



# Environment and Natural Resources Trust Fund

M.L. 2021 Draft Work Plan

## General Information

**ID Number:** 2021-029

**Staff Lead:** Rory Anderson

**Date this document submitted to LCCMR:** February 18, 2021

**Project Title:** SW MN Single Track Trail

**Project Budget:** \$190,000

## Project Manager Information

**Name:** Jeremy Bartosh

**Organization:** Jackson County

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**Web Address:**

## Project Reporting

**Date Work Plan Approved by LCCMR:**

**Reporting Schedule:** December 1 / June 1 of each year.

**Project Completion:** November 30, 2022

**Final Report Due Date:** January 14, 2023

## Legal Information

**Legal Citation:**

**Appropriation Language:**

**Appropriation End Date:** June 30, 2023

## Narrative

**Project Summary:** Create a single track mountain bike trail in SW MN where there is a current need for such infrastructure to boost economic and lifestyle changes.

**Describe the opportunity or problem your proposal seeks to address. Include any relevant background information.**

This opportunity will create the "first of its kind" off road trail in SW MN. Currently one needs to travel up north to experience the thrill of single track. Biking in our community is a "life style change" that many residents in our area feel strongly about. A group called Friends of the Jackson County Trails began in 1998 and since then the addition of some concrete as well as many more miles of paved walking and biking trails have been built, totaling 14.5 miles!. We have been working three years now to make this project a reality. Some volunteer efforts for the beginner trail have been seen last summer with the opening up of the .60 mile easy beginner trail. Then we asked area biker to come out and "pack" the trails down while experiencing a small thrill of what actually will get built when the funding is obtained. School Districts, Businesses, and out of town newspapers are taking notice of our initiative to strengthen the community!

**What is your proposed solution to the problem or opportunity discussed above? i.e. What are you seeking funding to do? You will be asked to expand on this in Activities and Milestones.**

Location of trails would be Belmont Park, in Jackson County. Build to meet National Interscholastic Cycling Association (NICA) Standards. This would immediately bring our location in SW MN to be comparable to other single track places within greater MN. In communities such as Crosby, Ironton, and Riverton, MN.; the creation of Cuyuna Mountain Bike Trails have resulted in new businesses within the community getting established. This new location in SW MN's "own backyard" will cater to multiple areas in this region of the state. For starters, the local communities of Jackson and Windom will have the potential to create one or two local bike teams which will be able to train locally and then compete throughout the MN High School Cycling League held during the Summer and Fall months. Because we would be the only single track within an 80 mile radius; other communities such as Worthington and Fairmont, MN as well as Spirit Lake and Okoboji, IA would travel to use the park. Finally, visitors traveling and staying in our local campgrounds would benefit as this would provide another means of recreation for them to experience while here in SW MN. Support for project is great! No issues expected.

**What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources?**

Ensuring the building process goes according to plan so natural features at the park are preserved. When completed we will have met goals for bike users as well as hikers. Even those that like to recreate by snow shoeing, birds watching, and native flower sight seeing while enjoying the beauty of this 80 acre park set on a slight hill over looking the Des Moines River. Build a kiosk at the park which would share our counties conservation and preservation techniques; and develop on site learning activities for the mobile Prairie Ecology Bus Center which is located in Lakefield, MN.

## Project Location

**What is the best scale for describing where your work will take place?**

County(s): Jackson

**What is the best scale to describe the area impacted by your work?**

Region(s): SW

**When will the work impact occur?**

During the Project

## Activities and Milestones

### Activity 1: Construction of SW MN Single track trail

**Activity Budget:** \$152,000

**Activity Description:**

The design of the proposed single track trails was completed by Gary Wegner in early summer of 2018. Funds were raised through a local grant to hire him and this will be a non-ENRTF .Public Support for bike trails at this location began at a public hearing on August 6, 2018. Comments were mostly positive and supportive of the project. The only concerns brought up was need for a larger parking lot and possible fence which would act as a screen for the nearby resident in nearby proximity of property. After this meeting the local trail group has advocated at other public community events and have gained additional support within the local as well as the regional. Grants were applied for in 2019 and again in 2020. Public is excited! No further issues expected. The scope of project when completed will be 6 miles of single track trail built through the entire 80 acre wooded property. Dependent on weather, construction of trails is expected to be six to eight weeks. Upon completion park staff will place the necessary trail signs and updated road signs promoting the new park amenities. The creation of 1-3 area school bike teams would then begin.

