

CITY OF HAM LAKE

15544 Central Avenue NE
Ham Lake, Minnesota 55304
(763) 434-9555
Fax (763) 434-9599

CITY OF HAM LAKE PARK AND TREE COMMISSION AGENDA WEDNESDAY, JANUARY 15, 2020

CALL TO ORDER: 6:00 p.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: September 18, 2019

CITY COUNCIL UPDATE:

1.0 APPEARANCES:

- 1.1 Denise Wolens and Jay Thompson, mountain bike course designs
- 1.2 Sarah Wagner – Constance Estates Park requesting upgrades to playground equipment

2.0 PARK & TREE COMMISSION BUSINESS:

- 2.1 Discussion of requests for use of ballfields for upcoming 2020 season
 - Soderville/Blaine Athletic Association (SBAA)
 - Ham Lake Lanes
 - Peter Cullen – Ultimate Frisbee
- 2.2 Discussion of Arbor Day tree planting (Recycling Day is Saturday, May 2, 2020)
- 2.3 Discussion of Pickleball Court – Concrete Quote
- 2.4 Discussion of Goal Posts at Lion's Park – permanent or moveable
- 2.5 Update on Game Time playground equipment - spring installation for Lund's Pine Creek Park and Red Fox Hollow 2nd Addition Park
- 2.6 Discussion of Patricia's Wilderness Estates Park – possible skate park
- 2.7 Discussion of Archery Park at Fox Run Park
- 2.8 Discussion of DNR Grant – possible projects (archery park, pickleball court)

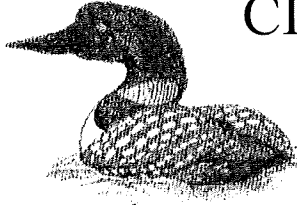
3.0 TREE UPDATE:

- 3.1 None

4.0 PUBLIC WORKS SUPERINTENDENT:

- 4.1 Report
Shade Tree Short Course

5.0 FUTURE AGENDA ITEMS:



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CITY OF HAM LAKE PARK AND TREE COMMISSION MINUTES WEDNESDAY, SEPTEMBER 18, 2019

The Ham Lake Park and Tree Commission met for its regularly scheduled meeting on Wednesday, September 18, 2019 at 6:00 p.m. at the Ham Lake City Hall, 15544 Central Avenue NE, Ham Lake, Minnesota.

MEMBERS PRESENT: Chair Patrick Wolfgram and Commissioners Tim Donnay and Al Stauffacher

MEMBERS ABSENT: Commissioners Tara Lanigan and Doug Miller

OTHERS PRESENT: Public Works Superintendent, John Witkowski and Administrative Assistant, Nicole Wheeler

CALL TO ORDER:

Chair Wolfgram called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was recited by all in attendance.

APPROVAL OF MINUTES:

Motion by Wolfgram, seconded by Stauffacher, to approve the minutes of the July 17, 2019 Park and Tree Commission meeting as written. All present in favor, motion carried.

CITY COUNCIL UPDATE: None

1.0 APPEARANCES:

- 1.1 Denise Wolens and Jay Thompson postponed until our next meeting.
- 1.2 Kevin Willette, 13614 Ghia St NE, inquired as to what type of playground equipment will be installed at the park in Red Fox Hollow 2nd Addition.
- 1.3 Sheena Wenberg, 3308 144th Ave NE, stated that her neighborhood doesn't have a park and they have several kids that ride skateboards, scooters and bikes in the street which is unsafe because of the vehicle traffic. Ms. Wenberg asked if the City would install a small skate park at Patricia's Wilderness Estates Park, 14341 Xebec Street NE.

2.0 PARK & TREE COMMISSION BUSINESS:

2.1 Discussion of Pickleball Court

There was discussion on the quote from Northern Asphalt Inc. Superintendent Witkowski stated that this quote is significantly less than others because it is only for asphalt repair on the two east courts. There is an additional cost for painting and sealing. The two west courts were sealed two years ago. Chair

Wolfgram asked if we could use concrete instead of asphalt for the courts. Concrete would last longer and have less maintenance costs. **Motion by Wolfgram, seconded by Donnay to direct staff to get estimates on installing concrete courts. All present in favor, motion carried.**

2.2 Discussion of Archery Park

There was discussion of the following parks and whether they would be suitable for an archery park:

Bluegrass Estates Park, 4755 178th Avenue NE, there is currently no parking lot, only street parking. The north side of the park abuts sod fields, which can make for wet areas in the park. Superintendent Witkowski feels this park would not be a good option.

Patricia's Wilderness Estates Park, 14342 Xebec Street NE, already has a parking lot. Each spring it gets seasonally wet, might be hard to get public works equipment in there for any type of repairs. Public works could add fill to bring the ground up higher. Commissioner Donnay stated this park might be better suited for the mountain bike path.

Fox Run Park, 3732 168th Avenue NE, currently a dry sand parking lot coming off of 168th Avenue NE. This park is easily accessible, all high ground. The land south of the park is airport commission land so it won't be developed. The airport land is surrounded by a fence. If you were to overshoot, you wouldn't be able to go retrieve your arrow. There is a large dirt pile that could be used for a backstop. There are natural walking trails that connect to Constance Estates Park. **Motion by Wolfgram, seconded by Stauffacher, to direct staff to look into the costs associated with adding a parking lot using class 5, constructing a pergola and making the archery site ADA compliant. All present in favor, motion carried.**

2.3 Discussion of Lund's Pine Creek Park and Grant Application for Playground Equipment

Chair Wolfgram stated that Lund's Pine Creek Park, 2445 147th Lane NE, has some graffiti in the park. Superintendent Witkowski stated that Public Works will clean that up immediately. The current park equipment is outdated and/or in need of repair. Superintendent Witkowski stated the stainless steel slide, the swings and the dome are all pieces that are in good condition and should be kept. City staff has been working with Game Time to choose additional equipment that will be installed by Public Works. The vendor is currently offering a grant to match part of the purchase price of the large structure, this does not include any of the add-on pieces. The approximate cost for this structure, without any grant money is \$45,000.00. The matching grant will range anywhere from 45-80%, depending on approval from the company. Once they approve the grant, the City will need to pay up front for the equipment as it needs to ship by December 31, 2019. The funds for this equipment would come out of the Park and Beach fund. Administrative Assistant Nicole Wheeler spoke to the company representative and was told we can apply for the grant for two of our parks. Public Works thinks the playground structure called West Bend would be a good fit for Lund's Pine Creek Park and Red Fox Hollow 2nd Addition Park. **Motion by Stauffacher, seconded by Wolfgram, to recommend to City Council to have staff fill out the application for the matching grant with Game Time for two playground sets, submit it and get a final price from the vendor. All present in favor, motion carried.**

2.4 Discussion of Goal Post for youth football

There was discussion about purchasing a set of goal posts for Lion's Park. They could be used for football and soccer by attaching nets to the bottom of the goal posts. There are two types of posts, in-ground and moveable. Commissioner Stauffacher feels it would be better to have moveable posts because the field

sizes for football and soccer are different. There were questions raised as to what the difference is in the in-ground and moveable posts. Superintendent Witkowski stated he will check with the vendor for specifics and meet with the youth football and youth soccer associations to see what would work best for them as far as placement of the goal posts. **It was the consensus of the Park and Tree Commission to discuss this at the October 16, 2019 Park and Tree Commission meeting.**

