

THE CITY OF



OWATONNA

540 West Hills Circle
Owatonna, MN 55060-4794
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DATE: February 22, 2021
TO: Mayor and City Council, City Administrator

FROM: Jenna Tuma, Parks & Recreation Director
Jesse Wilker, Parks Manager
MJ Knudson, Recreation Supervisor

SUBJECT: Local Trail Connections Grant

Purpose: Council to approved Resolution 39-21 for application of a Minnesota DNR Local Trail Connections Grant and ensure maintenance of trail if awarded.

Background: A grant for 2022 construction of a trail connecting Kaplan's Woods Parkway to the 18th Street Trail is an identified gap in the trail system. It is currently a safety concern, as users must travel through a busy parking lot or on the Kohlmier access road.

This .16 mile of paved trail would cross the railroad tracks (would include proper signage) and then traverse through the edge of Kaplan's Woods and connect with the 18th Street Trail. These trails are used quite heavily. User counts show these are two very popular trails, averaging 12.7 users to 17.6 users, per hour, respectively on each trail. Additionally, there are an average of 725 cars daily traveling by the entrance to the park. It is our desire to provide users a safe route to avoid the traffic, and a scenic route favoring requirements for regional designation by Greater MN Parks & Trails Commission.

The new segment of trail will be called Kaplan's Crossing.

Budget Impact: \$33,217 match. The grant calls for a 25% match of total project cost. That match can consist of contracted services. Total project cost is \$132,867.

Staff Recommendation: Staff recommends approving Resolution 39-21, a combination resolution (as recommended by the DNR) that the City Council supports the project, would accept the grant if awarded and would maintain Kaplan's Crossing for no less than 20 years.

RESOLUTION NO. 39-21

A RESOLUTION AUTHORIZING APPLICATION TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR A LOCAL TRAIL CONNECTIONS PROGRAM GRANT

WHEREAS, the City of Owatonna supports the grant application made to the Minnesota Department of Natural Resources for the Local Trail Connections Program. The application is to construct a trail connecting Kaplan's Woods Parkway to the 18th Street Trail. This .16 mile of paved trail, to be known as Kaplan's Crossing, will cross the railroad tracks and then traverse through the edge of Kaplans' Woods and connect with the 18th Street Trail, and

WHEREAS, the City of Owatonna recognizes the grant requires 25% match of the total project costs.

NOW, THEREFORE, BE IT RESOLVED, if the City of Owatonna is awarded a grant by the Minnesota Department of Natural Resources, the City of Owatonna agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. The City of Owatonna will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Local Trail Connections Grant Manual and certifies it will report any actual, potential, perceived, or organizational conflicts of interest upon discovery to the state related to the application or grant award.

BE IT FURTHER RESOLVED, the City Council of the City of Owatonna names the fiscal agent for the City of Owatonna for this project as:

Jenna Tuma
Senior Director of Parks & Recreation
City of Owatonna
540 West Hills Circle
Owatonna MN 55060

BE IT FURTHER RESOLVED, the City of Owatonna hereby assures that Kaplan's Crossing will be maintained for a period of no less than 20 years.

Passed and adopted this ____ day of _____, 2021, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2021.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



LOCAL TRAIL CONNECTIONS PROGRAM 2021 Grant Application

Project #	
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1) GENERAL CONTACT INFORMATION:

Grant Applicant (Unit of Government Required):	City of Owatonna – Parks & Recreation
Contact Person:	Mary Jo Knudson
Contact Title:	Recreation Supervisor
Mailing Address:	540 West Hills Circle Owatonna, MN 55060
Phone:	507-774-7364
Email address:	MaryJo.Knudson@ci.owatonna.mn.us
<i>If the project has a trail club, organization, or project partner, please include below:</i>	
Organization/Club Name:	
Contact Person:	
Contact Title:	
Mailing Address:	
Phone:	
Email address:	

2) GENERAL PROJECT INFORMATION:

Project Name:	Kaplan’s Connection
Project Summary <i>(30 words or less):</i>	Complete just under ¼ mile connection from Kaplan’s Woods Parkway through Kaplan’s Woods to 18 th Street Trail, bypassing the Kaplan’s parking lot, offering a safer yet scenic route for users.
Project Completion Date:	12/1/2022
Trail Name:	Kaplan’s Connection
Website with Trail Info:	ci.owatonna.mn.us

3) FINANCIAL INFORMATION:

