



Environment and Natural Resources Trust Fund

M.L. 2023 Draft Work Plan

General Information

ID Number: 2023-091

Staff Lead: Corrie Layfield

Date this document submitted to LCCMR: March 16, 2023

Project Title: Construction of East Park

Project Budget: \$700,000

Project Manager Information

Name: Nate Keller

Organization: City of St. Joseph

Office Telephone: (320) 363-7201

Email: nkeller@cityofstjoseph.com

Web Address:

Project Reporting

Reporting Schedule: April 1 / October 1 of each year.

Project Completion: June 30, 2025

Final Report Due Date: August 14, 2025

Legal Information

Legal Citation:

Appropriation Language:

Appropriation End Date: June 30, 2025

Narrative

Project Summary: Construction of East Park amenities along the Sauk River in St. Joseph, MN.

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

East Park presents a wonderful opportunity to enhance 95 acres of land along the Sauk River and to create an opportunity for students, residents, and visitors of all ages and abilities to connect with the natural world in multiple ways. The land is owned by the City of St. Joseph, but is not utilized because it's undeveloped and inaccessible. This severely limits park usage for all people. The City has a vision for creating a park that serves the broader community and region, including those who are interested in canoeing/kayaking, fishing, trails, and picnicking. Development of East Park will provide the city with the ability to host educational classes centered around the river and the prairie restoration area (prairie was restored in 2018 through native plantings) through Community Education and the adjacent Kennedy Community School, the College of St. Benedict, and St. John's University. Those using the park and trails will have an opportunity to learn about the nature through plaques (developed in partnership with St. Benedicts and St. Johns) placed throughout the park. The plaques will be completed in multiple languages including those most commonly used by non-native English-speaking residents.

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.

Construction of new trails will connect the ADA accessible canoe/kayak access, floating dock, parking, and entrance area. Along with the mowed trails the amenities will provide recreational and educational opportunities to the community and region. Accessibility is a priority for the City so that people of all ages, abilities, and income levels can enjoy the park amenities. All paved trails and amenities will be ADA accessible. The City is working closely with groups to ensure that everyone in the community is aware of and feels welcomed at East Park. Specifically, the City has partnered with a senior living facility and three schools to discuss educational programming and recreational opportunities for residents and students and is working with a local organization called Cultural Bridges to help foster connections between park access/amenities and immigrant groups in the region.

Use of the Sauk River as a regional water trail is a great asset to the entire Central Minnesota region and expands opportunities for residents to enjoy the river and East Park. The City is collaborating with other communities in the region on a canoe/kayak share system for residents or visitors who may not have access to their own personal

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?

East Park will enhance 95 acres of land along the Sauk River. Currently there are 20 acres of native prairie area and 10 acres of woodland re-establishment. The trails, canoe/kayak launch, and floating dock will allow residents and visitors access to the park and river for educational and recreational opportunities, providing current and future generations an enjoyment and better understanding of our natural world. The improvements will make the park accessible. At present access is limited due to no parking, trails or amenities. The trails will connect users to the amenities and other natural elements found in park.

Project Location

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

Region(s): Central

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

Region(s): Central

When will the work impact occur?

In the Future

Activities and Milestones

Activity 1: Canoe, Kayak, Parking and Entrance Improvements

Activity Budget: \$149,600

Activity Description:

Improved parking area and entrance along with new trail, canoe/kayak access, drive aisle, and paved water access will be designed and built. The parking lot will contain approximately 10 Vehicle parking spots and 5 trailer parking spots. Attachment EastParkSitePlan_Updated shows the proposed improvements. Concurrent with the parking lot work, we will construct the ADA accessible canoe/kayak access, floating dock, and parking entrance using funds obtained through the DNR Outdoor Recreation Grant and city match. ENRTF funds will only be used for portions of the parking lot and phase 2 trails as depicted in the Site Plan attachment. The parking lot size has been increased from what was originally envisioned. Because of ENRTF funds we will now be able to add angled parking for trailers/boats. Original scope did not include angled parking. This was because of budget constraints within the DNR grant.

