be a protected bike lane on inland side of bridge. MnDOT to construct from current terminus at Wayside all the way to the intersection with West Road
- MnDNR has a construction project on West Road this summer and will result in separated trail (curb separation) to connect two constructed segments. Will result in a 17+ mile continuous segment of trail by end of construction season. West Road project to begin July 6th.
- GGTA participating in a MnDOT planning project to look at bike routing through Two Harbors up to Flood Bay State Wayside
- MnDNR awarded Transportation Alternatives funding to further a segment in the Lutsen area from current terminus at Ski Hill Road to get into Lutsen town center (1.5 miles). Construction planned for 2021.
- GGTA to hold annual, supported, recreational ride on the trail and connecting roads on August 19, 2017

b. North Shore Scenic Drive Council Update-Otsea provided an overview of recent work by the NSSDC. Summarized below.

- Ribbon cutting ceremony celebrating installation of ADA accessible, dual-viewfinders at Taconite Harbor.
- Continuing work on NSSD Interactive Map Tour, an app providing 360 degree photos, amenity information, and more for wayside all along the corridor.
- Secured partial funding to hire a consultant Landscape Architect for a Glensheen Mansion Wayside Design project.

c. Two Harbors Trail Plan Update – Otsea updated the Board that they City of Two Harbors is now partnering with MnDOT and Stantec Consulting to conduct an engineering study on some of the trail segments identified for the trail plan. The kick-off meeting for this corridor study is set for June 1st. A public review meeting for the Trail Plan recommendations and document itself is set for June 22nd, 6:00 at City Hall.

d. Arrowhead County Geospatial Collaboration – Otsea updated the Board on an endeavor his ARDC co-worker, Senior GIS Specialist Charlie Moore has been organizing. The Arrowhead Collaboration would be a 7 County collaborative GIS administration effort focused on creating a unified parcel ownership database that aligns as one. Partners include the arrowhead region counties, US Forest Service, MnDOT, MN DNR, MNGEO, and others. A business plan is being developed and expected to be complete by the GIS/LIS Conference set in Bemidji for October 3-5.

III. Project Updates

a. One Watershed One Plan Implementation Project- Otsea moved to the main portion of the meeting which also served as the kick-off meeting for a NSMB collaboration project with the Lake and Cook County Soil and Water Conservation Districts, focusing on implementing projects along the shore. He welcomed those in attendance and asked everyone to introduce themselves and what entity they represented to get a better understanding of the audience.

He followed by giving a background of the NSMB 2016 Plan update process, which identified the implementation assistance of the '1 Watershed 1 Plan' recently completed by the SWCD's. In January, he submitted a STAR grant application to the MN DNR Lake Superior Coastal Program to create a series of meetings focused on engaging stakeholders in attempt to spur project implementation, the grant was awarded. Otsea referenced the meeting packet which provided an overview of the project's scope.

He then introduced Dan Schutte, District Manager, Lake Co. SWCD and Ilena Hansel, District Manager, Cook Co. SWCD, and gave them the floor. Dan opened with an introductory presentation on the '1 Watershed 1 Plan' (1W1P) planning process. The plan is the result of a pilot planning process, funded by the Board of Water and Natural Resources, to conduct water quality and similar projects within a watershed in lieu of jurisdictional boundaries as is done traditionally. The projects identified in the plan become eligible for funds appropriated by the legislature. Funding levels available from the Clean Water, Land and Legacy amendment are expected to be large well into the future. One of the most recent funded projects included \$71,000 to inventory the storm water system in the City of Two Harbors and prioritizing projects to minimize impediments. Dan referenced the meeting handout, which outlined the separate initiatives the plan covers, to improve water quality at several identified impaired waterways along the north shore, which were identified during the planning process.

Some of these initiatives include:

- Storm water management plan in urban nodes.
- Review local ordinances for improvements (includes zoning, subdivision, storm water, others)
- Utilize culvert existing inventory with goal of improving one problematic culvert per year in priority sub-watersheds to improve connectivity, organism passage, and minimize erosion.
 - Can be a great opportunity for existing culvert problems by receiving up to 50% funding for improvements.
- Target erosion control projects to improve existing issues.
- Storm water quality improvement projects.
- Inventory maintain and re-vegetate ditches with native species with goal of transitioning 10% of inventoried ditches.
- Apply technical educational and financial assistance to install forestry management practices that limit or correct nonpoint source pollution or improve forested land.
- Cost share in Cook County 0 work with property owners for creating a management plan and can share the costs for planting.
- Restore or protect 2 miles riparian and or shoreline forest conditions in the next 10 years within priority sub watershed on private land and assist with facilitation of these activities on public land.

- Develop GIS database of wellhead protection areas, surface water drinking areas and ground water protection
 - Use to assist with wellhead protection areas in permitting process.
- Conduct an unused, unsealed well inventory and implement monitoring.
- Develop and maintain a cost share program to financially assist property owners using unused/unsealed wells on property (50/50) cost share.
- Outreach and educational events for variety of natural resources issues.
- Assist residents and landowners in development of watershed advocacy groups with a focus on developing groups in tier one priority watersheds.
- Targeted erosion control efforts in impaired waterbodies.

