



NORWOOD YOUNG AMERICA PARKS AND RECREATION COMMISSION

Tuesday December 21, 2021

Meeting at 4:45pm in Council Chambers

AGENDA

Members; Parks-Chair Charlie Storms—Council Member, Vice-Chair Sharilyn Feltmann, Secretary Karla Hormann, Jim Zellmann, Dan Stender, Bryan Rehnehl
Planning Commission Representative; Bill Grundahl
School Representative; Kelly Vossen
Staff; Tony Voigt—Public Service Director

1. Call to Order

1.1. Pledge of Allegiance

1.2. Oath of Office

2. Adoption of Agenda

3. Approve Minutes Of 11-16-2021 meeting

4. Introductions, Presentations, and Public Comment

(Individuals may address the Parks Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Parks Commission will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)

5. Old Business/Goals (Updates)

Willkommen Memorial Park, Old Town Buildings

Director Voigt is soliciting pricing quotes to tear down and rebuild the Old Town buildings.

West Carver Community Pool, resurface plaster in lap pool

The plaster project will commence in Spring of 2022.

South Park Hockey Rink, repair boards, add LED lighting

The lighting project is complete.

Trail and Sidewalk Maintenance

The 2021 Concrete Raising and Leveling Project is complete.

Replace Playground Equipment at Legion Park

5.1 Legion Park Playground Replacement, addition to the newsletter and marketing brochure

Bench Donations

5.2 Increase bench donation amount

Norwood Young America

6. New Business
 - 6.1. Discuss Joint Commission Meeting
 - 6.2. 2021 Parks Commission Accomplishments
 - 6.3. Outlot A Resolution, DNR Grant and Public Water Access
7. Miscellaneous Updates
8. Commissioner Report/Updates
9. Adjourn

Upcoming meetings and events

<i>December 25,</i>	<i>Merry Christmas</i>
<i>December 27,</i>	<i>EDA, City Council, Work Session--6pm</i>
<i>January 1,</i>	<i>Happy New Year</i>
<i>January 4,</i>	<i>Planning Commission--6pm</i>
<i>January 10,</i>	<i>City Council--6pm</i>
<i>January 12,</i>	<i>Joint Commission Meeting, City Hall--6pm</i>



more than a place, it's home.

NORWOOD YOUNG AMERICA PARKS AND RECREATION COMMISSION

Tuesday November 16, 2021

Meeting at 4:45pm in Council Chambers

minutes

**Members present; Parks-Chair Charlie Storms—Council Member, Secretary Karla Hormann, Jim Zellmann, Dan Stender, Bryan Rehneft
School Representative; Kelly Vossen
Staff; Tony Voigt—Public Service Director**

- 1. Call to Order; CS at 4:45, 5 members present**
 - 1.1. Pledge of Allegiance**
 - 1.2. Oath of office; Kelly Vossen was not present for the oath of office and the item was removed from the agenda.**
- 2. Adoption of Agenda; JZ made a motion to adopt the agenda, KW second, vote in favor was 5-0**
- 3. Approve Minutes Of 10-19-2021 meeting; BR made a motion to approve the minutes, DS second, vote in favor was 5-0**
- 4. Introductions, Presentations, and Public Comment; There was no one present for public comment**
- 5. Old Business/Goals (Updates)**

Willkommen Memorial Park, Old Town Buildings

Director Voigt is soliciting pricing quotes to tear down and rebuild the Old Town buildings.

TV stated no updates. TV stated he is working on quotes to get the structure tore down and rebuilt.

West Carver Community Pool, resurface plaster in lap pool

The plaster project will commence in Spring of 2022.

TV stated the project is scheduled to be completed spring 2022 with a signed contract.

South Park Hockey Rink, repair boards, add LED lighting

5.1 South Park Warming House Electrical Upgrade Project, update;

TV stated they are getting close to completion. TV stated the electric service is buried and awaiting Xcel to finish the connection. CS asked if Xcel just must reconnect the line, it shouldn't take long. TV stated it has been a tough year getting the projects completed. TV stated the contractor will be getting the lights very soon and will get them installed asap.

Trail and Sidewalk Maintenance

The 2021 Concrete Raising and Leveling Project is complete.

TV stated the project is complete. TV stated all sections were raised and staff sealed the cracks to prevent future moisture problems. TV said he would hire them again due to the good quality of work. CS said they

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went after different then past contractors with a lot of cutting. TV stated they like relief cuts to make it easier to raise the panels.

Replace Playground Equipment at Legion Park

5.2 Legion Park Playground Replacement Update

TV stated he attended a Lions meeting and presented the city is looking for donations for the equipment. TV stated the Lions were curious if we approached other groups, he assured them the city will be approaching more groups as well. CS asked if they had any commitment? TV stated he did not receive any commitment yet. TV stated he talked with Bailey Wolf with Flagship Recreation regarding setting up a donation website to accept donations for the project and asked the group for there thoughts. CS felt we should ask more groups for donations before setting up the website, KH, JZ, DS agreed. BR asked how the website would work and how the donators would access the information and how they would donate? TV stated he was unsure due to lack of research since the commission had not given him direction to move forward with that process yet. KH stated we should include an update and request in the city newsletter, CS agreed and asked TV to contact Karen Hallquist to prepare information we could present to the other civic groups and ask for donations. KH said we can keep track of the donations with a thermometer to keep track of progress and keep everyone informed. TV stated he will work with Karen Hallquist to get these items in the newsletter. CS stated we should have time to get the information in front of the civic groups before we need payment. CS stated that we don't need to make a payment until the unit is ordered and shipped. CS questioned if we should ask the Boy Scouts or the Girl Scouts. TV questioned if we should as the Yellow Ribbon. The consensus of the group was to reach out to the VFW, The Legion and the Lions Club first.

Bench Locations

5.3 Bench location approvals

TV presented the information in the memo regarding bench placement. CS asked if TV could contact Xcel Energy and add lighting to the sidewalk on 7th St SW. KH added we could add benches near Barnes Lake on the Prairie Dawn Trails. TV stated he will look and see if there are good bench locations on that trail.

