



CITY OF HOWARD LAKE

PARKS AND PLANNING COMMISSION

*The City of Howard Lake strives to build upon its good neighbor traditions –
A welcoming community for all, supported by vibrant and engaged businesses and community organizations, involved
citizens, and diverse amenities that provide a well-rounded quality of life.*

Howard Lake Library TENTATIVE AGENDA February 12, 2025 – 6:00 pm

A. CALL TO ORDER

B. APPROVAL OF AGENDA

Any additions, deletions, modifications to the agenda will be done at this time.

C. CONSIDER APPROVAL OF MINUTES

D. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

a. Public Hearing for Short Term Rental Application

▪ 5536 County Road 6 SW

▪ 5540 County Road 6 SW

E. NEW BUSINESS

a. Consider Recommendation to Approve/Deny Short Term Rental Applications.

b. Consider Resolution of Support for DNR Grant for Memorial Park Enhancements.

F. OLD BUSINESS

G. ADJOURN



CITY OF HOWARD LAKE

625 8TH Avenue - PO Box 736 - Howard Lake, MN 55349
Phone: 320-543-3670 | cityadmin@howard-lake.mn.us | www.howard-lake.mn.us

HOWARD LAKE PARKS AND PLANNING COMMISSION

Howard Lake City Hall
January 15, 2025 – 6:00 pm

MEETING MINUTES

MEMBERS PRESENT

April Debner
Molly Hibbard
Jason Deiter

Vern Kleve

MEMEBERS ABSENT

Gene Gilbert

Barb Guenigsman

OTHERS PRESENT

Nick Haggemiller, City Administrator

A. CALL TO ORDER

Chair Debner called the meeting to order at 6:07 pm.

B. APPROVAL OF AGENDA

The agenda was approved as presented. Commissioner Hibbard moved to approve the agenda. The motion was seconded by Commissioner Kleve and passed unanimously.

C. APPROVAL OF MEETING MINUTES

Commissioner Kleve moved to approve the Minutes from the Parks and Planning Meeting on November 13, 2024. The motion was seconded by Commissioner Kleve and passed unanimously.

D. PRESENTATIONS, PUBLIC HEARINGS & RELATED APPROVALS

a. Parks and Planning Commission – Commissioner Interview

Neil Weber, the only applicant for the open seat on the commission, introduced himself to the Commission. He shared his background, as it related to planning.

E. NEW BUSINESS

a. Elect Officers for 2025

The Commission discussed the current Officers and determined to keep April Debner as the Chair, Jason Deiter as the Vice Chair and Meagan Theisen as the secretary.

Commissioner Kleve moved to approve the Officers for 2025. The motion was seconded by Commissioner Hibbard and passed unanimously.

b. Confirm Meeting Schedule for 2025

The commission discussed the schedule and determined to keep the 2nd Wednesday of the month at 6 pm, but move the meetings to the Community Room at 817 8th Ave in the new Library.

Commissioner Kleve moved to approve the meeting schedule for 2025. The motion was seconded by Commissioner Hibbard and passed unanimously.

c. Consider Recommendation for City Council to Appoint Neil Weber to the Parks and Planning Commission

Commissioner Kleve moved to recommend to appoint Neil Weber to the Parks and Planning Commission. The motion was seconded by Commissioner Hibbard and passed unanimously.

F. OLD BUSINESS

G. ADJOURN

The Parks and Planning Commission meeting adjourned at 7:00 pm.