Grant Request:	\$	Source of Cash Match (describe below in the box next to \$ amount):	Are these match funds secured? (Check below):	
			YES	NO
Non-State Cash Matching Funds (25% cash match required):	\$			
	\$			
	\$			
Total Project Cost:	\$	(Grant Request + Matching Funds must = Total Project Cost)		
If this project has received federal funding through the Enhancements Program or MnDOT’s Transportation Alternatives Program, please indicate which year			FFY:	

the project is programmed for construction?		
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4) PROJECT LOCATION:

County Project is Located:	Steele
State Legislative (House) District:	24A
State Senate District:	24
State House Representative (name):	John Petersburg
State Senator (name):	John Jasinski
Congressional District:	1

5) MEASURABLE TARGETS/OUCOMES:

It is required that measurable targets and outcomes be collected for your project. Complete the boxes below on the right with exactly how many miles of trail that will be acquired, newly developed or existing trail miles improved, along with the number of trailhead facilities, bridges, and/or culverts that will be developed or restored as part of just this project, not the whole trail. After the project is complete the measurable outcome will be compared with the target included.	
Trail Miles to be Acquired:	
New Trail Miles to be Developed/Created:	.2 mile
Existing Trail Miles to be Restored or Improved:	
Number of Trailhead Facilities to be Developed or Restored:	
Number of Trail Bridges/Culverts to be Developed or Restored:	

6) RECREATIONAL USES FOR PROJECT:

6A) Indicate the existing or proposed uses of the trail under primary use and the secondary recreation uses which will directly benefit from the proposed project:		
Primary Use	Secondary Use	
X		Walking/Hiking
X		Bicycling
	X	Mountain Bicycling
		Horseback Riding
X		Cross-Country Skiing
X		In-Line Skating
		Snowmobiling
		ATV Riding
		Off-Highway Motorcycling
		Off-Road Vehicles (4x4, Jeep, etc.)
		Other (specify):
6B) Describe/Justify how each of the above identified primary and/or secondary trail user groups will benefit from the project. Response required for each identified use above.		
<p>All identified user groups benefit as it closes a gap in the trail system accommodating each of these groups. Although the section is small, it vastly improves trail safety connecting Kaplan’s Woods Parkway and the 18th Street Trail. The bypass route chosen avoids the parking lot and road, while it provides users with a seamless, natural and scenic trail experience.</p> <p>Currently, those walking, hiking, bicycling and in-line skating travel on-road or through a busy parking lot to get from one trail to the other.</p> <p>Cross-country skiers gain a groomed connection between Kaplan’s Woods ski trails and Kaplan’s Woods Parkway that does not currently exist.</p> <p>Mountain bicyclists are considered secondary as we are unsure how often they use surrounding paved trails; yet this trail directly connects to 7 miles of mountain bike trails within Kaplan’s Woods.</p>		

6C) Will this project provide year round trail use? If it is planned to provide year round use, outline which users indicated above will benefit and how the facility will be maintained for those uses.

This project provides and enhances year round trail use. All users have access at any time. All paved trails are plowed and/or broomed with each snowfall. Cross country ski trails are packed and groomed as weather allows beside the main trail. In-line skaters may choose not to use in the trail in the winter months, yet it is available.

7) PROJECT DESCRIPTION:

Provide a description sufficient enough to understand the project. Indicate prominently whether this is primarily a new trail or facility development request, an enhancement to an existing trail or facility, or an acquisition. Make sure to include the design specifics of the project, such as the trail width (**paved multi-use bicycle/pedestrian trails must be at least 10 feet wide**). Include how this project will be immediately available for use by the general public. If this project is a phase of a larger project, very briefly describe how it fits into the larger plan, however, focus specifically on how the grant funds will be used for this project. Also, briefly explain why it is important for this project to be funded. Use the box below.

Kaplan's Connection is a new portion of multi-use trail within Kaplan's Woods Regional Park, connecting the north end of Kaplan's Woods Parkway and the west end of the 18th Street Trail while traversing through a portion of beautiful Kaplan's Woods. The trail bypasses three busy areas: the parking lot, an intersection of two streets and an equipment access drive.

The Owatonna Parks & Trail System Master Plan calls for a city-wide paved trail loop, eventually covering over 14 miles. (See Master Plan Map 3-6 Trail Issues Map.)

Four major themes emerged from the public engagement process of the system planning process and they all relate to this project. (1) Greater focus on comprehensive trail planning is needed, including critical trail gaps and creating a loop within the city limits. (2) Trails are very popular within the community. (3) The community is proud of its parks and trail system. (4) The community values its access to water and water recreation.