6. New Business

6.1. 2022 Goals

TV presented the 2022 Goals and Objectives that were included in the packet. CS asked if wee can add the Trial and Dock at Prairie Dawn Park. CS asked about improving on the Prairie Dawn Park plan. KH asked if the broken boards on the Gazebo at Willkommen Park could get replaced and painted as a goal. TV stated he was planning to have staff complete that with a better project. CS asked TV to look at what kind of dock the city could push in and push out for the public water access on Barnes Lake. CS asked if TV could include all the 2021 accomplishments in the December Parks Meeting. TV stated he could include that.

7. Miscellaneous Updates; no updates

8. Commissioner Report/Updates; no updates

9. Adjourn; Motion to adjourn at 6:36 by JZ, second by DS. Motion approved 5-0

Minutes submitted by

Tony Voigt, Public Service Director

Norwood Young America



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: December 21, 2021

RE: Legion Park Playground Replacement, addition to the newsletter and marketing brochure

I contacted Karen Hallquist, NYA Economic Development Marketing Director, after the last meeting asking if the Legion Park Playground Replacement could get added to the City Newsletter as well as have her create a marketing brochure for the Parks Commission. Karen is working with Angela Brumbaugh who is researching the legalities of the City soliciting money from organizations for a City project. Karen informed me she will not be able to create a brochure until she finds out the proper language from Angela. It will not be in the Newsletter until the legalities of solicitation are clear as well.



TO: Parks and Recreation Commission Members
FROM: Tony Voigt, Public Service Director
DATE: December 21, 2021
RE: Increase Bench Donation Amount

I have included a copy of the current bench donation brochure we currently utilize for the program. The current donation request for a bench is \$650 which includes the cost of the bench, 2 lines of engraving, shipping, and installation which may include a concrete foundation. The city experienced 2 price increases for the cost of the benches in 2021 as well as increased shipping costs. I have included the cost breakdown below.

<u>Item</u>	<u>2021 Cost</u>	<u>2022 Est. Cost</u>
Cost of bench	\$685.01	\$885.14
Engraving per line	\$45	\$45
Shipping 1-5 benches	\$150-\$175	\$225-\$255
Staff time for install	\$150	\$150
Concrete Foundation, materials plus staff time	\$150	\$175/est.
<u>Total cost to the City</u>	<u>\$1180.01-\$1205.01</u>	<u>\$1480.14-\$1510.14</u>

Due to rising costs, we did not accept any bench donations for the remainder of 2021. I am planning on presenting this information to the city council and would like a recommendation from the commission regarding the proposed cost for the program. The cost of the bench increased about \$200, shipping went up about \$75, and the cost of concrete will likely go up. The city was already taking a loss, but this is a great program which benefits the city and its residents.

Suggested Motion: Make a motion to propose a recommendation to increase the bench donation amount to \$_____

Norwood Young America

The City of Norwood Young America Bench Donation Program



You can recognize a special person or event in your life through a lasting gift to our community. Bench donations provide places for rest and relaxation, allowing everyone to enjoy the beauty of our local parks and trail system. You might want to donate a bench to celebrate a 50th wedding anniversary or a milestone birthday or to recognize a family member or mentor.

Through the Bench Donation Program, individuals or families may purchase and donate a bench for one of our many beautiful parks, trail corridors or specified commercial areas. Your donation of \$650 will provide a lasting memory while enhancing the park and trail system, which is used daily by people of all ages.



Your generous donation will be recognized and appreciated by all with personalized engraving honoring the individual or event.

A map of available placement options is available at City Hall.

The city will provide the cement foundation and will be responsible for maintenance in the future.

If you are interested in becoming a part of this amazing program, please complete the information below and return this form to:

City of Norwood Young America
310 Elm Street West, PO Box 59
Norwood Young America MN 55368
(952) 467-1800

City staff will contact you to finalize the details. Thank you for your heartfelt contribution to the City of Norwood Young America.

Name: _____

Address: _____

Phone Number: _____

Engraving (up to 2 lines included
with donation, \$45 for each
additional line of engraving,
max of 4 lines total):



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: December 21, 2021

SUBJECT: Discuss Joint Commission Meeting

The last meeting of the Joint Commission of the NYA City Council, Planning Commission, Economic Development Commission, Parks & Recreation Commission, NYA Area Chamber of Commerce and Willkommen Heritage & Preservation Society was held on January 8, 2020. Attached are the minutes from that meeting.

Since this meeting, the commissions have been working on completing the goals that were set for them from the Downtown Redevelopment Plan which was implemented by the Joint Commission in December 2018. Some of these goals will continue in everyday routines (i.e. timely nuisance follow ups, positive business efforts), other projects are currently being worked on (i.e. historic walking tour, sidewalk/trail connectivity, Main Street Streetscape project), with a majority of the goals being accomplished.

The NYA Economic Development Commission discussed the successes of the Downtown Redevelopment Plan and recommended to the City Council to start the Joint Commission meetings back up again in January 2022. The goal would be to bring all commission members together again to discuss new projects/goals for the community going forward.

The EDC is recommending the first Joint Commission meeting agenda should include:

- Review of the Downtown Redevelopment Implementation Plan (attached) and celebrate the accomplishments of the Council and Commissions
- Review the 2021-2026 NYA Strategic Plan (attached) that was created from a strategic planning session with the City Council and City management staff in June 2021. Plan and develop detailed goals to assist in "Building a Thriving Community" and "Creating Business Opportunities" as listed.
- Share other ideas/concerns/projects that need to be addressed within the community

NYA City Council approved that Joint Commission meetings will be held on the 2nd Wednesday Quarterly at NYA City Hall starting on January 12, 2022 at 6pm. All members of the Council and commissions are encouraged to attend.

Discussion Only



Implementation Plan

Downtown Redevelopment Plan—Norwood Young America



Implementation Plan

Goals identified as part of the Redevelopment Plan include both short-term and long-term projects. Short-term projects could take place in the next 2-3 years. Long-term projects may take 5-10 years to implement. The joint committee may begin work on both short-term and long-term projects, but recognizing that long-term projects will take longer to implement and may require approval from other jurisdictions. Following are action items to guide the implementation of the Downtown Redevelopment Plan. It is recommended regular meetings be held to follow-up on the status of these items and adjust as deemed appropriate by the groups.

