

**Environment and Natural Resources Trust Fund
2011-2012 Request for Proposals (RFP)**

Subd: 03s

Project Title: Brainerd Lakes Community-Based Conservation and Recreation Planning

Category: C3+4. Technical Assistance and Community-Based Planning

Total Project Budget: \$ 270,000

Proposed Project Time Period for the Funding Requested: 3 yrs, July 2011 - June 2014

Other Non-State Funds: \$ 0

Summary:

Enhance inter-governmental cooperation to protect the area's natural resources through community-based planning, regional technical standards, cross-governance, and inter-jurisdictional recreation planning.

Name: Chris Pence

Sponsoring Organization: Crow Wing County

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Location

Region: Central

Ecological Section: No. Minnesota Drift and Lake Plains (212N)

County Name: Crow Wing

City / Township:

2011-2012 MAIN PROPOSAL

PROJECT TITLE: Brainerd Lakes Community-based Conservation Planning Project

I. PROJECT STATEMENT

The Brainerd Lakes Area is blessed with a wealth of natural resources -- forests, lakes, rivers, and wetlands. But the area faces intense land use pressures and threats including significant increases in population and associated new development, as well as impacts of 60 years of existing (grandfathered or historic) development which does not meet modern standards. The tasks of preserving the high quality of our land and water resources while maintaining necessary infrastructure and recreational opportunities, and sustaining our economy are difficult for local units of government (LGU's) to do in isolation. An historic lack of LGU communication and coordination in the project area has resulted in inconsistent and conflicting regulations and policies, frustrated landowners and businesses, inefficiency, and redundancy. LGU's in this area have a desire to work cooperatively to address these issues but need tools, support, coordination, and information to protect our natural resources.

Since 2006, the Crow Wing and Cass Counties, along with local municipalities and townships, businesses and non-profits, and citizens at large, have met and identified 20 priorities for sustaining our economy and preserving natural resources. The highest of these priorities are:

- Consistent wastewater and stormwater management ordinances, policies, and standards
- Standardization of comprehensive plans and ordinances, definitions, and policies;
- Inter-jurisdictional planning for recreation facilities and trails
- Adoption of performance-based or conservation design standards

Project Goals:

Crow Wing County will facilitate communication among local units of government, landowners, and agencies within the Gull River and Pine River watersheds to successfully accomplish the four high priorities listed above by:

- Facilitating community-based conservation planning
- Developing regional standards and BMP's to protect shorelands, wetlands, and critical habitats
- Enhancing cross-consultation in governance
- Planning for integrated recreational trails and facilities

ENTF Funding will be matched by a U.S. Department of Housing and Urban Development/ Environmental Protection Agency Sustainable Communities Regional Planning Grant. Administered by the Region 5 Development Commission, this grant is being awarded to identify the critical needs of the region, to create a step-by-step collaborative approach to plan for the long-term social, economic, and environmental sustainability, and to leverage existing infrastructure and reward local collaboration and innovation.

II. DESCRIPTION OF PROJECT ACTIVITIES

Activity 1: Facilitate Community-Based Conservation Planning **Budget: \$ 135,000**

County staff and/or a consultant will interview representatives from each LGU regarding existing regulations, policies, and programs. A matrix of planning, policy, and program needs will be developed for all LGU's in the project area. Model community-based plans, future land use maps, and ordinances will be drafted and 12 public input meetings held to solicit comments. In order to protect our resources, local plans and ordinances need to actually be enacted. Model plans and ordinance will be presented to LGU's for adoption. Up to \$5000 in ENRTF funding for adoption-related expenses will be made available to 5 LGU's in the project area after they enact ordinances and plans resulting from this activity. Any items delivered in excess of the maximum allowed or after the budget has been fully expended will be completed at the LGU's expense if additional funding is not secured from other sources.

