

**AGENDA
MAPLE PLAIN PARK COMMISSION
MAPLE PLAIN CITY HALL
FEBRUARY 17 (TUESDAY), 2015
7:00 PM**

I. CALL TO ORDER

II. ADOPT AGENDA

III. CONSENT AGENDA

A. Approve the December 15, 2014 regular meeting minutes.

IV. ADMINISTRATIVE REPORTS

A. Park Commission Budget Update

B. Maple Plain Days 2015 Update

V. OLD BUSINESS

A. Project Planning

VI. NEW BUSINESS

A. DNR Grant Application- Swing Set at Northside Park

B. Projects for Boy scouts and Girl scouts

VII. COMMISSION REPORTS & OTHER BUSINESS

VIII. VISITORS TO BE HEARD

Note: This is a courtesy extended to persons wishing to address the Parks Commission who are not on the agenda. A completed public comment form should be presented to the city administrator prior to the meeting; presentation will be limited to 3 minutes. This session will be limited to 15 minutes.

IX. ADJOURNMENT

Next meeting: March 16, 2015 at 7:00 p.m.

**Maple Plain Park Commission
Meeting Minutes
December 15, 2014
Maple Plain City Hall
7:00 PM**

I. CALL TO ORDER

John Timpe, Chair, called the meeting to order at 7:05 p.m.

Present: Commission Chair, John Timpe; Park Commissioners Jeff Brown, Dana Oas, Mike Rippberger; Council liaison Jerry Young; and Assistant to the City Administrator, Maggie McCallum.

Absent: Park Commissioners Lyle Brandt and Jesse Lillejord

II. ADOPT AGENDA

Young moved to adopt the agenda; Brandt seconded. Motion passed 3-0.

III. CONSENT AGENDA

Young moved to adopt the Consent Agenda; Oas seconded. Motion passed 3-0.

Item(s) approved under the Consent Agenda:

- A. Approve the September 15, 2014 regular meeting minutes.

IV. ADMINISTRATIVE REPORTS

- A. Park Commission Budget Update

Assistant to the City Administrator, Maggie McCallum, provided a budget update to the Commission.

McCallum informed that the city paid \$645.00 for the approved concrete pouring at the Timpe Field dugouts.

Chair Timpe explained that the installation of fencing around the dugouts would be completed in the spring.

Commissioner Oas asked what amount of the Park Commission's budget would go towards the purchasing of a digital sign for the City.

Council liaison, Young, said that a final amount has not yet been determined, but suggested that it would at most be \$10,000, but likely less than that.

Chair Timpe stated that the Maple Plain Town Team may contribute to the sign as well as the team has interest in using it.

Young informed that it is a great sign. He stated the it would be controlled by staff at City Hall.

Commissioner Brown said that the City should write a policy that would determine what can be put on the sign.

Young informed that staff is going through the process of writing a policy that would determine what can be put on the sign. He said that the goal is to have it be an informational sign for the community that would display information like baseball games and such.

B. Thank you to Commissioner Lillejord- Rainbow Park Improvements

McCallum thanked Commissioner Lillejord for work that she performed at Rainbow Park. The work included painting the teeter-totters and the benches. She showed pictures to the Commission.

Chair Timpe said nice job to Lillejord.

C. Rainbow Park Trail Update

McCallum provided an update to the Commission regarding the pavement of the Rainbow Park Trail. The trail was paved during the Main Street West/Rainbow Avenue Street Reconstruction Project. McCallum informed that residents had petitioned for the paving of the trail and it was determined that paving the trail would cost less by doing the work in conjunction with the Main Street West/Rainbow Project.

Young informed that it was the Council's goal to keep costs as low as possible.

Timpe said that it looked fantastic.

McCallum stated that Public Works would be snow plowing the trail over the winter so that residents would be able to use it year round.

V. OLD BUSINESS

A. Project Planning

McCallum asked the Commission to discuss project planning for 2015 and future years.

Commissioner Oas asked the Commission what they should do with the area at Northside Park where an old swing set currently sits. Oas suggested looking at a volleyball court again.

Timpe stated that if the Commission decides to replace the play equipment, it would be smaller play equipment, nothing big.

Oas suggested just replacing the swings and not the diggers.

Young stated that the cables and swings could be replaced. Young asked about the Oodle Swing that McCallum had presented at a prior meeting.

Young asked about the BMX track and its usage. He asked if no volunteers have come forward to assist with the track, is there a better use for the land.

Commissioner Brown stated that the weeds need to be controlled.

Oas asked if anyone would continue to use it.

Timpe informed that kids use the smaller part of the track. He said that the track is hard to maintain.

Young said that he initially supported moving the track years ago and that the City has put a lot of money into the track. Young suggested expanding the track that was built for smaller kids.

Oas said that the Commission should contact the bike association to see if there is any interest left for the track and if not bulldoze it.

Young suggested turning it into a more family friendly ice rink space since the Rainbow Park ice rink is mainly used for hockey. He said that the City could try it one year and see what the turnout would be.

Oas stated that it is hard to maintain an open ice rink space. His concerns included no lights and ice that you would be able to skate on. Oas suggested flooding the Northside Park parking lot.

Young suggested getting input from residents over the website, newsletters and/or Facebook.

Oas asked about the golf driving range that was approved years earlier. He stated that the range could be put there.

Brown stated that golf courses have been closing all over the area and that golf isn't attracting as many people now.

Oas mentioned the pickleball striping at Rainbow Park and how it has become a popular sport and not too expensive.

Brown informed that the 6th graders at Orono Middle School are looking for volunteer projects and that Commission should look for projects and coordinate with the kids.