Short-term Projects

Category	Project	Responsible Party	Action Items
Design /Aesthetics	Adopt Design Guidelines	EDC/Planning Commission/ City Council	<ol style="list-style-type: none"> EDC and Planning Commission Recommendation to adopt the Design Guidelines, as recommended as a part of the Redevelopment Plan – Done City Council adoption of Design Guidelines – Done Education of Guidelines to building and business owners – Constant
Historic Designation	Inventory Buildings	Willkommen Center/City	<ol style="list-style-type: none"> Use Property Template to inventory information about buildings – Constant Share information with building owners – Constant
Vacant Spaces	Window Displays	EDC/Chamber	<ol style="list-style-type: none"> Contact building owners (vacant and storage) about window displays – Done Work with Willkommen Center and School District to create historic window displays – In Progress Review current sign ordinances which regulate the percent of front commercial windows which may be covered, and address plastic window coverings in commercial store fronts. – Done
Maintenance	Add Benches	Planning Commission/ City Council	<ol style="list-style-type: none"> Inventory existing benches – Done Determine location for new benches – Done Order benches – Done And revitalized the Bench Program Place benches in identified locations – Done!
		Parks/Public Works	



Implementation Plan

Downtown Redevelopment Plan—Norwood Young America

Short-term Projects

Maintenance	Add Fence or Hedge to Municipal Parking Lot	City/Public Works	<ol style="list-style-type: none"> 1. Determine best solution (fence or hedge) – Done 2. Install fence or hedges at the front perimeter of vacant parcels, as identified in the Design Guidelines to create a clearly defined street frontage and pedestrian walkway – Done
Maintenance	Review Enforcement Procedure	Planning Commission/City Council	<ol style="list-style-type: none"> 1. Determine if timeframe for compliance should be shortened – Done 2. Amend ordinance (if needed) – Done 3. Review outdoor storage ordinances including parking of trailers. – Done
Financial Incentives	Business Input	EDC/Chamber	<ol style="list-style-type: none"> 1. Host a joint meeting with the Chamber to gain greater input from businesses on financial incentives – Done via survey 2. Continue to pursue a Small Cities Development Grant – Done and in progress
Tourism and Events	Downtown Arts Fair/Music	EDC/Chamber	<ol style="list-style-type: none"> 1. Meet with members of Arts Consortium of Carver County regarding festival in western Carver County – Done! Springfest Artisan Fair 2. Reach out to local artists and dance theatres about interest – Done
Connectivity	Wayfinding Signage	Parks	<ol style="list-style-type: none"> 1. Work with MNDOT staff on signage changes and additions – Done 2. Work with MNDOT to have signage installed – Done
Maintenance	Street Trees	City/Public Works	<ol style="list-style-type: none"> 1. Identify locations of where trees were removed – Done 2. Determine if trees can be replaced in those locations – In progress 3. Have concrete removed and soil remediated – In progress 4. Plant trees - TBD
Maintenance	Maintenance/Aesthetics	EDC/City Council	<ol style="list-style-type: none"> 1. Identify and work with local organizations, such as Boy Scouts, National Honor Society, etc. to assist with projects in the downtown. – Constant