**Activity Milestones:**

Description	Completion Date
Chose building contractor for the construction of trails	July 31, 2021
Construction of trails	July 31, 2022
Install county designed signs on trails and at Park. Cost is only sign materials	August 31, 2022

### Activity 2: Park Improvements

**Activity Budget:** \$38,000

**Activity Description:**

Address the needs of road and driveway in park. Current gravel driveway is narrow and to accommodate a rise in park usage a larger parking lot need to be shaped and graveled. Current open Shelter house needs the roof updated from old shingles to an all metal roof. Build new tables to replace the old ones. Upon completion of these projects we would through the Parks Budget advertise and promote our new multifunctional park within the state as well as nationally.

**Activity Milestones:**

Description	Completion Date
Repair shelter house roof - replace with metal	November 30, 2021
Build new picnic tables	March 31, 2022
Gravel for entrance road and parking lot area	June 30, 2022

## Dissemination

**Describe your plans for dissemination, presentation, documentation, or sharing of data, results, samples, physical collections, and other products and how they will follow ENRTF Acknowledgement Requirements and Guidelines.**

We will advertise through local and multi state opportunities such as newspapers, magazines, radio, and on-line social media platforms. We will proudly create a sign with the trust fund logo and post at our park. Any single track publications our local trail committee makes for handling out will have the trust fund logo on it as well. Our community holds annual bike events such as the Sanford Tri For Health Triathlon, bike repair and give away days. We will continue to use trail monitoring counters to give us an accurate amount of trail usage as we currently do for our paved biking/walking trail throughout the county of Jackson. We will work with area schools to assist them in creating teams to train at our single track track. We will also work with our area health partners; those businesses such as Sanford Hospital to advocate for a healthy lifestyle change. Incorporating the opportunity to getting outside and riding a bike on our trails, then enjoying the natural surroundings our park has to offer. Our participation numbers for the above events would be documented and shared with county board every year as part of the annual parks report.

## Long-Term Implementation and Funding

**Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this be funded?**

Location for the trails has been provided by the county in the form of an already owned 80 acre park. Equipment of grader and time of staff will be provided at counties expense for improving road access to park and shaping a larger parking lot. Funds generated by small grants and donations from local health representatives were given to Friends Committee to pursue a designer and pay for the design of trails. Continual trail maintenance will be funded by the county in there annual budget as well as an expected volunteerism effort from users of Park and Friends of Jackson

## Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
<b>Personnel</b>								
							<b>Sub Total</b>	-
<b>Contracts and Services</b>								
Trail Construction Contractor-selected by qualifications and competitive bid based	Professional or Technical Service Contract	Responsible for building the single track trails within the park according to design. They will ensure trail meets (NICA) National Interscholastic Cycling Association Standards.				1		\$150,000
Roofing Contractor-to be selected by competitive bid	Professional or Technical Service Contract	Remove current shingles and replace with metal roofing on existing shelter house at Belmont Park				1		\$9,000
							<b>Sub Total</b>	<b>\$159,000</b>
<b>Equipment, Tools, and Supplies</b>								
	Tools and Supplies	Gravel and delivery by contract	Access and parking lot improvements-regrade access road & reshape parking lot					\$25,000
	Tools and Supplies	8 Picnic Tables assembled by Jackson County Public Works Staff	For users of park and trails to relax inside and outside of shelter house					\$4,000
	Tools and Supplies	Trail Signage	Sign Material: Posts, sign blanks, sign sheeting material and hardware					\$2,000
							<b>Sub Total</b>	<b>\$31,000</b>
<b>Capital Expenditures</b>								

							<b>Sub Total</b>	-
<b>Acquisitions and Stewardship</b>								
							<b>Sub Total</b>	-
<b>Travel In Minnesota</b>								
							<b>Sub Total</b>	-
<b>Travel Outside Minnesota</b>								
							<b>Sub Total</b>	-
<b>Printing and Publication</b>								
							<b>Sub Total</b>	-
<b>Other Expenses</b>								
							<b>Sub Total</b>	-
							<b>Grand Total</b>	<b>\$190,000</b>

Classified Staff or Generally Ineligible Expenses

Category/Name	Subcategory or Type	Description	Justification Ineligible Expense or Classified Staff Request
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## Non ENRTF Funds