Commissioner Mike Rippberger entered the meetings at 7:42 p.m.

VI. **NEW BUSINESS**

A. Providence Academy renting Timpe Field

Chair Timpe informed that he received a call from a representative of Providence Academy asking about using Timpe Field for baseball games.

Young asked if there is liability to the City. He also asked if the City would charge and informed that the City could use it as a revenue source.

Timpe stated that there are already three teams that play on the field and that it may be hard to coordinate their schedule with the other team schedules.

Young asked staff to look into if there would be any liability to the city, if it would be covered under insurance, and what other cities charge for use.

VII. COMMISSION REPORTS & OTHER BUSINESS

Timpe informed that the baseball team may be looking into purchasing a groomer next year.

Commissioner Rippberger stated that it would be used.

Young said that we need to maintain what we have, but that we need to make sure that the parks look great, are comfortable and enjoyable. He stated that the City of Maple Plain has a great park system and thanked the Park Commission.

VIII. VISITORS TO BE HEARD

IX. ADJOURNMENT

Young moved to Adjourn; Oas seconded. Motion passed 4-0. Meeting adjourned at 8:11 p.m.

Prepared by



Margaret McCallum, Assistant to the City Administrator



Agenda Information Memorandum
February 17, 2014 Maple Plain Park Commission

IV. ADMINISTRATIVE REPORTS
A. PARK COMMISSION BUDGET UPDATE

ACTION TO BE CONSIDERED

To provide an update on the Park Commission Budget.

FACTS

- The yearly City budget allocates \$20,000 per year to the Park Commission as a means to plan for and make improvements to City Parks.
- Spending of Park Commission funds is approved by the Council.
- The 2014 Park Commission starting budget was \$24,519.44.
- The 2014 ending balance was \$26,177.94.
- The 2015 starting balance is \$46,177.94
- The Park Commission currently has two Timpe Field projects underway.
 - Baseball Field Dugout Fencing/Concrete Work
 - Baseball Field Turf
- The concrete work has been completed. The City paid \$645.00 towards this work. The City agreed to pay up \$1,500 for the baseball field dugout fencing/concrete work.

ATTACHMENTS

Attached is a breakdown of the 2014 and 2015 current budget.

2015 Projects	Cost	Park Commission	Other
Starting Budget- \$46,177.94 (\$20,000 added for 2015)			
Miscellaneous Revenue			

2014 Projects	Cost	Park Commission	Other
Starting Budget- \$24,519.44			
Baseball Field Dugout Fencing/Concrete	Partially Complete	(\$1,500.00)**	NA
Concrete Work	\$645.00	\$645.00	
Pickleball Striping	\$550.00	\$550.00	
Pickleball Equipment	\$68.52	\$68.52	
Baseball Field Turf	NA*	Estimate- \$850 + Tax	NA
Pickleball Equipment	\$77.98	\$77.98	NA
Current Balance	\$23,177.94		
Miscellaneous Revenue			
Orono Baseball Association	\$2,000.00		\$2,000.00
Maple Plain Town Team	\$1,000.00		\$1,000.00
Balance with additional revenue	\$26,177.94		

*These projects have not been completed. The City has not received an invoice to date and therefore it is not reflected as a paid item.

** The City will pay up to \$1,500 for the Baseball Field Dugout Fencing and Concrete Work. \$645.00 has been paid for.



Agenda Information Memorandum
December 15, 2014 Maple Plain Park Commission

IV. ADMINISTRATIVE REPORTS
B. MAPLE PLAIN DAYS 2015 UPDATE

ACTION TO BE CONSIDERED

To update the Commission on Maple Plain Days for 2015.

FACTS

- In 2015, Maple Plain Days will switch to a two day event and will be held on Friday, August 15 and Saturday, August 16.
- The Movie in the Park Event and Picnic will be held on Friday August 15 at the Maple Plain Fire Department.
- For safety reasons, the main events for Maple Plain Days, on Saturday, will be moved to Northside Park. This is due to safety concerns about the event being located on both side of Highway 12.

ATTACHMENTS

No attachments.



Agenda Information Memorandum
February 17, 2015 Maple Plain Park Commission

V. OLD BUSINESS
A. 2015 PROJECT PLANNING

ACTION TO BE CONSIDERED

To discuss projects for 2015.

FACTS

- Previously, the Park Commission went through a project planning process to determine what park improvements and projects could be performed.
- Some projects have been completed.
- The Park Commission needs to update the project planning document to plan for future projects and goals.
- The Park Commission should discuss projects for 2015.

ATTACHMENTS

Attached is the project planning document.

**CITY OF MAPLE PLAIN
2011-2016 PARK CAPITAL PROJECTS**

Plan approved ___/___/2011.
Plan updated 11/09/11.

