



Environment and Natural Resources Trust Fund

2024 Request for Proposal

General Information

Proposal ID: 2024-101

Proposal Title: City of Champlin Brown Property Acquisition

Project Manager Information

Name: Charles Lehn

Organization: City of Champlin

Office Telephone: (763) 923-7163

Email: clehn@ci.champlin.mn.us

Project Basic Information

Project Summary: The City is attempting to acquire of the last natural land parcels in the City to keep as natural habitat before it sells to a developer.

Funds Requested: \$693,000

Proposed Project Completion: June 30, 2026

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?

In the Future

Narrative

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

The opportunity exists to purchase two adjacent land parcels owned by a 90+ year old couple who has approached the City to purchase before they consider selling to a developer. This land is very hard to come by as the City is over 95% built up. The opportunity is such that the land parcels are on the City's Mill Pond, a small Lake that LCCMR helped the City dig out over 275,000 yards of silt in 2016 to make it more of a lake. Acquiring this land on the Mill Pond would allow the City then to keep it natural and connect it to four other parks in a circular pattern by trail. The City is hoping to get it to keep it from having houses and apartments built on it. Its not a complicated request, but the City is in a position to acquire with its Capital Improvement Plan. Its a very simple request and one that we hope is not overlooked. We have asked the Sams Lessard grant committee to consider, but did not get an award at that time. This could very much help the City keep our Elm Creek Greenway Corridor a natural habitat area.

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.

This is a very simple request. The City has put aside an amount of funding to assist with natural habitat land parcels to add to the Elm Creek Greenway Corridor according to our 2040 Comprehensive Plan. If anyone were to physically visit this site, it would be very apparent that the request is worthwhile and one that the City hopes not to lose out to a developer. The City requests assistance on this acquisition as the final purchase is more than the City has the ability to cover at this time because of other regional projects such as the Mississippi Crossings Improvement project taking place. The intention is to put one trail through the land parcels acquired to connect four separate parks and keep the land natural. Its an oaks savannah in parts as well as land that has diverse forest and shoreline components. If the City can acquire, the land owner would likely request land protection covenants on the parcels to keep it natural as well. Homeowners have approached the City to consider purchasing before developers are sought, and City staff does not want this opportunity to pass without at least attempting to make a viable offer.

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 entire project is about protecting the land from development and conserving what exists but still allowing regional patrons to experience the area's natural beauty by a recreative trail that would again connect to other parks that are within a quarter mile each direction from the land purchase being proposed. The outcome is for the land to become City park property and have the ability to offer it to regional residents as part of the Mississippi corridor and a trail system that also reaches to the Three Rivers Park District's Elm Creek Park Reserve to the west.

Activities and Milestones

Activity 1: Obtain Supplemental Funding to support proposed Land Acquisition

Activity Budget: \$450,000

Activity Description:

Acquire LCCMR supplemental funding to accompany the City's 2024 purchase allocation if awarded LCCMR funding.

Activity Milestones:

Description	Approximate Completion Date
Submit LCCMR Application	March 31, 2023
Obtain Grant Agreement with the State	June 30, 2023

Activity 2: Complete Agreement or Contract with the Brown family

Activity Budget: \$1

Activity Description:

Complete the agreement and terms for acquisition with the Brown Family. The cost of drafting and filing the agreement the City will cover.

Activity Milestones:

Description	Approximate Completion Date
Complete Agreement with the Browns	September 30, 2024
Agreement and land purchase filed with Hennepin County	September 30, 2024

Activity 3: Remove Existing Buildings and outbuildings at 519 East Hayden Lake Road Champlin

Activity Budget: \$29,999

Activity Description:

Remove buildings at the first land parcel owned by the Browns at 519 East Hayden Lake Road Champlin

Activity Milestones:

Description	Approximate Completion Date
Buildings and outbuildings down at 519 East Hayden Lake Road, Champlin MN 55316	June 30, 2024

Activity 4: Obtain Design for Trail that will be constructed across 519 and 701 East Hayden Lake Road for patron accessibility.

Activity Budget: \$59,999

Activity Description:

The trail the the City is proposing to construct once the land acquisition is complete extends from approximately Veterans Memorial Park to the West to West River Road and D.C. Chandler will need to be designed with plans and specs to be able to be bid by contractors. This will need to be done in mid to late summer by an engineering firm or done in house by City's engineering team. This design is to be determined based on projected costs. The costs involved

include geotechnical survey, soil borings, wetland delineation study, State Historical Preservation Office requirements, design of plans and specifications, construction administration, construction staking, materials inspection/testing, and restoration inspections.

Activity Milestones:

Description	Approximate Completion Date
Obtain a trail construction design that includes plans and specs for bidding purposes.	September 30, 2024

Activity 5: Advertise and Bid Trail construction at 519 and 701 East Hayden Lake Road

Activity Budget: \$2,999

Activity Description:

The proposed trail across the property will require that contractors review the advertisement from the City's solicitation for work, and submit bids in early winter of 2025.

