



Environment and Natural Resources Trust Fund

2024 Request for Proposal

General Information

Proposal ID: 2024-007

Proposal Title: Gull Lake Trail: Nisswa Connection

Project Manager Information

Name: Amber Moon Peterson

Organization: City of Nisswa

Office Telephone: (218) 961-4245

Email: amber@ci.nisswa.mn.us

Project Basic Information

Project Summary: This final half mile of paved trail in Nisswa makes the vital connection to Lake Shore and rest of the regionally significant Gull Lake Trail in the Brainerd Lakes Area.

Funds Requested: \$900,000

Proposed Project Completion: October 31, 2025

LCCMR Funding Category: Land Acquisition, Habitat, and Recreation (G)

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?

During the Project

Narrative

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

Constructing a trail is a substantial undertaking for a town of just under 2,000 people that serves 2-4 times that amount of people each summer. In 2023, Nisswa will be constructing three miles of the Gull Lake Trail along residential roads. The remaining half mile along CSAH 77 was put on hold due to the significant cost increases experienced between receiving funding from the Greater Minnesota Regional Parks and Trails Commission and bidding the project. If this section of trail does not get finished, we do not achieve our goal in creating a regionally significant trail and users would lose this safe route to additional regional amenities.

Nisswa has been working with three other communities to bring the Gull Lake Trail to life. Residents and visitors choose the Brainerd Lakes Area for its recreational amenities and the addition of this trail is a tremendous asset for the area. With connections to the Paul Bunyan State Trail, Pillsbury State Forest and numerous lakes, the recreational opportunities are endless! The creation of this 21-mile trail provides a safe and healthy way for families and friends to enjoy the lush natural resources connecting these communities. Truly a benefit for all.

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.

The trail design is complete, plans have been approved and easements are being finalized for the entire three and half miles of paved trail located in Nisswa. Three miles of trail are being constructed in 2023 and Nisswa is seeking funding to finish the remaining half mile of trail. Funds will be used for the remaining land acquisition, professional services for final engineering, bidding, construction observation, and construction of a half mile of trail. With engineering for the entire three and half miles of trail well under way, Nisswa has spent \$100,000 on professional services for land acquisition and an archeological study as well as committed \$186,000 to matching grant funds. Nisswa has already completed the following:

- Wetland Delineation Report in 2020 and Wetland Replacement Plan in 2022;
- NHIS Review in 2021;
- SHPO Review in 2021, Phase 1 Archeological Study along Hazelwood Drive in 2021;
- EAS and Environmental Review in 2021

Nisswa has devoted a tremendous amount of time and resources to complete the entire three and a half miles of Gull Lake Trail within the city. The only remaining hurdle to completing Nisswa's portion, is securing funding to construct the last half mile.

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 trail directly correlates to the LCCMR's Funding Priority G: Land acquisition, Habitat, and Recreation. This addition shows Nisswa's commitment and efforts to expanding outdoor recreational opportunities, providing users with an accessible, environmentally friendly way to travel around the area. This trail will protect and enhance our natural resources while creating connections to state, regional, and local parks and trails. By completing this final half mile of trail, Nisswa will have accomplished their portion of the regionally significant Gull Lake Trail and make the crucial connection to the Paul Bunyan State Trail and the regional Nisswa Lake Park.

Activities and Milestones

Activity 1: Acquire balance of funding; review plans and finalize bid specifications; advertise for bids and award contract

Activity Budget: \$79,600

Activity Description:

The main objective is the completion of Contract Documents of the final half mile of the Nisswa portion of the Gull Lake Trail on CSAH77.

Activity Milestones:

Description	Approximate Completion Date
Apply for and acquire funding for the balance of project costs	July 31, 2024
Assure necessary DNR documents are reviewed for any updates needed and then filed	December 31, 2024
Wideth engineers review and finalize plans and construction specifications for bidding process	January 31, 2025
Finalize land acquisition for easement on CSAH 77 for four properties	February 28, 2025
Advertise competitive bid process and award contract to lowest responsible bidder for Summer 2025 construction	February 28, 2025

Activity 2: Construction of the final half mile segment of the Nisswa portion of the Gull Lake Trail

Activity Budget: \$820,400

Activity Description:

The main objective is the construction of the final half mile of the Nisswa portion of the Gull Lake Trail on CSAH77.

Activity Milestones:

Description	Approximate Completion Date
Mobilization, clearing trail easement of obstructions, acquisition of supplies, installation of silt fence/sediment control	June 30, 2025
Traffic control, subgrade and common excavation, base and surface application of Class 5 aggregate	August 31, 2025
Installation and connection of culverts to storm sewers, stabilize embankments, topsoil, and partial turf restoration	August 31, 2025
Paving, rock stabilization of slopes and embankments, and final turf restoration	October 31, 2025

Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
Joe Dubel	Widseth	City Engineer	No
Jenny Max	City of Nisswa	City Administrator	No

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?

Upon completion of the final half mile of trail through Nisswa, no further construction is anticipated. The City of Nisswa has already incorporated a capital expense account for the Trail for ongoing maintenance needs.