Ilena followed by leading meeting attendees through a brainstorming exercise focused on identifying possible areas of collaboration between the SWCD's and the jurisdictions represented. The following represents the results from that exercise.

Stormwater

- Cook county boat landings
- Downtown Grand Marais: rain gardens & trees – combine these efforts with HWY 61 construction project if possible)
- Run off – Silver Bay
- Tree Forestry- Silver bay
- Continued planting projects in Two Harbors
- I&I work in Two Harbors
- Storm water Ordinance in Two Harbors

Forestry/Timber

- Large Trees planted downtown Grand Marais
- Reforestation along shore dead/dying birch – DNR (Parks and Trails)
- County Tax Forfeit Land Management – Duluth Township
- Opportunity for close coordination, partnership on restoration activities with other entities – fed/NCO/Private land owner
 - Develop comprehensive riparian zone/forestry best practices
- W branch Split Rock River Watershed—(Bathke)
 - Co-operative forest management
 - 4 property owners –
 - Superior National Forest
 - Lake County
 - Minnesota
 - Private
 - Hopefully include habitat restoration in the river, maybe collaborate with TK?
- Cook County Tax Forefeit Property Management Plan

Data Collection

- Inventory of tree types – Two Harbors
- Lake associations interested in collecting lake data.

Other

- For Knife River- Coordinate Land Wetland Management
 - With downstream erosion control
 - Develop and retain retention to reduce flashiness of water flow to reduce erosion
 - Determine hydrology parameters for retention flow temp for upstream areas and fish habitat
- Headwater wetland areas protected – Duluth Township
- All north shore – waste water issues
- Education-Lots of opportunities to work together to deliver a message on common themes & projects.

Additional discussion took place after the session. Justin closed by outlining the project’s next steps which include scheduling additional meetings to have focused conversations on the identified projects and others later this summer. The results of these, and other staff engagement meetings will be summarized at a public meeting which will correspond with the next NSMB regular meeting.

IV. Next meeting-The next meeting of the North Shore Management Board was scheduled for 6:00 p.m. at Tettegouche State Park in Silver Bay, MN on a day in October to be determined via doodle Poll.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Sivertson/ Walker; passed unanimously and the meeting was adjourned.

ATTEST:

Mike Hoops, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Wednesday, October 4, 2017 6:00 PM

Tettegouche State Park Visitor Center

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Mike Hoops	Silver Creek Township	Corlis West	Duluth Township
Rich Sve	Lake County	Pete Stauber	St. Louis County
Scott Johnson	City of Silver Bay	Tracy Benson	Grand Marais
Tim Anderson	City of Beaver Bay	Jan Sivertson	Cook County
Robin Glaser	City of Two Harbors		
Public			
Christine McCarthy			
Staff			
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:05 PM by Chair Mike Hoops. Chairman Hoops welcomed attendees and asked everyone introduce themselves.
- b. **Motion to approve the agenda** with was made by Johnson/Glaser; passed unanimously

II. Committee Business

- a. **Elections**-Officer terms had been fulfilled at the completion of the FY 17, so elections for new officers were held. Officer position terms are 2 years.
 - a. **Motion to Nominate Scott Johnson for Chair** by Sve / Glaser;
 - b. **Motion to Nominate Jan Sivertson for Vice Chair** by Glaser / Sve;
 - c. Each motion passed unanimously.
- b. **Motion to approve June 15, 2017 minutes** by Glaser/ Hoops; passed unanimously.
- c. **Motion to approve ARDC staffing invoice from July 1st, 2017 to September 30th, 2017**, by Hoops/ Sve; passed unanimously. (Minor correction noted).
- d. **Motion to approve ARDC invoicing member entities for fiscal year 18-** by Glaser/ Sve; passed unanimously

- e. **Discussion on FY 17 Supplemental funds-** Otsea informed members that they had approximately \$1,500 in additional funds from last year's budget. Otsea outlined to Board members that his Director Andy Hubley had an interesting use for the additional funds which he wanted to be discussed at the meeting. The remainder could be used as local match for MnDOT grant dollars to assist with the staffing of the North Shore Scenic Drive Council, who's recently been asked to raise their own funds to assist in staffing for the first time. Using the remaining funds would be a good way of getting local participation from communities in the NSMB, who happen to all be along the byway route of Highway 61. After some discussion, the use of funds was tentatively agreed to, but a more formalized resolution was requested to be included in the January meeting packet.

III. Project Updates

- a. **One Watershed One Plan Implementation Project-** Otsea gave a brief presentation that outlined the 1W1P implementation project via a power point presentation. He summarized the scope of work, provided summaries of the implementation focus meetings, and outlined the project collaboration activities identified. Potential projects included: Urban Forestry Management Plan (specific to each urban node), PR/Educational efforts throughout the watershed, collaborating with the Advocates for the Knife River Watershed on a multitude of forestry projects, Invasive species identification, collaboration with the North Shore Forest Collaborative, Storm water management plans and Task Force, Cook County culvert inventory update, Lake Co. culvert replacements among others. See power point slides and meeting packet for additional information.