Activity Milestones:

Description	Approximate Completion Date
Advertise and Bid trail construction at 519 and 701 East Hayden Lake Road	December 31, 2024

Activity 6: Award contract for trail construction across 519 and 701 East Hayden Lake Road

Activity Budget: \$1

Activity Description:

Submitted bids for the proposed trail for 519 and 701 East Hayden Lake Road are to be awarded in March of 2025 with a deadline for construction no later than August of 2025. It is the intent to have as many qualified contractors bid on the project to obtain good pricing.

Activity Milestones:

Description	Approximate Completion Date
Award contract for proposed trail across the acquired property at 519 and 701 E. Hayden	March 31, 2025
Report to Grant staff on project status	April 30, 2025

Activity 7: Construct trail across parcels and connect existing parks and trails for a contiguous loop.

Activity Budget: \$150,000

Activity Description:

The final step in the overall process would be to construct the trail that would connect the new land acquisitions to Veterans Memorial, Doris Kemp, D.C. Chandler, and Mississippi Point Parks. The land acquisition likely would be named an additional park (likely Brown Park in memorial of the owners) and would serve as a natural park area with no other planned buildings or facilities other than the trail that would be constructed far enough off the shoreline, but close enough for patrons to get to see the natural aspects of the Mill Pond (now Lake front) and the wooded and prairie aspects of the property that currently exist. This property has large Burr Oaks, is considered Blanding turtle waters and reproductive habitat area, and therefore should be considered highly as area that would serve the endangered species and help it continue repopulate. The land would also serve as a buffer to the lake if kept natural and not be exposed to

development run off or highly maintained yards/turf that an apartment complex or high end condos or homes would create. Please understand this is a simple request to purchase some of the last remaining natural land in Champlin.

Activity Milestones:

Description	Approximate Completion Date
Construct Trail across proposed land to be acquired to connect existing Parks	September 30, 2025
Project status with Grant Manager State of MN.	September 30, 2025

Activity 8: Invite LCCMR members to come and visit the site and experience firsthand the natural setting and its beauty.

Activity Budget: \$1

Activity Description:

We would be remiss if we did not at least invite those at the LCCMR to come and visit the site once the project was complete. To say "thank you" for entrusting the City to keep the natural habitat of the Elm Creek and Mill Pond viable for the next generations would be our goal/outcome. We believe the LCCMR will not be disappointed at saving these East Central Minnesota treasures before more development occurs.

Activity Milestones:

Description	Approximate Completion Date
Request LCCMR Staff and legislative members to visit the site and thank them.	June 30, 2026

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?

The land requires purchasing and contractually closed upon before another offer is accepted. It is proposed that the trail be constructed in the two-year suggested grant timeframe, while future upkeep of the trail and land then become items deemed park property. The trail and parcels would then be scheduled for routine maintenance like any other identified capital asset the City owns. There are no findings or results that need implementing once the buildings on the site are removed, and the natural aspect of the land continue to be monitored for invasive species treatment/removal and prairies annually maintained.

Other ENRTF Appropriations Awarded in the Last Six Years

Name	Appropriation	Amount Awarded
Elm Creek Habitat Restoration Final Phase	M.L. 2021, First Special Session, Chp. 6, Art. 6, Sec. 2, Subd. 08r	\$521,000
Elm Creek Restoration - Phase IV	M.L. 2021, First Special Session, Chp. 6, Art. 5, Sec. 2, Subd. 09j	\$500,000

Project Manager and Organization Qualifications

Project Manager Name: Charles Lehn

Job Title: Parks and Facilities Manager

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

The Parks and Facilities manager is responsible for all 32 City owned parks and over 27 miles of trails. Other responsibilities include land acquisition for natural habitat and park land, the Parks Capital Improvement Plan, updating and managing the 2040 Metropolitan Council's Comprehensive Plan for the City, and Operations Budgets for all of Parks and Recreation. The Parks and Facilities manager will lead the project should the funding be approved. The Parks and Facilities manager has worked with City Councils and Park and Recreation Commission at the City of Champlin for over ten (10) years and has the history and experience regarding the City plans to acquire the proposed property through much planning including identifying the property in the City's 2040 Comprehensive Plan. The Parks and Facilities manager has developed a relationship with the land owners and has an understanding that this property will be a land acquisition that keeps the parcels in their natural state rather than seek development. The Parks and Facilities manager for Champlin has recently successfully project managed the City's Mississippi Crossings Project a roughly \$8M project that was just completed in fall of 2022. The Parks and Facilities Manager has project managed multiple Dept. of Natural Resource trail grant projects for the City, various Hennepin County grants, Mighty Ducks grant funding for the City's Ice Forum and many other larger projects for the City. The Parks and Facilities manager is working with Three Rivers Park District to bring the West Mississippi River Regional Trail through the City of Champlin. Finally the Parks and Facilities manager has experience in working with other residents and associations in the City to complete and bring various amenities to the City park system that benefit the greater community and this funding will bring value to the regional community.