Chair, April Debner

Secretary, Meagan Theisen



HOWARD LAKE PARKS & PLANNING MEETING

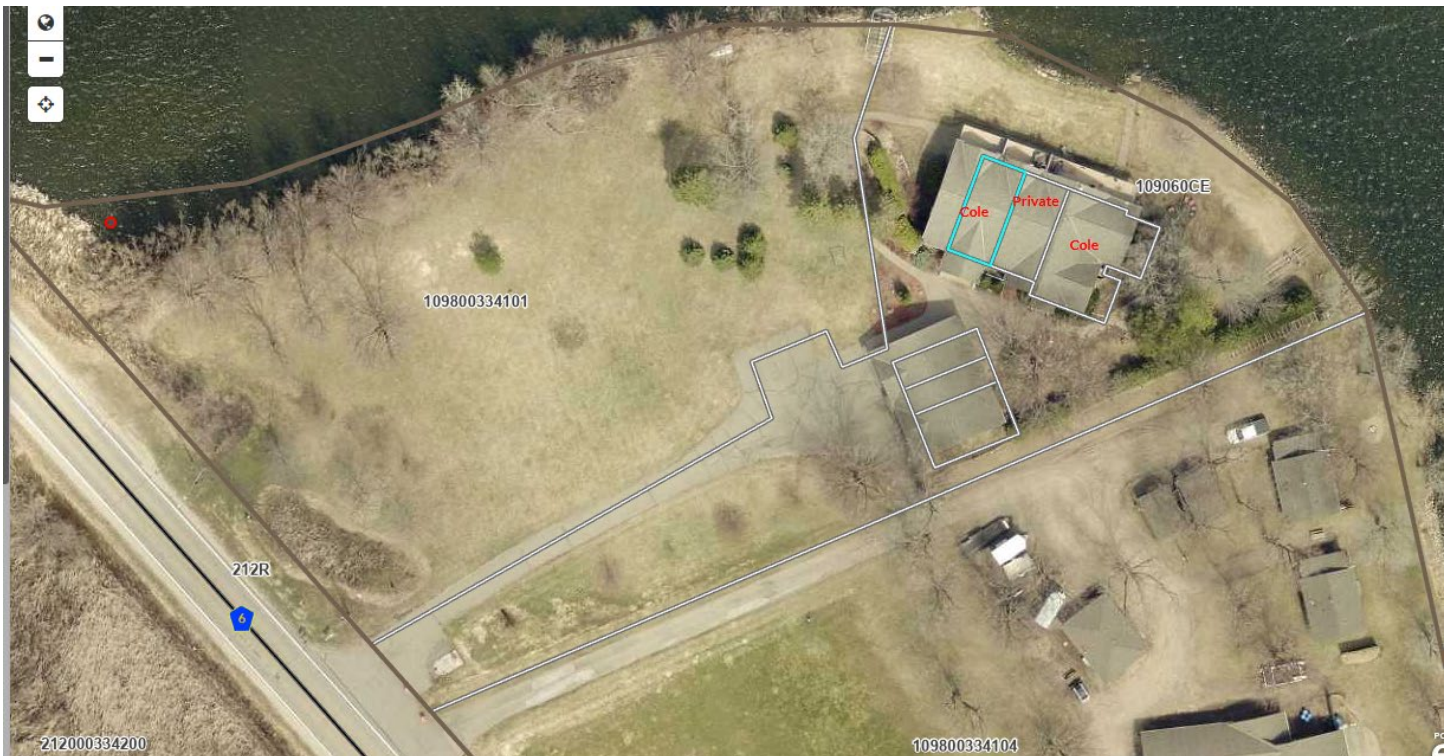
February 12, 2025

AGENDA ITEM: Consider Application for Short Term Rental at 5536 & 5540 County Road 6

SECTION: New Business

FROM: Nick Haggenmiller, City Administrator
Joseph and Colleen Cole

Background: Applicants Joseph and Colleen Cole purchased this triplex in 2022 and have since established a common interest community establishing three separate properties on the site. More recently, Coles have purchased back one of the three units. At this time, the Cole's own 2/3 units on this site – 5536 and 5540.



Within the last year, the Cole's have moved out of the property and had begun using the property as a short term rental. The City was notified of this via complaint which then resulted in the application submission.

Zoning

The property is located in a R5 Medium Density District and surrounded by single family housing both in city limits and outside of corporate city limits.

For this reason an Interim Use Permit is required.

Authorized Agent

The ordinance dictates that a responsible manager must be within 30 miles of the unit and be available 24 hours a day to respond to issues that arise at the property.

The application lists the owner as the responsible manager with the same address as the proposed STR listed. The application then lists a Brooklyn Park address as the owner's current address. Additionally, the application lists Al Sherper as the property manager. Sherper is the owner of the middle unit. This individual contacted the City with concerns of the application. He was unaware he was listed in this manner.

For this reason, a local manager must be identified prior to approval., Prior to approval, the manager and owner must consent to a criminal background check. Due to the conflicting notes of the application, this has not yet been completed.

Application Fee

There is a \$150 application fee per unit for registration. Two units are proposed for this application.

This fee has yet to be collected and must be prior to full approval of the application request.

Parking

City Ordinance Chapter 17.01 Parking requires multi-family developments to have 2.5 cars per unit. Signage and dedicated and delineated parking for both STR guests as well as the owner occupied unit must be made available. It is unclear by the application of the garages will be made available with the units for use/parking. Each unit has a two stall garage.

To meet parking code, 8 stalls must be available. To meet parking to match the requested occupancy limits an additional 8 parking stalls as well as allocations for trailers must be made. The small parking pad, lacks striping and signage. The IUP will limit cars on site (outside of garage) at 8 vehicles including trailers.