IV. Other Business

- **Gitchi-Gami Trail Association Update-** Otsea gave an update on the Gitchi-Gami Trail Association which has been provided below:
 - The GGTA hosted 140+ bikers during our 17th Annual North Shore Bike Ride on August 19, 2017. It was a beautiful day and it was fun to learn that for many of our riders this was their first trip to the trail, and for some it was their first trip to the North Shore.
 - The Beaver River Bridge and connecting trail from the trailhead to West Road project is being overseen by MnDOT and is on schedule to be completed by the end of October. The bridge will accommodate bikers and pedestrians on the inland side of the bridge.
 - The Temperance River State Park trail rehab/reconstruction project repaired trail that had suffered from issues stemming from artesian wells. The pocks and cracking in that about 1,100-foot section of trail within Temperance River State Park reopened on August 4, 2017.
 - The GGTA is working with the Parks & Trails Council of Minnesota to prepare a bonding ask for the 2018 legislative session. The focus for this will be securing funding to match a Transportation Alternatives grant that was awarded to MnDNR to extend the trail from the current terminus at Ski Hill Road into the town of Lutsen, adding another 1.5 miles of trail.

- The GGTA has been invited to present at the upcoming Minnesota Scenic Byways Workshop on October 3rd in Duluth.
 - We look forward to future projects including adding 3.5 miles of trail from Grand Marais to the Cutface Creek State Wayside (construction is planned to begin in 2018) and some construction in the Town of Tofte next summer.
- **North Shore Scenic Drive Council Update**-Otsea provided an overview of recent work by the NSSDC. Summarized below.
- Attended Scenic Byway Workshop October 3rd and 4th in Duluth, MN.
 - Continuing work on NSSD Interactive Map Tour, an app providing 360 degree photos, amenity information, and more for wayside all along the corridor.
 - Secured funding to hire a consultant Landscape Architect for a Glensheen Mansion Wayside Design project, expect to start October or November
 - Targeting joint November meeting with the Superior National Forest Scenic Byway at Split Rock State Park.
- **Two Harbors Trail Plan Update** – Otsea updated the board that Stantec was completing preliminary engineering and public input for specific segments of the trail plan connected to U.S. Bicycle Route 41. The consultant is expected to announce the meeting date to summarize results (expected to be November 1st) shortly. Otsea also mentioned that the Trees and Trails Commission recently had a presentation on the Emerald Ash Borer beetle threat to local tree species, and the group is preparing to focus on a urban forest management plan in coordination with Lake Co. SWCD in 2018.
- **Lake Superior Water Level**- Commissioner Sve informed the Board he had heard issues from constituents who are concerned about possibly property damage due to Lake Superior’s water level being much above average. After reaching out to the Army Corps, and Congressman Nolan on the issue, Sve contacted the Chief at the Great Lakes Hydraulics department based in Detroit. He was informed that the group does have control of the water, but raising and dropping the level is a significant operation, and would take a lot of time. The lake level is primarily regulated by natural features and 12 of the last 15 months had higher than average precipitation, so high water levels should be expected for the next 6 months. Major wave action can cause erosion concerns in the shoreline and erosion zone. The board identified that improving the erosion hazard zone with updated data may need to be considered in the future.

IV. Next meeting-The next meeting of the North Shore Management Board was scheduled for 6:00 p.m. at Tettegouche State Park in Silver Bay, MN on a day in January to be determined via doodle Poll.

V. **Adjourn**

- a. There being no additional business, a motion to adjourn was made by Sve/Glaser; passed unanimously and the meeting was adjourned.

ATTEST:

Scott Johnson, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Wednesday, May 10, 2016 6:00 PM

Tettegouche State Park Visitor Center

Silver Bay, MN

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Jan Sivertson	Cook County	<i>Vacant</i>	City of Beaver Bay
Mike Hoops	Silver Creek Township	Pete Stauber	St. Louis County
Scott Johnson	City of Silver Bay	Tracy Benson	Grand Marais
Wendy Gustofson	Duluth Township	Robin Glaser	City of Two Harbors
Rich Sve	Lake County		
Public			
Tim Nelson	Cook County	Christine McCarthy	Lake County
John Bathke	Resident	Krysty Pirsig	Silver Creek Township
Erin Loeffler	MN Board of Water & Soil Resources	Illena Berg (phone)	Cook County Soil and Water
Staff			
Justin Otsea	ARDC	Charlie Moore	ARDC

I. Welcome and Introductions

- a. The meeting was called to order at 6:08 PM by Chair Mike Hoops. Chairman Hoops welcomed attendees and asked everyone introduce themselves.
- b. Motion to approve the agenda with was made by Wendy Gustofson / Jan Sivertson; passed unanimously

II. Committee Business

- a. Motion to approve January 20th, 2016 minutes by Rich Sve / Scott Johnson; passed unanimously.
- b. Motion to approve ARDC staffing invoice from January 1, 2016 to March 31, 2016, by Jan Sivertson / Rich Sve; passed unanimously.
- c. Jurisdiction Invoicing-Otsea informed the Board that all invoices for the current fiscal year had been received with payment, including the City of Grand Marais which was the only update from the last meeting.