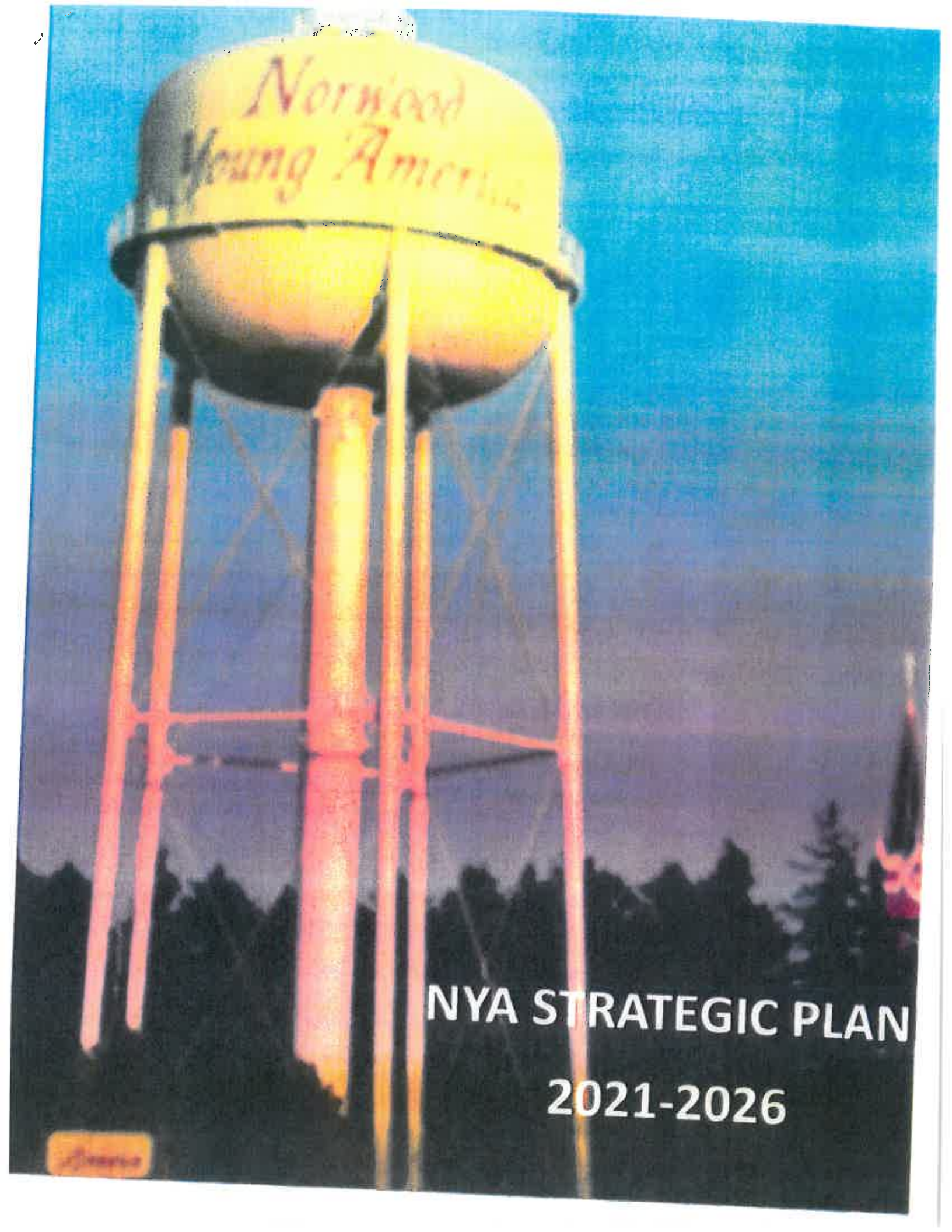


Implementation Plan

Downtown Redevelopment Plan—Norwood Young America

Long-term Projects

Category	Project	Responsible Party	Next Steps
Maintenance	Decorative Streetlights	City	<ol style="list-style-type: none"> 1. Identify locations for additional decorative streetlights in Historic Downtown Young America – In progress 2. Obtain costs for streetlights – In progress 3. Include in subsequent year budget - Done 4. Have lights installed - TBD
Connectivity	Trails/Sidewalk	City	<ol style="list-style-type: none"> 1. Identify gaps in connectivity between existing trails and sidewalks - Done 2. Budget for new trails or sidewalks in subsequent years – In progress 3. Research application for DNR Local Connections grant to help offset costs – In progress 4. Explore applications to the MN Department of Natural Resources (DNR) for Local Trail Connections Grants, and coordinate with the installation of the Hwy 212 underpass. See: In progress 5. https://www.dnr.state.mn.us/grants/recreation/trails_local.html



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NYA STRATEGIC PLAN

2021-2026

Norwood Young America VISION 2026

Visioning looks into the foreseeable future and imagines what is possible.

Building a Thriving Community



In 2026, NYA has
Infrastructure which
Supports Expansion
and Reflects
Community Pride



In 2026, NYA
has Housing
Opportunities for
all



In 2026, NYA
has Healthy
Outdoor
Activities for All

Creating Business Opportunities



In 2026 NYA has an
Attractive
Commercial
Gateway



In 2026, NYA has
Thriving Historic
Downtowns



In 2026, NYA has
an Economically
Stable Community
Through Industry

Building a Thriving Community



Building a Thriving Community

This strategic direction is designed to continue to build upon what has made the community a place to build a home, experience life, and build a business. This is done through creating housing opportunities, ensuring water resources and other infrastructure needs are met, and creating outdoor recreation that meet the needs of the whole community.



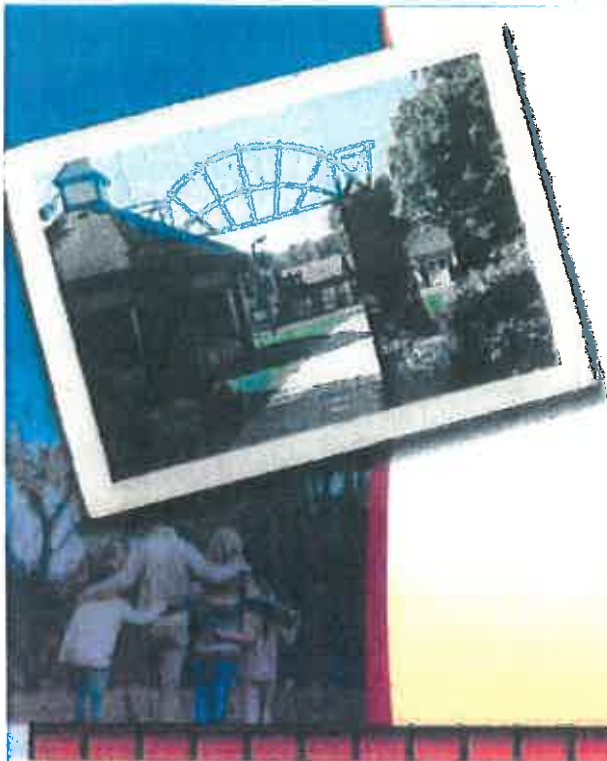
First Year Actions

1. Review orderly annexation plan (work session) (Steve) Completed by Aug 2021
2. Keep contact with elected representatives for expansion of 212 (Mayor) -ongoing
3. Developers recruited and agreements drafted (Karen/Steve) Completed by Dec 2021
4. New well drilling project scoped (Tony) Completed by Mar, 2022
5. Splash pad is scoped (Parks) Completed by June 2022
6. Outlot A is scoped for Dog Park and Water Access (Storms) Completed by Dec 2022

Two-Year Results

1. Hwy 212 is started
2. Dog Park is Open
3. Lake Access established (outlot A)
4. New Housing Development is open and lots are being sold
5. Location established for a new well
6. More land is scheduled for annexation
7. Splash Pad is open

Creating Business Opportunities



WILLKOMMEN TO



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more than a place. it's home.

- Beautiful Parks
- Welcoming Neighborhoods
- Available Sites for New Businesses

Creating Business Opportunities

NYA is positioned to grow substantially now through the next couple of decades. It is hoped the 'small-town' feel and high quality of life will be part of all the new commercial and industrial development that will want to thrive in the City. The high quality of life has made the community an attractive place to make a home. The City's Historic Downtown, industrial lots, and commercial growth will ensure the economic vitality of the community.