Occupancy & Guests

The interior floor plan and application indicate each unit having two bedrooms with "4-6 guests" in 5536 and "6-8 guests" in 5540 for a total maximum guests of 14 between the two properties.

Prior to approval, the applicant must provide an example of a guest log that will be used to track and monitor registered guests. This must be available for review by tenants and/or management in the event of complaints. The IUP will stipulate that the guest list and proposed schedule including check in/out and duration of the stay to be shared with occupant of privately owned unit.

Accessory Structures/Uses

Rustic camping (tents) or occupied RVs, Winnebago etc. are prohibited from use for additional guests, sleeping quarters. The IUP, if recommended for approval, should also take into account number of boats, water crafts, atvs etc. able to be on site at any time.

Nuisance Matters

All properties are subject to all city ordinances. However, due to the conflicting uses including owner occupied housing and short term rental within one property, the IUP will explicitly note No excessive noise, specifically during quiet hours from 10pm to 8am.

Public Comment Received

Al Sherper - 5538 CR 6

- Voiced concern over being listed as a manager without consent.
- Indicated use of property as a short-term rental has and is currently occurring without permit/permission.
- Purchased property in December, use of property in this manner was not disclosed.
- Noted current users have generally been respectful, but noted occupancy levels suggested and having units on both sides of him will give opportunity for nuisance matters.

Rod Werner – 5580 CR 6

- Indicated renters have encroached on his property due to lack of signage.
 - Concerned about traffic, noise and nuisance matters if full occupancy is obtained, especially during the summer.
-

PLANNING COMMISSION ACTION REQUESTED: Hold public hearing, make recommendation to city council to approve/deny/table request.

Administrator Notes:

At this time, the application may be deemed incomplete for the simple reason payment has not been received. Additionally, the planning commission may direct staff to bring forward to council for approval once the following matters are addressed and cleared to be compliant with the existing city ordinance:

1. Pay necessary application fees.
2. Submit to property inspection.
3. Expand parking, provide striping and dedicated signage including handicap, existing tenant and locations for guests including trailers.
4. Identify a local property manager, consent to necessary background checks.

FINANCIAL: There is a \$300 fee due to the city for this request, regardless of approval/denial.

LEGAL:

1. The City has been informed the property has and is being used as a short term rental. This is considered an illegal use under our ordinance.
2. A public hearing notification was published in the Herald Journal and mailed to property owners within 300' of the request.
3. Based on the discussion and recommendation of the planning commission, a resolution with related conditions is needed to be passed by the city council and recorded against the property.
4. While the City does not have enforcement authority over civil documents, specifically the bylaws of the existing HOA, it does not appear that use of the property conforms with the HOA language.
5. At the time this was drafted, it was not clear whether or not the city may limit the number of permits (assuming they meet ordinance requirements) to one per parcel.

ATTACHMENTS:

1. Cole Application
2. Short Term Rental Ordinance

Ordinance No. 22-04

CITY OF HOWARD LAKE
COUNTY OF WRIGHT
STATE OF MINNESOTA

AN ORDINANCE AMENDING THE HOWARD LAKE CITY CODE REGARDING
SHORT TERM RENTALS OF RESIDENTIAL DWELLING UNITS

THE CITY COUNCIL OF HOWARD LAKE ORDAINS:

Section 1. Section 17-21-07 of the Howard Lake Zoning Ordinance is hereby amended to read as follows:

17-21-07 Short Term Rentals of Residential Dwellings

A. Purpose. While not a traditional home occupation, the use of a residential dwelling unit for renting to transient people for short periods of time is found by the City to be a commercial use of residential property conducted by the property owner. The purpose of this section is to ensure that the short-term rental of dwelling units within the City is conducted, operated, and maintained in a manner so as to protect the public health, safety, and welfare of the citizens of the City and so as to not become a nuisance to the surrounding neighborhood.

B. Definitions. For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

AUTHORIZED AGENT. A person who has written designation to act on behalf of an owner as placed on record and supplied as part of the application process for a short term rental license. Such person must reside within 30 miles of the subject property.

SHORT TERM RENTAL. Any residential dwelling unit or portion thereof that is used for renting or boarding for a period of less than 30 days. This does not include any unit within a hotel, campground, resort, bed and breakfast, chemical dependency treatment center, residential care facility, nursing home, or assisted living facility.

