



Environment and Natural Resources Trust Fund

2027 Request for Proposal

General Information

Proposal ID: 2027-575

Proposal Title: Field Township Northwoods Nature Pedestrian Trail

Project Manager Information

Name: Pat Chapman

Organization: Field Township

Office Telephone: (218) 780-7012

Email: clerk@fieldtownship.com

Project Basic Information

Project Summary: The Northwoods Nature Trail project in Field Township, Minnesota, aims to create an accessible, immersive, and educational outdoor space with ADA-compliant trails, pedestrian bridges, boardwalks, parking, restrooms, and educational kiosks.

ENRTF Funds Requested: \$825,000

Proposed Project Completion: October 31, 2028

LCCMR Funding Category: Education and Outdoor Recreation (C)

Project Location

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

Region(s): NE

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

Region(s): NE

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.

The Northwoods Nature Trail project seeks to address the lack of accessible and inclusive outdoor recreational spaces in Field Township. Currently, there are limited options for residents and visitors to engage with nature in a way that accommodates individuals with disabilities. This project aims to create a comprehensive and immersive walking/hiking trail that is ADA-compliant, ensuring that everyone, regardless of physical ability, can enjoy the natural beauty of the area.

Accessible outdoor spaces are essential for promoting physical activity, mental well-being, and social interaction among community members. An ADA-compliant trail ensures that individuals with disabilities can participate in outdoor activities, fostering inclusivity. This is particularly important in rural areas where recreational opportunities may be limited, making it crucial to provide equitable access to nature.

The project also addresses the vital issue of environmental awareness and conservation. By educating residents and visitors about the importance of preserving the natural environment, it encourages the adoption of sustainable practices. This initiative enriches the trail experience while fostering a culture of environmental stewardship, ensuring the long-term health and sustainability of the local ecosystem.

By prioritizing accessibility and environmental education, the project aligns with Field Township's commitment to enhancing public spaces and promoting sustainability.

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 Northwoods Natural Trail project aims to create a comprehensive, ADA-compliant and non-motorized nature trail that spans approximately 1.7 miles, providing an immersive and educational outdoor experience for community members.

The trail will be 8 feet wide with a natural surface, ensuring a rustic and engaging environment. Key features include pedestrian bridges and boardwalks to facilitate easy crossing over natural obstacles and wet areas. These elements will enhance accessibility and ensure the trail remains usable in various weather conditions.

To support visitor convenience, the project will include an aggregate surfaced parking lot, complete with an entrance drive and vaulted restroom facilities. These amenities will make it easier for visitors to access the trail and spend extended periods enjoying the natural surroundings.

Additionally, educational kiosks, created by the Northwoods High School Industrial Arts Program and the Bois Forte Band of Ojibwe, will be installed along the trail. Written in both English and Ojibwe, these kiosks will provide valuable information about the local ecosystem. Their purpose is to enhance the educational experience of the trail, promoting environmental awareness and conservation.

We are seeking funding to bring this vision to life, creating a welcoming and enriching outdoor space that promotes community engagement.

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 Northwoods Nature Trail project aims to significantly contribute to the conservation, preservation, and enhancement of Minnesota's natural resources. By creating an ADA-compliant trail, the project ensures minimal environmental impact while providing access to natural areas. Pedestrian bridges and boardwalks are designed to

protect sensitive ecosystems by preventing soil erosion and habitat disruption.

Educational kiosks along the trail will foster a deeper understanding and appreciation of the natural environment. This knowledge encourages sustainable practices and conservation efforts within the community. The trail's design promotes outdoor activities that connect people with nature, enhancing their commitment to preserving these natural spaces.

Activities and Milestones

Activity 1: Preliminary Engineering, Design, and Permitting

Activity Budget: \$75,500

Activity Description:

Objective: Develop a fully accessible, ADA-compliant trail alignment that minimizes environmental impacts and meets regulatory requirements.

Tasks: Survey the site, design the approximate 1.7-mile trail route, and plan bridges, boardwalks, and parking areas. Conduct environmental review to avoid sensitive habitats. Complete necessary permitting and consultation, including Minnesota State Historic Preservation Office (SHPO) review, to identify and mitigate potential impacts to historic or archaeological resources.

Outputs: Detailed trail design, engineered plans for bridges and boardwalks, site maps, environmental documentation, and approved permits and SHPO correspondence.

Impact: Ensures the trail is safe, accessible, and environmentally sustainable. Provides a blueprint for construction, guides regulatory compliance, and reduces risk of project delays due to permitting or historic resource concerns.

Evaluation: Completion of approved design documents, permitting, and SHPO review, with alignment to ADA, environmental, and historic preservation standards.