III. Project Updates

- a. Management Plan Update - Otsea provided a brief summary regarding the plan update's scope of work and planning process to date for attendees who hadn't been at the previous meetings. He also outlined the requested exercises upcoming.
 - i. Discussion on Focus Areas of Update-Otsea facilitated a conversation with board members and meeting attendees regarding a worksheet in their packet outlining each of the identified areas of discrepancies from the previous meeting. Also included were survey answers from participating jurisdictions to showcase differences. Discussion was held regarding definitions, lot and setback standards, among others.
 - ii. Discussion on Chapter Four-Work Plan- Otsea facilitated a conversation with board members and meeting attendees regarding a worksheet in their packet outlining each of the identified areas of discrepancies from the previous meeting. Also included were survey answers from participating jurisdictions to showcase differences. Discussion was held regarding definitions, lot and setback standards, among others.
 - iii. Demonstration of Online Mapping Component- Otsea finished by providing a tutorial outlining the format the new plan document will look like. Using ArcMap online, ARDC created a 'map journal' which provides for interactive maps along scrolling text, creating a visual appealing, web format. Otsea showcased the draft version of the updated plan, which is expected to be much more user friendly than the previous version.

IV. Other Business

- a. Gitchi-Gami Trail Association (GGTA) Update- Otsea informed the board that the GGTA recently completed a scoping document, highlighting proposed alignments for all of the unconstructed segments of the trail along the entire length of the proposed trail. Copies of the plan were made available for review.
- b. North Shore Scenic Drive Update: Otsea provided an update on the from the NSSDC, which included leveraging funds to install an accessible viewfinder at Taconite Harbor in Schroeder, and also to conduct an integrity study of the historic Hovland dock. Additionally, funds for an interactive web app outlining all of the byways waysides is expected to be awarded later in 2016.
- c. Next meeting-The next meeting of the North Shore Management Board was scheduled for June at Tettegouche State Park in Silver Bay, MN. The NSMB requested staff to create a doodle poll to find a date/time that works for the majority of members.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Scott Johnson / Rich Sve; passed unanimously and the meeting was adjourned.

ATTEST:

Mike Hoops, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Tuesday, June 28, 2016 6:00 PM

Tettegouche State Park Visitor Center

Silver Bay, MN

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Jan Sivertson	Cook County	Wendy Gustofson	Duluth Township
Mike Hoops	Silver Creek Township	Pete Stauber	St. Louis County
Tracy Benson	Grand Marais	Robin Glaser	City of Two Harbors
Tim Anderson	City of Beaver Bay		
Rich Sve	Lake County		
Scott Johnson	City of Silver Bay		
Public			
Tim Nelson	Cook County	Christine McCarthy	Lake County
Krysty Pirsig	Silver Creek Township	John Bathke	NIPF
Clinton Little	MN DNR LSCP		
Staff			
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:08 PM by Chair Mike Hoops. Chairman Hoops welcomed attendees and asked everyone introduce themselves.
- b. **Motion to approve the agenda** with was made by Jan Sivertson / Scott Johnson; passed unanimously

II. Committee Business

- a. **Motion to approve June 28, 2016 minutes** by Rich Sve / Jan Sivertson; passed unanimously.
- b. **Motion to approve ARDC staffing invoice from July 1, 2016 to September 30, 2016**, by Scott Johnson / Rich Sve; passed unanimously.
- c. **Motion to approve Authorizing ARDC to invoice NSMB member entities for Fiscal Year 2017** by Jan Sivertson / Rich Sve; passed unanimously.

III. Project Updates

- a. Management Plan Update: Final Reporting and next steps- Otsea informed the Board that minimal comments were received regarding changes to the plan after the last meeting. He followed stating the Plan, as presented previously, had been finalized, and submitted to the Minnesota Lake Superior Coastal Program along with all final reporting requirements for review. At the time of the meeting, ARDC is still awaiting final closeout/payment from MLSCP following their review. Discussion followed regarding engaging member jurisdictions to adopt the new version of the plan. It was decided that adoption steps would be first addressed in the cover letter being sent in association with the previously approved invoices to member entities.
- b. FY 2017 Work Plan Review Discussion- Otsea facilitated a conversation with the Board and attendees regarding areas of focus for FY 2017 now that the plan update had been completed. Discussion followed outlining a few possible avenues which included: Identifying rain garden locations, reaching out to homeowner's associations, involve master gardeners/naturalists to help develop materials and strategies to engage and educate land owners within the corridor, along with others. After additional discussion, it was decided that Otsea would take the groups feedback and prepare a more formalized concept/work plan which would be reviewed at the next meeting.

IV. Other Business

- a. Gitchi-Gami Trail Association (GGTA) Update- Otsea informed the board that the GGTA recently completed their 16th Annual Ride on August 20th which overall went well, although attendance was slightly down due to weather. The GGTA is now focusing on completing their second trail counting project, and also a Federal Lands Access Program (FLAP) grant application to complete the Tofte segment.
- b. North Shore Scenic Drive Council Update: Otsea provided an update on the NSSDC, which included completing of an integrity study of the historic Hovland dock, the approval of funding related to an 'Interactive Map Tour' application development, and also beginning to search for funding in support a design planning process for a possible new wayside across from the Glensheen Mansion in Duluth.
- c. Coastal Program Conference- Clinton Little of the MN LSCP gave a spoke briefly about an upcoming Coastal Program Conference slated for October 5-6 in Two Harbors. Registration is free, and some agenda items were described. Clinton also informed members that the MN LSCP board is in need of two new members and provided additional informational handouts related to both items.
- d. Next meeting-The next meeting of the North Shore Management Board was scheduled for a December date to be determined via doodle poll at Tettegouche State Park in Silver Bay, MN.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Scott Johnson / Rich Sve; passed unanimously and the meeting was adjourned.