2.5 Discussion of DNR Grant

There was discussion about applying for the DNR grant in the coming months. Topics of interest for the grant are the Ham Lake access, the archery park and the pickleball courts. Chair Wolfgram would like to schedule a planning session for December 2019 to discuss in detail the proposal for the grant. **It was the consensus of the Park and Tree Commission to discuss this at a future Park and Tree Commission meeting.**

2.6 Discussion of Dog Park

There was discussion on installing a dog park within the City. Commissioner Donnay stated he feels this would be an asset to the City, there are people that don't have a place to let their dog off leash and run. Commissioner Stauffacher stated that most of the lots in the City are an acre or more and a dog park might not get much use. He also stated other cities have been dealing with lawsuits due to dogs fighting and biting. Commissioner Donnay stated he will relinquish the idea for now, but might bring it up again in the future.

3.0 TREE UPDATE:

3.1 Superintendent Witkowski said that Public Works finished the oak wilt inspections and there were approximately 70 sites. Vibratory plowing will begin the middle of October. There is a lot of emerald ash borer throughout the City. Commissioner Donnay asked if we could get any wasps released within the City. Superintendent Witkowski stated that the last few years, wasps have been released from Patricia's Wilderness Estates Park and also from a private residence. Public Works has previously injected the City trees with preventative chemicals to prevent emerald ash borer from starting and they will be due for another injection next year.

4.0 PUBLIC WORKS SUPERINTENDENT:

4.1 Report

Superintendent Witkowski stated Public Works is currently aerating all of the parks, they will soon over seed using a variety of different seeds. Jim Kappelhoff, Parks lead, has done a wonderful job getting the parks up and running this spring. The City has received several compliments on the parks.

5.0 FUTURE AGENDA ITEMS: None

ADJOURNMENT:

Motion by Wolfgram, seconded by Stauffacher, to adjourn the Park and Tree Commission meeting at 7:32 p.m. All present in favor, motion carried.

Nicole Wheeler, Administrative Assistant

Denise Wolens & Jay Thompson – Mountain Bike Course

Haven't received designs/information at the time of packet being sent out

Nicole Wheeler

1.2 A

From: Sarah (Keenan) Wagner <sjkeenan29@gmail.com>
Sent: Tuesday, September 24, 2019 5:09 PM
To: Nicole Wheeler
Subject: Constance Estates Park

Follow Up Flag: Follow up
Flag Status: Flagged

Caution: This email originated outside our organization; please use caution.

Good evening Nicole,

My name is Sarah Wagner and I'm a new resident in the Constance Estates development. While I left a voicemail as well, I'm curious what steps I can take to request a remodel of the Constance Estates Park.

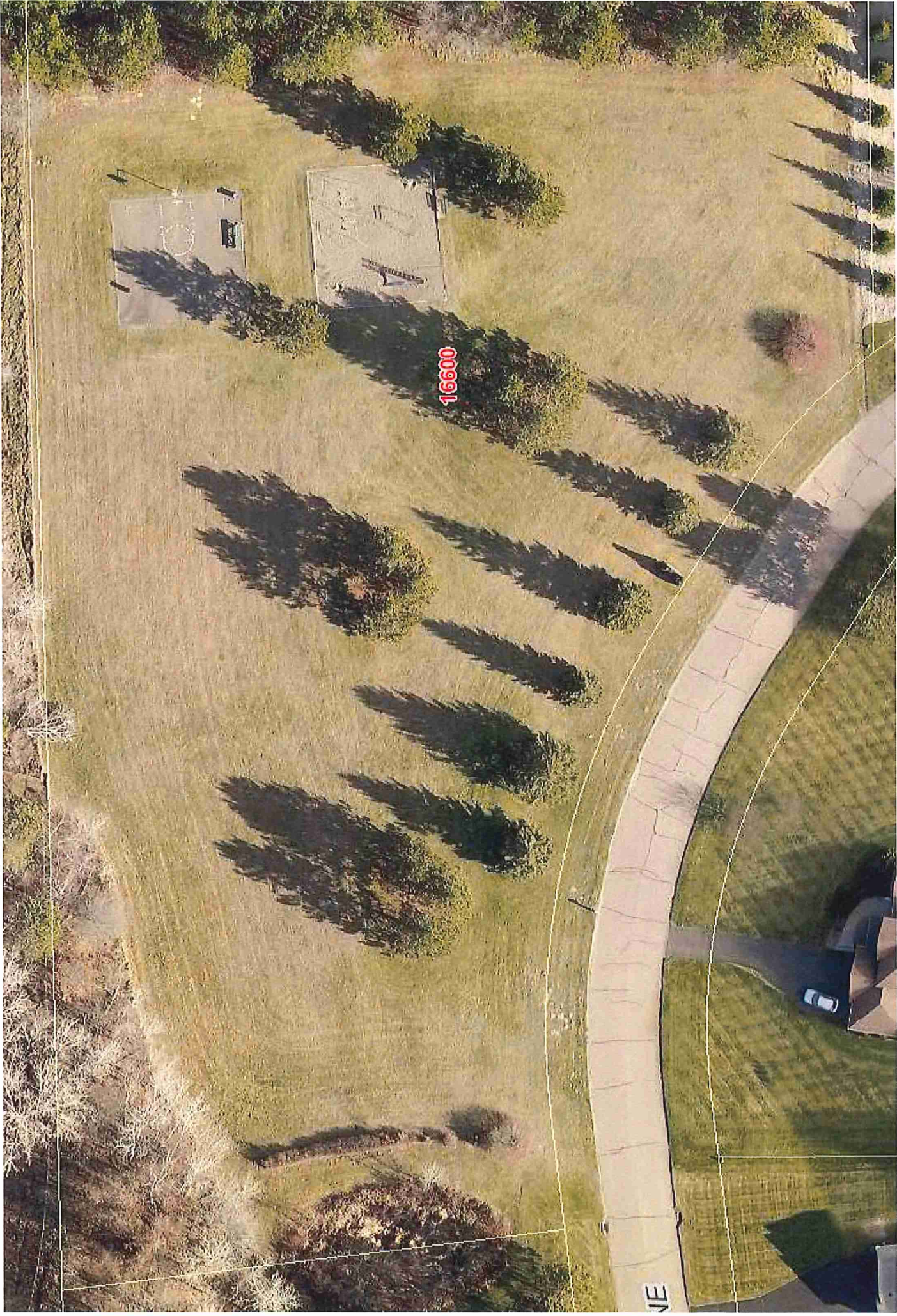
Please know, I understand how fortunate we are to have two parks so close to our neighborhood, but I can assure you, if we add a few more tubes and slides, the Constance Estates Park would arguably be the most appreciated in the city of Ham Lake. To elaborate this point, even with 4 vacant lots, I know of at least 10 kiddos under the age of five (5) that have moved into the development in the last few years. With a few new ones being born next year! (hold on tight McKinley, we have a full classroom coming your way in 2020!)