CAPITAL PROJECTS

Project	Estimate	Completed	Park/Area	Year	Time (Years)	Notes
Land						
Park or green/open space						
Acquisition	\$100,000.00		Gateway		10+	Green/open space in Gateway Redevelopment Area - 20,000 sq ft. @ \$5/sq. ft. (est). (Est.) \$11,500/sq ft (Est. By: Bonestroo.)
Development	\$23,000.00		Gateway		10+	
Play Equipment/Area			Gateway		10+	
Pavilion, shelters, etc.			Gateway		10+	
Wishing Well			Gateway		10+	
Playgrounds						
Toddler Play Equipment			Northside		0-3	Tripod, 10 feet high, 8 seats, 40'x64'
Play Equipment			Northside		0-3	
Swings	\$5,662.59		Northside		0-3	City paid \$8,053.90 in 2009 using company discount offer for 50% off.
Replace Play Equipment	\$10,508.50		Rainbow		3-5	
Swings	\$2,489.00		Rainbow		3-5	Average of two projects in other cities.
Replace Play Equipment	\$16,261.00		Bryantwood		3-5	
Toddler Play Equipment			Bryantwood		3-5	2 See Saws at each park (Bryantwood, Northside & Rainbow) x \$1250 each.
Splash Pad	\$202,567.00		Gateway		5-10	
Splash Pad			Rainbow		5-10	
See Saws	\$7,500.00		All Parks		0-3	
Slide	\$10,988.00		Bryantwood		3-5	
Courts & Fields						
Tennis Court (Double)		\$99,500.00	Rainbow	2012		Project completed by Omann Brothers Paving
Resurfacing Bball Court		\$2,160.00	Northside	2011		Project completed by Dermco Lavine
Half Basketball Court			Rainbow	2010		Project completed by Dermco Lavine
Hockey Rink Surface	\$46,000.00		Rainbow		5-10	Concrete surface.
Shuffleboard Court			Rainbow		5-10	
Horseshoe Pits			Rainbow		5-10	
Putting Green	\$4,995.00		Pioneer		0-3	Quote: 08/15/2011 Ram Buildings, Inc.
Driving Range	\$5,695.00		Pioneer		0-3	Quote: 08/15/2011 Ram Buildings, Inc.
Skateboard Park	\$75,000.00		Rainbow		10+	
Complete Softball Fencing		\$5,898.00	Northside	2013		Softball fencing completed by Sterling Fence
Batting Cage		\$3,969.99	Northside	2013		Purchased from On-Deck Sports: Installed by Maple Plain Town Team. (\$2000.00 from Park Commission)
Structure & Facilities						
Rainbow Picnic Shelter (3)	\$29,255.75		Rainbow		3-5	Demolish existing strucutre and concrete pad. New concrete pad; rebuild structure with metal roof. Asphalt roof: \$31,778.69(Est. By: All Star Construction.)
Northside Picnic Shelter			Northside		5-10	Replace or upgrade shelter.
Bathroom & Storage	\$57,000.00		Rainbow		3-5	New facility w/ADA-accessible restrooms; storage and warming house (\$157,000 construction, architect & engineering); \$21,600 veneer block.
Bathroom & Storage			Northside		5-10	Facility w/ ADA-accessible restrooms; storage and concession stand.
Softball Field Dugouts		\$5,840.00	Northside	2013		
Netting over Concession			Northside		5-10	
Bleachers			Northside		5-10	
Indoor Greenspace			Gateway		10+	Year-round activities, such as mini golf, walking area, gardening. Community events center similar to Edinborough in Edina.
Trails						
All Trails/Sidewalks			City Wide			Per City comprehensive trail plan
Pedestrian Underpass			Oak & TH12			Pedestrian tunnel under Highway 12 at Oak Street.
Concrete Sidewalks		\$3,584.00	Rainbow	2012		Around warming house/shelter/restrooms. (Est. By: Johnson Masonry.)
Complete Concrete Work	\$1,200.00		Northside		0-3	(Est.) Finish concrete work around concession stand/restrooms.
Water Plant Trail	\$14,040.00		Pioneer Park		0-3	Funded through MN Public Facilities Authority loan. (Est. By: Country Roads Paving.)
Northside Park Trail	\$119,000.00		Northside		3-5	2010 DNR grant application: \$59,500; Local Match: \$29,750 (City) & \$29,750 (County - proposed)
Industrial Park Trail	\$137,300.00		Industrial Park		3-5	2010 DNR grant application: \$68,6500; Local Match: \$34,325 (City) & \$34,325 (County - proposed)

Rainbow Park Trail		Rainbow	2014		Paved by LaTour Construction with the Main Street West/Rainbow Avenue Project
Trailhead & Rest Area		Gateway		5-10	Trailhead, kiosks and restrooms at Park and Ride site.
Kiosks & Trail Signage		City Wide			
Parking					
Small Parking Lot	\$12,645.00	Northside		5-10	Pave small parking lot adjacent to picnic shelter at Northside Park. (Est. By: Country Roads Paving.)
Large Parking Lot	\$68,774.00	Northside		5-10	Pave main parking lot at Northside Park. (Est. By: Country Roads Paving.)
North Parking Lot	\$25,256.00	Rainbow	2014	5-10	Pave main parking lot area at Rainbow Park. Completed by LaTour Construction with the Main Street West/Rainbow Avenue Project
South Parking Lot	\$8,555.00	Rainbow		5-10	Pave small parking lot area on southern edge of Rainbow Park. (Est. By: Country Roads Paving.)
Miscellaneous Projects					
Timpe Ball Field Lights	\$195,000.00	Northside		0-3	Quote: 08/12/2011 by MUSCO Lighting. (Option: 5-year lease.) Install lights both Timpe Field/Softball - \$290,000; \$65,600 5-year lease option.
Softball Field Lights	\$115,000.00	Northside		0-3	Quote: 08/12/2011 by MUSCO Lighting. (Option: 5-year lease.)
Tennis Court Lights		Rainbow		0-3	Metered, timed lights.
New Park Entrance Sign	\$1,500.00	Northside		0-3	
New Park Entrance Sign	\$1,500.00	Rainbow		0-3	
New Park Entrance Sign	\$1,500.00	Bryantwood		0-3	
New Park Entrance Sign	\$1,500.00	Pioneer		0-3	
Bike Racks		All Parks	2011		
Water Fountains	\$4,200.00	All Parks		0-3	(Each) Antique design water fountain; matches City street lights from Design Guidelines.
Trees		All Parks			Trees replaced and added to Rainbow Park 2014
Flower Beds		All Parks		5-10	
Wind Turbines				10+	Generate revenues for City parks.
Solar Panels				10+	Require of all government buildings and new developments.
Equipment					
Hockey rink sweeper		Rainbow		3-5	
Hockey rink surfacer		Rainbow		5-10	