ATTEST:

Mike Hoops, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Wednesday, July 20, 2016 6:00 PM

Lake County Health & Human Services Building

Two Harbors, MN

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Tracy Benson	Grand Marais	Stephen Nazian	City of Beaver Bay
Mike Hoops	Silver Creek Township		
Scott Johnson	City of Silver Bay		
Wendy Gustofson	Duluth Township		
Robin Glaser	City of Two Harbors		
Rich Sve	Lake County		
Jan Sivertson	Cook County		
Pete Stauber	St. Louis County		
Public			
Dan Schutte	Lake Co SWCD	Clinton Little	MN DNR
Sue Lawson	Duluth Township	LeRoger Lind	Silver Creek Township
Christine McCarthy	Lake County	Tim Nelson	Cook County
John Bathke	Resident		
Staff			
Justin Otsea	ARDC	Charlie Moore	ARDC

I. Welcome and Introductions

- a. The meeting was called to order at 6:00 PM by Chair Mike Hoops. Chairman Hoops welcomed attendees and asked everyone introduce themselves.
- b. Motion to approve the agenda with was made by Rich Sve / Scott Johnson; passed unanimously

II. Committee Business

- a. Motion to approve September 16, 2015 minutes by Robin Glaser/ Wendy Gustofson; passed unanimously.
- b. Motion to approve ARDC staffing invoice from October 1, 2015 to December 31, 2015, by Scott Johnson/Jan Sivertson; passed unanimously.

- c. Jurisdiction Invoicing-Otsea informed the Board that all invoices for the current fiscal year had been received with payment except for the City of Grand Marais. Additional follow up with the community would take place before the next meeting to resolve the issue.

III. Project Updates

- a. Management Plan Update

- i. CMP Update Process-Otsea outlined the planning process scope of work which included two further public meetings to review the plan update content and overall document. He also reviewed with meeting attendees a list of previous CAC and TAC members, and took notes on names which have changed and should be added to the list. Conversation around merging the two committees into one to streamline meetings during the process was held, and agreed upon.

- ii. Discussion on Focus Areas of Update-Otsea facilitated a conversation with board members and meeting attendees regarding a worksheet in their packet outlining each of the areas the NSMB plan discusses. Notes on discrepancies between zoning definitions, and areas worth further exploration were documented. Creating an online fillable form for jurisdictions to provide their input was brought up and endorsed by meeting attendees as a way to move forward with assimilating the information. This would be the primary focus of the next management plan meeting.

- iii. Online Mapping Example- Charlie Moore, GIS Specialist with ARDC provided a tutorial outlining the format the new plan document would look like. Using ArcMap online, ARDC will create a 'map journal' which provides for interactive maps along scrolling text, creating a visual appealing, web format. Moore provided a recent example of a similar project completed for the Gitchi-Gami Trail Association which highlights the trail segments (both existing and non-existing), along with shoulder widths, and video clips of riding the existing segments. Moore fielded questions from meeting attendees regarding

- iv. Discussion on Other Plan Update Items- Further areas of exploration to be considered during the plan update was the final topic of conversation. Topics included septic system management, fresh and surface water treatment, impervious surface definition, climate change, among others were identified for further research.

IV. Other Business

- a. Gitchi-Gami Trail Association (GGTA) Update- Otsea informed the board that the GGTA was currently in the process of completing a scoping document, highlighting proposed alignments for unconstructed segments of the trail along the entire length of the proposed trail. Once completed, members will be updated and can review the document at their leisure.

- b. North Shore Scenic Drive Update: Otsea provided an update on the ‘North Shore Multi-Facility Design Project’, which ARDC has used as a term for the four separate wayside design projects currently ongoing in collaboration with Landscape Architect C.J. Fernandez. Each of the design projects had been completed, culminating in public meeting presentations of the designs in on October 28-29th, 2015. Final reports were in the process of being completed, and designs are available for review by contacting Justin Otsea directly, or visiting www.arrowheadplanning.org.
- c. Next meeting-The next meeting of the North Shore Management Board was scheduled for April/May at Tettegouche State Park in Silver Bay, MN. The NSMB requested staff to create a doodle poll to find a date/time that works for the majority of members.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Wendy Gustofson/Rich Sve; passed unanimously and the meeting was adjourned.

