

**Environment and Natural Resources Trust Fund**

# M.L. 2022 Approved Work Plan

## **General Information**

**ID Number:** 2022-142

**Staff Lead:** Michael Varien

**Date this document submitted to LCCMR:** August 8, 2022

**Project Title:** River Habitat Restoration and Recreation in Melrose

**Project Budget:** $350,000

## **Project Manager Information**

**Name:** Colleen Winter

**Organization:** City of Melrose

**Office Telephone:** (320) 256-4278

**Email:** admin@cityofmelrose.com

**Web Address:** https://www.cityofmelrose.com/

## **Project Reporting**

**Date Work Plan Approved by LCCMR:** August 10, 2022

**Reporting Schedule:** March 1 / September 1 of each year.

**Project Completion:** June 30, 2025

**Final Report Due Date:** August 14, 2025

## **Legal Information**

**Legal Citation:** M.L. 2022, Chp. 94, Sec. 2, Subd. 08k

**Appropriation Language:** $350,000 the second year is from the trust fund to the commissioner of natural resources for an agreement with the city of Melrose to conduct habitat restoration and create fishing, canoeing, and camping opportunities along a segment of the Sauk River within the city of Melrose and to provide public education about stream restoration, fish habitat, and the importance of natural areas.

**Appropriation End Date:** June 30, 2025

## **Narrative**

**Project Summary:** To conduct habitat restoration and create fishing, canoeing, and camping opportunities along a segment of the Sauk River within the city of Melrose, provide education about habitat and environment.

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

The Sauk River is a major perennial stream in central Minnesota with a watershed that is 667,200 acres in size. The City, along with local, state and federal partners have been realigning the Sauk River to reduce the erosion, sediment loading, sloughing, and associated threats to structures that is occurring downstream of the dam. This work is being done in conjunction with repair of the dam and replacement of a bridge. Collectively, these efforts are referred to as the river-dam-bridge (RDB) project. As part of the RDB project, campsites and vegetation along the Sauk River needed to be removed. ENRTF funding would allow campsites to be replaced and additional recreational amenities added to allow people to enjoy the newly restored channel, including recreational facilities that allow people to enjoy the new river setting through camping, fishing, non motorized boating and fishing.   
IT IS IMPORTANT TO NOTE THAT WHILE IT SHOWS THAT THE CITY OF MELROSE WAS FUNDED IN 2019 THAT PROJECT DID NOT PROCEED. This is a different project than what was proposed back then.

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

ENRTF funding would allow the removed campsites to be replaced and additional recreational amenities added to allow people to enjoy the newly restored channel, including through camping, fishing, and non-motorized boating. We would add campsites, upgrade bathrooms at the campsite so that the whole park is more accessible to anyone who wants to enjoy it and build a canoe/kayak launch and fishing pier. We would also conduct habitat restoration using native plants and provide signage at the park to educate the public about stream restoration, fish habitat, and the importance of natural areas.

**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?**

The ENRTF request for funding will provide better habitat for wildlife species. In addition, the project will improve recreational resources, provide educational opportunities, and become a regional draw for public use.

## **Project Location**

**What is the best scale for describing where your work will take place?** City(s): Melrose

**What is the best scale to describe the area impacted by your work?** Watershed(s): Sauk River

**When will the work impact occur?** During the Project and In the Future

## **Activities and Milestones**

### **Activity 1: Habitat Restoration**

**Activity Budget:** $2

**Activity Description:**Following construction of the RDB project, the city will restore and enhance habitat along the Sauk River in the City of Melrose in keeping with the ENRTF appropriation language, however this will be accomplished using non- ENRTF funds. We will follow the Board of Soil and Water Resources “Native Vegetation Establishment and Enhancement Guidelines” for these plantings.