First Year Imperatives

1. Clear and quick communication that is ongoing and positive (Karen) - ongoing
2. Industrial park 2—scoping study with options (location, layout, size, cost) (Steve and Karen) Completed by Dec 2021
3. Economic Dev Summit/Workshop to establish objectives for business dev (parameters for incentives (Karen/Steve) Completed by Dec 2021
4. BRE (business retention and expansion) plan for all businesses (Karen) Completed by Dec 2021
5. Scope Downtown streetscape completion (lights, trees, sidewalks, etc.) (Karen) Completed by Nov 2021

Two-Year Results

1. Strip mall on east side of town is full
2. Second industrial park is open with (B-1 zoning)
3. First industrial park is full
4. Downtown Streetscape is done
5. Economic Development Parameters are established and being used
 - Defined Economic Development Packages (tool-kit and parameters set)
 - Objectives for business development established
 - Business ranking system established for staff action (Red—Discourage, Yellow—Caution. Green—Encourage)



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: December 21, 2021

RE: 2021 Parks Commission Accomplishments

2021 was a busy year for the City and the Parks Commission. I have included all the projects I can recall. This does not include the countless hours Public Services staff spent mowing grass, trimming and spraying weeds, trimming and removing trees, and everything else they complete on a daily basis to keep the City Parks in great shape.

- **Hwy 212 and Kehrre Park Trail Lighting and bench installations**
 - The project was lit and completed early October. Xtreme Electric installed 43 bollards and 6 light poles to illuminate the area efficiently. Residents donated 5 benches which City Staff placed along the trail system. The project turned out great.
- **Work completed at the Pavilion**
 - The Pavilion wood floor was sanded down and refinished in early February by City Wide Wood Floors. This offered a nice coat of protection to the floor and made it look good again.
 - The exterior was painted mid-July. The project included volunteers, city staff and Flint painting to get it completed. The building exterior looks great and the paint should protect the building from the elements for years to come.
- **Ditch cleanout at Friendship Park**
 - Schneider Excavating removed approximately 80 loads of sediment from the ditch in early January. The ditch looks good and is flowing properly once again.
- **Installed Ceiling in Willkommen Park Shelter**
 - Volunteers with the YA Cardinal Baseball Team along with a donated lift from Xtreme Electric installed a new ceiling in the shelter to keep the roosting birds and associated mess out of the shelter. The volunteers used salvaged tin from an existing city building to complete the project. The volunteers also updated the lights to led.

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- **Sidewalk Maintenance**
 - Jensen Concrete installed approximately 310 ft of sidewalk along Wilson St to continue the City's trail and sidewalk connectivity. This sidewalk connected the Elm St downtown corridor to the recently completed Hwy 212 underpass and corresponding trails.
 - Northstar Mudjacking & More leveled approximately 2500 ft of sidewalk and curb & gutter along the City Streets and Parks. This project eliminated multiple trip hazards and low ponding areas.
- **South Park Hockey Rink**
 - A1/Houlton Electric installed 5 Led Flood lamps and an updated electrical service at the South Park Hockey Rink and Free Skate areas. The lighting will save operating costs and illuminate the area effectively.
 - Staff completed multiple board replacements and painted the entire rink white to help preserve the wood and help reduce the amount of ice loss due to the sun heating the boards and melting ice.
- **Legion Playground Equipment Replacement**
 - The Parks Commission spent a lot of time researching the proper set to replace the aging equipment at Legion Park. The Commission had decided in 2021 to move forward with Flagship Recreation to provide equipment for the replacement in 2022.
- **Replace Plaster at the West Carver Community Pool**
 - The Commission obtained a signed contract with Go Get Fred to replace the plaster in the lap pool in 2022
- **Arbor Day Tree Planting**
 - The Parks Commissions, City Staff, and approximately 17 volunteers planted 4 trees at the Sports Complex Softball Fields as well as 8 trees in the Park Circle Boulevard on the southern edge of the Sports Complex. The trees are doing well.
- **No Dogs or Cats Allowed on City owned Ball Fields**
 - The Parks Commission listened to concerns in regards to pets and pet owners not respecting the city ball fields. The Commission addressed the concerns by making a recommendation to the City Council to change the City Code reflecting this request. The recommendation was approved and is currently part of the City Code.



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: December 21, 2021

SUBJECT: Discuss Barnes Lake Nature Trail, Public Water Access and Outlot A

Background - Barnes Lake Nature Trail

One goal that became of the NYA Strategic Planning session was identifying the need for lake access on Young America Lake from Outlot A. About the same time of the Strategic Planning session, the City Council received multiple requests from Lakewood Trail residents who wanted lake access from Barnes Lake. Staff researched the Prairie Dawn Master Plan and Preserve PUD (Planned Unit Development) which confirmed there can be no private lake access or private docks that enter Barnes Lake, however, it did confirm that there are plans and plenty of space for a natural walking path between Lakewood Court backyards and the west side of Barnes Lake, plus public lake access to the south of Lakewood Trail.

Tony and I walked the land in early November - a nature woodchip path would be consistent with the Plan and a beautiful addition and asset to the park and trail system. The following list are topics for the research and development of the project:

- Elevation
 - There are a few areas along the lake that may require either a sloped path or stairs. Bolton & Menk will need to assist.
- ADA exemption possibility
 - According to the Prairie Dawn Master Plan, the path that aligns the lake is to be non-bituminous...so natural products such as rock or woodchip. Due to elevation challenges, research needs to be done on ADA concerns.
- Public Water Access
 - No motorized vehicles – fishing, canoe, kayak, snowshoeing, ice skating, etc.
 - After talking with multiple DNR employees, Rob Dodd, Natural Resource Specialist Senior Central Region Fisheries- APM Unit confirmed *"Looking at the sites and lake mentioned in this email, would say that mechanical control (cutting) of emergent vegetation (i.e. bulrush, cattail, sedge) of a channel to open water is a good option. That does require a permit application from the landowner... One important point, MN DNR APM permits do not allow use of heavy (construction) equipment to do the authorized work."* Dodd also confirmed that the permit fee is \$35. The application requires a detailed drawing, scope of work and maintenance plan.
- Dock
 - With no motorized vehicles allowed, there is no need for any cement support for a launch
 - Size, length, style
 - Removable or floating
- Parking Lot

- There is room on the south side of Lakewood Trail in Prairie Dawn Park for a parking lot
 - Size, content (bituminous or gravel allowed?)
- Other amenities
 - Doggie stations
 - Benches
 - Garbage receptacles
- Maintenance
 - Snow removal
 - Grading
 - Dock removal or floating
 - Ice care
- There is a "Local Trail Connections Program" Grant available through the MN DNR that could be applied for:
 - Up to \$250,000 – minimum \$5,000
 - 75/25 cash match – project must be paid in full up front, then applicant receives 75% back of what was spent of contract services, materials and supplies – no in-house labor
 - Trails must be 10' wide
 - Timeline:
 - March 31, 2022 – grant application due
 - July 2022 – applicants notified of results of approval
 - If approved...project start time is July 2022 and must be completed by June 2024

Action:

Commissioners are to discuss the Barnes Lake Nature Trail & Public Water Access Project and give further direction to staff.