Outcome	Completion Date
1. Completed matrix of planning, policy, and program needs	November 1, 2011
2. Completed model community-based plan, future land use map, and ordinances	July 1, 2012
3. 5 LGU Plans and ordinances adopted	June 30, 2013

Activity 2: Develop regional stormwater standards and BMP's **Budget: \$ 60,000**

Crow Wing and Cass County staff will assemble, review, and analyze existing erosion and sediment control, stormwater management standards from all LGU's. A taskforce of MPCA staff, LGU staff, local technical agencies, and local professionals will draft model stormwater and erosion control standards and BMP's. Using existing standards such as the Minnesota Land Cover Classification System (MLCCS) to categorize municipal and lakeshore areas in terms of land cover rather than land use, and criteria developed in the DNR Sensitive Lakeshore Identification Manual for 17 lakes in Cass County to prioritize shorelines for protection in the project area. Five training sessions will be held for LGU staff and officials. Standards and model ordinance language will be presented to LGU's for adoption and incorporation in their ordinances.

Outcome	Completion Date
1. Conduct 5 stormwater training sessions for LGU staff and officials	August 1, 2012
2. Standards and model ordinance language to LGU's for adoption	April 1, 2013

Activity 3: Enhance Cross-consultation in Governance **Budget: \$ 40,000**

Crow Wing and Cass County staff will organize quarterly technical meetings and ongoing electronic forums for LGU staff and officials to enhance communication and cross-consultation on administrative and technical issues. Memorandums of agreement will be drafted that require notification of other jurisdictions in the project when changes in policies or ordinances are contemplated. One organization will be selected to be in charge of holding all jurisdictions accountable and to conduct public LGU's status and progress reporting events.

Outcome	Completion Date
1. Designation of organization to monitor accountability	November 1, 2011
2. Organize and initiate technical communication structure	May 1, 2012
3. All LGU's adopt memorandum of agreement on notification	January 1, 2013

Activity 4: Plan for integrated recreation trails and facilities **Budget: \$ 35,000**

A recreational trails planning consultant will be retained to review existing trail interconnection and recreational facility plans in the project area, develop a list of high priority public land and private parcels for trail corridors and facilities, and recommend a strategy to acquire or secure use rights on those parcels. Five public information meetings will be held to solicit input. An integrated trail and recreational facility plan and funding strategy will be presented to the LGU's.

Outcome	Completion Date
1. Integrated trail and recreational facility plan and funding strategy	June 30, 2013

III. PROJECT STRATEGY

A. Project Team/Partners

Crow Wing County—Project sponsor and fiscal agent: Crow Wing County will administer all ENRTF funds. Chris Pence, Crow Wing County Land Services Supervisor for Environmental Services will serve as the Project Manager. Mitch Brinks, County Water Planner, will actively participate in carrying out project activities. The Crow Wing County Land Services Department will receive ENRTF funds.

Cass County—Project co-sponsor: Cass County will contribute in-kind technical and administrative services through its Environmental Services Department. ESD Director, John Ringle, will coordinate administrative support.

Region 5 Development Commission—Project co-sponsor: Region 5 will provide non-state matching funds as well as in-kind technical and administrative services. Cheryal Lee Hills, Region 5 Executive Director, will coordinate their support.

Municipalities and Townships (LGU's): Jurisdictions within the project area will provide in-kind support by participating on taskforces, holding meetings, providing administrative and technical input, and enacting plans, ordinances and policies. Five LGU's will receive ENTRF funds.

Professional Consultants—A land use planning consultant will be retained to assist with community-based planning activities. A recreational trail planner will be retained to coordinate trail plans. Consultants will receive ENTRF funds

B. Timeline Requirements

Funding is requested for two years.

C. Long-Term Strategy and Future Funding Needs

The plans and ordinances adopted, the agreements signed, the policies and procedures created, and the accountability mechanism established through this project will become standard operating procedure for the LGU's in the project area and will require no further ENRTF funding. Funding from ENTRF and/or other sources will be needed for land acquisition for additional recreational trail corridors and recreational facilities.