TOTAL ALL PROJECTS	\$1,303,891.84			
Total Redevelopment	4,225,320.00	Square Feet		
	97.00	Acres		
Redevelopment Price	\$0.31	Per SF		
SF in an Acre	43,560.00			
Single Family SF (1/3 A)	14,520.00			
Single-Family (1/3 Acre)	\$4,480.73			
Multi-Family (20 EDUs)	\$89,614.56			
Commercial (2 Acres)	\$26,884.37			

COMMUNITY ACTIVITIES

Programs					
Movie in the Park		Northside	Yrly		Includes estimate for movie licensing. Proposed date for budgeting was Saturday, October 2, 2010. Date includes discounted price.
Winter in the Park		Rainbow			

MAINTENANCE PROJECTS

Project	Estimate	Option	Park/Area	Year	Notes
Wood Fiber in Play Areas	\$8,613.78		All Parks		0-3 Replace pea gravel with engineered wood fiber under play areas at Northside, Rainbow and Bryantwood Parks.
ENF (RNB Only)		\$2,500.00	Rainbow		0-3 Rainbow Park 2560sf; 100 yards delivered
ENF (NTH Only)		\$3,140.00	Northside		0-3 North Side Park 2850sf; 116 yards (2 deliveries)
ENF (BRY Only)		\$3,908.00	Bryantwood		3-5 Bryantwood Park 3495sf; 144 yards (2 deliveries)
Rainbow Picnic Shelter (1)	\$4,161.06		Rainbow		5-10 Remove and replace existing metal roof. (Est. Provided By: All Star Construction.)
Rainbow Picnic Shelter (2)	\$6,714.00		Rainbow		5-10 Remove existing metal roof; repace with 30-year shingle and new plywood decking. (Est. Provided By: All Star Construction.)
Hockey Rink Liner	\$5,000.00		Rainbow	2011	



Agenda Information Memorandum
February 17, 2015 Maple Plain Park Commission

VI. NEW BUSINESS

A. DNR GRANT APPLICATION- SWING SET AT NORTHSIDE PARK

ACTION TO BE CONSIDERED

To discuss the possible grant application for the replacement of the swing set at Northside Park.

FACTS

- The MN Department of Natural Resources is accepting applications for its yearly Outdoor Recreation Grant Program.
- The application is due on March 31, 2015.
- Awards are announced in June 2015.
- The grant matches 50% of project costs.
- The Park Commission has discussed replacing the swing set at Northside Park.
- In 2015, the sand needs to be replaced with wood fiber.
- Staff is recommending replacing the swing set with a new set that allows for accessibility for all users. Staff is also recommending the installation of a separate Oodle Swing that is also accessible.
- The total cost for the swing set and Oodle swing is \$12,345.00 (\$6,172.50 grant, \$6,172.50 City).
- Staff is also looking at getting a cost for a sidewalk that would connect the swing area to the nearby trail system.

ATTACHMENTS

Attached is the preliminary grant application and other applicable materials.

Outdoor Recreation Grant Program

FY2016 Program Manual



MN Department of Natural Resources

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

- Application Information
- Appraisal Requirements
- Competitive Review and Selection Process
- Award of Funds
- Grants and Public Information

III. PROGRAM REQUIREMENTS

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

IV. CONTACT INFORMATION

I. Program Information

The Outdoor Recreation Grant Program assists local governments in acquiring parkland and developing or redeveloping outdoor recreation facilities. Applications must be submitted by **March 31, 2015** to be eligible for funding assistance for the current year. Applicants are eligible to receive more than one grant.

FUNDING

The program finances projects using federal funds through the Land and Water Conservation Fund (LAWCON). Historically, some state dollars authorized by the Minnesota State Legislature have been available. Funding available for 2015 is \$379,362.

GRANT AWARDS AND MATCH REQUIREMENTS

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 \$7.00 per hour. The minimum grant award is \$5,000 and the maximum grant award is \$100,000.

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, townships and recognized tribal governments.

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. 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 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 Seats, Drinking Fountains, Grills, Picnic Tables, Trash Receptacles and Fire Pits
- Walkways

INELIGIBLE FACILITIES AND COSTS: Ineligible facilities or costs are those items that cannot be funded with an Outdoor Recreation 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 with final approval by the Legislative Commission on Minnesota Resources.

- Administrative Expenses/Contingency Allowance
- Design and Engineering in excess of 10% of the Total Project Cost.
- Concession-only Buildings
- Decorative Fountains, Statues and Plaques
- Dredging, Water Impoundments and Dams
- Facilities not available for general public use
- Golf Courses
- Indoor Recreational Facilities (ie: ice arenas, enclosed swimming pools, etc.)
- Acquisition of land already in public ownership
- Legal Fees
- Motorized Trails
- Non Permanent Skate Park Ramps and Equipment
- Press Boxes
- Sewer to Campsites
- Shooting Ranges

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 31, 2015 using the instructions in the application form. This program is very competitive. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by March 3rd if you would like staff to provide comments.