I'm not sure when budgets are established for 2020, or how requests get processed but me and a few other moms in the neighborhood are happy to do what we can to help in this matter.

Thank you so much for your help and I look forward to hearing from you.

--
Sincerely,

Sarah Wagner
763.350.1170
sjkeenan29@gmail.com



Constance Estates Park

4 Acres

1.2 B



SODERVILLE/BLAINE
ATHLETIC ASSOCIATION

2.1 A

This letter is being sent to officially request the use of the Ham Lake fields for the 2020 Baseball/Fastpitch season. Following are the fields and dates we are requesting:

Monday through Friday, April 13 – August 7 (we will start on April 20 if the fields are too wet)

Ham Lake Park fields 1-4

Lion's Park fields 1-6

Wisens

Pinger

Twin Birch

Patricia Park

Soderville Field

For **weekend tournaments** we are requesting the use of Ham Lake Park fields 1-4 and Lion's Park fields 1-6 for the following dates:

May 2 (just using Ham Lake Park fields 1-4 for this date)

May 8-10

May 15-17

May 29-May 31

June 5-7

June 26-28

July 10-12

July 17-19

July 31 – August 2

For Fall Softball we would like Lion's Park 1-6 on these dates:

Monday-Friday, August 10 -September 27

August 23

August 30

September 13

September 19-20

September 26-27

October 3-4

For Fall Baseball at City and Soderville fields we would like these dates:

Monday - Friday, August 6 – October 5

September 13

September 20

September 27

September 4

October 11

Let me know if you need anything else at this time.

Sincerely,

Corryn Anderson Operations Manager

Ham Lake Field request 2020– word file

Ham Lake Lanes

Haven't received ball field request at the time of packet being sent out.

2.1 C

Nicole Wheeler

Subject: FW: Field Reservation

From: Peter Cullen <petercullen1736@gmail.com>
Sent: Monday, January 6, 2020 12:33 PM
To: Nicole Wheeler <NWheeler@ci.ham-lake.mn.us>
Subject: Field Reservation

Caution: This email originated outside our organization; please use caution.

Hello Nicole,

I am hoping we can reserve a field for our ultimate frisbee team again this spring. We are looking for Thursday nights in April, May and the first week of June. We used the soccer field at Lion's park last year. Please let me know if you have any questions.

Thanks,
Pete
763-442-1736

ARBOR DAY PROCLAMATION

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and Arbor Day is now observed throughout the nation and the world, and

Whereas, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal, and

Whereas, the City of Ham Lake, has been recognized as a Tree City USA by the National Arbor Day Foundation and desires to continue its tree planting practices.

Now therefore, I, Michael G. Van Kirk, Mayor of the City of Ham Lake, do hereby proclaim May 2, 2020 as

Arbor Day

in the City of Ham Lake, and urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 21st day of January 2020.

Michael G. Van Kirk
Mayor

2.3



CONCRETE • MASONRY • EXCAVATING • GENERAL CONTRACTING

Quote # 2020-2

PROPOSAL 1-3-20

Job #:

PROPOSAL SUBMITTED TO:				WORK TO BE PERFORMED AT:			
Name	John Witkowski			Street			
Street				City		State	MN
City		State	MN	Date of Plans			
Telephone/E-mail	jwitkowski@ci.ham-lake.mn.us			Architect			

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of:

- Tennis Court 102'-0" x 122'-0" 4" thick w/ wiremesh, Saw-cut Control Joints 12,444 SF

All material is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of \$65,841.00 with payments to be made as follows: Upon completion Billing.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by CLASSIC CONSTRUCTION, INC.

Respectfully submitted CLASSIC CONSTRUCTION, INC.

Per Marvin Limanen

Note – This proposal may be withdrawn by us if not accepted within 30 days

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SUBCONTRACTORS NOTICE OF LIEN RIGHTS – MN Statute: Section 514.01 – “PLEASE TAKE NOTICE: that persons or companies furnishing labor or materials for the improvement of real property may enforce a lien upon the improved land if they are not paid for their contributions, even if the parties have no direct contractual relationship with the owner.: We hereby notify you of our labor and material cost we will be furnishing to the improvement of real property stated.

Accepted _____ Signature _____

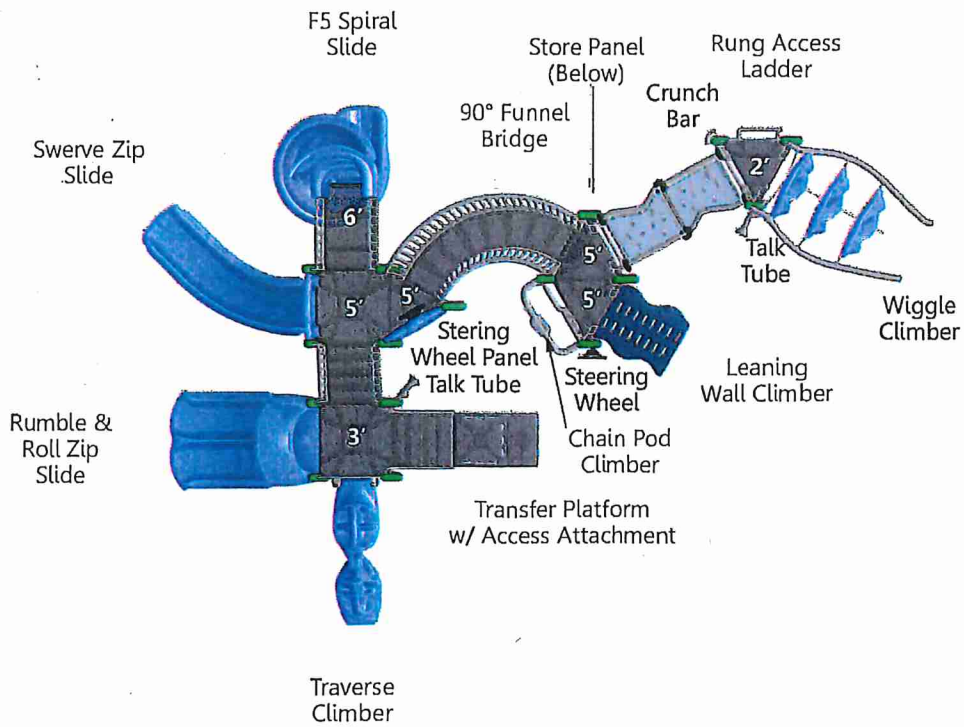
Date _____ Signature _____

Football Goal Posts

1 pair SC2480IGAFB	\$4,871.00	permanent
Freight at 50%	<u>\$201.00</u>	
	\$5,072.00	
1 pair SC2480PA44FB	\$5,598.00	moveable
Freight at 50%	<u>\$255.00</u>	
	\$5,853.00	

Minnesota/Wisconsin Playground

West Bend Structure



Lund's Pine Creek Park

Structure	\$45,000
Extras	\$7,500 (sway bench, swings, toddler swing, etc.)
Freight	<u>\$3,000</u>
	\$55,500