**Activity Milestones:**

|  |  |
| --- | --- |
| **Description** | **Approximate Completion Date** |
| Native Plantings following BWSR's guidelines (non ENRTF funding) | October 31, 2022 |
| Construction of the Channel Restoration Project (non ENRFT funding) | November 30, 2023 |
| Construction materials and erosion control (non ENRTF funding) | November 30, 2023 |
| Monitoring and maintenance of plantings/habitat (non ENRTF funding) | June 30, 2025 |

### **Activity 2: Recreational Facilities and education**

**Activity Budget:** $342,798

**Activity Description:**Following channel realignment, we will create 20 new transient campsites, canoe/kayak launch, fish bench or pier. We will also use some ENRTF funding combined with non-ENRTF funding to remodel the existing bathroom and shower facilities to make them ADA compliant and flood-proof. All activities will take place at Sauk River park in Melrose. The new campsites will replace campsites that were removed for the new river channel alignment along with additional sites. The canoe/kayak launch will be a minimal launch using materials such as granite or other rocks to not cause an adverse impact on the river, The slope will be graded so that it will be an accessible launch site. The fishing pier will be approved by the MNDNR prior to construction and installation.

**Activity Milestones:**

|  |  |
| --- | --- |
| **Description** | **Approximate Completion Date** |
| Engineering, survey work for campsites, permitting, and fishing pier/canoekayak launch | August 31, 2022 |
| To construct campsites that fit into natural setting with minimal disturbance | September 30, 2022 |
| Canoe kayak launch area that blends into the natural environment | September 30, 2022 |
| To install a MNDNR fishing pier | October 31, 2022 |
| To complete floodproof remodeled bathroom/shower facility. Partial ENRTF funded | June 30, 2023 |

### **Activity 3: Interpretative Signage**

**Activity Budget:** $7,200

**Activity Description:**While we have not finalized the educational signage plan for the site, some ideas being discussed include a series of signs throughout the campground and park that explain the natural habitat and the restoration installed or telling a walking story along one of the trails. In addition to the interpretative signs, a sign mounted on the fishing pier, or adjacent to it, that acknowledges all the partners - City, County, State, Federal and LCCMR (ENRTF)-- will be installed. This sign will talk about the overall RDB project and specifically the ENRTF funding. We will hire a designer and work with the DNR, SWCD, LCCMR staff and hold a public meeting to finalize our interpretative signage plans.

**Activity Milestones:**

|  |  |
| --- | --- |
| **Description** | **Approximate Completion Date** |
| Develop concept plan and language for signage | March 31, 2023 |
| Seek input from partners and public | May 31, 2023 |
| Develop signs | July 31, 2023 |
| Install signage | August 31, 2023 |

## **Project Partners and Collaborators**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organization** | **Role** | **Receiving Funds** |
| Jodi Teich | Stearns County Highway Department | Project design review | No |
| WSB | Engineering design | Engineering firm | Yes |
| Melrose Lions Club | non profit organization | providing a donation and in kind labor | Yes |
| Melrose Park Board | Volunteer Board for the City of Melrose | Responsible for planning and implementing park improvements, trails and recreational facilities within the City. | No |
| Melrose Area Schools/ISD 740 | Public School | Student volunteers through science classes and FFA | No |
| SEH | Engineering firm | Civil engineering services including survey work and campsite inspections | Yes |

## **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 have RDB updates that go out on a regular basis through our website and facebook page and in a city newsletter. We will include in these updates any status of work funded with ENRTF. The signage is critical and we will work with all entities to ensure not only that all partners including LCCMR are included on any information that is provided, but also to make sure that we capture the essence of the project and provide residents and visitors to Sauk River Park information about habitat, fishing, camping and conservation so that many future generations can enjoy all the amenities.

## **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 work be funded?**Long term goals of the project are to restore aquatic and floodplain habitat on the Sauk River and provide recreation and education opportunities. The recreation will be created to take advantage of the natural environment and blend all built items into the natural setting as much as possible. The recreation facilities will be operated and managed using City of Melrose funds.

