



## Environment and Natural Resources Trust Fund

### 2026 Request for Proposal

#### General Information

**Proposal ID:** 2026-568

**Proposal Title:** Austin Trails Master Plan

#### Project Manager Information

**Name:** Jason Sehon

**Organization:** City of Austin

**Office Telephone:** (507) 433-1881

**Email:** jsehon@ci.austin.mn.us

#### Project Basic Information

**Project Summary:** The project will develop a citywide trails master plan and preliminary design of priority trail segments for the City of Austin.

**ENRTF Funds Requested:** \$87,000

**Proposed Project Completion:** December 31, 2027

**LCCMR Funding Category:** Small Projects (G)

**Secondary Category:** Education and Outdoor Recreation (C)

#### Project Location

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

Region(s): SE

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

Region(s): SE

**When will the work impact occur?**

During the Project and In the Future

## Narrative

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

The project seeks to enhance safety and connectivity through the planning and design of the trail system in the City of Austin. The requested funding is needed to complete a citywide Trails Master Plan and preliminary design for priority trail segments. The Austin community recognizes the value in providing safe pedestrian/bicycle access. This project aims to complete trail segments where there is a gap by identifying the gaps, selecting priority trail segments, and preliminary designing seven trail segment, up to seven miles.

**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 goal of the requested funding is to complete a Trails Master Plan by completing an existing conditions assessment by collecting data, including traffic and GIS data, and a topographical survey, obtaining public input through community engagement, and completing a preliminary design of seven identified priority trail segments, up to seven miles. This project will develop a plan to complete accessible non-motorized routes to neighborhoods, schools, and recreation areas creating natural resources-based experiences with walking, biking, and inline skating on the trails connecting people to the outdoors for activities, including immersing in the sights and sounds of nature. The project will contribute to residents and visitors having access to outdoor recreation by expanding the network of trails, improving accessibility and safety, and encouraging all residents and visitors to recreate and engage with nature.

**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 project will help protect the environment by promoting alternative forms of active transportation, reducing transportation-related air pollution and reducing energy consumption. The City of Austin, in protecting their community from floods, has created well-connected park and recreation areas. Due to potential flooding along the Cedar River, the City acquired property along the river corridor for green space. Trails connect many of the City's parks, but this project is an opportunity to connect areas of the community where there are gaps to provide safe non-motorized transportation options for all residents and visitors.

## Activities and Milestones

### Activity 1: Existing Conditions Assessment

**Activity Budget:** \$27,150

**Activity Description:**

The project kicks off with the existing conditions assessment with consultant and city staff to meet, data will be collected, consisting of a topographical survey, and traffic and GIS data. A review of existing city planning documents will be completed, along with base mapping. In order to construct a complete citywide trail system, the City needs to know where connections are needed.

**Activity Milestones:**

Description	Approximate Completion Date
Project Kickoff	September 30, 2026
Existing Conditions Data Collection and Review	October 31, 2026

### Activity 2: Community Engagement

**Activity Budget:** \$2,700

**Activity Description:**

Communication materials will be developed. The city will host public engagement events, including at least one open house. Engaging the public to obtain input will assist with identifying gaps in the trail system, safety concerns, and recommendations for improvements.

**Activity Milestones:**

Description	Approximate Completion Date
Prepare Community Engage Materials for City hosted events	October 31, 2026

### Activity 3: Prepare Trails Master Plan Document

**Activity Budget:** \$17,700

**Activity Description:**

This activity includes the completion a final Trails Master Plan document containing the following elements: vision and principles, preparation of a trails master plan map, design guidelines/facility types, trails wayfinding plan, and an implementation and funding plan.

**Activity Milestones:**

Description	Approximate Completion Date
Prepare Draft Trails Master Plan	November 30, 2026
Project Management/Administration	December 31, 2026
Prepare Final Trails Master Plan	December 31, 2026
Prepare Implementation and Funding Plan	December 31, 2026

## Activity 4: Trail Segment Preliminary Design

**Activity Budget:** \$39,450

### Activity Description:

The design phase of the project will include designing high priority trail segments, up to seven miles that were identified through analysis and public input. The design will include development of plans as a first step and specifications as a first step prior to final design to solicit bids for the work to be completed.

### Activity Milestones:

Description	Approximate Completion Date
Consultation with SHPO	December 31, 2026
Wetland Delineation	April 30, 2027
Prepare Trail Segment Preliminary Design/Cost Estimates	May 31, 2027
Complete Predesign Review through the Dept. of Administration	May 31, 2027

## Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
Jason Sehon	City of Austin	Director of Parks, Recreation & Forestry	No
Craig Clark	City of Austin	City Administrator	No
Tom Dankert	City of Austin	Finance Director	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 will oversee implementation of the project and will select a consultant to complete the Trails Master Plan and design of the trail segments. Any additional work will be part of annual city budget.