Red Fox Hollow 2nd Addition Park

Structure	\$0 (\$45,000 grant)
Extras	\$7,500 (sway bench, swings, toddler swing, etc.)
Freight	<u>\$3,000</u>
	\$10,500

2.6

Coon Creek

**PATRICIA'S
WILDERNESS
ESTATES PARK**

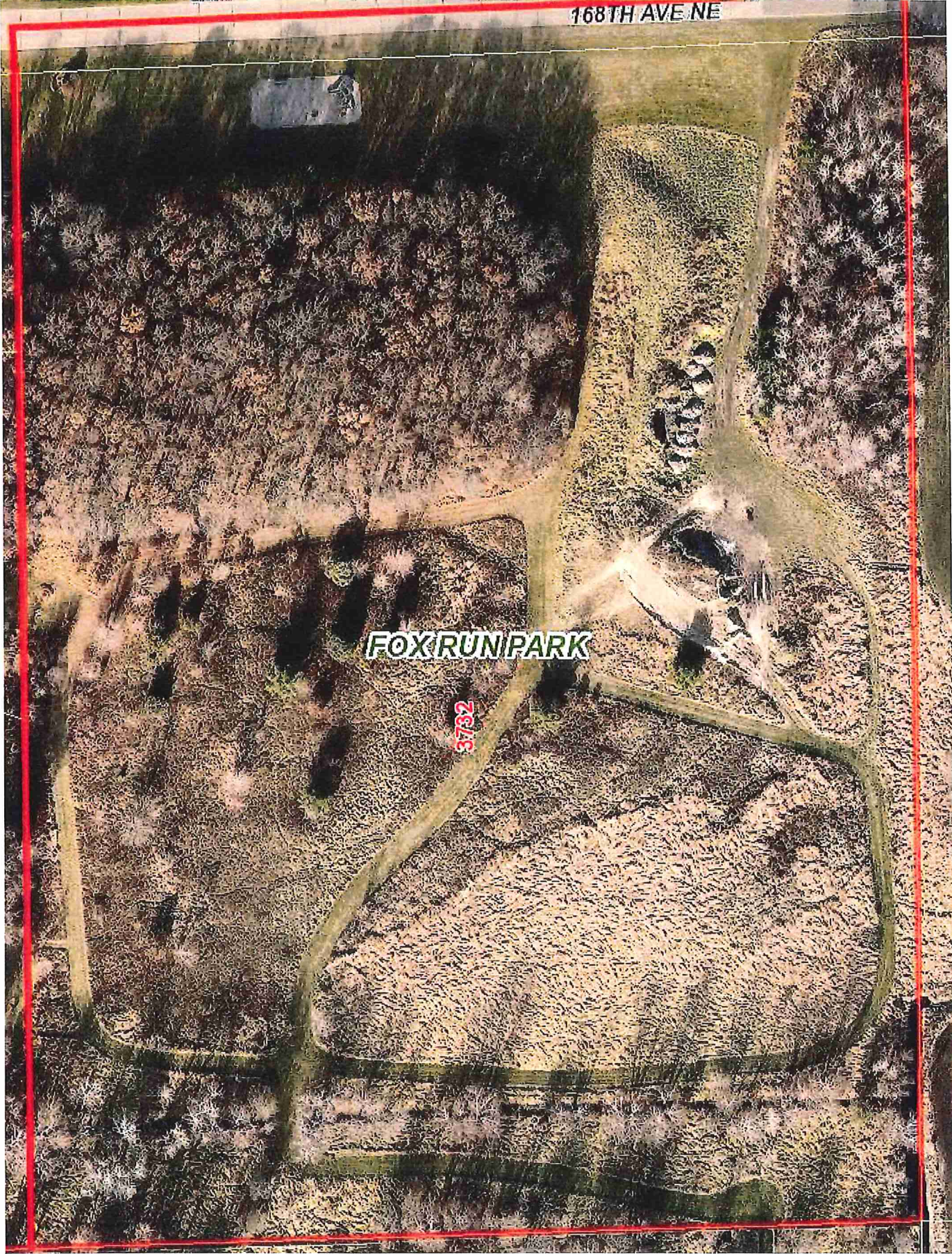
14341

14339

Approx 15 Acres

Possible Skate Park





Approx 13.5 Acres

Possible Archery Park

Meeting Date: January 15, 2020



***CITY OF HAM LAKE
STAFF REPORT***

To: Park and Tree Commissioners

From: John Witkowski, Public Works Superintendent

Subject: DNR Outdoor Recreation Grant Program/Possible Projects

Information was recently sent out by the DNR about an Outdoor Recreational Grant Program. It is a grant to increase and enhance outdoor recreation facilities in parks. The DNR provides a matching grant for up to 50% of the costs of acquisition, development and/or development of local parks and recreation areas. Information has been provided about the grant to aid discussion about possible projects opportunities within the city the grant could help fund.

Outdoor Recreation Grant Program

Program purpose:

To increase and enhance outdoor recreation facilities in local and community parks throughout the state. This program is established in Minnesota Statutes 85.019.

How it works:

Provides matching grants to local units of government for up to 50% of the cost of acquisition, development and/or redevelopment of local parks and recreation areas.

Eligible applicants:

Cities, counties, and townships.

Eligible projects:

Park acquisition and/or development/redevelopment including, internal park trails, picnic shelters, playgrounds, athletic facilities, boat accesses, fishing piers, swimming beaches and campgrounds. All park projects must meet requirements for perpetual outdoor recreation use.

Minimum requirements:

Project proposals must include at least one of the eligible primary outdoor recreation facilities in the Program Manual PDF and have a total project cost of at least \$20,000. Support facilities such as restrooms and parking lots can only be funded as part of a larger project that includes a primary recreation facility. Land proposed for development and/or redevelopment must be owned by the applicant or be part of an acquisition project.

Level of assistance:

Grants are reimbursed based up to 50 percent of the total eligible costs. The maximum grant award is \$250,000. The local share can consist of cash or the value of materials, labor and equipment usage by the local sponsor or by donations or any combination thereof. Costs must be incurred and paid for before reimbursement can be made. Applicants are eligible to receive more than one grant. Significant progress must be completed on active projects before an additional proposal can be submitted.

Grant funding available:

The program finances projects using federal funds through the Land and Water Conservation Fund (LAWCON). Federal Funding available for FY 2021 is at least \$385,000 and may be up to 1.5 million for the Outdoor Recreation Grant Program and the Natural and Scenic Areas Grant Program.

State Funding available for FY 2021 is a portion of \$850,000 from "In Lieu Of" lottery proceeds available for three Park and Trail grant programs. Additional state Environment and Natural Resources Trust Fund dollars have been recommended by the Legislative Citizens Commission on Minnesota Resources (LCCMR) and other state funding may be available subject to Legislative approval.

Funding Priorities:

The 2020-2024 State Comprehensive Outdoor Recreation Plan (SCORP) is Minnesota's outdoor recreation policy plan. This plan was developed with public and stakeholder input. It establishes outdoor recreation priorities for Minnesota to assist outdoor recreation and natural resource managers, the state legislature, and the executive branch in decision-making about the state's outdoor recreation system and sets out criteria for awarding grants consistent with these identified priorities.