C. Interim Use Permit Required. The operation of a short term rental shall require an interim use permit pursuant to Section 17-6 of the Zoning Ordinance and a license when located within the R-1, R-1A, R-2, R-3, R-5, R-6, and R-7 Zoning Districts and any residential Planned Unit Development. Any short term rental operating within a legal residential dwelling or portion thereof in the R-4, or any mixed use or non-residential district is a permitted use of property subject to the terms herein.

D. License Required. All short term rentals shall require a license from the City.

1. **License Application.** All applications for licenses under this Section shall be made

on forms furnished by the City. The application shall be executed by the owner of the short-term rental.

2. **Inspections.** The City may elect to inspect any premises to confirm compliance with the terms of this Section and Chapter 17.06 of the City Code. If requested, the owner shall submit to the inspection within 14 days of the request, unless otherwise extended by the City Administrator for good cause.
3. **Application Fees.** Any application shall be accompanied by a fee in the amount as required by the City's Fee Schedule.
4. **License Duration.** Any license granted shall be good for one year from the date of issuance.
5. **Renewal of Permit.** Applications for renewal of an existing short-term rental license must be made at least thirty days prior to the expiration of the current short-term rental permit. All such applications shall be made to the City on forms provided by the City and shall be accompanied by the required fee.
6. **Change In Ownership.** Licenses are not transferrable. A change in ownership shall require an application for a new license.
7. **Owner or Authorized Agent.** All license applications must state an owner or authorized agent who is responsible for the property and is on-call for all issues. The City must be notified immediately if the authorized agent is changed. The name and contact information of the owner and/or authorized agent must be provided to guests. The owner or authorized agent shall be responsible for the activities of tenants and the maintenance and upkeep of the dwelling unit and shall be authorized and empowered to receive notice of a violation of the provisions of City ordinances and state law, to receive orders, and to institute remedial action to effect such orders, and to accept service of process pursuant to law.
8. **Authorized Agent Required.** In cases where the owner does not reside within 30 miles of the property, no short-term rental permit shall be issued without the designation of a local agent. The authorized agent must reside within 30 miles of the dwelling unit. At all times, the agent shall have on file with the City a primary and secondary phone number as well as current address. The agent or a representative of the agent shall be available 24 hours a day during all times that the dwelling unit is being rented as the primary or secondary phone number to respond immediately to complaints and contacts relating to the dwelling unit. The City shall be notified in writing within five (5) business days of any change of agent.
9. **Application Review.** If an interim use permit is required, the license application will be deemed incomplete until the successful receipt of the interim use permit.

E. General Performance Standards.

1. **Residential Use.** Any short term rental shall be maintained as a residential use of property and is not permitted to change the residential character of the dwelling unit. No short term rental shall require internal or external alterations or involve features not customarily found in residential dwellings.
2. **Signage.** No commercial signage is permitted advertising the use of the property as a short term rental. No signage designating parking areas is permitted.

3. **Parking.** All short term rentals shall provide a minimum of two parking spaces and are required to have at least one parking space per bedroom. Parking spaces may be provided in a garage and driveway but not within a public right-of-way but cannot impede ingress and egress to the property for emergency vehicles, if necessary. The maximum number of vehicles permitted to be on site shall be limited to the number of off- street parking spaces provided. All parking spaces are subject to the zoning requirements for residential parking. Parking beyond what is accommodated by the Zoning Ordinance for a residential dwelling unit is not permitted. Parking for boats, trailers, and recreational vehicles shall meet the requirements of the Zoning Ordinance. All outdoor storage shall meet the requirements of the Zoning Ordinance.
4. **Occupancy Limits.** The overnight occupancy shall not exceed more than two guests per bedroom plus two additional guests. The use of tents, recreational vehicles, or accessory structures to obtain additional occupancy is prohibited. Use of said vehicles or structures for overnight or sleeping accommodations is prohibited.
5. **Registration of Guests.** The owner or authorized agent shall keep a registration report detailing use of the short term rental by recording the full name, address, phone number, and license plate number of guests using the property. The primary occupant shall be an adult at least 18 years of age.
6. **Emergency Contact.** The owner shall post within the dwelling unit the name, address, email and primary and secondary telephone number of the owner or any registered agent that can be utilized twenty-four (24) hours a day by tenants or their guests.
7. **Noise.** Activity on site where noise is audible from beyond the property lines, in a manner that disturbs the peace, is prohibited from 10 pm to 8 am. Conditions on the placement of structures on the site may be placed on a license to lessen the impacts of outdoor and/or activity areas. Outdoor gathering spaces must be located in a manner that minimizes direct noise disturbance of adjacent properties.
8. **Solid Waste.** Owner shall ensure that appropriate recycling and solid waste storage bins are available for use by tenants and guests and shall not be stored in public view.
9. **Disorderly Conduct Prohibited.** Disorderly conduct is prohibited on all permitted premises. It shall be the responsibility of the owner to ensure that all tenants occupying the permitted premises and their guests conduct themselves in such a manner as not to cause the permitted premises to be disorderly. For purposes of this Section, disorderly conduct refers to any disorderly conduct violation under Minnesota Statutes or the City Code.
10. **Conformance with Existing Regulations.** Short term rentals shall conform to all existing standards listed in Minnesota Statutes and Rules and City Ordinances. It is the owner's responsibility to conform to all required building, fire, and Department of Health codes. All short term rentals shall be maintained in compliance with the Housing Maintenance Regulations of Chapter 17.06 of the City Code.
11. **Prohibited Activities.** Violations of this ordinance or the City Code are prohibited activities and may result in the revocation of any license.