Activity Milestones:

| Description | Approximate Completion Date |
|--|-----------------------------|
| Completion of preliminary engineering, environmental review, SHPO review, permitting | January 31, 2028 |

Activity 2: Construction of Trail and Infrastructure

Activity Budget: \$744,500

Activity Description:

Objective: Build the trail and associated facilities for public use.

Tasks: Construct trail surface, pedestrian bridges, boardwalks, parking lot, entrance drive, and vault restroom. Install educational kiosks in English and Ojibwe.

Outputs: Accessible trail corridor, functioning infrastructure, and interpretive educational materials.

Impact: Provides a safe, inclusive outdoor recreation area and promotes environmental awareness.

Evaluation: Site inspection, ADA compliance verification, and kiosk installation confirmation.

Activity Milestones:

| Description | Approximate Completion Date |
|--|-----------------------------|
| Construction of trail, bridges, and boardwalks | July 31, 2028 |
| Parking lot and restroom construction | August 31, 2028 |

| | |
|---|--------------------|
| Installation of educational kiosks | September 30, 2028 |
| Final project completion and public opening | October 31, 2028 |

Activity 3: Project Administration and Financial Management

Activity Budget: \$5,000

Activity Description:

Objective: Ensure effective project oversight, financial compliance, and timely reporting.

Tasks: Execute a fiscal agent agreement; manage bill payment, procurement, and financial tracking; oversee project progress; prepare required progress and final reports.

Implementation: The Township will contract with the fiscal agent and project administrator to handle financial management and reporting requirements in accordance with grant guidelines.

Outputs & Impact: Accurate financial records, timely payments, and completed progress and final reports. This ensures compliance, transparency, and successful project delivery.

Evaluation: Review of financial documentation, timely submission of reports, and adherence to grant requirements.

Activity Milestones:

| Description | Approximate Completion Date |
|----------------------------------|-----------------------------|
| Fiscal Agent Agreement Executed | June 30, 2026 |
| Project Administration Initiated | July 31, 2027 |
| Progress Reporting Completed | October 31, 2028 |
| Final Report Submitted | October 31, 2028 |

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.

The results and products of the Northwoods Nature Trail project will be shared widely with the public and relevant stakeholders to maximize impact and ensure long-term benefits. Educational kiosks along the trail, written in both English and Ojibwe, will convey information about local ecosystems, conservation practices, and sustainable recreation. These kiosks will remain in place as enduring educational resources.

Project design documents, trail plans, and environmental review findings will be shared with local government, schools, environmental organizations, and community groups, supporting future trail development, maintenance, and resource management. Community workshops and guided trail tours will provide additional opportunities for hands-on learning and engagement, fostering stewardship and environmentally responsible behavior.

All project signage, print materials, and electronic communications will include attribution to the Environment and Natural Resources Trust Fund, following ENRTF logo and acknowledgment guidelines. Project results, images, and updates will also be shared via Field Township's website, newsletters, and social media channels to ensure accessibility to all Minnesotans.

These dissemination efforts will ensure that the trail and its educational materials have lasting value, promote environmental awareness, and encourage responsible use of Minnesota's natural resources.

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 Northwoods Nature Trail project results will be implemented through collaboration with local government, contractors, and the Township's engineering consultant. Ongoing maintenance and educational programs will be funded by the Township, grants, and potential partnerships with environmental organizations. Educational materials developed during the project will be shared through kiosks and community workshops. If additional work is needed, it will be funded by the Township or continued grant or loan applications.

Project Manager and Organization Qualifications

Project Manager Name: Pat Chapman

Job Title: Township Clerk

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

Pat Chapman, as the Township Clerk for Field Township, brings extensive administrative and project management experience essential for overseeing the proposed project. In this role, Pat manages township records, coordinates meetings, and ensures compliance with local and state regulations, providing a strong foundation for managing project documentation, reporting requirements, and timelines. Pat's experience ensures the project will adhere to all governance and regulatory standards while maintaining accurate, organized records.

Pat also has demonstrated exceptional organizational and logistical skills, coordinating multiple township activities and responsibilities simultaneously. These abilities directly translate to managing project schedules, resources, and

deliverables efficiently. Strong communication skills, honed through regular interactions with township residents, board members, and external partners, will ensure clear, timely updates and facilitate collaboration among project stakeholders.

In addition, Pat has a deep understanding of local governance and community needs, enabling the project to navigate potential legal, regulatory, or operational challenges effectively. Pat's problem-solving experience while addressing community concerns and resolving conflicts will be critical in maintaining smooth project progress. Furthermore, Pat's commitment to community engagement ensures that the perspectives and interests of local residents are incorporated, fostering a supportive and collaborative project environment.