Category	Specific Source	Use	Status	Amount
<b>State</b>				
			<b>State Sub Total</b>	-
<b>Non-State</b>				
In-Kind	Friends of Jackson County Trails and a local Health Care Foundation	Initial Meeting with a Professional Trail Designer; Completion and Submittal of proposed single track mountain bike trail map of Belmont County Park	Secured	\$7,000
In-Kind	Jackson County Public Works	Engineering, Signage, and Gravel Placement for road into park as well as parking lot	Secured	\$27,700
In-Kind	Jackson County Engineer (Tim Stahl)	Responsible for project and contract administration, hydraulic review, plan and specification approval. Salary to be included in Public Works annual budget. 80 hours estimated time @ 97/hr. billable rate. 0.04FTE, 64% salary/36%benefits. (NO cost to grant)	Secured	\$7,760
In-Kind	Jackson County Assistant Engineer (Wes Liepold)	Responsible for surveying, plan preparation, specifications, and inspection. Salary to be included in Public Works annual budget. 160 hours estimated time @ \$56/hr. billable rate. 0.08FTE, 64%salary / 36% benefits. (NO cost to grant)	Secured	\$8,960
In-Kind	Jackson County Sign Technician- (Doug Dean)	Responsible for producing the trail signage using Jackson County equipment. Salary will be included in Public Works annual budget. 80 hours estimated time @ \$34/hr. billable rate. 0.06 FTE, 64% salary / 36% benefits. (NO cost to grant)	Secured	\$2,720
In-Kind	Jackson County Motor Grader Heavy Equipment Operator	Responsible for placing gravel for entrance road and parking lot. Salary will be included in Public Works annual budget. 8 hours estimated time @ \$34/hr. billable rate. Negligible FTE (NO cost to grant)	Secured	\$272
In-Kind	Jackson County Motor Grader	Equipment rental rate of 8 hours @ \$100/hr. (NO cost to grant)	Secured	\$800
Cash	People for Bikes Community Grant	We will not know until later in Summer if our organization gets awarded this grant which would go towards the construction of the "Intermediate" level trail.	Potential	\$10,000
In-Kind	Engineering Consultants	Hydrology and Hydraulic design of drainage features. Selected by qualifications	Secured	\$5,000
In-Kind	Jackson County Parks & Trails Supervisor- (Jeremy Bartosh)	Responsible for inspecting work and site safety while building contractor is present. 40 hours estimated time @ \$27/hr. billable rate. 64% salary / 36% benefits.	Secured	\$1,080
			<b>Non State Sub Total</b>	<b>\$71,292</b>



			<b>Funds Total</b>	<b>\$71,292</b>
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## Attachments

### Required Attachments

#### *Visual Component*

File: [20935800-9e8.pdf](#)

#### *Alternate Text for Visual Component*

Map of 80 acre property with proposed layout of trails...

#### *Board Resolution or Letter*

Title	File
map of proposed access to park and new parking lot	<a href="#">32529169-3f0.pdf</a>

### Optional Attachments

#### *Support Letter or Other*

Title	File
Letter of Support from the city of Windom, MN	<a href="#">8ed8749a-112.pdf</a>
Letter of Support from Jackson County Board	<a href="#">72d83266-f22.pdf</a>
Letter of Support from the City Administrator of Jackson, MN	<a href="#">2a9f5c7d-b6e.pdf</a>
Letter of Support from area Bike Shop Owner in Fairmont, MN	<a href="#">3ef8562c-21c.pdf</a>
Letter of Support from tri-county health organization	<a href="#">996873d1-daa.pdf</a>
Letter of Support from MN High School Cycling League	<a href="#">f0a5fdc8-4ee.docx</a>
Letter of Support from Jackson Chamber of Commerce	<a href="#">5f822a0d-ddd.pdf</a>
Letter of Support from Professional Trail Designer	<a href="#">595116ed-d02.pdf</a>
Letter of Support from Sanford Health Area Business	<a href="#">6182cff9-7d2.pdf</a>
Letter of Support from our local State Representatives	<a href="#">d9f198dd-941.pdf</a>
Map of proposed parking lot	<a href="#">99a46809-ba2.pdf</a>

## Difference between Proposal and Work Plan

### *Describe changes from Proposal to Work Plan Stage*

The main changes are updated start times and end times for construction of trails and other milestone projects. Answer to question in Activity #1 and added picture of parking lot under board resolutions

## Additional Acknowledgements and Conditions:

The following are acknowledgements and conditions beyond those already included in the above workplan:

**Do you understand and acknowledge the ENRTF repayment requirements if the use of capital equipment changes?**

N/A

**Do you agree travel expenses must follow the "Commissioner's Plan" promulgated by the Commissioner of Management of Budget or, for University of Minnesota projects, the University of Minnesota plan?**