Currently, there is not a marked or set route connecting these trails. Users most often travel on the road or through the parking lot. According to the last MnDOT count the street that accesses the Kaplan's Woods parking lot sees 725 cars daily.

Kaplan's is heavily used by both residents and visitors. It is home to Owatonna's only dedicated Mountain Bike trails and draws enthusiasts from around the state. It is an extremely popular destination for hiking, biking, trail running, bird watching and exploring nature. The trail will be cleared approximately 8 feet on each side of the 10' wide paved trail to accommodate cross country ski trails to be groomed. Wood chip and natural surface trails within the park total over seven miles.

A user count in spring 2019 showed Kaplan's Woods Parkway saw an average of 17.6 users per hour and 18th Street trail had 12.7 users per hour. The count was conducted over four days and four different time frames totaling 21 hours (not consecutively). The use of these trails have increased significantly over the past year. Additionally, we anticipate an even larger increase as the 18th Street Trail moves to the southeast portion of town. (A TAP grant has been awarded for FY24 to extend 2.5 miles, and another is under review to extend an additional 2.5 miles.) This is an underserved area with a significant lack of trails and even sidewalks. The 18th Street extensions along with the construction of the new

Owatonna High School (beginning 2021, opening fall of 2023), connecting with this area will significantly increase the number of users. (See map...)
The City of Owatonna Parks &

8) PROJECT COST BREAKDOWN:

Identify each recreational trail/facility being proposed for funding. Provide a short quantitative description of the facility (linear feet, dimension of structures, number of components, etc.), the total estimated cost and the expected completion date for each for just this grant request. Include materials, landscaping, design/engineering services, contract service, etc. Add or delete rows in the text boxes below as appropriate. For acquisition projects, fill out the acquisition table below.

Trail/Facility	Description	Estimated Cost	Expected Completion Date
Total		\$	

<i>ACQUISITION</i> (if applicable):			
Description of Parcel	Acres or Miles of Trail	Reasonable Market Value Estimate	Expected Acquisition Date
Total		\$	

9) PROJECT LOCATION MAP:

It is important for reviewers to have an idea of where in the state and/or your region the project being proposed is located. This map must be 8 ½” X 11” in size **ONLY, in color**, and be able to show where the project is generally located within the state or region. The scale of this map is very large. Insert the map here.

10) PROJECT SITE LEVEL MAP:

It is also important for the reviewers to be able to see where the project is located within the context of a city, county, park, etc. This map must be 8 ½” X 11” in size ONLY, in color, and should be very effective at showing how the project fits within its specific context. The map must show existing trails/facilities, proposed trails/facilities as directly proposed as part of the project, and future trail/facility development/acquisition plans. **Color Coding:** Red: Boundary, including all contiguous lands currently owned by the applicant and managed for public recreation; Green: Existing facilities that will remain; Yellow: Acquisition and/or trail development accomplished with this grant; Blue: Future acquisition and/or development. Make sure to include a key to the map. A clear and high quality map is very important in explaining the project. The scale of this map is usually small. Insert the map here.

11) SITE AND PROJECT QUALITY:

What considerations have been given to the needs of the intended trail user groups and are they appropriate for the location? What attractive features exist on site or within view of the proposed project that may bring in potential user groups to this project location? Does the proposed project develop infrastructure and amenities that meet the needs and interests of future generations and diverse communities? Is the proposed project located in a densely settled area or area of rapid population growth? What other facilities (if any) are on site or within the trail corridor that enhances this project? Describe what attractive features exist on the site or within view. Use the box below.

12) PROJECT READINESS:

What is the current status of the project? Can the project begin immediately? What major activities must still be accomplished before the project can begin? Will the project be completed within the appropriation timelines? At a minimum, please reference land acquisition requirements, status of engineering/design, and relevant permits and approvals that have/have not been obtained for the project. Is there urgency to move ahead with this project now, and what consequences are looming if it is not funded? Use the box below.

13) ACCESSIBILITY (ADA):

All facilities that are developed, or portions thereof, using these funds must be accessible for persons with disabilities or be eligible for an exemption. The Americans with Disabilities Act (ADA) has developed guidelines for outdoor developed areas, buildings and facilities and is available at www.access-board.gov. Will the project facilitate and/or improve ADA access to existing trails or trail related facilities? Does the proposed project develop and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities? Describe how the trail or facility is designed for use by persons of all abilities and takes into consideration ADA design standards. Do not just state the trail will be ADA compliant. If your project will not be ADA accessible, list the specific exemption permitted in ADA guidelines. Use the box below.