A majority of the review and selection process will focus on guidelines outlined in the 2020-2024 SCORP. Additional review components will assess the design of the proposed project and existing park facilities. Project design should be compatible with the physical characteristics of the site, consistent with generally accepted engineering and architectural design standards, in accordance with accessibility standards and minimize risk to the health and safety of users.

Grant awards:

The Department of Natural Resources will review and rank applications during the spring of 2020. Preliminary grant awards will be announced in the summer of 2020.

Project period:

Projects cannot begin until all requested final documentation has been submitted and an agreement between the applicant and the state has been signed. Project start dates may be in the fall of 2020 or later, depending on the funding available and the project ranking. Funded projects must begin promptly after an agreement has been signed. All work must be completed no later than June 30, 2022.

How to apply:

The completed application is **due March 27, 2020**.

- 2020 Outdoor recreation grant application DOCX
- 2020 outdoor recreation program manual PDF

Park grants contacts:

Audrey Mularie, Southern Minnesota, East Metro
audrey.mularie@state.mn.us or 651-259-5549

Mai Neng Moua, Northern Minnesota, West Metro
mai.n.moua@state.mn.us or 651-259-5638

2019 Minnesota Statutes

85.019 LOCAL RECREATION GRANTS.

Subdivision 1. **Definition.**

For purposes of this section, "unit of government" means a county, statutory or home rule charter city, or town.

Subd. 2. **Parks and outdoor recreation areas.**

(a) The commissioner shall administer a program to provide grants to units of government for up to 50 percent of the costs of acquisition and betterment of public land and improvements needed for parks and other outdoor recreation areas and facilities, including costs to create veterans memorial gardens and parks.

(b) For units of government outside the metropolitan area as defined in section 473.121, subdivision 2, the local match required for a grant to acquire or better a regional park or regional outdoor recreation area is \$2 of nonstate money for each \$3 of state money.

Subd. 3.

[Repealed by amendment, 1995 c 220 s 68]

Subd. 4.

[Repealed by amendment, 1995 c 220 s 68]

Subd. 4a. **Natural and scenic areas.**

The commissioner shall administer a program to provide grants to units of government and school districts for the acquisition and betterment of natural and scenic areas such as blufflands, prairies, shorelands, wetlands, and wooded areas. A grant may not exceed 50 percent or \$500,000, whichever is less, of the costs of acquisition and betterment of land acquired under this subdivision. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures.

Subd. 4b. **Regional trails.**

The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails outside the metropolitan area deemed to be of regional significance according to criteria published by the commissioner. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of

reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

Subd. 4c. Trail connections.

The commissioner shall administer a program to provide grants to units of government for acquisition and betterment of public land and improvements needed for trails that connect communities, trails, and parks and thereby increase the effective length of trail experiences. Recipients must provide a nonstate cash match of at least 25 percent of total eligible project costs. If land used for the trails is not in full public ownership, then the recipients must prove it is dedicated to the purposes of the grants for at least 20 years. The commissioner shall make payment to a unit of government upon receiving documentation of reimbursable expenditures. A unit of government may enter into a lease or management agreement for the trail, subject to section 16A.695.

§

Subd. 5. Powers; rules.

The commissioner has all powers necessary and convenient to implement this section, including the authority to adopt rules for the program under chapter 14.

History:

1993 c 172 s 35; 1994 c 643 s 48; 1995 c 220 s 68; 1996 c 407 s 35; 1998 c 404 s 35; 1999 c 231 s 102-104; 2000 c 492 art 1 s 40; 2002 c 393 s 42,43; 2005 c 20 art 1 s 31; 2006 c 258 s 32; 2011 c 107 s 37,38

Outdoor Recreation Grant Program

2020 Program Manual



I. PROGRAM INFORMATION

Funding
Grant Awards and Match Requirements
Eligible Applicants
Eligible Projects
Eligible Recreation Facilities
Eligible Recreation Support Facilities
Ineligible Facilities and Costs

II. THE APPLICATION PROCESS

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Competitive Review and Selection Process
Award of Funds
Grants and Public Information

III. PROGRAM REQUIREMENTS

Land Retention Requirements
Native Restoration Requirements
Review for Potential Impact on Historical/Archeological Resources
Water Permits
Campground Plan Approval
Reporting Requirements
Monitoring Requirement
Conflict of Interest
Closeout Procedures
Acknowledgment Sign
Availability to Users

CONTACT INFORMATION

Audrey Mularie
Grants Specialist Coordinator
Southern MN, East Metro
(651) 259-5549
audrey.mularie@state.mn.us

Mai Neng Moua
Grants Specialist Coordinator
Northern MN, South Metro
(651) 259-5638
mai.n.moua@state.mn.us

I. PROGRAM INFORMATION

The Outdoor Recreation Grant Program assists local governments in acquiring parkland and developing or redeveloping outdoor recreation facilities. Applicants are eligible to receive more than one grant provided they are unique parks.

DEADLINE

Applications must be submitted by March 27, 2020 to be eligible for funding assistance for the current year.

FUNDING

The program finances projects using federal funds through the [Land and Water Conservation Fund \(LAWCON\)](#). Federal funding available for FY 2021 is at least \$385,000 and may be up to 1.5 million to be available for the Outdoor Recreation Grant Program and the Natural and Scenic Areas Grant Program.

State funding available for FY 2021 is a portion of \$850,000 from "In Lieu Of" lottery proceeds available for three Park and Trail grant programs. Additional state Environment and Natural Resources Trust Fund dollars have been recommended by the [Legislative Citizens Commission on Minnesota Resources \(LCCMR\)](#) and other state funding may be available but are subject to Legislative approval. Final amounts available will not be known until after the application deadline.

GRANT AWARDS AND MATCH REQUIREMENTS

The minimum grant award is \$10,000 and the maximum grant award is \$250,000. Grants are reimbursed up to 50 percent of the total eligible costs. The remaining 50 percent "local share" can consist of cash or the value of materials, labor and equipment usage provided by the local sponsor or by local donations or any combination thereof. Volunteer unskilled labor is valued, for this grant program, at \$9.00 per hour. Volunteer skilled labor is valued at its going rate. The invoice/letter must be on a company letterhead, detailing the work completed and the amount of the donation.

Costs must be incurred and paid for before reimbursement can be made. Grant agreements generally expire within 24 months and projects must be completed by then.

ELIGIBLE APPLICANTS

Cities, counties, and townships.

Note: The applicant must be the current or intended owner and manager of the property to be acquired or developed. Multi-organization collaboration is not required for this program.

ELIGIBLE PROJECTS

- Acquisition of land for future development of outdoor recreation facilities. Public access, including parking, must be provided within 1 year. Recreation facilities must be developed within three years from the date of acquisition.
- Development, redevelopment or rehabilitation of outdoor recreation facilities on land owned by the applicant.
- A combination of land acquisition and development, redevelopment or rehabilitation of outdoor recreation facilities.