APPRAISAL REQUIREMENTS

Appraisals must be performed by a qualified licensed appraiser and meet the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA) and the [DNR Supplemental Appraisal and Appraisal Review Guidelines](#). The application must include an appraisal report and a completed DNR Appraisal Certification Form completed and signed by the appraiser. The appraisal must include the DNR as an intended user 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.

Appraisals will be reviewed by the state to ensure that they meet applicable standards. If the appraisal is not accepted, the applicant will be contacted for additional clarification or modification. If you or the appraiser has any questions, please contact the program staff assigned to your area prior to completing the appraisal assignment.

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 31, and funding announcements will be made in summer. Incomplete applications or applications received after the deadline will not be eligible for funding consideration. Program staff will review applications and, if necessary, a site visit will be conducted.

Minnesota’s 2014-2018 State Comprehensive Outdoor Recreation Plan

The [2014-2018 State Comprehensive Outdoor Recreation Plan](#) (SCORP) is Minnesota’s outdoor recreation policy plan. This plan was developed with the input of Minnesota outdoor and natural resource leaders. 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. Applications are assessed to ensure that the proposed project is consistent with priorities established in the SCORP document.

Selection Priorities:

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

- **Connect People and the Outdoors:** Better develop Minnesota's stewards of tomorrow through efforts to increase life-long participation in parks and trails. Provide a welcoming environment, create or improve access and provide a quality experience.
- **Acquire Land, Create Opportunities:** Create new and expanded park opportunities to satisfy current customers as well as to reach out to new ones. Focus on Strategic acquisition, development to meet the needs of people of all abilities and provides an environment that is open and flexible to accommodate new and emerging trends and group based recreational opportunities and establishing a sustainable and resilient infrastructure.
- **Take Care of What We Have:** Provide safe, high-quality park experiences by regular re-investment in park infrastructure, and natural resource management. Protect the public's investment in the built infrastructure and natural resources and maintain the quality of natural resources.

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; 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. If your proposed project has received preliminary approval for funding, you will be contacted regarding additional information requirements needed before an agreement can be processed. These requirements may include Minnesota Historical Society 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

- 1) **CONVERSION OF USE:** All land improved or acquired with assistance from this grant program must be retained and operated solely for outdoor recreation. The Grantee shall not at any time convert this property to other uses without the prior written approval of the State. 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 conversion requests.

- 2) **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.

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.

REVIEW FOR POTENTIAL IMPACTS ON HISTORICAL/ARCHEOLOGICAL RESOURCES

The Minnesota Historical Society will be contacted to review your project to determine if the site is a potential location for historical or archeological findings. If the Historical Society 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.

WATER PERMITS

Development or alteration of shoreline adjacent to rivers, streams, lakes, and other public water bodies may require a written permit issued by the Minnesota Department of Natural Resources (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](#)

RECREATIONAL CAMPING AREAS

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](#). You 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 of Minnesota 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.

MONITORING REQUIREMENTS

It is the policy of the State of Minnesota 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.

CLOSEOUT PROCEDURES

Upon completion of your project, a final billing must be submitted to our office no later than 30 days after the expiration date on your agreement. Program staff will complete a final inspection of the project. 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. If any problems are revealed during the inspection, they will need to be corrected before you receive final reimbursement for your grant and the official closeout notification for your project.

OR December 2014

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 that receive state assistance and future development of a site that has received state assistance shall be open to entry by all persons regardless of race, color, national origin, religion or sex. No person shall, on the basis of disability shall be excluded from participation in any program or activity receiving state assistance. Finally, 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 on the basis of residence. 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.

IV. Contact Information

Minnesota Department of Natural Resources
Division of Parks and Trails
500 Lafayette Road, Box 52
Saint Paul, MN 55155

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

Joe Hiller
Northern Minnesota, South Metro
joe.hiller@state.mn.us or (651) 259-5538

PROPOSAL

DATE: February 2, 2015

MAGGIE MCCALLUM



Please make PO's & Contracts out to:

Flagship Recreation, LLC
 4940 West 35th Street
 St. Louis Park MN 55416
 763.550.7860 - Office
 763.550.7864 - Fax

CITY OF MAPLE PLAIN

Please remit payment to:

Flagship Recreation, LLC
 4940 West 35th Street
 St. Louis Park MN 55416

We are pleased to submit this proposal to supply the following items:

QTY	ITEM NO.	DESCRIPTION	UNIT PRICE	EXTENDED AMT
1	PLAY	ARCH SWING WITH THREE BELT SEATS AND ONE MOLDED BEUCKET SWEAT WITH HARNESS	\$4,970.00	\$4,970.00
1	LABOR	ASSEMBLE AND INSTALL SWING	\$1,400.00	\$1,400.00
				
1	PLAY	OODLE SWING	\$4,575.00	\$4,575.00
1	LABOR	ASSEMBLE AND INSTALL SWING	\$1,000.00	\$1,000.00
				

SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE ORDER ONLY UPON APPROVAL BY FLAGSHIP RECREATION, LLC CUSTOMER RECEIPT OF AN ORDER ACKNOWLEDGEMENT CONSTITUTES SUCH APPROVAL.

Freight	\$400.00
Subtotal	\$12,345.00
Sales Tax	\$0.00
TOTAL	\$12,345.00

ACCEPTED BY CUSTOMER _____ DATE _____

GRANT DESROCHES
 PROPOSED BY: _____



FY 2016 Grant Application
Outdoor Recreation Grant Program
Submission Deadline: March 31, 2015

Before completing this application please read the [FY 2016 Outdoor Recreation Program Manual](#) for further program information. Only one park may be included in an application. Applicants are eligible to receive more than one grant.