## Project Manager and Organization Qualifications

**Project Manager Name:** Jason Sehon

**Job Title:** Director of Parks, Recreation & Forestry

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

Jason Sehon has extensive experience in local government, including successful management of several large project throughout his career. This includes:

- Development and construction of 5+ mile trail system (Oroville CA)
- Development of two (2) disc golf courts (Oroville CA, McKinleyville CA)
- Design and install of multiple playground facilities (California)
- Construction of Sports Complex (4 baseball fields, 2 collegiate size softball fields) (McKinleyville CA)
- Design, bidding and construction of Teen and Community Center (McKinleyville CA)
- Install of (16) commercial overhead doors on State property (McKinleyville CA)
- Design and construction of a dog park (Rawlins WY)
- Design and construction of a skate park (Rawlins WY)

**Organization:** City of Austin

**Organization Description:**

The City of Austin is a city situated in the southern part of Minnesota in Mower County with a population of 26,174. Known for its natural beauty with the Cedar River traversing through the community and home to Jay C. Hormel Nature Center featuring over 500 acres of prairie, forests, and wetlands and over 9 miles of trails. Austin offers residents and visitors small-town charm, rich history, diverse amenities, and ample recreational opportunities. The City of Austin is committed to creating a regional pedestrian and bicycle trail system.

## Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
<b>Personnel</b>								
							Sub Total	-
<b>Contracts and Services</b>								
Short Elliott Hendrickson, Inc. (SEH)	Service Contract	Complete existing conditions assessment, prepare communication engagement material for community engagement events, and complete a Trails Master Plan/Implementation Plan				0.05		\$47,550
Short Elliott Hendrickson, Inc. (SEH)	Service Contract	Wetland Delineation, Preliminary Design of Trails, and Preliminary Cost Estimates				0.05		\$39,450
							Sub Total	\$87,000
<b>Equipment, Tools, and Supplies</b>								
							Sub Total	-
<b>Capital Expenditures</b>								
							Sub Total	-
<b>Acquisitions and Stewardship</b>								
							Sub Total	-
<b>Travel In Minnesota</b>								
							Sub Total	-
<b>Travel Outside Minnesota</b>								
							Sub Total	-

Printing and Publication								
							Sub Total	-
Other Expenses								
							Sub Total	-
							Grand Total	\$87,000

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
<b>State</b>				
			<b>State Sub Total</b>	-
<b>Non-State</b>				
Cash	City local funds	Local matching for pre-design of trail segments	Secured	\$13,150
			<b>Non State Sub Total</b>	<b>\$13,150</b>
			<b>Funds Total</b>	<b>\$13,150</b>

**Total Project Cost: \$100,150**

**This amount accurately reflects total project cost?**

Yes

## Attachments

### Required Attachments

#### *Visual Component*

File: [97b3cb30-574.pdf](#)

#### *Alternate Text for Visual Component*

Map of Austin and Existing Bike Trail Map...

#### *Financial Capacity*

Title	File
City of Austin Financial Report	<a href="#">472a1182-73b.pdf</a>

#### *Board Resolution or Letter*

Title	File
City of Austin Resolution	<a href="#">34141216-d4c.pdf</a>

### Supplemental Attachments

#### *Capital Project Questionnaire, Budget Supplements, Support Letter, Photos, Media, Other*

Title	File
Capital Construction Questionnaire	<a href="#">54713e17-ee6.pdf</a>
Budget Addendum	<a href="#">953237ce-ff9.xlsx</a>
Grant Submission Letter	<a href="#">94205f67-314.pdf</a>
Letters of Support	<a href="#">c4529a3d-991.pdf</a>

## Administrative Use

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

No

**Do you understand that travel expenses are only approved if they 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, sale of products and assets, or revenue generation?**

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 pre-design, design, construction, or renovation of a building, trail, campground, or other fixed capital asset costing \$10,000 or more or large-scale stream or wetland restoration?**

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 as "the provision of care, treatment, education, training, instruction, or recreation to children")?**

No

**Provide the name(s) and organization(s) of additional individuals assisting in the completion of this proposal:**

Jason Sehon, City of Austin

**Do you understand that a named service contract does not constitute a funder-designated subrecipient or approval of a sole-source contract? In other words, a service contract entity is only approved if it has been selected according to the contracting rules identified in state law and policy for organizations that receive ENRTF funds through direct appropriations, or in the DNR's reimbursement manual for non-state organizations. These rules may include competitive bidding and prevailing wage requirements**

Yes, I understand