## **Other ENRTF Appropriations Awarded in the Last Six Years**

|  |  |  |
| --- | --- | --- |
| **Name** | **Appropriation** | **Amount Awarded** |
| Sauk River Dam Removal and Rock Rapids Replacement | M.L. 2019, First Special Session, Chp. 4, Art. 2, Sec. 2, Subd. 08c | $2,768,000 |

## **Budget Summary**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category / Name** | **Subcategory or Type** | **Description** | **Purpose** | **Gen. Ineli gible** | **% Bene fits** | **# FTE** | **Class ified Staff?** | **$ Amount** |
| **Personnel** |  |  |  |  |  |  |  |  |
| Parks/street dept maintenance personnel |  | installation of the water lines at the park - state adjusted wages |  |  | 12% | 0.46 |  | $10,000 |
| Electric lineworker |  | Installation of conduit and pedestals at campsites - state adjusted wages |  |  | 12% | 0.46 |  | $11,000 |
|  |  |  |  |  |  |  | **Sub Total** | **$21,000** |
| **Contracts and Services** |  |  |  |  |  |  |  |  |
| WSB | Professional or Technical Service Contract | Design/Engineering/Permitting/Survey/Oversight |  |  |  | 0.02 |  | $13,000 |
| SEH | Professional or Technical Service Contract | Survey work, inspections, |  |  |  | 1 |  | $11,998 |
| Freeport Electric | Professional or Technical Service Contract | electrical work |  |  |  | 0.23 |  | $6,000 |
| Landwehr Construction LLC | Professional or Technical Service Contract | roadway campsite construction |  |  |  | 0.46 |  | $84,000 |
| TBD INSTALLATION OF FISHING PIER AND CANOE/KAYAK LAUNCH | Professional or Technical Service Contract | Construction of fishing pier/bench and canoe/kayak launch |  |  |  | 0.03 |  | $81,000 |
| TBD sign company | Professional or Technical Service Contract | To create and install educational signs including acknowlegement of all partners as well as LCCMR |  |  |  | 0.01 |  | $7,200 |
| TBD building construction | Professional or Technical Service Contract | remodeling existing bathroom facility for floodproofing, ADA compliance and showers to meet permitting requirements for campground |  |  |  | 0.46 |  | $80,302 |
|  |  |  |  |  |  |  | **Sub Total** | **$283,500** |
| **Equipment, Tools, and Supplies** |  |  |  |  |  |  |  |  |
|  | Tools and Supplies | Electrical conduit, pedestals | to install at individual campsites |  |  |  |  | $30,500 |
|  | Tools and Supplies | water line | to install water lines at individual sites |  |  |  |  | $15,000 |
|  |  |  |  |  |  |  | **Sub Total** | **$45,500** |
| **Capital Expenditures** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Sub Total** | **-** |
| **Acquisitions and Stewardship** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Sub Total** | **-** |
| **Travel In Minnesota** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Sub Total** | **-** |
| **Travel Outside Minnesota** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Sub Total** | **-** |
| **Printing and Publication** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Sub Total** | **-** |
| **Other Expenses** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | **Sub Total** | **-** |
|  |  |  |  |  |  |  | **Grand Total** | **$350,000** |

### **Classified Staff or Generally Ineligible Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category/Name** | **Subcategory or Type** | **Description** | **Justification Ineligible Expense or Classified Staff Request** |

### **Non ENRTF Funds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Specific Source** | **Use** | **Status** | **$ Amount** |
| **State** |  |  |  |  |
|  |  |  | **State Sub Total** | **-** |
| **Non-State** |  |  |  |  |
| In-Kind | City of Melrose Funds | Grant Administration | Secured | $25,000 |
| In-Kind | City of Melrose Funds | Project Monitoring by City of Melrose Staff to Identify Required Maintenance and Ensure Maintenance is Completed by Contractor. | Secured | $30,000 |
| Cash | Capital Improvement Funds | Dam Repair, Channel and shoreline Restoration, Preliminary Design, Regulatory Agency Coordination. | Secured | $780,000 |
| Cash | City's capital budget funds | Street and Electric salaries | Secured | $45,000 |
| Cash | TBD - combination of city reserves and grants | construction of bathroom facility | Potential | $147,698 |
|  |  |  | **Non State Sub Total** | **$1,027,698** |
|  |  |  | **Funds Total** | **$1,027,698** |

## **Acquisition and Restoration**

### **Parcel List**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **County** | **Site Significance** | **Activity** | **Acres** | **Miles** | **Estimated Cost** | **Type of Landowner** | **Easement or Title Holder** | **Status of Work** |
| City of Melrose | Stearns | Floodplain Wetland/Sauk River | Restoration | 10 | 0.2 | - | Public |  | In Progress |
| **Totals** |  |  |  | **10** | **0.2** | **-** |  |  |  |

### **Restoration**

**1. Provide a statement confirming that all restoration activities completed with these funds will occur on land permanently protected by a conservation easement or public ownership.**Yes. All restoration and recreation activities completed with these funds occur on public land.

