



# Environment and Natural Resources Trust Fund

2024 Request for Proposal

## General Information

**Proposal ID:** 2024-125

**Proposal Title:** Recreational Improvement Grant

## Project Manager Information

**Name:** Lori Cacka

**Organization:** City of Brownton

**Office Telephone:** (320) 328-5318

**Email:** cityclerk@cityofbrownton.com

## Project Basic Information

**Project Summary:** Improvements at Brownton Area Civic Center Complex, including trail connections, splash pad, shelter, tennis/pickleball/basketball court restoration, playground replacement, and related improvements.

**Funds Requested:** \$1,375,000

**Proposed Project Completion:** June 30, 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?**

In the Future

## Narrative

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

The Brownton Area currently lacks recreational opportunities for residents and visitors. The Brownton Area Civic Center features a park which is in major need of safety and other improvements. Other features of the Brownton Area Civic Center include City Hall, the library, and museum located in a building adjacent to the park. Trail connections are needed to allow safe access for people walking and biking to and from the park. The existing playground equipment is decades old and no longer meets today's safety standards. This park is the hub of the community and has the opportunity to connect residents and visitors to outdoor recreation options. The proposed design accommodates people of all ages and wide variety of interests, including amenities such as the playground, new splash pad, new shelter for gatherings, reconstructed tennis courts to allow multiple uses, and the existing ballfields. The new shelter would also serve children from three school districts for bus pick-up/drop-off. Additionally, the City will be adding bathroom facilities to the park. Brownton is hosting the 2025 State Baseball Tournament, which will draw additional visitors to the park for the event, allowing even more people to utilize the park and recreational amenities.

### **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 City of Brownton is proposing to complete improvements at the existing park and constructing trail connections to create safe pathways for pedestrians and bicyclists. The trail portion of the project would add a 10' paved trail along the east side of the park. The existing playground would be replaced with new equipment that meets today's safety standards. The existing tennis courts would be improved to allow for not only tennis, but pickleball and basketball as well. Proposed new amenities include a shelter for gatherings and picnics, as well as a new splashpad. The shelter is something that would be very welcomed by the families of the children who are waiting for buses and parents every day. The City of Brownton would also be constructing new bathroom facilities as part of the project.

### **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 specific outcomes of this project are to preserve and enhance an existing outdoor park so that it increases recreational opportunities for residents and visitors. The proposed improvements are designed to bring together people of all ages to enjoy a variety of outdoor activities. The proposed improvements to Brownton Area Civic Center would provide much needed amenities for area residents, as well as for visitors that come to utilize the park for tournaments and other events.

## Activities and Milestones

### Activity 1: Design of Brownton Area Civic Center Park and Trail

**Activity Budget:** \$136,000

**Activity Description:**

Activities include engineering design, site evaluation, environmental review, secure necessary permits, prepare bidding documents/plans and specifications.

**Activity Milestones:**

Description	Approximate Completion Date
Select engineer through a qualifications process	August 31, 2024
Begin design and specifications	September 30, 2024
Design completed and approved by Brownton City Council	December 31, 2024

### Activity 2: Construction Administration/Onsite Observation

**Activity Budget:** \$91,000

**Activity Description:**

Engineer will provide construction administration and onsite observation for project.

**Activity Milestones:**

Description	Approximate Completion Date
Begin construction administration/onsite observation	April 30, 2025
Complete construction administration/onsite observation	June 30, 2025

### Activity 3: Construction of Brownton Area Civic Center Park and Trail

**Activity Budget:** \$1,148,000

**Activity Description:**

Construction would include site grading and drainage, removal of existing outdated playground equipment, rehabilitation of existing tennis court into multi-use court for tennis/pickleball/basketball, construction of trail/walking paths, utility installation, new splashpad, new park pavilion, fencing, and turf restoration.

**Activity Milestones:**

Description	Approximate Completion Date
General contractor selected through competitive bidding process	February 28, 2025
Construction begins	April 30, 2025
Construction completed and approved by Brownton City Council	June 30, 2025

## Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
Brownton Baseball Association	Amateur Baseball	They maintain the baseball field and surrounding area. This project will be our responsibility since it is city owned.	No
Richard Pohlmeier	City of Brownton	Project Coordination	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?**

The City of Brownton will oversee implementation of the project. This will include a competitive bidding process for construction, which will result in the selection of an experienced, qualified contractor. The City will operate and maintain the park and these operating/maintenance costs will be included in the City's annual budget. The only additional work outside of the LCCMR request is the cost of the bathroom facilities, which will be paid for by the City of Brownton.

## Project Manager and Organization Qualifications

**Project Manager Name:** Lori Cacka

**Job Title:** City Clerk/Treasurer

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

Lori Cacka, City Clerk/Treasurer, has successfully implemented large scale projects, including the recent oversight and administration of a \$8.4 million street and utility reconstruction project partially funded with United States Department of Agriculture (USDA) Rural Development (RD) funds. In addition to administering \$2.1 million in USDA RD grants and \$5.3 million in USDA RD loans, Lori also recently administered a \$177,000 Federal Emergency Management Agency (FEMA) grant for the City's Fire Department.

**Organization:** City of Brownton

**Organization Description:**

The City of Brownton is located in McLeod County, about 60 miles west of Minneapolis/St. Paul, and has a population of 731.

## 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>								
Engineering Firm	Professional or Technical Service Contract	Engineering, design, plans/specifications, construction administration/ onsite observation				3		\$227,000
General Contractor	Professional or Technical Service Contract	Project construction				11.25		\$1,148,000
							<b>Sub Total</b>	<b>\$1,375,000</b>
<b>Equipment, Tools, and Supplies</b>								
							<b>Sub Total</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>\$1,375,000</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>				
Cash	City of Brownton and McLeod County	Funds will be used to construct the bathroom facilities	Secured	\$78,000
			<b>Non State Sub Total</b>	<b>\$78,000</b>
			<b>Funds Total</b>	<b>\$78,000</b>



## Attachments

### Required Attachments

#### *Visual Component*

File: [d995e4e0-b81.pdf](#)

#### *Alternate Text for Visual Component*

Site plan of the Brownton Area Civic Center Park reflecting the proposed trail, playground, tennis/pickleball/basketball court, splashpad, and shelter....

#### *Board Resolution or Letter*

Title	File
Resolution - City of Brownton	<a href="#">80d70fc9-de7.pdf</a>

### Optional Attachments

#### *Support Letter, Photos, Media, Other*

Title	File
Letters of Support	<a href="#">f3734fcf-0eb.pdf</a>

## Administrative Use

**Does your project include restoration or acquisition of land rights?**

No

**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

**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