F. Revocation of License.

1. **Revocation.** If the City has notified an owner or the authorized agent of three violations of the terms of their license or other violations of City Code or relevant statutes, the City may issue an administrative revocation of a license. All renting of the property shall cease upon issuance of the revocation notice.
2. **Appeal.** The owner may appeal the decision of revocation in the manner identified in the Administrative Penalty Ordinance in Chapter 6.03 Subdivision 4. The owner has ten days from the date of the revocation notice to file said appeal.

Section 2. This ordinance is in effect upon publication.

Approved by the City Council of Howard Lake this 20th day of June, 2022.



Peter Zimmerman, Mayor

ATTEST:



Nicholas Haggemiller, City Administrator-Clerk



Short-Term Home Rental License Application

Yearly License Application Fee: \$150

Date Paid: _____

Receipt No.: _____

Property Owner to complete sections A-F.

A. Property Owner's Information (all owners)

1. Site Address of Short-Term Home Rental: 5536 and 5540 County Rd 6 SW, Howard Lake, Mn. 55349
2. Property Owner Name: Joe & Colleen Cole
3. Property Owner Address (if not primary residence): 6501 106th Ave N
Brooklyn Park, Mn. 55445
4. Property owner's phone number: 763-438-2711
5. Property owner's email: Joe@biobridgeinc.net
6. Will the home be Owner Occupied? Yes or No Will the Owner be present during the stay? Yes or No
7. If not, address while away: _____
8. If not, the average drive time between addresses: 50 minutes
9. Have you Homesteaded the property with the County? Yes or No
10. MN Sales Tax ID number OR SSN to be used for MN Department of revenue reporting (SSN kept confidential):
MN Sales Tax ID # [REDACTED] OR SSN [REDACTED]

B. Property Manager information (if different than owners)

1. Property Manager name: Joe Cole - AL Schepers 5536 County Rd 6 SW, Howard Lake
Mn. 55349
2. Property Manager address: 6501 106th Ave N, Brooklyn Park, Mn. 55445
3. Property Manager phone number: 763-438-2711
4. Property Manager email: Joe@biobridgeinc.net

**Property Manager must reside within 30 miles of the subject property.

Intentionally left blank.

C. Facility Information (To be completed by property owner)

1. Number of legal bedrooms? 5536 = 2 5540 = 3
2. Number of bedrooms to be offered to guests? 5536 - 2 5540 - 2
3. Maximum number of guests to be allowed by owner/operator: 5536 4-6 - 5540-6-8
4. Number of off-street parking spaces on the property: 20+ # for guests: 20+
5. Are each of the off-street parking spaces either in a garage or on bituminous or concrete surfaces? Yes No
6. Building Square footage:
 - a. Total Building square footage 5536 = 1755 sq. ft. 5540 = 3600 sq. ft. All floors including basement and occupied attics. Anything over 4,500 must be sprinkled.
 - i. Basement 5536 = 877 5540 - 1800
 - ii. 1st floor 5536 = 877 5540 - 1800
 - iii. 2nd floor _____
 - iv. Additional stories _____
7. Per Zoning Ordinance 17-21-07, I agree to keep a Vehicle Registration log of all guests' vehicles which includes, guest names, vehicle license plate number, make/ model, and will provide to the city within 48 hours if requested? Yes / No
8. Will guest boats and/or other trailers/RVs be allowed? Yes / No
9. Have any exterior home alterations been done, or planned, to accommodate the Short-Term Home Rental (other than extra parking spaces for guests)? Yes / No
If yes, please explain:

D. Listing Information:

1. On which websites will the Short-Term Home Rental be listed?
Evolve

2. Will the Short-Term Home Rental be listed or advertised anywhere else? If so, please give specifics.
Social media

E. Required attachments: (To be completed by Property Owner)

1. Submitted background check authorization form and \$15 payment for EACH background check required. (Owner & Property Manager required)
2. Site plan, drawn to scale, showing parking and driveways, all structures and outdoor recreational areas that guests will be allowed to use, including, but not limited to, deck/patio, barbeque grill, recreational fire, or sauna.
3. Floor plans, drawn to scale, of the home identifying which rooms will be used as transient guest bedrooms.
4. Proof of suitable and sufficient insurance.
5. Minnesota Sales Tax Account Number (7 digits) OR proof that Minnesota Tax Account Number has been applied for OR Social Security Number.
6. \$150 payment for annual license application and initial inspection.

F. Signatures:

Property owner's name:

Joe & Colleen Cole

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to, the standards found in Zoning Ordinance 17-21-07.

Property owner's signature:

Joe Cole

Date:

1/12/25

If applicable:

Property Manager's name:

Joe Cole

By signing this application form, I certify that to the best of my knowledge the property meets, and will be operated according to, the standards found in Zoning Ordinance 17-21-07.

Property Manager's signature:

Joe Cole

Date:

1/12/25



625 8th Ave, Howard Lake, MN 55349
320-543-3670
www.howard-lake.mn.us
CityofHowardLake@howard-lake.mn.us

APPLICATION SUBMITTAL DISCLOSURE - STHR

Please check each box to indicate you agree to the following statements:

- I understand that all information submitted for this application is subject to the Data Practices Act and that all data is presumed public data and can be made available to the public.
- I understand the City has the ultimate authority to determine what may be considered non-public data.
- I hereby state the foregoing statements and all data, information and evidence submitted herewith in, is to the best of my knowledge and belief, true and correct.
- I hereby state I will comply with the permit if it is granted and used.

Minn. Stat. §13.37 allows certain data to be considered non-public data because it contains a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by me or an organization contracted by me, (2) that is the subject of efforts that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

Please list any materials you believe meet the criteria above and are therefore non-public data.

By signing I agree to the statements above. Required

By signing I agree to the statements above. Required (If other than property owner)

Property Owner Joe's Colleen Cole
Mailing Address 1501 106th Ave N
City - State - Zip Brooklyn Park, Mn. 55445
Telephone No. 763-438-2711
Email Joe@biobridgeinc.net
Signature Joe Cole
(Signature is required)

Representative _____
Mailing Address _____
City - State - Zip _____
Telephone No. _____
Email _____
Signature _____
(Signature is required)



Background Check

Property Owners/Operators/Managers:

As part of the Short-Term Home Rental license process, the City of Howard Lake has the authority to conduct background checks on all property owners, operators and managers.

The form attached is a requirement of the Short-Term Home Rental Licensing process.

Please complete the form for each property owner/operator/ manager, include a \$15 check payable to "City of Howard Lake" for each background check form and submit it along with your STHR License application to begin the STHR licensing process.

If you have questions, feel free to contact City Hall 320-543-3670



Background Check Consent Form Howard Lake Police Department

I authorize this check to be done.

Signature of Applicant: *Joe Cole*

The expiration of this authorization shall be one year from the date of my signature.