2011-2012 Detailed Project Budget

IV. TOTAL TRUST FUND REQUEST BUDGET 2 years

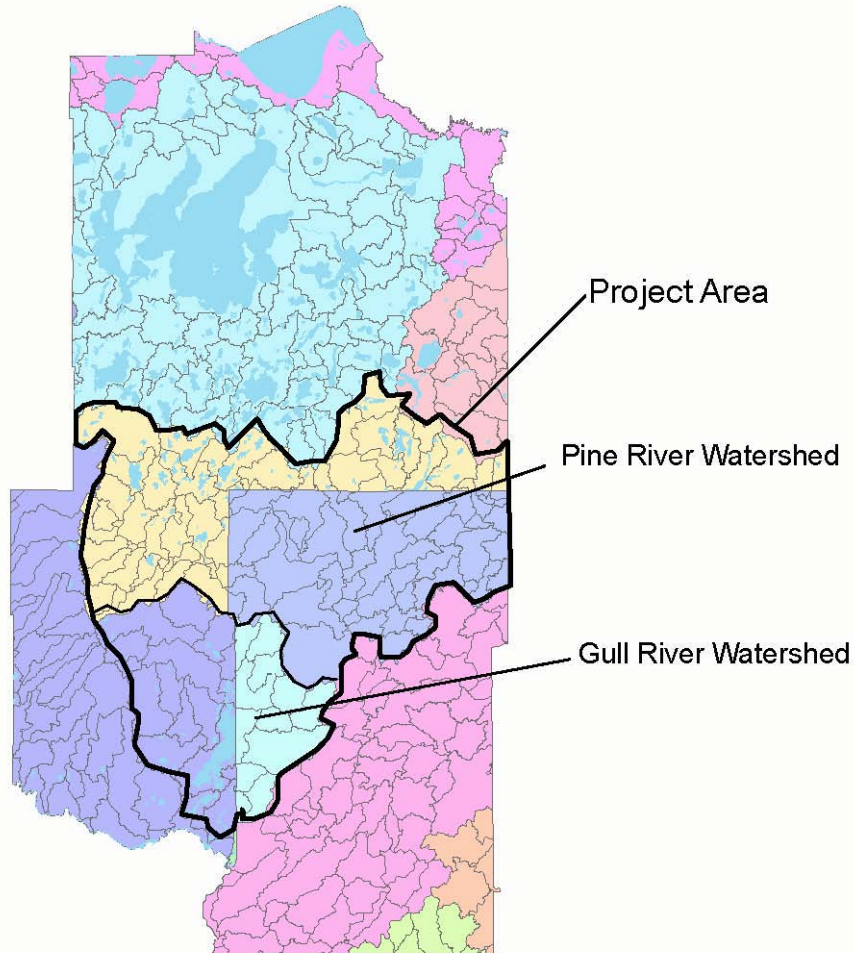
BUDGET ITEM <i>(See list of Eligible & Non-Eligible Costs, p. 13)</i>	AMOUNT
Personnel: Crow Wing County Land Services personnel to coordinate and assist with project activities; 0.30 FTE + 20% benefits. The Crow Wing County Land Services Department will utilize other staff and/or other local funding sources to compensate for staff time spent on this project.	\$130,500
Contract: Land Use Planning Consultant to assist with research on, solicitation of public comment on, and drafting of community-based plans.	\$75,000
Contract: Recreation Trails and Facilities Planner--Necessary in order to analyze existing recreational facility needs and trail interconnection plans, draft integrated trail and recreational facility plans, develop land acquisition and funding strategies.	\$35,000
LGU Planning Expenses: Up to \$5000 in ENRTF funding for adoption-related expenses will be made available to 5 LGU's in the project area after they enact ordinances and plans. Any items delivered in excess of the maximum allowed or after the budget has been fully expended will be completed at the LGU's expense if additional funding is not secured from other sources.	\$25,000
Printing and Publishing: Plans, brochures, reports, model ordinances, technical standards	\$4,500
TOTAL ENVIRONMENT & NATURAL RESOURCES TRUST FUND \$ REQUEST	\$270,000