14) CONNECTIVITY:

<p>14A) Describe how the trail project will connect multiple destinations and/or communities. Use the box below.</p>		
<p>14B) Does the trail project connect directly to an existing state or regional trail? Check all that apply to the right and describe in the box below if applicable.</p>	Connects to Designated and Existing State Trail:	
	Connects to Designated and Existing Regional Trail:	
<p>14C) Does the trail project connect directly to an existing state park, state recreation area, regional park, high quality natural resource, local recreation area, or local park? Check all that apply to the right and describe in the box below if applicable.</p>	Connects Directly to a State Park or State Recreation Area:	
	Connects Directly to a Regional Park or Regional Recreation Area:	
	Connects Directly to a Local Park or Recreation Area:	
	Connects Directly to a High Quality Natural Resource (not included above):	
<p>14D) Describe how the trail project contributes to the overall connectivity of the trail system in the area. Specifically, how well does the project connect existing trail networks or fill critical gaps within the trail system? How well does the project help promote connectivity among trail networks statewide? Use the box below.</p>		

15) NATURAL RESOURCE IMPACT:

Describe the potential impact to natural resources by the project and efforts to avoid or mitigate adverse effects. This includes considerations for trail design and construction practices, noise, odors, dust control measures, surface erosion, fish and wildlife populations, damage to wetlands or other ecologically sensitive natural resources, landscaping that includes native planting, and historical/archaeological sites. Also, demonstrate the compatibility of the proposed project with existing adjoining land uses. To the extent possible, all landscaping or plantings that are done in the project area must be native to Minnesota and preferably of the local ecotype, and describe below how this project will comply with this requirement.

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ATTACHMENT CHECKLIST

REQUIRED ATTACHMENTS (All attachments MUST be 8 ½ by 11 ONLY)	
	<p>Attachment A – Required Certifications</p> <p>The first signature block is to be signed by the proper authority for the grant applicant. The specific manager of the facility that is being rehabilitated, enhanced or developed should sign the second section. If the proposed project will utilize public land that is not under the jurisdiction of the grant applicant, the proper authority must sign the final section in order to assure that they are both aware and supportive of the project.</p>
	<p>Attachment B – Resolution Supporting Application</p> <p>The application must be accompanied by either a copy of a resolution, council minutes or some other official documentation that demonstrates that the local unit of government supports the proposed project and the consequent application. The resolution does not need to have a specific form or specific language, as long as it satisfies what was outlined in the previous sentence. A sample resolution has been included. The sample resolution is a combination type resolution example. It shows support of the grant application (as required above), and if the project is awarded, it includes language to support accepting the grant award, names the fiscal agent, and states that the facility or trail will be maintained for no less than twenty years. This combination resolution helps eliminate the need for an additional resolution for this project in the future, if awarded a grant.</p>
ADDITIONAL ATTACHMENTS (if applicable)	
	<p>Attachment C – Letters of Support</p> <p>Letters of support are an important factor for reviewers when selecting projects. There should be an effort to solicit letters from specific groups that will derive a direct benefit from the project. The applicant is also welcome to provide letters of support from all other sources as well.</p>
	<p>Attachment D – Transportation Funding Award Letter</p> <p>If this project is scheduled to receive Federal Transportation funds, then your local MnDOT district should have notified you in some manner. Please attach this notification and fill in the year in which you are scheduled to receive the funding under question 3.</p>

Attachment A – REQUIRED CERTIFICATIONS

Complete the Required Certifications form below with original signatures.

For Grant Applicants:

“I hereby certify that all of the information provided in this application is true and accurate to the best of my knowledge. I recognize that in the event of the proposed project being funded, this document will be used as an addendum to the agreement between the sponsoring unit of government and the state to guide project scope and reimbursement. I also acknowledge that all work must be completed by **June 30, 2023**, and no reimbursement will be sought for an in-house labor services and/or to meet existing payroll. I also preliminarily agree with plans to develop the proposed trail related project on land administered by my agency.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

For Trail and Park Administrators:

“I substantially agree that the proposed trail related project will be mutually beneficial to the local community, as well as to the goals and purposes for which this recreation unit was established. I will cooperate in its provision if the project proposal should be funded.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	

For All Administrators of Public Lands Crossed/Utilized in the Proposed Linkage

(Required only if the proposed project will utilize public land that is not under the jurisdiction of the grant applicant):

“I preliminarily agree with plans to develop the proposed trail related project on land administered by my agency, and I will cooperate in seeking more formal authorization in the event the project proposal is authorized for reimbursement.”

Name:		Title:	
Unit of Government:			
Signature:		Date:	