ELIGIBLE RECREATION FACILITIES

One or more of the following major recreation facilities must be included in a proposed project:

- Boat/Canoe Access Sites
- Campgrounds
- Fishing Piers/Shore Fishing Areas
- Skating Rinks/Parks
- Nature Study/Observation Areas
- Picnic Shelters
- Playgrounds
- Sports Fields and Courts
- Swimming Beaches and Outdoor Pools
- Splash Parks
- Trails (non-motorized internal park trails)

ELIGIBLE RECREATION SUPPORT FACILITIES

The following facilities are also eligible for funding as part of a grant application that contains at least one facility from the eligible recreation facilities list above.

- Change houses, restrooms, shower buildings and warming houses.
- Fencing, lighting and signs.
- Landscaping and natural area restoration.
- Park roads and parking areas (may not exceed 40% of the total project cost).
- Fixed park furnishings such as benches, drinking fountains, grills, picnic tables, trash receptacles and fire pits.
- Walkways.

INELIGIBLE FACILITIES AND EXPENSES

Ineligible facilities or expenses are items that may not be funded by the grant or included as part of the local match requirement. The following list includes common types of ineligible facilities. A determination of eligibility will be made by the Department of Natural Resources.

- Construction of any facility on land not owned by the grant recipient.
- Acquisition of land already in public ownership.
- Any expenditure that occurs outside the dates of the grant contract.
- Facilities not available for general public use.

- Administrative expenses, contingency allowances, archeological surveys and legal fees.
- Design and engineering in excess of 10% of the total construction cost.
- Construction of indoor recreational facilities (i.e.: ice arenas, enclosed swimming pools, etc.), concession-only buildings, press boxes, golf courses, shooting ranges and motorized trails.
- Decorative fountains, statues and plaques.
- Non-permanent skate park ramps.
- Sewer to individual campsites.

II. THE APPLICATION PROCESS

The application is available to download from the [Outdoor Recreation Grant Program](#) web page. We urge applicants to begin the application process early in order to allow time to complete application requirements such as obtaining community involvement and completion of appraisals.

Completed applications are to be submitted electronically in a “.pdf” format by **March 27, 2020** using the instructions in the application form. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by **March 6th** if you would like staff to provide comments. Incomplete applications or applications received after the deadline will not be eligible for funding consideration.

APPRAISAL REQUIREMENTS

The application must include an appraisal report by a general real property appraiser licensed by the State of MN and meet the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA). The appraisal must include the Minnesota Department of Natural Resources (DNR) and the National Park Service as intended users and the landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within 13 months of the application deadline.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104. See UASFLA Section C-1 for further guidance on technical reviews.

COMPETITIVE REVIEW AND SELECTION PROCESS

The program is competitive and requires a review and selection process to make funding determinations and awards. The review and selection process will take place after March 27, 2020 and funding announcements will be made in summer. Program staff will review applications and, if necessary, a site visit will be conducted. The review will focus on priorities set in the State Comprehensive Outdoor Recreation Plan and project specific criteria identified

below.

MINNESOTA'S 2020-2024 STATE COMPREHENSIVE OUTDOOR RECREATION PLAN

The [2020-2024 State Comprehensive Outdoor Recreation Plan](#) (SCORP) provides guidance and direction to the state's outdoor recreation providers for their work in protecting, maintaining and enhancing outdoor recreation opportunities for the state's residents and visitors.

An important part of developing Minnesota's SCORP is public and stakeholder input. To better understand patterns and priorities for outdoor recreation in Minnesota, several efforts were used to gather information and feedback from outdoor recreation providers and from the public including an Outdoor Recreation Household Survey, Parks and Trails Legacy Celebration Events and an Outdoor Recreation Providers Survey. A Steering Committee to help guide the development of the SCORP was formed. The twelve members of the committee were selected to represent a broad array of interests in outdoor recreation in Minnesota. The Steering Committee included local and regional park agency staff, members of outdoor recreation advocacy groups, and community leaders involved with health, youth, and accessibility issues.

The SCORP identifies several current and future trends that are among those already affecting outdoor recreation in Minnesota including: issues around public health; addressing diversity, equity and inclusion challenges; demographic changes in Minnesota's population; climate change impacts and accessibility. Taken together, these trends and the strategies within the four Strategic Directions represent both challenges and opportunities for Minnesota's outdoor recreation providers for the next five years. The intention is that the 2020-2024 SCORP will aid these agencies and organizations as they plan for and invest in facilities and programs to meet the outdoor recreation interests of Minnesota's residents and visitors.

Applications are assessed to ensure that the proposed project is consistent with identified priorities established in the SCORP document that are relevant to the grant program.

SELECTION PRIORITIES

SCORP Plan (60%) - Selection criteria are based on priority actions identified under the following three strategic directions in the SCORP.

Does the Project Connect People to the Outdoors?

- Does the proposed project design and redevelop outdoor recreation facilities so that they can accommodate varying forms of transportation to sites (e.g., driving, walking, biking)?
- Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people with all abilities?
- Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people of diverse backgrounds and experiences?
- Does the proposed project provide high-quality experiences to visitors through thoughtful design, programming, and interpretation?

Does the Project Acquire Land and/or Create Opportunities?

- Is the proposed project located in a densely settled area or area of rapid population growth?
- Does the proposed project accelerate the acquisition of private in-holdings and add lands to existing parks to enhance resource protection and recreational opportunities?
- Does the proposed project acquire exceptional one-time opportunities of unique, high-quality natural resources that meet critical needs outside of regional centers?
- Does the proposed project acquire land to connect protected and high-quality natural resource corridors?
- Does the proposed project acquire land that protects important water resources including lakes, rivers, wetlands, shoreline, and critical watersheds?
- Does the proposed project design, develop, and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities?
- Does the proposed project create an accessible environment that is open and flexible to accommodate new and emerging nature-based recreation uses?
- Does the proposed project develop infrastructure and amenities that meet the needs and interests of future generations and diverse communities?
- Is the proposed project designed and constructed with sustainable and resilient infrastructure (rely on up-to-date green infrastructure and best practice designs)?

Does the Project Take Care of What We Have?

- Does the proposed project result in redevelopment, renovation or rehabilitation of existing infrastructure to ensure high-quality and safe experiences for the public?
- Does the project sponsor maintain a capital asset management plan to ensure protection and full utilization of the proposed facilities?
- Does the proposed project preserve existing high-quality natural areas and water resources?
- Does the proposed project restore and reconstruct natural communities that have been degraded or lost due to agriculture or development?

Additional Non-SCORP Review Components (40%)

- Project Specific Criteria including: Cost vs. benefit, application and project quality and local match.
- Park and Facility Design: Use & design are compatible with site, makes good use of available space, avoids conflicts among facilities and avoids conflicts with adjacent uses.
- Health and Safety: Consider health and safety risks.
- Appropriate Design Standards: All facilities must be accessible and designed consistent with standards.
- Environmental Intrusions: All non-recreational intrusions are documented and the impact has been considered in the park design. All power lines serving the park facilities must be placed underground.

AWARD OF FUNDS

All applicants will receive official written notification regarding their request for funding in the summer. If your proposed project has received preliminary approval for funding, you will be contacted regarding additional information requirements needed before a grant agreement can be processed. These requirements may include State Historic Preservation Office (SHPO) review, permits and other details.