Activity Milestones:

Description	Approximate Completion Date
5.Project bidding	March 31, 2023
6.Contractor Selection	April 30, 2023
8.Final Construction	May 31, 2023
7.Construction Start	June 30, 2023
1. Preliminary Design and Survey	September 30, 2023
2. Final Design	November 30, 2023
3.SHPO Consultation	November 30, 2023
4.Permits Secured	February 28, 2024
9.Certificate of Occupancy/Completion	June 30, 2025
10.Park Opens	June 30, 2025

Activity 2: East Park Trails

Activity Budget: \$550,400

Activity Description:

Construction of approximately 5200 Linear feet of paved trail and expanded parking lot with parking spots for boats and trailers will be designed and built. The paved trail will start at the entrance (Eastern Boundary) of park and provide a looped connection back to the parking lot area. Preliminary design and final design will run concurrently. Preliminary design will include soil borings and flood plain modeling to determine the exact trail location. The parking lot will contain approximately 10 Vehicle parking spots and 5 trailer parking spots. Attachment EastParkSitePlan_Updated shows the overall scope with details on the parking area and trails. Preliminary design will also include wetland delineation and coordination with DNR. Final design will occur after all components of the preliminary design are completed. Permitting will include wetland permitting, if needed, and a DNR Waters permit, if determined necessary during the preliminary design phase. All permits will be obtained by the city. An erosion control permit will also be obtained by both the city and contractor.

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Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
Kennedy Community School Staff and Students	Kennedy Community School	Utilize park for outdoor education and recreational opportunities for pre-Kindergarten to 8th grade students	No
Cultural Bridges Leadership Team and Participants	Cultural Bridges	Connecting diverse communities to recreational amenities and outdoor learning opportunities at East Park.	No
College of Saint Benedict and Saint John's University Faculty, Staff, and Students	College of Saint Benedict and Saint John's University	Utilize park for outdoor education and recreation opportunities for students, alumni, faculty, and staff.	No
Woodcrest Senior Living Facility Staff and Residents	Woodcrest Senior Living Facility	Utilize East Park for recreation and educational opportunities.	No

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.

All Public Releases and dissemination efforts will be handled by Project Manager (city staff). The Environmental trust logo will be used consistently throughout all public releases and media outreach efforts (print, online, etc.). An LCCMR logo sign will be installed at the park.

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?

If grant funds are awarded, engineering/designs will be finalized, and construction will begin and be completed in 2024 (May 2025 at latest). The ongoing effort of maintaining East Park will be completed and paid for by the City of St. Joseph. Additional Park phases are anticipated in the future and will be funded through grants and the City of St. Joseph. Park will be maintained by funds in the Park and Rec general budget.

Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
Personnel								
							Sub Total	-
Contracts and Services								
Engineering firm selected through qualifications process	Professional or Technical Service Contract	Permitting and Construction Administration. Work will entail design, permitting, and prep of bidding documents and associated administration activities.				0.5		\$132,200
General contractor hired through a competitive bidding process	Professional or Technical Service Contract	Construction of East Park including mobilization, site preparation, construction/paving, and landscaping/erosion control. Construction will include paved trail, parking lot, any associated prep/digging work of site, proper erosion and sediment control protection.				0.75		\$567,800
							Sub Total	\$700,000
Equipment, Tools, and Supplies								
							Sub Total	-
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	\$700,000

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
State				
Cash	DNR Outdoor Recreation Grant Program	Construct East Park amenities (canoe/kayak access, entrance, portions of parking lot, portion of trails, signage)	Secured	\$250,384
			State Sub Total	\$250,384
Non-State				
In-Kind	City of St. Joseph	City staff will mark, clear and mow 4,775 feet of mowed trails at East Park	Secured	\$6,720
In-Kind	City funds	DNR Outdoor Recreation Grant (city match)	Secured	\$250,384
			Non State Sub Total	\$257,104
			Funds Total	\$507,488

Attachments

Required Attachments

Visual Component

File: [3440e333-2b6.pdf](#)

Alternate Text for Visual Component

Site Plan for East Park....

Board Resolution or Letter

Title	File
Resolution - City of St. Joseph	d110c88b-75f.pdf

Optional Attachments

Support Letter or Other

Title	File
Kennedy Community School Letter of Support	2c0063f2-842.pdf
Cultural Bridges Letter of Support	182db1e0-b18.pdf
College of St. Benedict and St. John's University Letter of Support	72e74808-03a.pdf
Woodcrest Senior Living Facility Letter of Support	15a44440-fbc.pdf
East Park Photos	4b3fad53-d5f.pdf
East Park Amenities	e83819cc-20f.pdf
Background check	1007d0a9-f0c.pdf
SitePlanEastPark_Updated	fd8f7a00-bbb.pdf

Difference between Proposal and Work Plan

Describe changes from Proposal to Work Plan Stage

The most significant change is \$250,384 has been awarded to the city for the project from the MN DNR. This was included in the proposals as "potential" funding source but has now been changed to "secured" funding source. The city is also providing a match to the DNR grant (50/50 match). The additional money from LCCMR will allow an expansion of the proposed trail to be constructed extending from the Eastern entrance of the park to the Western boundary. The trail will connect to the other amenities (canoe/kayak access, parking/entrance, native prairie area, etc.) and provide a looped connection.

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