ATTEST:

Mike Hoops, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Thursday, December 8, 2016 6:00 PM

ARDC Conference Call

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Jan Sivertson	Cook County	Wendy Gustofson	Duluth Township
Mike Hoops	Silver Creek Township	Pete Stauber	St. Louis County
Tracy Benson	Grand Marais	Scott Johnson	City of Silver Bay
Tim Anderson	City of Beaver Bay		
Rich Sve	Lake County		
Robin Glaser	City of Two Harbors		
Public			
Krysty Pirsig	Silver Creek Township		
Staff			
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:13 PM by Chair Mike Hoops. Chairman Hoops welcomed attendees and asked everyone introduce themselves.
- b. **Motion to approve the agenda** with was made by Jan Sivertson/ Tim Anderson; passed unanimously

II. Committee Business

- a. **Motion to approve September 8, 2016 minutes** by Rich Sve/ Jan Sivertson; passed unanimously.
- b. **Motion to approve ARDC staffing invoice from October 1st, 2016 to December 31st, 2016**, by Robin Glaser/ Jan Sivertson; passed unanimously.
- c. **Member Invoicing Report** – Otsea informed the board that all participating members have paid their dues except Grand Marais and Cook County. Representatives from each jurisdiction stated they'd follow up with their respective entity to get the finances taken care of.

III. Project Updates

- a. Management Plan Update: Final Reporting and next steps- Otsea informed the Board that a request for adoption was made via the letter which accompanied the yearly invoicing. Some brief discussion took place on next steps and contacts for following up on adoption. Mike Hoops announced that Silver Creek had adopted the new version of the NSMB plan.

- b. MNLSCP Grant Application Discussion- Otsea referenced a handout in the Board's packet outlining a possible coordination project focused on the implementation of the NSMB Plan and One Watershed, One Plan recently completed by Lake and Cook County Soil and Water Conservation Districts. The project would focus on engaging local jurisdictions, homeowner's associations, and other identified stakeholders to implement projects identified in the plans. Brief conversation occurred, including identifying various homeowner's associations, and also mentioning that targeting weekends when many owners are in the area may be a good practice. Otsea was asking the Board for approval to submit a grant application in the upcoming round of the MNLSCP STAR grant program for funding. Match had also been leveraged from the SWCD's to support the project as well.

Motion to approve ARDC submitting grant application to MNLSCP STAR program for 1W1P and NSMB Implementation Roundtables by Rich Sve / Tim Anderson; passed unanimously

IV. Other Business

- a. Gitchi-Gami Trail Association (GGTA) Update- Otsea informed the board that the GGTA had recently completed its 2nd year of trail counting, and will be continuing winter counting at Split Rock where they are grooming for Fat Tire bikes. Additionally, the group is focusing on finding funds to complete Tofte Segment which already has some funding associated with it.
- b. North Shore Scenic Drive Council Update: Otsea provided an update on the NSSDC who's focus is on starting their Interactive Map Tour of the entire byway, which will include 360 degree pictures and descriptions of all the waysides along the byway. Additionally, the Council is working to find grant funds to support a wayside design project for a possible wayside directly across London Road from Glensheen Mansion in Duluth.
- c. Next meeting-The next meeting of the North Shore Management Board was scheduled for 6:00 p.m., March 9th, at Tettegouche State Park in Silver Bay, MN.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Jan/ Robin; passed unanimously and the meeting was adjourned.

ATTEST:

Mike Hoops, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Tuesday, July 7, 2015 6:30 PM

Silver Bay City Hall

Silver Bay, MN

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Rich Sve	Lake County	Stephen Nazian	City of Beaver Bay
Mike Hoops	Silver Creek Township	Robin Glaser	City of Two Harbors
Scott Johnson	City of Silver Bay		
Wendy Gustafson	Duluth Township		
Patrick Boyle	St. Louis County		
Tracy Benson	Grand Marais		
Garry Gamble	Cook County		
Staff			
Andy Hubley	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:32 PM by Chair Rich Sve. Chairman Sve welcomed attendees and asked everyone introduce themselves.
- b. Motion to approve the Agenda with one addition of moving elections to the top of committee business was made by Mike Hoops/Patrick Boyle; passed unanimously

II. Committee Business

- a. Elections: A nomination for Mike Hoops was made and seconded, with no other nominations, Mike was elected as Chair, unanimously and former Chairman Sve turned over control. Scott Johnson was nominated by Garry Gamble to be Vice Chair, seconded by Rich Sve, and passed unanimously.
- b. Motion to approve April 22nd, 2015 minutes by Rich Sve/Scott Johnson; passed unanimously.
- c. Motion to approve ARDC staffing invoice from April 1, 2015 to June 30, 2015, by Scott Johnson/Rich Sve; passed unanimously.
- d. Motion to approve entering into contract with ARDC to undertake Management Plan Update by Garry Gamble/Scott Johnson; passed unanimously.

III. Project Updates

- a. Rain Garden Assessment– Hubley reported to the board that the Rain Garden Assessment final report had been submitted prior to the deadline earlier that month. Staff had also completed additional invoicing, reporting, and other related requirements from the funding source prior to any outlined deadlines. Justin Otsea, the project contact, would be in touch with the board after implementable steps have been identified and prepared to make a difference along the entire coast of the north shore.
- b. Management Plan Update Project Update–Hubley updated the Board that recently; the Minnesota Lake Superior Coastal Program had finally provided the contract to undertake the NSMB Management Plan in the coming fiscal year. The scope of the update would be highlighted at the next meeting, kicking off the project.