This program is very competitive. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by March 1st if you would like staff to provide comments. Only complete applications submitted by the deadline will be considered.

Applications are to be submitted electronically in a “.pdf” format by the due date above. Paper submission of applications will no longer be accepted unless arranged in advance of the due date with program staff. To submit the application, email a pdf version of the application and attachments to Parkgrants.DNR@state.mn.us.

Please format the entire application, including all attachments, as one pdf document with all pages 8 ½” by 11” in dimension. Use the form provided for each item or reproduce it in the same format. Use Item 1 – Application Summary as your cover sheet. After submission, make sure you have received a confirmation email that your application has arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding.

Timeline: FY 2016 Grant Round

- Application materials become availableDecember 2014
- Submission deadlineMarch 31, 2015
- Awards are announced.....June 2015
- Agreements are signed – project may beginJuly-October 2015
- Grants expire – projects must be completed.....December 31, 2017

For assistance, please contact

- Joe Hiller, 651-259-5538, joe.hiller@state.mn.us
- Audrey Mularie, 651-259-5549, Audrey.mularie@state.mn.us
- DNR Information Center, 1-888-646-6367

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Item 11: Applicant Resolution

Item 12: Plans

Item 13: Acquisition Projects Appraisal(s)

Attachment A.... Sample Appraiser Engagement Letter

ITEM 1 - APPLICATION SUMMARY – FY 2014 APPLICATION

Contact Information:											
Grant Applicant Org:	City of Maple Plain										
Contact Person:	Maggie McCallum										
Contact Title:	Assistant to the City Administrator										
Mailing Address:	P.O. Box 97, Maple Plain, MN	Zip code:55359									
Phone:	763-479-0515										
E-mail address:	Mmccallum@mapleplain.com										
Park Information:											
Project Name:	Northside Park Swing set										
Project County:	Hennepin										
Existing Park Acreage:	11.65 acres										
Proposed Activities with this Application:											
Acres to be purchased: <u> 0 </u> (acres)											
List of facilities to be developed or redeveloped :											
Northside Park currently has a swing set that is outdated and needs to be replaced to be more accessible for all users.											
<p>Financial Information: Applicant must provide a non-state match of at least 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the local sponsor or donations or any combination of these. Applicants that provide at least 20% of the match from their own resources will receive additional consideration in the review criteria. The total cost shown in the table below must equal the total costs shown in Item 4 – Cost Breakdown.</p> <table border="1"> <thead> <tr> <th></th> <th>Grant Request</th> <th>Match</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td>\$6,172.50</td> <td>\$6,172.50</td> <td>\$12,345.00</td> </tr> </tbody> </table>					Grant Request	Match	Total Cost		\$6,172.50	\$6,172.50	\$12,345.00
	Grant Request	Match	Total Cost								
	\$6,172.50	\$6,172.50	\$12,345.00								
Match Description: Provide source and type of match. Committed or pending.											
The City of Maple Plain would provide the matching funds for the project. This money is committed to the project.											

ITEM 2 - PROJECT NARRATIVE

Describe what recreation facilities will be developed or rehabilitated and any lands that will be acquired with this application. Discuss any of the following topics from the Statewide Comprehensive Outdoor Recreation Plan (SCORP) that apply to your project.

Does the project connect people to the outdoors?

- Does the proposed project contribute towards creating a welcoming environment? Are there accessible features included as part of this project or currently in the park, such as seating, restrooms and drinking water?

This year, the City will be replacing the current sand filler with wood chip fiber to allow for better accessibility of this structure. The City will fund this portion 100%.

The proposed project would pull out the old swing set structure and replace it with a new swing set structure that has an accessible swing and an infant swing. An Oodle Swing (recommended for ages 5-12) is also proposed. A short connection trail is proposed to connect the existing trail to the site.

Currently, the park offers park benches for sitting. **Accessible restrooms** are available nearby (southeast), as well as drinking fountains.

- Does the proposed project create or improve access to outdoor recreation lands and facilities by providing alternative transportation and improving access for people of all abilities? Such as the forms of transportation available to access the park facility (e.g. trails, roads, public transportation, any transportation provided to the park for special events or programs, etc.

The project would create a short connection trail between the existing trail and the site, thus providing a more accessible route for people with assistive devices.

- Does the proposed project result in quality experiences and facilities? Such as interpretive signs to enhance visitors, redevelop overused facilities, etc.

A new swing set structure, Oodle Swing and trail connection will allow for better accessibility and quality experiences from children of varying ages and abilities. A combination of swings will allow for facility use of a wider range of ages.

Does the project acquire land and/or create opportunities?

- Does the proposed project acquire critical lands in jeopardy of being lost to development, or land use changes; or is this an exceptional one time opportunity to acquire high quality natural resources?

No.

- Does the proposed project acquire land that protects shoreland, rivers, lakes, wetlands and critical watersheds?

No.

- Does the project meet the differing outdoor recreation needs of people of all abilities? Such as universal design, family friendly facilities, more separation of uses, privacy between camp sites, etc.

Yes. The new swing set will allow for use of toddlers (toddler swing), and children of all ages and abilities (standard swings and an accessible swing). The Oodle Swing, recommended for ages 5 – 12 will provide for an additional option for children of varying ages and abilities.

- Does the project create an environment that is open and flexible to accommodate new and emerging nature based trends or develop group based recreational opportunities? Such as group

campsites, picnic areas or gathering spaces, large open play areas or emerging nature based activities, etc.

There is a nearby picnic shelter (northeast) where families gather. The new structures would provide a wider range of accessible play opportunities for these families.