Projects cannot begin until all final documentation has been submitted and a grant agreement has been completed. This process can take three months to complete. Any project costs incurred prior to the start date of the grant agreement will not be eligible for reimbursement.

Payment of grant funds to the local sponsor is on a reimbursement basis. The grant recipient must initially expend monies that are then reimbursed under the terms of the grant agreement. A portion of the grant funds will be retained until a final inspection has been completed.

GRANTS AND PUBLIC INFORMATION

Under [MN Statute 13.599](#), responses to a request for proposal are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public.

After the application evaluation process is completed, data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

[MN Statute 13.44](#) categorizes estimated or appraised value of real property prior to purchase and sale as confidential data on individuals or protected nonpublic data. See also [Minnesota Government Data Privacy Act](#) for more information. This information, along with corresponding budget information, will be redacted from the applications before making them public.

III. PROGRAM REQUIREMENTS

LAND RETENTION REQUIREMENTS

All land improved or acquired with assistance from this grant program must be retained and operated solely for outdoor recreation into perpetuity.

The Site Boundary Map submitted with your application will delineate and establish the property boundaries subject to the grant agreement. Therefore, it is very important that any existing public facilities and any known future public facilities (e.g., wells, lift stations, roadway improvements, etc.) are clearly identified and excluded from the boundaries of the project. The site boundaries should include only the property that the project sponsor plans on managing for outdoor recreation uses in perpetuity.

CONVERSION OF USE

The Grantee shall not, at any time, convert this property to other uses without the prior written approval of the State and, for federal grants, the National Park Service (NPS). The State will consider a conversion request only after the following pre-requisites have been met:

1. All practical alternatives to the conversion have been evaluated and rejected on a sound basis.
2. The Grantee has agreed to replace the converted lands with other lands of, at least, equal fair market value and reasonably equivalent recreational usefulness as determined by the State.

The State shall have the authority to approve or disapprove state conversion requests. For federal grants, the NPS will approve or disapprove the conversion requests.

DEED RESTRICTION REQUIREMENT

The Grantee will be required to record a condition with the deed of the real property funded by the grant agreement that notifies the public of the grant and the grant program requirements.

NATIVE RESTORATION REQUIREMENTS

All restoration activities will require a restoration and management plan to be submitted prior to contract approval and must follow the Board of Soil and Water Resources’ [“Native Vegetation Establishment and Enhancement Guidelines”](#) in order to ensure ecological integrity and pollinator enhancement.

When restoration activities are completed using grant funds, the grantee must conduct evaluations on parcels where activities were implemented both 1) initially after activity completion and 2) three years later as a follow-up. Evaluations should analyze improvements to the parcel and whether goals have been met, identify any problems with the implementation, and identify any findings that can be used to improve implementation of future restoration efforts at the site or elsewhere. Evaluation reports must be submitted to the State.

The grantee should consider contracting with the [Conservation Corps of Minnesota](#) for restoration activities.

REVIEW FOR POTENTIAL IMPACTS ON HISTORICAL/ARCHEOLOGICAL RESOURCES

The State Historic Preservation Office (SHPO) will be contacted to review your project to determine if the site is a potential location for historical or archeological findings. If the SHPO determines that a survey is required, the survey would need to be completed prior to any site disturbance for development projects and prior to the final reimbursement of the grant funds for acquisition projects. This process usually takes, at least, 30 days to complete.

WATER PERMITS

Development or alteration of shoreline adjacent to rivers, streams, lakes, and other public water bodies may require a written permit issued by DNR. In addition, projects involving work within waters and wetlands may require a permit from the U.S. Army Corps of Engineers (COE). Grantees will be required to determine whether a waters permit is required by contacting both the DNR and the COE directly. Contact Information:

[U.S Army Corps of Engineers Regulatory Functions](#)
[Department of Natural Resources: Public Waters Work Permits](#)

CAMPGROUND PLAN APPROVAL

Campgrounds must comply with state laws and rules set by the Minnesota Department of Health. A summary of these requirements is available at Summary of [General Requirements for Recreational Camping Areas](#). Grantees must submit plans and receive approval for the development of a recreational camping area to the MN Department of Health or your local health authority before construction begins. Upon completion of the campground, a license application, license fee and inspection by the area health inspector is required. A copy of the license must be submitted with your final payment request.

REPORTING REQUIREMENTS

It is the policy of the State to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant agreement have been met. A progress report form will be provided by program staff. Grant payments shall not be made on grants with past due progress reports unless program staff have given the grantee a written extension. [Policy 08-09: Grant Progress Reports](#)

MONITORING REQUIREMENTS

It is the policy of the State to conduct, at least, one monitoring visit per grant period on all state grants of over \$50,000 and to conduct, at least, annual monitoring visits on grants of over \$250,000. [Policy 08-10: Grant Monitoring](#).

CONFLICT OF INTEREST

It is the policy of the State to work to deliberately avoid actual, potential and perceived conflict of interests related to grant making at both the individual and organizational levels.

A conflict of interest (actual, potential, or perceived) occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions which are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it.

Actual Conflict of Interest:

An actual conflict of interest occurs when a decision or action would compromise a duty to a

party without taking immediate appropriate action to eliminate the conflict. Examples include, but are not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party's time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in partial or whole ownership of the other party's organization.
- One party is an employee, board member or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily, create a conflict of interest, depending on the nature of the relationship between the two parties. A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Perceived Conflict of Interest:

A perceived conflict of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist. A disclosed perceived conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant or grantee of a state agency. Organizational conflicts of interest occur when:

- A grantee is unable or potentially unable to render impartial assistance or advice to the State due to competing duties or loyalties
- A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties
- A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

The Grantee, by signing a grant contract with the State, must certify it has read and understands the Office of Grants Management [Conflict of Interest Policy 08-01](#), will maintain an adequate Conflict of Interest Policy and, throughout the term of the contract, monitor and report any actual, potential, or perceived conflicts of interest to the State.

CLOSEOUT PROCEDURES

Upon completion of your project, a final billing must be submitted to our office. Program staff

will complete a final inspection of all development and/or redevelopment projects. The inspection will focus on ensuring that the project was completed in accordance with the grant agreement, that facilities developed are accessible and a funding acknowledgment sign is installed. Prior to final reimbursement of your grant and official closeout notification of your project, any problems that are revealed during the inspection must be corrected.

All expenditures are subject to verification by an independent state audit and, therefore, you must retain all project records for a period of at least six years after you receive the official closeout notification letter.

Periodic post-completion inspections will be conducted to ensure that the site is being properly operated and maintained and that no conversion of use has occurred.

ACKNOWLEDGMENT SIGN

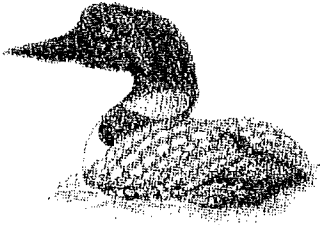
All projects acquired or developed with assistance from this program must display a state approved funding acknowledgment sign at the main entrance to the park. The grant program staff will provide the specific sign information.