Project Manager and Organization Qualifications

Project Manager Name: Amber Moon Peterson

Job Title: Parks and Recreation Director

Provide description of the project manager's qualifications to manage the proposed project.

Amber oversees the Nisswa Parks and Recreation Department's daily operation as well as the budget and long range planning.

Organization: City of Nisswa

Organization Description:

The City of Nisswa is a local government unit.

Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
Personnel								
							Sub Total	-
Contracts and Services								
Wideth	Professional or Technical Service Contract	Review and finalize plans and construction specifications for bidding process, construction services				-		\$136,800
TBD	Professional or Technical Service Contract	Mobilization, clearing, subgrade and common excavation, base and surface application of Class 5 aggregate, sediment control, paving, rock stabilization of slopes and embankments, and final turf restoration				-		\$720,000
TBD	Professional or Technical Service Contract	Construction materials testing				0		\$28,800
							Sub Total	\$885,600
Equipment, Tools, and Supplies								
							Sub Total	-
Capital Expenditures								
							Sub Total	-
Acquisitions and Stewardship								
	Trail Easement Acquisition	Parcels: 4 Miles: 0.1						\$14,400
							Sub Total	\$14,400

Travel In Minnesota								
							Sub Total	-
Travel Outside Minnesota								
							Sub Total	-
Printing and Publication								
							Sub Total	-
Other Expenses								
							Sub Total	-
							Grand Total	\$900,000

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				
			State Sub Total	-
Non-State				
Cash	City of Nisswa Funds	Acquisition Costs	Secured	\$10,000
			Non State Sub Total	\$10,000
			Funds Total	\$10,000

Acquisition and Restoration

Parcel List

Name	County	Site Significance	Activity	Acres	Miles	Estimated Cost	Type of Landowner	Easement or Title Holder	Status of Work
ETOC Company	Crow Wing		Easement - Other	0.02	-	-	Private	City of Nisswa	Has Not Begun
ETOC Company	Crow Wing		Easement - Other	0.29	-	-	Private	City of Nisswa	Has Not Begun
Hemmerich	Crow Wing		Easement - Other	0.04	-	-	Private	City of Nisswa	Has Not Begun
M. Wester	Crow Wing		Easement - Other	0.03	-	-	Private	City of Nisswa	Has Not Begun
Totals				0.38	0	-			

Easement (Other) Acquisition

1. Describe the selection process for identifying and including proposed parcels on the parcel list, including an explanation of the criteria and decision-making process used to rank and prioritize parcels.

The trail route was selected as part of a master plan as the best location to connect the four communities involved. Most portions of the trail are located in road right of way. The parcels identified for this section require a little more space to adequately meet all trail design requirements and environmental standards.

2. List all adopted state, regional, or local natural resource plans in which the lands included in the parcel list are identified for the acquisition purposes you propose. Include the URL to the plan if one is available.

City of Nisswa Comprehensive Plan: <http://bit.ly/3K8arz1>

3. For any parcels acquired in fee title, a restoration and management plan must be prepared. Summarize the components and expected outcomes of restoration and management plans for parcels acquired by your organization, how these plans are kept on file by your organization, and overall strategies for long-term plan implementation, including how long-term maintenance and management needs of the parcel will be financed into the future.

Management of the trail condition and adjacent clear zone will be the responsibility of the City of Nisswa. A funding account has already been established and is a part of the annual budget.

4. For each parcel to be conveyed to a State of Minnesota entity (e.g., DNR) after purchase, provide a statement confirming that county board approval will be obtained.

The City of Nisswa will seek county board approval for each parcel to be conveyed to a State of Minnesota entity if applicable.

5. If applicable (see M.S. 116P.17), provide a statement confirming that written approval from the DNR Commissioner will be obtained 10 business days prior to any final acquisition transaction.

The City of Nisswa will seek written approval from the DNR Commissioner 10 business days prior to any final acquisition transactions if applicable.

Attachments

Required Attachments

Map

File: [2f3a0aae-040.pdf](#)

Alternate Text for Map

Located on the northern side of CSAH 77 from the county line on the west side to Lower Roy Lake Road on the east side...

Board Resolution or Letter

Title	File
Resolution	042f3f95-c61.pdf

Optional Attachments

Support Letter, Photos, Media, Other

Title	File
Maintenance Agreement	fd744f70-911.pdf
Letters of Support	45267f25-beb.pdf
Cost Estimate	531b5749-935.pdf

Administrative Use

Does your project include restoration or acquisition of land rights?

Yes: Easement (Other) Acquisition,

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

Does your project include the design, construction, or renovation of a building, trail, campground, or other capital asset costing \$10,000 or more?

Yes

Is the purpose of the acquisition for construction of a building(s), trail, campground, or other capital asset costing \$10,000 or more, either now or in the future?

Yes

Do you propose using an appropriation from the Environment and Natural Resources Trust Fund to conduct a project that provides children's services, as defined in Minnesota Statutes section 299C.61 Subd.7?

No