Overall, Pat's combination of administrative expertise, organizational skills, regulatory knowledge, and community-focused leadership positions her to successfully manage the project, ensuring that objectives are met on time, on budget, and in alignment with both local priorities and LCCMR requirements.

Organization: Field Township

Organization Description:

Field Township is a local government organization in St. Louis County, Minnesota, established in 1906. The township serves its residents by managing public services, infrastructure, and community development initiatives. Key responsibilities include maintaining roads, overseeing land use and zoning, and providing essential services that support the safety and well-being of the community.

The township is governed by an elected board of supervisors who make decisions on local policies, projects, and resource management. These supervisors collaborate with township staff and other local officials to ensure efficient operations and effective delivery of services. Field Township also undertakes community planning and development projects that enhance quality of life and foster sustainable growth.

In addition to administrative and regulatory functions, Field Township emphasizes community engagement and environmental stewardship. The township actively supports initiatives that preserve natural resources, protect local waterways, and maintain wildlife habitats, reflecting its commitment to sustainable practices.

Overall, Field Township is dedicated to serving its residents, managing resources responsibly, and maintaining a safe, vibrant, and environmentally sustainable community. Its mission combines effective governance, community development, and stewardship of natural and built resources to support the long-term vitality of the township.

Budget Summary

| Category / Name | Subcategory or Type | Description | Purpose | Gen. Ineligible | % Benefits | # FTE | Classified Staff? | \$ Amount |
|--|---------------------|--|---------|-----------------|------------|-------|-------------------|------------------|
| Personnel | | | | | | | | |
| | | | | | | | Sub Total | - |
| Contracts and Services | | | | | | | | |
| Engineer hired through a competitive process | Service Contract | Trail design, permitting, observation and construction administration | | | | 10 | | \$151,000 |
| General Contractor hired through a competitive bidding process | Service Contract | The General Contractor (and the General Contractor's hired subcontractors) will be responsible for all aspects of the project construction | | | | 30 | | \$669,000 |
| Fiscal Agent Agreement | Service Contract | Paying bills, purchasing requirements, and financial reporting | | X | | 0 | | \$2,500 |
| Project Administrator | Service Contract | Project oversight, progress report and final reporting | | | | 0.5 | | \$2,500 |
| | | | | | | | Sub Total | \$825,000 |
| Equipment, Tools, and Supplies | | | | | | | | |
| | | | | | | | Sub Total | - |
| Capital Equipment | | | | | | | | |
| | | | | | | | 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 | \$825,000 |

Classified Staff or Generally Ineligible Expenses

| Category/Name | Subcategory or Type | Description | Justification Ineligible Expense or Classified Staff Request |
|--|---------------------|--|--|
| Contracts and Services - Fiscal Agent Agreement | Service Contract | Paying bills, purchasing requirements, and financial reporting | Fiscal agent agreements have been awarded in the past |

Non ENRTF Funds

| Category | Specific Source | Use | Status | Amount |
|------------------|---|---|----------------------------|------------------|
| State | | | | |
| | | | State Sub Total | - |
| Non-State | | | | |
| Cash | Iron Range Resources & Rehabilitation (IRRR) or other local funds | IRRR or other local funds will be used to cover remaining costs (& required match) needed to construct the project. | Potential | \$275,000 |
| | | | Non State Sub Total | \$275,000 |
| | | | Funds Total | \$275,000 |

Total Project Cost: \$1,100,000

This amount accurately reflects total project cost?

Yes

Attachments

Required Attachments

Visual Component

File: [2a47d03c-717.pdf](#)

Alternate Text for Visual Component

The exhibit outlines the proposed 8-foot wide, ADA-accessible Northwoods Nature Trail. Key elements include a pedestrian bridge, boardwalk, and parking lot with a vaulted restroom. The map highlights nearby roads and the North Woods School. The exhibit provides an overview of planned enhancements aimed at improving accessibility and visitor experience....

Financial Capacity

| Title | File |
|--|----------------------------------|
| Field Township - Financial Documents | f8cdda3c-bc8.pdf |
| St. Louis County Single audit | d7ebea9b-2f8.pdf |
| St. Louis County audited financial statement | 181a8792-ba6.pdf |

Board Resolution or Letter

| Title | File |
|--|----------------------------------|
| St. Louis County - Fiscal Agent Letter | ff34184e-89e.pdf |
| Field Township - Board Letter | e26b988f-0a9.pdf |

Supplemental Attachments

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

| Title | File |
|--|----------------------------------|
| Capital Construction Budget Addendum | 11651698-9c1.pdf |
| Capital Construction Project Questionnaire | f2585441-091.pdf |

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?

Yes, St. Louis County

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 Chopp - Short Elliott Hendrickson, Inc. (SEH)

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