AVAILABILITY TO USERS

Public property, facilities & programs shall be open to entry by all persons regardless of race, color, national origin, religion or sex. No person, on the basis of disability, shall be excluded from participation in any program or activity receiving assistance. Discrimination on the basis of residence, including preferential reservation, membership or annual permit systems is prohibited except to the extent that reasonable differences in admission and other fees may be maintained. Fees charged to non-residents cannot exceed twice that charged to residents and must be comparable to fees charged at other state or local facilities.

All new and existing campgrounds and marinas must adhere to the [Local Grants Program Campground/Marina Rental Policy](#).

Meeting Date: January 15, 2020



CITY OF HAM LAKE

STAFF REPORT

To: Park and Tree Commissioners
From: John Witkowski, Superintendent
Subject: 2019 Year-End Park Rental Report

Introduction/Discussion:

Lion's Park was rented to a non-profit group 8 times; resident 8 times; and non-resident 2 times. SBAA utilized the ball fields for practice and tournaments from April through September.

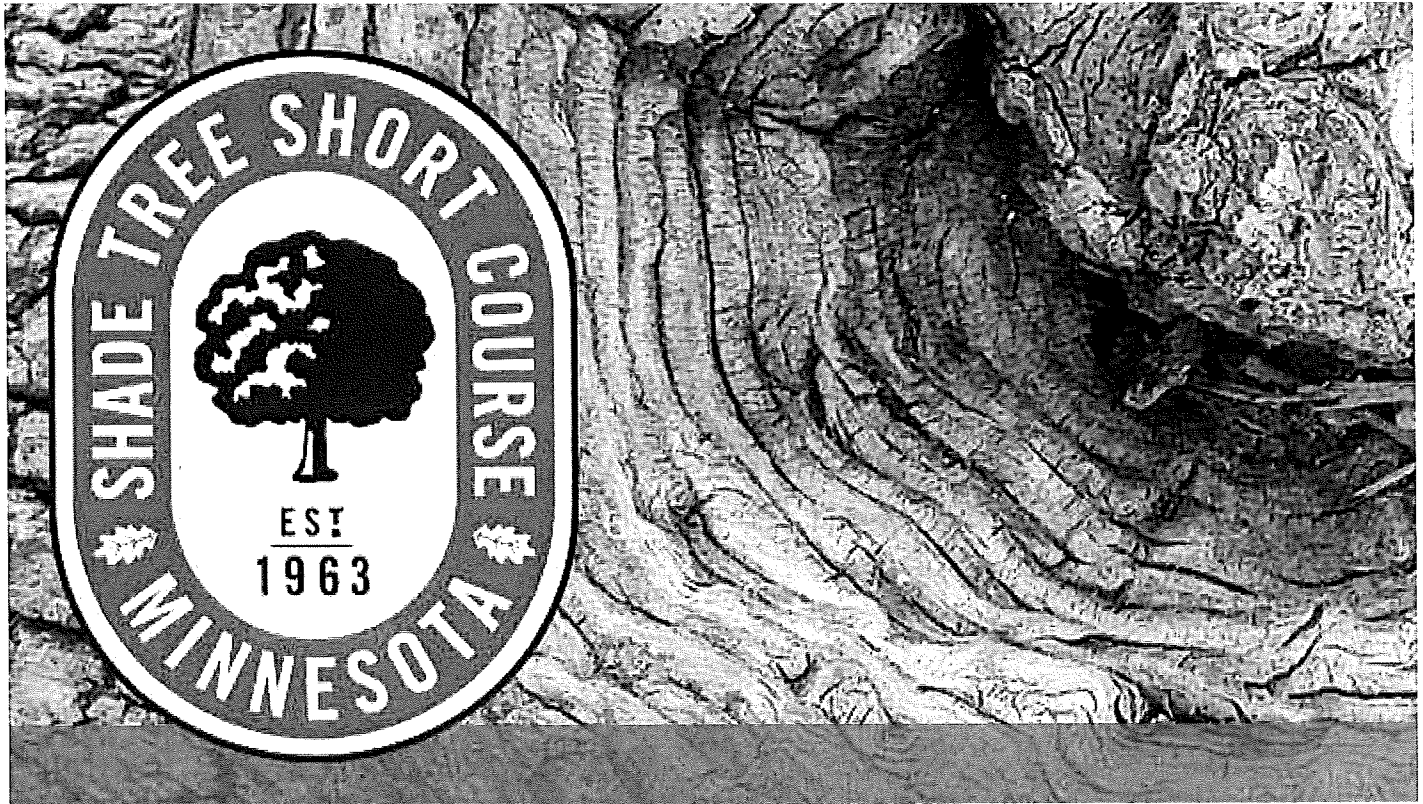
- *Total rentals at Lion's Park = 10*
- *Total rental revenue for Lion's park = \$1,100.00*

Ham Lake Park was rented to a non-profit group, primarily Girl Scouts and Boy Scouts, 110 times; resident 21 times and non-resident 5 times. SBAA utilized the ball fields for practice and tournaments from April through early October.

- *Total rentals at Ham Lake Park = 136 times*
- *Total revenue for Ham Lake Park = \$2,875.00*

Ham Lake Lanes utilized the ball fields at Lion's Park for a softball league from May through August.

- *Total revenue from field fees = \$340.00*



- **Dates:** March 17–18, 2020
- **Location:** Bethel University, Arden Hills
- **Registration is open!**
- **Connect:** Use Hashtag #MNSTSC, like us on Facebook, and download Guidebook for up-to-the minute day-of info
- **Exhibitors:** Exhibitor information will be available soon.

Discuss, debate and disseminate best practices on all things shade tree with fellow arborists at the 58th gathering of this two-day conference. The Minnesota Shade Tree Short Course has been ensuring tree health since 1963.

Credits

International Society of Arboriculture (ISA) Continuing Education Units (CEUs)

ISA CEUs will be offered at the 58th Annual Minnesota Shade Tree Short Course. For more information about ISA CEUs, please visit [ISA Certification and Credentials](#).

Returning this year: Attendance sheets will be provided in participant folders. Fill in the session title, speaker, and code to receive credit for each session you attend. Session codes will be provided by moderators at the conclusion of each presentation. Forms can be mailed or emailed to ISA, or turned in at the registration desk at the conclusion of the program on Wednesday.

Certified Treecare Safety Professional (CTSP) CEUs

Select sessions at the 58th Annual Minnesota Shade Tree Short Course may qualify for CTSP CEUs. More information will be available when the program is finalized in February 2020.

Society of American Foresters Continuing Forestry Education Credits

Most sessions are approved for SAF Continuing Forestry Education credits.

Minnesota Tree Inspector Recertification

Certified tree inspectors will be recertified for 2020 by attending the entire short course. For questions about tree inspector status, contact the Department of Natural Resources at MNTreeInspect.DNR@state.mn.us. For information on tree inspector workshops visit www.mntreeinspector.com.

Contact Us

Questions about Registration
[612-624-4000](tel:612-624-4000)

General Information: Katherine
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