Organization: City of Champlin

Organization Description:

The City of Champlin is a municipality in North Central Hennepin County. We share resources with the City of Anoka on

the north side of the Mississippi River. The City has an approximate demographic of 25,000 residents. The City is roughly 8 square miles in area and

Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
Personnel								
Parks and Facilities Manager		Project Manager from Acquisition to Trail Construction			0%	2		-
							Sub Total	-
Contracts and Services								
Engineering Design, Plans and Specs, Construction Staking, Materials Testing, Soil borings	Professional or Technical Service Contract	Engineering Co. to assist with design, plans and specs, advertising, bidding, construction admin, and staking, soil borings/geotechnical survey, wet land delineation, SHPO requirements and reporting, etc.				1		\$63,000
Contractor	Professional or Technical Service Contract	Contractor to complete trail construction including: erosion control, grading, basing, soil preparation, bituminous/paving, restoration				5		\$150,000
Contractor	Professional or Technical Service Contract	Demolition of Buildings on 519 East Hayden Lake Road				2		\$30,000
							Sub Total	\$243,000
Equipment, Tools, and Supplies								
							Sub Total	-
Capital Expenditures								
							Sub Total	-

Acquisitions and Stewardship								
	Fee Title Acquisition	Acres: 4.1 Parcels: 2						\$450,000
							Sub Total	\$450,000
Travel In Minnesota								
							Sub Total	-
Travel Outside Minnesota								
							Sub Total	-
Printing and Publication								
							Sub Total	-
Other Expenses								
							Sub Total	-
							Grand Total	\$693,000

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 Champlin Park Reserve Fund	Land Acquisition	Secured	\$350,000
			Non State Sub Total	\$350,000
			Funds Total	\$350,000

Acquisition and Restoration

Parcel List

Name	County	Site Significance	Activity	Acres	Miles	Estimated Cost	Type of Landowner	Easement or Title Holder	Status of Work
519 East Hayden Lake Road Champlin MN 556316	Hennepin	Parcel of land on Champlin Mill Pond at end of Elm Creek Greenway Corridor	Restoration	3.3	-	\$500,000	Private	The City of Champlin would hold title after purchase.	In Progress
701 East Hayden Lake Road, Champlin MN. 55316	Hennepin	This parcel is one of two parcels the City is seeking to acquire adjacent to the Mill Pond in Champlin to protect the land from being developed and keep the waters of the Mill Pond from experiencing any additional pollution now that it has been restored.	Fee Title	0.73	-	\$300,000	Private	The City of Champlin would hold title after purchase.	Negotiations In Progress
Totals				4.03	0	\$800,000			

Fee 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 City of Champlin has attempted to acquire land parcels on the Elm Creek Greenway Corridor to connect the land parcels to the Elm Creek Park Reserve. This process protects the land from development and provides natural habitat for wildlife and future generations to experience. There are only three parcels left to acquire as the City has done due diligence in prioritizing and purchasing as funds became available. The Park and Recreation Commission has prioritized these land parcels and made recommendations to the City Council. While there are only three remaining, this application seeks to acquire two of these parcels while their owners (Richard and Vera Brown) are still alive and willing to sell to the City of Champlin before offering to a developer. Identification of these land parcels over the years included: the parcel needed to be adjacent to the Elm Creek or Millpond in Champlin and the criteria were that the owners were willing to entertain an offer by the City and it was a parcel that could then become part of the Elm Creek Greenway Corridor and eventually have a trail traverse its property to make final connection to the Three Rivers Park District for regional and state connection to other trail systems.

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.

<https://ci.champlin.mn.us/236/2040-Comprehensive-Plan>

Pages 4-4, 4-14, 4-33

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.

Long-term maintenance plans for all City assets are included and financed by the City's Capital Improvement Plan, (CIP) (please see a segment of the Parks CIP as proof of municipality maintenance schedule)

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.

Not 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.

Not applicable

Attachments

Required Attachments

Map

File: [836911bf-9da.pdf](#)

Alternate Text for Map

These aerials show the proposed location of the parcels to be acquired. They show the proximity of the proposed land to be acquired in relation to the other four parks in the area. One aerial also depicts where a proposed trail were to be positioned/aligned on the property....

Board Resolution or Letter

Title	File
Fiscal Agent Letter	d88c6a57-5fc.pdf

Optional Attachments

Support Letter, Photos, Media, Other

Title	File
Capital Improvement Budget Allocation for 2024	942472a5-a54.pdf
Letter of Support from Sen. Hoffman's Office	b4c55dde-988.pdf
Letter of Support from Elm Creek Watershed Management Commission	da0eab87-4a1.pdf

Administrative Use

Does your project include restoration or acquisition of land rights?

Yes: Fee 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?

Yes

Do you certify that background checks are performed for background check crimes, as defined in Minnesota Statutes, section 299C.61, Subd. 2, on all employees, contractors, and volunteers who have or may have access to a child to whom children's services are provided by your organization?

Yes