IV. Other Business

- a. North Shore Multi-Facility Design Project Update: Hubley updated the Board that the 2nd round of meetings for four separate wayside design projects along the scenic byway had been conducted in May. Additional planning components were being researched and uncovered for each respective project prior to establishing the final of the three meeting planning process. Justin Otsea, ARDC, could be contacted for more information related to any of the design projects (French River, Palisade Head, Tofte Park, and Hovland Dock). Additionally, a request for a ‘case study’ type article or handout describing the process, costs, and other steps taken to complete the newly finished Beaver Bay wayside, a project which lasted over ten years.
- b. Next meeting-The next meeting of the North Shore Management Board was scheduled for Wednesday, September 16, at the City Hall in Silver Bay, MN at 6:30 p.m. A tour of Silver Bay’s new recreation area ‘Black Beach’ would be offered to interested parties at 6:00 p.m., prior to the meeting.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Rich Sve/Garry Gamble; passed unanimously and the meeting was adjourned.

ATTEST:

Mike Hoops, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Wednesday, September 16, 2015 6:30 PM

Silver Bay City Hall

Silver Bay, MN

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Tracy Benson	Grand Marais	Pete Stauber	St. Louis County
Mike Hoops	Silver Creek Township	Robin Glaser	City of Two Harbors
Scott Johnson	City of Silver Bay	Jan Sivertson	Cook County
Wendy Gustofson	Duluth Township	Rich Sve	Lake County
Stephen Nazian	City of Beaver Bay		
Public			
John Bathke	Resident		
Staff			
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:32 PM by Chair Mike Hoops. Chairman Hoops welcomed attendees and asked everyone introduce themselves.
- b. Motion to approve the agenda with was made by Scott Johnson/ Tracy Benson; passed unanimously

II. Committee Business

- a. Motion to approve July 7, 2015 minutes by Scott Johnson/ Wendy Gustofson; passed unanimously.
- b. Motion to approve ARDC staffing invoice from July 1, 2015 to September 30, 2015, by Tracy Benson/Wendy Gustofson; passed unanimously.
- c. Motion to authorize ARDC to invoice NSMB Member Entities made by Stephan Nazian/Tracy Benson; passed unanimously.

III. Project Updates

- a. Management Plan Update– Otsea prefaced the topic by saying the main goals of the night were to outline and take comment on the process of the plan update project, and additionally review and take feedback on the Technical Advisory Committee (TAC) and Citizen Advisory Committee (CAC) list that has been assembled as a first step of weeing who's changed positions and other organizations/people we may

want to invite to the table. Otsea referenced a handout in the meeting packet that outlined a 5 meeting process (including tonight) that addresses gathering public feedback and allowing the NSMB to review the updated materials as presented. The final meeting, expected in early June of 2016, will be open to the public and highlight the changes to the plan in addition to its new online presentation, which will be the most significant improvement of the outlined update.

Discussion took place on topics for the update in addition to general feedback on the proposed scope of work, topics highlighted include: reaching out to Grand Portage and Lakewood, MnDOT, and other trail organizations in the area to be involved in the update process, combining TAC and CAC into one committee to ease the update process. Taking a look at septic situations, fresh & surface water treatment including the incorporation of rain gardens, and examining impervious surfaces were also highlighted as items to address in the plan update. The next meeting currently is set to correspond with the next NSMB meeting, at a date to be set. Hosting the meetings somewhere near the middle of the shore for better attendance was also raised and acknowledged.

IV. Other Business

- a. *Gitchi-Gami Trail Association (GGTA) Update-* Otsea notified the board that the GGTA recently held their 15th Annual Ride on August 15th, 2015 and had 130 riders come from across the state to participate. He also showcased a recently completed promotional video, including drone footage of people riding the trail. Additionally, he mentioned the GGTA will also be presenting two trail projects to the Senate Capital Investment Committee Tour of Northeast Minnesota on September 16, 2015 at Split Rock lighthouse. The two projects the GGTA is requesting the state designate funds towards are: Connecting trail from its terminus in Grand Marias to the popular Cutface State Wayside and determining trail alignment through Tofto.
- b. *North Shore Scenic Drive Update:* Otsea provided an update on the 'North Shore Multi-Facility Design Project', which ARDC has used as a term for the four separate wayside design projects currently ongoing in collaboration with Landscape Architect C.J. Fernandez. Copies of the preliminary designs were passed out for review, with brief discussion related to each of the proposed visions for the sites along the All-American Road. Meeting summaries and preliminary designs can be viewed by contacting Justin Otsea.

French River- A recently completed bridge study was conducted as a result of the planning process. The study was to determine if the bridge could be widened at all to accommodate future bicycle and pedestrian traffic. St. Louis County hopes to widen the bridge within the next 5 years to accommodate ADA accessibility in the area and this should be included in the plan. The plan would be for (2) 12 foot lanes with (2) 6 foot paved shoulders, with a 5 foot sidewalk on the lake side. With this plan, the whole bridge deck would be replaced and an additional arch added. The approximate cost for this is \$250,000.

Hovland Dock- As mentioned earlier, Staff is currently working to acquire grant dollars to complete a structural integrity preliminary engineering study in order to identify what the cost of restoration for the dock would be.