Background – Outlot A

The *Resolution 2017-10 Establishing a Formal Plan for the Creation of a Public Park/Lake Access/Nature Area on Outlot A, The Preserve 3rd Addition* gives a plan implementation and proposed timeline for developing Outlot A. See attached. Outlot A was conveyed to the City of NYA in 2014, the formal plan was adopted in 2017, and the City has until 2029 to complete the project. If the project is not completed, the land reverts back to the State or the City needs to pay market price for the land.

The MN DNR has an "Outdoor Recreation Grant Program" that could be applied for with this project:

- Up to \$300,000 for a total project of \$600,000
- 50% match – which can consist of cash or value of materials, labor and equipment usage by the sponsor or by donations or any combination. Volunteer labor can be considered.
- Must include one or more of a major recreation facilities in the proposed project. **List attached** (also includes splash pads).
- Timeline
 - March – grant application due
 - July – applicants notified of awards
 - Expiration of grant is two years

Action:

Commissioners are to discuss the Resolution timeline and give further direction to staff.



LOCAL TRAIL CONNECTIONS PROGRAM



2022 Program Manual

Revised 11/2021

I. PROGRAM INTRODUCTION

This program is intended to accelerate local trail connections to planned and existing state trails and other public facilities, not to create significant new recreation trails. Its primary purpose is to complete connections between where people live (e.g., residential areas within cities, entire communities) and significant public resources (e.g., historical areas, open space, parks and/or other trails).

Grants are awarded for the acquisition and development of connecting trails and for removal of barriers that impede full access to these facilities. Historically, priority has been given to projects that seek to develop residential connections to state and regional facilities and to link existing trail systems.

The Local Trail Connections Program depends on local communities and their local government representatives to provide inspiration, planning and commitment, as well as the local matching financial requirement, to make these trail projects a reality. Local governments complete the acquisition and/or projects and are reimbursed for a portion of the acquisition and/or project actually completed.

The program was first funded in 1993 and has funded 271 trail projects statewide to date.

Contact Information:

Minnesota Department of Natural Resources
Division of Parks and Trails
500 Lafayette Road, Box 39
Saint Paul, MN 55155

Daniel Golner, Grant Coordinator
Daniel.Golner@state.mn.us or (651) 259-5599

II. IMPORTANT ITEMS YOU NEED TO KNOW

A. How to Apply

- Anticipated funding available for FY 2023 is approximately \$850,000 from “In Lieu Of” lottery proceeds. This funding is divided between three Park and Trail grant programs. This funding is subject to appropriation from the MN Legislature and signature of the Governor.
- **All applications must be received electronically by March 31, 2022**
- Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications are not accepted. To submit the application, email a pdf version of the application and attachments to Trailgrants.DNR@state.mn.us. This is the official submittal email box. Submitting to any other email will not be accepted. Format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. After submission, make sure you have received a confirmation email that your application has arrived in a useable format by the due date. **A confirmation email should arrive within one or two business days after you have submitted your application and after it is reviewed for readability.** Each email is opened to insure files are readable and then followed with a confirmation email. Applications submitted in an unusable format will NOT be considered for funding. If there are any questions about submitting the application, please contact program staff.
- Grant awards will be announced by June 2022.
- **Funds will first be available no earlier than July 1, 2022 to start the contracting process.** This means projects funded in this grant round will not have a contract in place before July 1st and thus cannot begin the project prior to this date (see B. Grant Timeline section).
- All local units of government (typically cities, counties, and townships) are eligible to apply. Also, user groups and/or trail organizations may apply, but only in coordination with a local unit of government per legislation. Funding is only available to a local unit of government.
- The maximum permissible request is \$250,000. The minimum is \$5,000.
- These grants are 75/25 “cash match” reimbursement grants. That means the grantee must complete the project and fully pay for it, produce documentation that shows actual expenditures and proper procurement process has been followed. Then they will receive 75% of what was spent up to their grant award.
 - Neither this funding source, nor the match can be used for in-house labor services and/or to meet existing payroll (see Section III, D. Non-eligible Reimbursement Costs for additional ineligible costs).
 - Only contract services, materials, and supplies are reimbursable.

All projects awarded through this grant round must be completed by June 30, 2024 and immediately available for use to the general public for no less than 20 years.

- If land is purchased with these funds, it is required that a “Twenty-Year Easement for Recreational Trail Purposes” is attached to the deed. Also, the property must be appraised by a state certified appraiser and in accordance with DNR and Federal requirements. Please see land acquisition and appropriate land appraisal requirements in this manual.
- Trails must be at least 10’ wide.
- Applicants are required to design and construct their trail to meet ADA standards, unless it meets an ADA exemption. The applicant must site the exemption from ADA in the application for it to be considered, otherwise provide details and list design specifics in the ADA question of the application in how the project will meet ADA requirements. Do not just state the trail project will be ADA compliant; this is an insufficient answer.
- If your project is selected, and the project will need to be evaluated for applicability of environmental review under [Minnesota Rules, Chapter 4410](#). The local unit of government listed in the application is considered the Responsible Governmental Unit (RGU). Mandatory EAW categories are described at Minnesota Rules, 4410.4300. Exemptions from environmental review are described at Minnesota Rules, 4410.4600. Verify if your project is or is not exempt.
- All facilities that are funded through this program also require a commitment from the applicant that the trail will be open and available for use, as well as maintained, for no less than twenty years and should be stated in their resolution.
- Each proposal must specifically and directly address each requirement and criterion to qualify and receive consideration. If one section of the application is not addressed, the application will not be reviewed for consideration.
- All pages and attached maps must be **8 1/2 X 11 inches ONLY** and in color.
- Read each question thoroughly to make sure each part of a question is answered. Do not answer a question inside the same box as the question. Use the blank box associated with each question for the response.
- When identifying recreation use for your project, make sure to only mark those uses that will actually use the trail.
- [Local Trail Connections](#) application.