- Does the project establish a sustainable and resilient infrastructure to provide high quality recreational opportunities? Such as a) sustainable and resilient infrastructure, b) energy efficient, easy to maintain and recycled/recyclable materials and/or c) conservation of water use and the design of facilities to effectively manage storm water on site.

The new structures will be sustainable and resilient infrastructure that is easy to maintain. Swings will be removed over the winter season.

Does the project take care of what we have?

- Does the project result in redevelopment, renovation or rehabilitation of current infrastructure?

Yes. The project would replace the current infrastructure.

- Does the project result in maintaining the quality of natural resources through preservation, restoration or reconstruction?

The quality of the current natural resources of the park will be maintained.

ITEM 3 - COST BREAKDOWN

Development (see Program Manual for eligibility)

Facility (e.g. picnic area, campground)	Description (linear feet, dimensions, material used, number of components, etc.)	Estimated Cost	Expected Completion Date
Arch Belt Swing Set (2 Bays)	Includes three belt seats and one molder ADA accessible bucket seat with harness	\$4,970.00	July, 2015
Swing Set Assembly and Installation		\$1,400.00	July 2015
Oodle Swing		\$4575.00	July 2015
Oodle Swing Assembly and Installation		\$1000.00	July 2015
Trail Extension			
Total			

Land Acquisition

Parcel Identification Number or location	Acres	Appraised Value	Expected Acquisition Date
NA			

Total			

ITEM 4 - LOCATION MAP

Provide a map that shows the location of the park within your community. The map should identify the main roads in the community to access the park.

ITEM 5 - RECREATIONAL SITE PLAN

This site plan must clearly identify the proposed acquisition and/or development. The plan should include enough detail to determine design details such as facility orientation and layout, access routes, and accessibility.

All plans must include the following:

- Title "Recreation Site Plan" and the project name
- Entrance to site and location of existing or proposed public parking facilities. (Parking facilities must be developed to serve newly acquired areas within 12 months).
- Location of all recreation and support facilities
- Access routes connecting each facility
- Entire park property and all adjacent land uses
- All lakes, rivers, streams and wetlands
- Acreage of the park and/or each parcel to be acquired
- Legend including a north direction arrow, graphic bar scale, county and date
- The site plan must be signed and dated by the applicant.
- Graphic Bar Scale example:



A Text Scale such as 1" = 500' is not acceptable.

Color Coding

- Red Park boundary, including all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
- Green Existing facilities that will remain.
- Yellow Acquisition and/or development accomplished with this grant
- Blue Future acquisition and/or development.

ITEM 6 - PROJECT SITE EVALUATION

All applicants must prepare and submit a Project Site Evaluation using the format shown below. The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area.

The following sources of information may be helpful in completing the evaluation:

Endangered Species:

Information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). A booklet entitled [Minnesota's List of Endangered and Threatened Animal Species](#), that includes a list of all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available from the DNR by calling (651) 296-6157 or (888) 646-6367 or at the DNR website [Minnesota's Endangered, Threatened, and Special Concern Species](#)

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information may be obtained from your DNR Regional Office.

Wetlands:

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized and compensatory mitigation must be provided for all values that have been lost or diminished. It is very important, therefore, that the project site evaluation identify all possible wetlands impacts of the proposed project. This will help in determining whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. The basic reference for wetland determination will be the National Wetlands Inventory produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

PROJECT SITE EVALUATION - FORMAT

Please prepare a project site evaluation using the following format and subject categories. Address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

Project Site Evaluation:

I. Description of the Environment and the Environmental Impact of the Proposed Project

- A. Present Land Use: Describe the present land use of the proposed project site. Is the property to be acquired a high priority inholding or addition crucial to the use of, ecological integrity of, or access to an existing natural or scenic area? Address any other impacts the proposed project may have on the present land use of the project site or adjacent lands.

The proposed project site is currently a swing set playground and will remain as such. There will be no change in use and therefore it will have little impact to the site.

- B. Environmental Intrusions: Describe all man-made developments on, above, below or adjacent to the proposed project site, including buildings, utility poles and lines, roads, driveways, pipelines, sewer and water lines, fences, ditches, bridges, billboards, railroad tracks, and related structures or facilities. Explain how these intrusions, if any, might affect the use, protection, and enjoyment of the proposed project site and what measures will be taken to minimize any adverse impacts. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

Adjacent to the park are mostly residential parcels. Within the park limits there is a restroom facility, a picnic shelter, a baseball field, a softball field, a half basketball court and other amenities. I do not think that any of these structures will affect the enjoyment of the proposed project.

- C. Fish and Wildlife: Indicate whether the proposed project site is on or adjacent to, a national, state or local wildlife management area, park or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

Not Available.

- D. Vegetation: Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed project, as well as any restoration and/or protection activities planned as part of the project.

The existing site is currently a sandbox/swing set area. The project would only replace the existing area. The project would not remove or disturb any existing foliage.

- E. Water Resources: Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality

on or adjacent to the site.

It is very unlikely that the project would impact any surrounding wetland areas.

F. Geologic and Physiographic Features: Describe any interesting, unique or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed protection activities or measures to provide public education, interpretation and enjoyment of these resources.

Not Available

G. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impacts on adjacent land uses or land owners.

Slight noise from installation.

ITEM 7 – COMMUNITY INVOLVEMENT

Address the following questions regarding community involvement, planning process and how this project will increase outdoor recreation participation.

1. What efforts were made to get input from members of the community that will be affected by this project? For example, public meeting(s), notification of adjoining property owners, etc.