Date: 1/12/25

Last Name of Applicant (please print): Joe & Colleen Cole

First Name (please print): Joe - Colleen

Middle (full) (please print): Anthony - Pearl

Maiden, Alias or Former (please print): Colleen Wallin

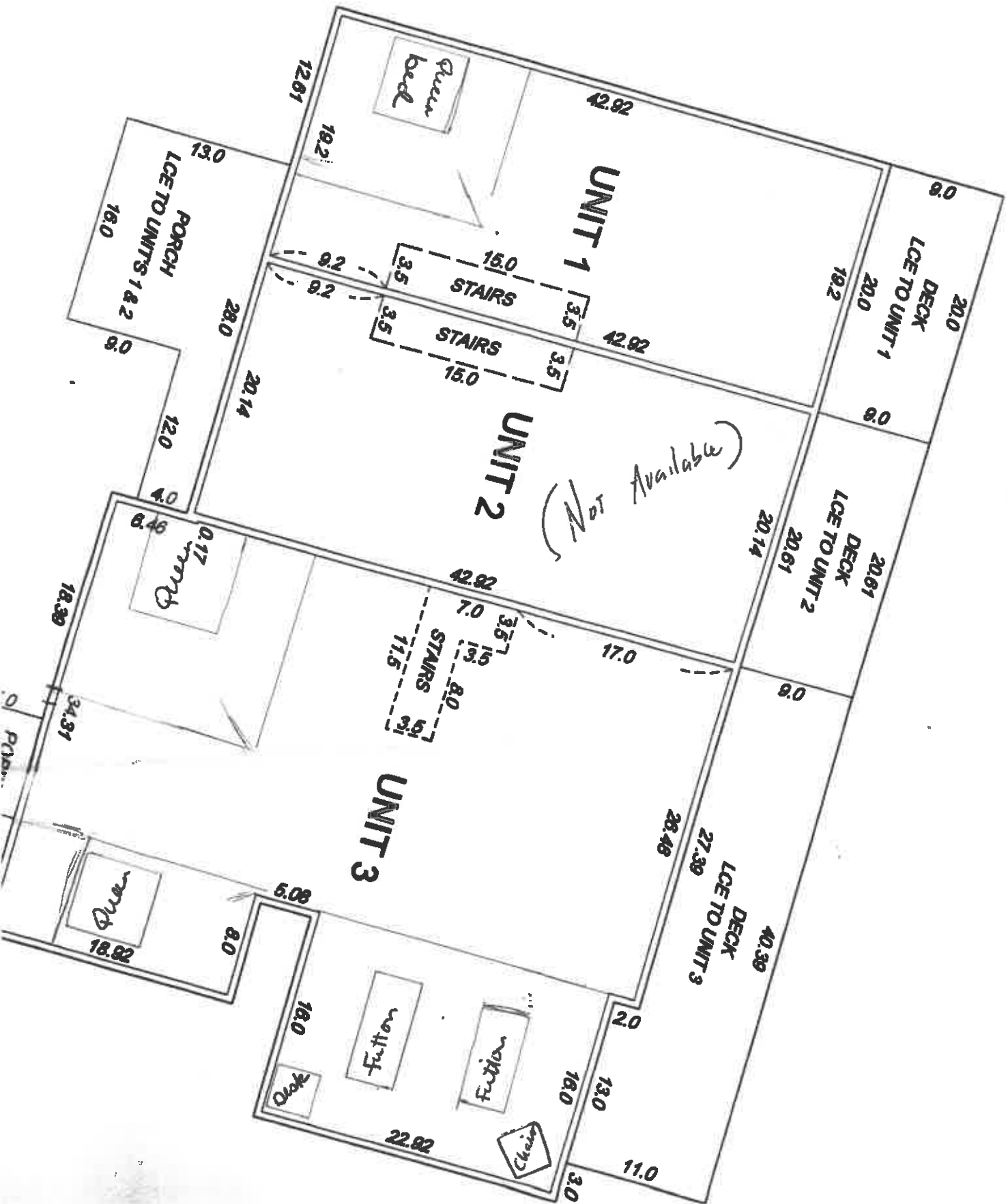
Date of Birth: 7/2/64 (Joe) 3/30/63 Colleen

(Month/Day/Year)