B. Grant Timeline

Grant Application Timeline

December, 2021	→	Grant application materials available on the DNR website
March 11, 2022	→	Draft applications due if grant applicant seeks comments by Grant Coordinator (not required)
March 31, 2022	→	Grant application due date: Applications will NOT be accepted after this date.
March 31, 2022 - July 2022	→	Application review and selection process.
July 2022	→	Grant applicants are notified of the results. All grant applicants will be sent a letter if they are awarded a grant or not. Copy of the notification letter will also be sent to the applicant partner, if applicable. Awarded grantees then will follow the timeline below.

Awarded Grant Timeline

July 2022	→	Award letter received! Congratulations! Required documentation checklist also included with notification letter.
July 2022	→	Grantee must begin work on the required documentation checklist items. All items must be completed in order to receive a grant contract. Such items include: <ul style="list-style-type: none">• Natural Heritage determination letter• SHPO Archeological Review determination letter• Water Wetland review• Land Certification• Environmental Quality Board determination letter• Environmental Assessment Statement completed
June 30, 2024	→	The project must be completed by 6/30/2024. Grant extensions past 6/30/2024 are not available because the funds expire 6/30/2024 per the legislation . The Grantee must plan accordingly to complete the project no later than 6/30/2024.

III. PROJECT ELIGIBILITY

A. Eligible Projects

Eligible projects may include, but are not necessarily limited to the following examples:

- Land acquisition from willing sellers, where value is established by a licensed and certified appraiser, whose conclusions of value are certified by the State, and only if perpetual easement for recreation trail purposes is conveyed to the state. See the land acquisition requirements section of this manual for more information.
- Construction of trails on public or private lands where a twenty-year easement for the purpose of the project can be obtained.
- Development of trail linkages near homes and workplaces.
- Development of permanent trailside improvements and trailhead facilities (e.g., drainage, crossings, stabilization, parking, signage, controls, open-sided shelters, water, and sanitary facilities).
- Provision of features that facilitate access and use of trails by persons with disabilities.
- Restoration of existing trail facilities, such as resurfacing, repair, or rehabilitation of trails or trailhead facilities.
- Contracted maintenance of existing recreational trails.
- Construction or restoration of trail bridges.

B. Eligible Reimbursement Costs

- Advertising costs solely for (1) Recruitment of personnel; (2) Solicitation of bids; and (3) Disposal of scrap materials.
- Capital and labor expenditures for facilities, equipment, and other capital assets
- Materials and/or supplies.
- Freight transportation expenses.
- Professional services and Project administration costs provided that they do not exceed 20 percent of the total cost of the project.
- Land acquisitions (including permanent easements) whose value a licensed appraiser establishes and whose conclusions of value are certified by the state. See land acquisition requirements section of this manual.

Any cost not defined as an eligible cost or not included in the approved Application shall not be paid from state funds committed to the project unless the Department has provided written authorization.

C. Non-eligible Projects

Non-eligible projects include but are not limited to the following:

- Projects within state park boundaries, state recreational areas, on state trails, and elements of the Metropolitan Open Space System.
- Construction of trails within federally designated wilderness areas (with some exceptions).
- Construction of ordinary sidewalks.
- Planning projects that are preliminary to construction of any trail projects.
- Improvements on highways or other roadways, including but not limited to, lighting, striping, on-street routing, and shoulder work.
- All paved multi-use bicycle/pedestrian trails **less than 10 feet in width**; Short distance exceptions may be allowed on a case-by-case basis.

D. Non-eligible Reimbursement Costs

Including all costs not defined as eligible costs, but not limited to the following:

- Any expenditure that occurs before the effective date of this agreement
- Fund raising
- Taxes, except sales tax on goods and services
- Insurance, except title insurance
- Attorney fees
- Loans, grants, or subsidies to persons or entities for development
- Bad debts, late payment fees, finance charges or contingency funds
- Interest, investment management fees
- Lobbyists
- Political contributions
- Wages and expenses of Sub grantee's employees
- Fringe benefit costs of Sub grantee's employees
- Land appraisals
- Entertainment, gifts and prizes, food, and refreshments
- Purchase of phones, computers, tablets, or audiovisual equipment
- Memberships (including subscriptions and dues), publications, periodicals, and other subscription fees
- Agency advertising and marketing expenses
- Office Rental Fees, and Overhead and Indirect Expenses (including, but not limited to office or storage space rental, utility expenses, copier rental, phone bills, office materials and supplies)

RESOLUTION 2017-10

A RESOLUTION ESTABLISHING A FORMAL PLAN FOR THE CREATION OF A PUBLIC PARK/LAKE ACCESS/NATURE AREA ON OUTLOT A, THE PRESERVE 3RD ADDITION

BE IT RESOLVED by the City Council of Norwood Young America, Carver County, Minnesota as follows:

WHEREAS, Outlot A, The Preserve 3rd Addition, a Nonconservation tax-forfeited property, was upon adoption of special legislation, conveyed and quitclaim to the City of Norwood Young by the Commissioner of Revenue, acting on behalf of the State of Minnesota on September 9, 2014; and

WHEREAS, Outlot A, The Preserve 3rd Addition was conveyed to the City for as long as the City use the Property as authorized for a public park or lake access; and

WHEREAS, Minn. Stat §282.01, states the City has three years from the date of conveyance to establish a "Formal Plan" for the intended future use of the land for the authorized public uses and to implement said plan within fifteen years from the date of the conveyance; and

WHEREAS, the Norwood Young America Parks and Recreation Commission will conduct a study broadly evaluating the best public uses for the property which are consistent with the authorized uses and make recommendation to the City Council for their consideration and adoption; and

WHEREAS, the Formal Plan for Creation of a Public Park/Lake Access/Nature Area on Outlot A, The Preserve 3rd Addition is hereby attached as Exhibit A.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby adopts Resolution 2017-10, establishing a Formal Plan for Creation of a Public Park/Lake Access/Nature Area on Outlot A, The Preserve 3rd Addition.