The Maple Plain Planning Commission is a volunteer committee made up of volunteers from the community. The Commission has discussed updating this facility for several years. Commission members have received input from residents asking that the facility be updated and more accessible.

2. What community planning process was used to show a need for this project and to define its scope?

Several years ago and this year, the Park Commission evaluated needed park projects throughout the City. A goal of the Commission is to make its parks accessible and usable by all. The replacement of the Northside Park swing set was one of the projects determined to be a priority.

3. How do you expect this project to increase outdoor recreation participation?

There are many families that come to Northside Park in the spring, summer and fall for baseball and softball games. Many families and groups use the picnic shelter for gatherings as well. While the current park gets used by many visitors and families, the City believes that the current playground does not accommodate users of all ages and abilities.

ITEM 8 – AVAILABILITY FOR PUBLIC USE

This grant program makes use of public funds to assist communities with park projects. Therefore, all facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, a minimum of 50% of the berths/campground spaces must be available for short-term rental and an

equitable method of allocating long-term rentals shall be used. No fixed improvements such as decks, porches, or signs are allowed.

State the specific hours of operation and any current or anticipated programmed use for the facilities proposed to be funded with this application. Saying the park will be open during normal park hours is not specific. Also describe any arrangements with local organizations, clubs or city programs for the use of the facilities. Explain how this may impact facility availability to the general public.

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park?

No fees will be charged.

ITEM 9 - STATEMENT OF ACCESSIBILITY

Recipients must comply with the Americans with Disability Act (ADA) and the guidelines listed below. For each facility listed in the Item 2 - Cost Breakdown section, describe the specifications and access routes that will make it accessible. In addition, all critical components of the park must be made accessible even if they are not part of this application proposal. Critical components include parking, restroom, drinking fountains and accessible routes to all facilities. This program requires all facility access routes to be a minimum of 5 feet wide.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253, or downloaded from their website at [United States Access Board](#).

1. [ADA Accessibility Guidelines for Buildings and Facilities](#)
(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)

2. [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](#)
(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

The City will be replacing the current sand fill with fiber wood chips. This allows for the accessibility of users.....This is a separate project and will be paid for entirely by the City. One of the swings will be an accessible molded bucket seat. The Oodle Swing is also an accessible play structure. A trail extension will connect the existing trail to the new swing set.

ITEM 10 - PROJECTED OPERATION AND MAINTENANCE COSTS

Estimate the projected operations and maintenance costs for the proposed facility. In developing these estimates it is important to consider not only the routine costs (such as labor, materials, utility costs and equipment costs), but also periodic major repairs or preventive maintenance (such as seal coating or replacement of plumbing, lighting, aglime, turf, etc.).

The City expects that some maintenance will be required by its Public Works Department. Preventative maintenance will include removing the swings during the winter months to prevent wear and tear. The posts on the swing set and Oodle swing have a warranty of 100 years and would require little routine maintenance. Foreseeable expenses include swing replacement costs. The warranty on the swings is three years as these are “wear” items. The Oodle swing plastic seat has a warranty of 15 years.

ITEM 11 - APPLICANT’S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that <APPLICANT> act as legal sponsor for the project contained in the

Outdoor Recreation grant application to be submitted on <DAY / MONTH / YEAR> and that <APPLICANT's REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of <APPLICANT>.

BE IT FURTHER RESOLVED that <APPLICANT> has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that <APPLICANT> has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that <APPLICANT> has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the state, <APPLICANT> may enter into an agreement with the State of Minnesota for the above-referenced project, and that <APPLICANT> certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that < TITLE OF AUTHORIZED OFFICIAL > is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title) (Date)

(Title) (Date)

ITEM 12 – PLANS

Please submit all applicable plan(s) according to the directions provided.

Building Plans

Building plans are required for all proposed facilities to ensure the development addresses accessibility and design priorities. Plans must include the following:

1. Front and side views.
2. A floor plan with all dimensions.

Trail Plans

Trail plans are required for projects that include the development of any type of trail and should include the following:

1. A typical cross section of the trail.
2. The trail width, surfacing and base materials

For the purposes of this grant program a multipurpose trail should be designed to a minimum 8' width. In some cases this minimum width may not be adequate and a width of 10' or more may be appropriate. All access routes connecting park facilities and parking lots must be a minimum of 5 feet wide.

Playground Plans

Priority will be given to playground designs that provide a high degree of safety and accessibility. The facility should be designed to provide an integrated play setting for both children and parents/care providers of all abilities. The playground must be built according to the plan provided if a grant is awarded.

Playground facilities should be designed using the [ADA Accessibility Guidelines, Chapter 10, 1008 Play Areas](#). Applications that do not include enough information to determine the degree of accessibility and safety typically do not rank high enough for funding.

The plan must legible and:

1. Show all the proposed playground components and all existing components that will remain. Label each component with its name and the height of its useable surfaces.
2. Indicate which components are ground level and which are elevated.
3. Highlight in yellow all accessible components.
4. Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.
5. Highlight in green all accessible surface areas.



Agenda Information Memorandum
February 17, 2015 Maple Plain Park Commission

VI. NEW BUSINESS
B. PROJECTS OF BOY SCOUTS AND GIRL SCOUTS

ACTION TO BE CONSIDERED

To discuss the possible projects for Boy Scouts and Girl Scouts.

FACTS

- In the most current city newsletter, the city advertised an interest to work with Boy Scouts and Girl Scouts for projects.
- A Boy Scout has come forward with a potential project at Rainbow Park to paint and repair the ice skating rink.
- A Girl Scout group has come forward asking if there are any project ideas for them to do.

ATTACHMENTS

No attachments.