V. OTHER FUNDS

SOURCE OF FUNDS	AMOUNT	Status
Other Non-State \$ Being Applied to Project During Project Period: HUD/EPA Sustainable Communities Regional Planning Grant: Conservation planning-\$100,000; Stormwater standards-\$15,000; Cross-consultation in govt.-\$75,000; Recreation and trails-\$10,000	\$ 200,000	
Other State \$ Being Applied to Project During Project Period:	None	
In-kind Services During Project Period: Cass and Crow Wing Counties--administrative and technical support--\$40,000; Other Municipal and Township LGU staff and administration support--\$30,000	\$ 70,000	
Funding History: Cass County/DNR IntraLake Zoning Project; LCCMR \$110,000 (2007; MN Laws 2007, Chapter 30, Section 2, Subd. 5h); \$125,000 (2008; MN Laws 2008, Chapter 367, Section 2, Subd. 4e). Total: \$235,000; USDA Grant-Gull Lake Micropolitan Project--\$26,000	\$ 261,000	

Brainerd Lakes Community-based Conservation Planning Project Project Area Map

CASS AND CROW WING COUNTIES



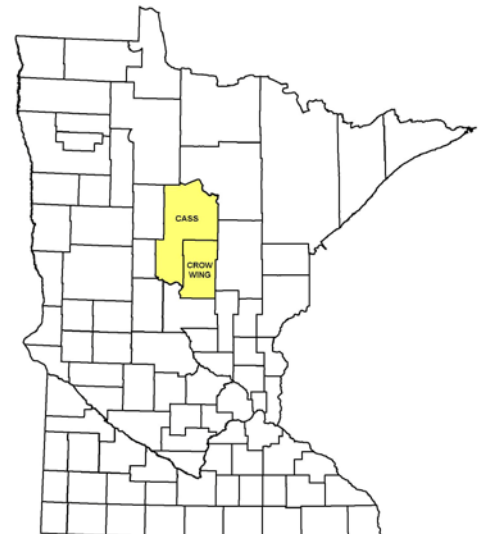
Project Area Statistics

Pine River Watershed:

Size-- 502,000 acres
Major lakes-- Whitefish Chain of Lakes, Pelican, Roosevelt, Trout, Norway, Pine Mountain
Municipalities—9
Organized Townships-- 24

Gull River Watershed:

Size-- 206,000 acres
Major lakes-- Gull, Margaret, North Long, Round, Sibley
Municipalities—4
Organized Townships—7



2011-12 Project Proposal

Brainerd Lakes Community-based Conservation Planning Project

PROJECT MANAGER QUALIFICATIONS AND ORGANIZATION DESCRIPTION

Project Manager

The project will be managed by Chris Pence, Land Services Supervisor for Environmental Services within the Land Services Department. Mr. Pence has six years experience in the land use planning and regulatory arena, having served in such capacities with the City of Orono, Cass County, and currently, Crow Wing County. Joining Mr. Pence's team in performing the important work of this project will be Mitch Brinks, Crow Wing County's full-time Water Protection Specialist. Mr. Brinks is a certified wetland delineator and holds a Master's Degree in Geographic Information Systems. He also serves as Crow Wing County's Water Planner.

Organization Description

The Crow Wing County Land Services Department integrates the programs and services of three units:

- **Public Land Management** - Forest and recreational use management of County-owned and County tax-forfeited lands
- **Property Valuation and Classification** - Assess all properties to determine value
- **Environmental Services**
 - **Land Use** - Manage land use, planning, and subdivision controls county wide; Coordinate the Wetland Conservation Act; Carry out the Comprehensive Local Water Management Plan
 - **Survey Coordinator** - Maintain surveys, plats, subdivisions; verify land survey monumentation
 - **Solid Waste** - Coordinate County-wide solid waste collection program; manage County landfill including recycling

Under the direction of Mark Liedl, Land Services Director, these units collaborate as a team to provide prompt, efficient, cost-effective service to local units of government, supporting agencies, businesses, and the citizens of Crow Wing County.

See http://www.co.crow-wing.mn.us/land_services/index.html for further information.