N/A

**Does your project have potential for royalties, copyrights, patents, or sale of products and assets?**

No

**Do you understand and acknowledge IP and revenue-return and sharing requirements in 116P.10?**

N/A

**Do you wish to request reinvestment of any revenues into your project instead of returning revenue to the ENRTF?**

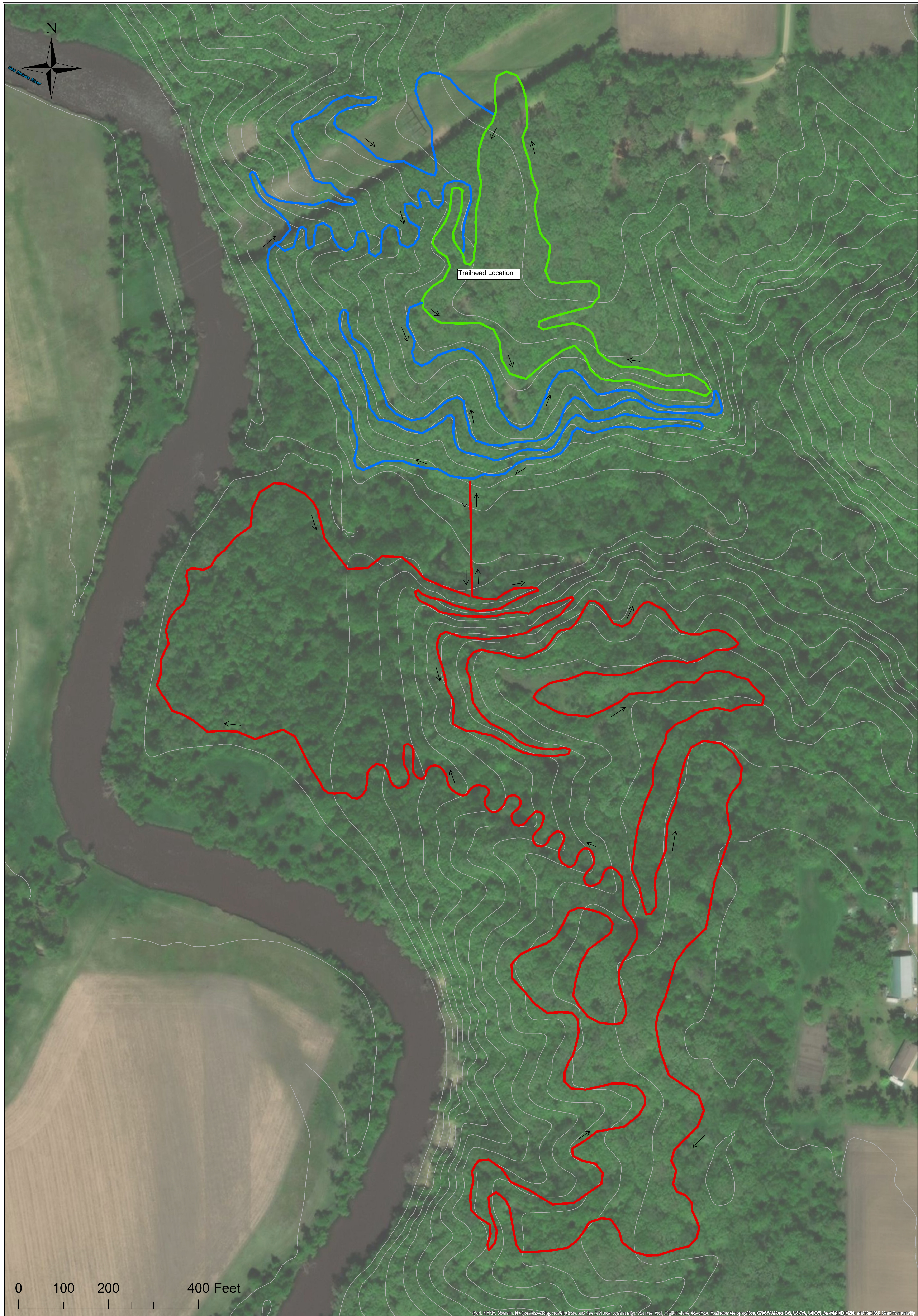
N/A

**Does your project include original, hypothesis-driven research?**

No

**Does the organization have a fiscal agent for this project?**

No



- Legend**
- Green Trail - 4200LF
  - Blue Trail - 8825LF
  - Black Trail - 17,700LF

**Belmont Park**  
Proposed Singletrack Trail