Adopted by the City Council this 27th day of March 2017.

Carol Lagergren
Mayor

ATTEST:

Kelly Hayes
Kelly Hayes, City Clerk/Treasurer

EXHIBIT A FORMAL PLAN

Purpose

The purpose of the Formal Plan is for creation of a public park, lake access, and/or nature area on Outlot A, The Preserve 3rd Addition which is consistent with the public uses for which it was acquired. In addition:

- To guide citizens and decision makers in planning for the future park development of Outlot A, The Preserve 3rd Addition
- To provide residents with outdoor recreational activities such as walking and biking in a scenic area
- To provide the School District and local youth organizations with a nature area for educational purposes
- To ensure a safe and tranquil nature preserve for the residents of Norwood Young America

Background Information

The Norwood Young America Parks and Recreation Commission will gather data and input from citizens and governmental groups for the best possible uses of the property. Action steps will include:

- A community survey will be conducted to gather input on the desired park uses for the property
- School District input will be gathered, to determine if the property was established as a nature preserve, would it serve the School for educational opportunities
- Input will be gathered from local youth organizations such as 4-H Club, Girls and Boys Scouts, etc. to determine if it would serve educational purposes and if possible projects could be completed on the property
- Input will be gathered from Carver County, the Minnesota Department of Natural Resources, etc. to determine environmental preservation and development options
- Input will be gathered from The Preserve Townhome Association to determine their desired park related uses for the property

The Plan

1. Solicit Community Input

- Norwood Young America property owners will be notified via mail that the City is conducting an on-line survey with the objective of gathering public input on the preferred park uses of Outlot A, The Preserve Third Addition. Such uses will include a public park, lake access, nature area, etc. Residents will also be asked what amenities they'd prefer.
- The Parks & Recreation Commission and City staff will analyze the survey data results.

2. Define Educational Opportunities

- Input will be gathered from Central School District to determine if Outlot A could be utilized for classroom curriculum.
- Input will be gathered from local youth groups such as 4-H Club, Girls and Boys Scouts, etc. to determine if Outlot A could be utilized for environmental projects and/or other educational opportunities.

3. Define Environmental Uses

- Professional input will be gathered from the Carver County Water Management Organization, and the Minnesota Department of Natural Resources to determine possible environmental uses for property.

4. Solicit Adjacent Housing Development Input

- Input will be gathered from The Preserve Townhome Association to determine their desired park related uses for the property.

5. Formulate Development Plan

- The Parks & Recreation Commission and City staff will analyze all the data and input gathered to determine the best uses for Outlot A, The Preserve 3rd Addition.
- As determined by the Parks & Recreation Commission, the City may direct its engineer to draft a Development Plan illustrating the location and amenities to be developed within Outlot A, The Preserve 3rd Addition.
- Upon the Parks & Recreation Commission's approval of the Development Plan, a recommendation will be made to the City Council for final consideration and adoption.
- The Development Plan will be made available at City Hall, on the City's website and other appropriate locations for public viewing.

Plan Implementation and Timetable

1. Solicit Community Input	complete summer 2024
2. Define Educational Opportunities	complete fall 2024
3. Define Environmental Uses	complete fall 2024
4. Solicit Adjacent Housing Development Input	complete fall 2024
5. Formulate Development Plan	complete summer 2025
6. Implement Development Plan	complete summer 2029

Outdoor Recreation Grant Program

2022 Program Manual



I. PROGRAM INFORMATION

The [Outdoor Recreation Grant Program](#) assists local governments in acquiring parkland and developing or redeveloping outdoor recreation facilities in local and community parks throughout the state.

Metro Regional Parks and Greater Minnesota Regional Parks are not eligible for funding under this program. Funding for designated regional parks and trails is available from the [Metropolitan Council](#) and the [Greater Minnesota Regional Park and Trails Commission](#).

For answers to frequently asked questions about this program, please see our [FAQs](#).

DEADLINE

Applications must be submitted by March 31, 2022, to be eligible for funding assistance for the current year. You are encouraged to submit a draft application by March 10th for review and comments by program staff.

FUNDING

There are two sources of funding for the Outdoor Recreation Grant Program: federal and state funds. Federal funds come from the [Land and Water Conservation Fund \(LWCF\)](#). Federal funding available for FY 2023 has not yet been allocated but should be at least \$2 million for the Outdoor Recreation Grant Program and the [Natural and Scenic Areas Grant Program](#).

State funding available for FY 2023 is a portion of \$1.1 million from "In Lieu Of" Lottery proceeds available for three Park and Trail grant programs and \$250,000 in general funds. Additional state Environment and Natural Resources Trust Fund dollars may be recommended by the [Legislative Citizens Commission on Minnesota Resources \(LCCMR\)](#). 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

Grants are reimbursed based up to 50 percent of the total eligible costs. The maximum grant award is \$300,000 (for a total project of \$600,000). The match can consist of cash or the value of materials, labor and equipment usage by the local sponsor or by donations or any combination thereof. Applicants that provide, at least 20% of the match from their own resources and/or have their match committed at the time of the application will receive additional consideration in the review.

Unskilled volunteer labor is valued, for this grant program, at \$9.00 per hour. Skilled volunteer 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.

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 park and funding acknowledgement signs must be posted prior to close of the grant. 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, including nature playgrounds
- Sports Fields and Courts
- Swimming Beaches and Outdoor Pools
- Splash Pads
- Trails (non-motorized internal park trails)

It is our expectation that all existing and proposed facilities have accessible walkways to them. Please account for this in your project/budget.

ELIGIBLE RECREATION SUPPORT FACILITIES

The following support 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 DNR.

- Construction of any facility on land not owned by the applicant/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 such as indirect costs, 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.
- Historic signage.