**2. Summarize the components and expected outcomes of restoration and management plans for the parcels to be restored by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation.**Long term goals of the project are to restore aquatic and floodplain habitat on the Sauk River. Once construction is completed and vegetation has established little maintenance will be required to sustain the goals and outcomes of the project. A long-term monitoring/maintenance plan will be implemented including strategies for monitoring, maintenance and schedules to assure all constructed habitat restoration measures are adequately functioning as designed for the project. Monitoring of the project will be recorded on an annual basis. All necessary maintenance which includes flood debris removal will be completed and recorded throughout the life of the project. Recreation facilities will be constructed in a way to be minimal maintenance and blend in with the natural environment

**3. Describe how restoration efforts will utilize and follow the Board of Soil and Water Resources “Native Vegetation Establishment and Enhancement Guidelines” in order to ensure ecological integrity and pollinator enhancement.**Recreation facilities will be constructed with minimal disturbance and no negative impact to the floodplain. No rise certification will be completed. The parts of the project that are in process will use MNDOT/BWSR native seed mixes and live plant material local region sourced so plants are able adapt to site conditions. Diversity of plant species provides pollinator habitat, floodplain and riparian habitat for wildlife and fish species.

**4. Describe how the long-term maintenance and management needs of the parcel being restored with these funds will be met and financed into the future.**The City of Melrose is responsible for long-term maintenance and management needs of the project located on public land. Monitoring will be completed by the City of Melrose staff.

**5. Describe how consideration will be given to contracting with Conservation Corps of Minnesota for any restoration activities.**The ongoing project will work with the Conservation Corps of Minnesota to aid in flood debris removal, invasive species removal prior to the start of construction in addition to planting of live stakes at toewood locations within the project.

**6. Provide a statement indicating that evaluations will be completed on parcels where activities were implemented both 1) initially after activity completion and 2) three years later as a follow-up. Evaluations should analyze improvements to the parcel and whether goals have been met, identify any problems with the implementation, and identify any findings that can be used to improve implementation of future restoration efforts at the site or elsewhere.**Evaluations after construction will be completed by the City of Melrose in addition to annual monitoring. A summary report will be completed after three years of completion of the project. The summary will include all annual monitoring data, project goals, synopsis of project implementation and improvements required for the project.

## **Attachments**

### **Required Attachments**

#### **Map**

File: [e287afd0-cb7.pdf](https://lccmrprojectmgmt.leg.mn/media/map/e287afd0-cb7.pdf)

#### **Alternate Text for Map**

Project Location Map and Conceptual Plan...

#### **Board Resolution or Letter**

|  |  |
| --- | --- |
| **Title** | **File** |
| City of Melrose Council Resolution | [e2535c9d-1f5.pdf](https://lccmrprojectmgmt.leg.mn/media/attachments/e2535c9d-1f5.pdf) |

### **Optional Attachments**

#### **Support Letter or Other**

|  |  |
| --- | --- |
| **Title** | **File** |
| City of Melrose Support Letter | [6443fa36-30e.pdf](https://lccmrprojectmgmt.leg.mn/media/attachments/6443fa36-30e.pdf) |
| campground layout | [a92e72f5-35a.pdf](https://lccmrprojectmgmt.leg.mn/media/attachments/a92e72f5-35a.pdf) |
| background check | [ab385558-cda.pdf](https://lccmrprojectmgmt.leg.mn/media/attachments/ab385558-cda.pdf) |

## **Difference between Proposal and Work Plan**

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

The overall goal of the project was to improve habitat, floodplain mitigation and create a better ecosystem and accessibility for residents and visitors. Much of the project began prior to the LCCMR funding award, however the City also recognized how important it was that people have an opportunity to enjoy the changes that have been made to the Sauk River Park through camping, fishing, non motorized boat launch and educational signage. We are excited about the opportunity to elevate the project through funding from LCCMR for the recreational opportunities that will be offered. The original request was for over $1 million dollars and the final request was a much smaller number at $350,000.00.

## **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