Palisade Head- Staff is still waiting on a historic significance report from state regarding the stone walls located on the Palisade Head site. If the walls are found to be historically significant, the designs would need to be revised.

Tofte Park/GGT Scope- No additional work has been found necessary during the planning process for each of these projects. As mentioned above, additional money for the trail connection is being lobbied for.

- c. Next meeting-The next meeting of the North Shore Management Board was scheduled for either Wednesday, January 13-20, at ARDC or Tettegouche in Duluth, MN. The NSMB requested staff to create a doodle poll to find a date/time that works for the majority of members, including St. Louis County.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Scott Johnson/Wendy Gustofson; passed unanimously and the meeting was adjourned.

ATTEST:

Mike Hoops, Chair

Justin Otsea, Recording Secretary

North Shore Management Board

Monday, July 7th, 2014 6:00 PM

Split Rock River Room

Lake County Health and Human Services Building

Two Harbors, MN

Meeting Minutes

Board Members			
Attendee	Representing	Absentees	Representing
Mike Hoops	Silver Creek Township	Jan Sivertson	City of Grand Marais
Rich Sve	Lake County	Dave Updegraff	Lakewood Township
Robin Glaser	City of Two Harbors	Patrick Boyle	St. Louis County
Stephen Nazian	City of Beaver Bay	Joanne Johnson	City of Silver Bay
Mary Ann Sironen	Duluth Township	Bruce Martinson	Cook County
Staff			
Andy Hubley	ARDC		
Justin Otsea	ARDC		

I. Welcome and Introductions

- a. The meeting was called to order at 6:34 PM by Chair Rich Sve. Chairman Sve welcomed attendees and asked everyone introduce themselves.
- b. Motion for approval of the agenda by Robin Glaser/Mike Hoops; passed unanimously.

II. Committee Business

- a. Motion to approve March 6th, 2014 minutes by Mike Hoops/Robin Glaser; passed unanimously.
- b. Stephen Nazian nominated Rich Sve and Bruce Martinson to retain their elected positions of Chair and Vice Chair respectively for the upcoming fiscal year. No other nominations were made, and Rich and Bruce were elected Unanimously
- c. Motion to approve ARDC staffing invoice from January 1, 2014 to March 31, 2014, by Mike Hoops/Stephen Nazian; passed unanimously.
- d. Motion to approve ARDC staffing invoice from April 1, 2014 to June 30, 2014, by Mike Hoops/Robin Glaser; passed unanimously.
- e. Motion to authorize the invoicing of the North Shore Management Board Member Entities for Fiscal Year 2015 by Mike Hoops/Stephen Nazian; passed unanimously.

- f. Motion Authorizing NSMB to enter into a contract with the Arrowhead Regional Development Commission to staff the Board in Fiscal Year 2015, by Robin Glaser/Mike Hoops; passed unanimously.

III. Project Updates

- a. North Shore Management Plan Update- ARDC Planner Justin Otsea provided brief background information regarding the North Shore Management Plan Update project which was slated to begin on July 1st, 2014. However, Otsea briefed the board that he was informed recently by the Lake Superior Coastal Program that NOAA has still yet to make a determination on the project yet, so a grant agreement to commence the project has not yet been drafted. Otsea told the board he would continue to monitor the situation and pass along new information as it emerges.
- b. Rain Garden Assessment--Otsea followed up by describing the other project slated to begin in July and be completed by the end of the year, a rain garden assessment to identify gaps in which the Board can play a larger role in the promotion of rain gardens. Otsea provided a brief background and outlined a timeline for the project, however, the Coastal Program has informed ARDC that the grant agreement for this project has been written and sent to St. Paul for execution, sent to ARDC, and then back for finalization. Notice will then be provided to ARDC Executive Director Andy Hubley on when the project can begin.

IV. Other Business

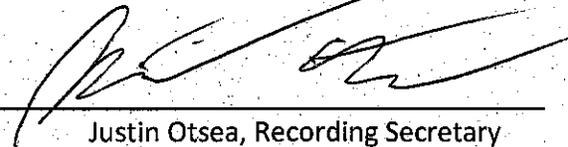
- a. Lake County Variance Request- The Lake County Board of Adjustment has scheduled a public hearing for a variance application (V-14-002) regarding a property situated at 6200 Highway 61, Silver Bay MN. Chair Sve provided background regarding the history of the property as well as the situation regarding the variance request. Additionally, the board was provided with the Lake County Planning & Zoning department's existing staff report, aerial maps, and other information to help describe the property. After extended, ARDC staff was instructed to draft a statement reflecting the conversation/views of the board and submit to Lake County.
- b. Next meeting-The next meeting of the North Shore Management Board was scheduled for Wednesday, September 24th at 6:30 p.m. Stephen Nazian offered to have the meeting in Beaver Bay and would follow up on the availability of the Community Center.

V. Adjourn

- a. There being no additional business, a motion to adjourn was made by Mike Hoops/Mary Ann Sironen; passed unanimously and the meeting was adjourned.

ATTEST:


Rich Sve, Chair


Justin Otsea, Recording Secretary