Sex (M or F): Joe male
Colleen female

Social Security Number (optional): _____

MAIN FLOOR



Not Available

UNIT 1

UNIT 2

UNIT 3

DECK

LCE TO UNIT 1

DECK

LCE TO UNIT 2

DECK

LCE TO UNIT 3

Queen bed

Queen

Queen

Fitness

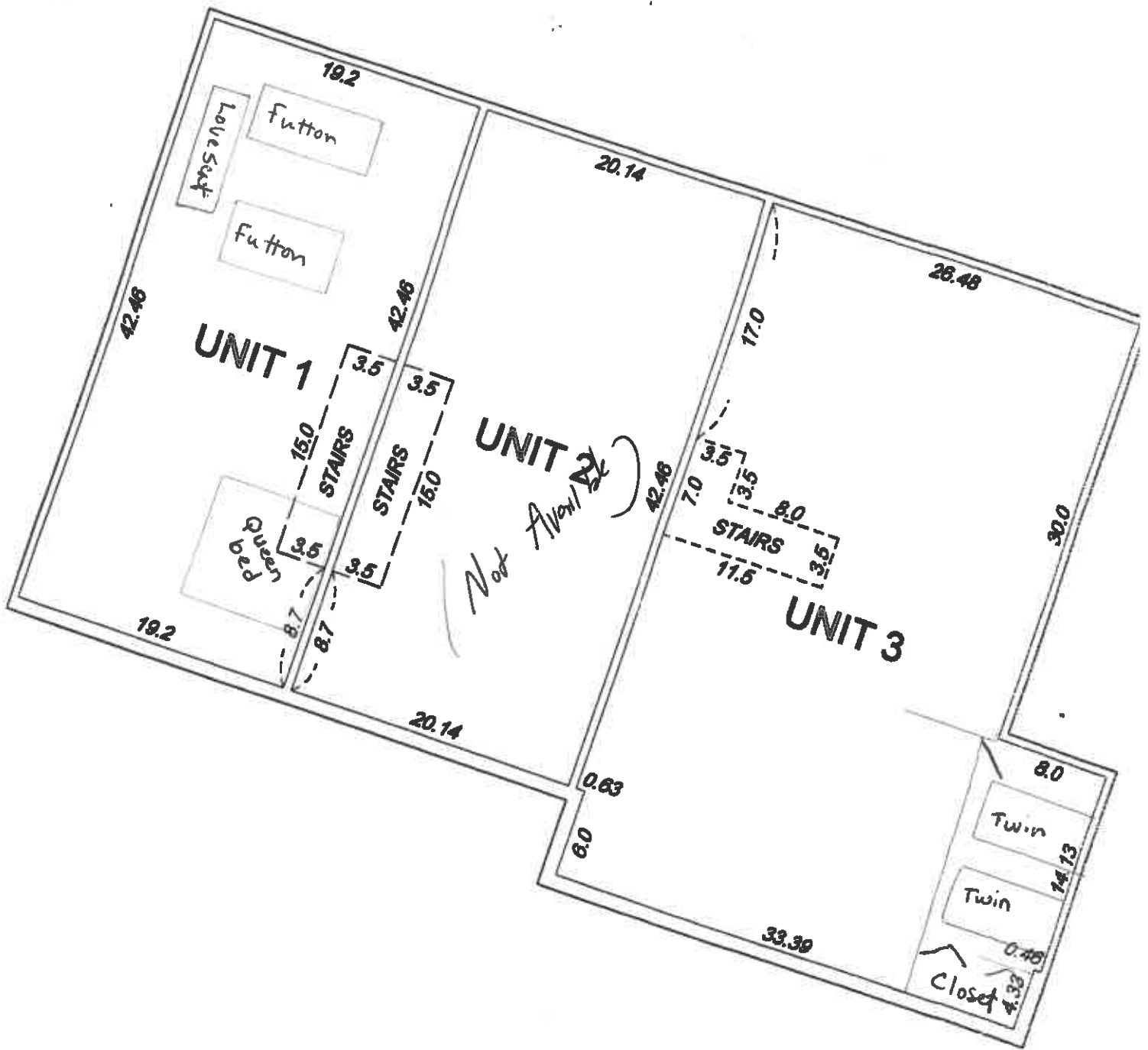
Fitness

Chair

PORCH

LCE TO UNITS 1 & 2

BASEMENT FLOOR



**Howard Lake Village
Luxury Rentals**

Dear Guest(s):

Welcome to Historic Howard Lake. Step back in time to rural America in Howard Lake, Minnesota. A picturesque spot perfect for fishing, boating or simply enjoying the scenery and the many beautiful parks. For the bird enthusiasts Howard Lake Village will not disappoint; eagles, pelicans, loons, hummingbirds, and woodpeckers to name a few.

Howard lake has local dining at:

- **Troubles-American**
- **Marias-Mexican**
- **Legion- American**

Howard Lake also has the beautiful South Shore event center for those of you planning a special event.

Historic Howard Lake is also home to the Wright County Fair which takes place in late July.

Your guest book will include a list of all the local and many charming businesses in Howard Lake and encourage you to pay them a visit during your stay.

Your guest book will also include events taking place in the surrounding areas throughout the month that you may be interested in.

Howard Lake Village is a quiet beautiful community. Surrounded by meticulously cared for gardens and grounds to relax and enjoy. With that we also want to be good neighbors to the rest of the community and surrounding area.

The following includes helpful information and rules we ask that you follow while guest of our community:

- **The owner of the property is Colleen Cole, 763-464-0416, 6501 106th Avenue North, Mpls, MN 55444.**
- **The property is operated by Evolve. All overnight guests must be registered.**
- **Parking is allowed in front of garage door 1, 3 and 4. (Please do not park in front of or block in any way garage door 2) There are 4 parking stalls next to the garage.**
- **The number of guests allowed in unit 5536 is 6**
- **The number of guests allowed in unit 5540 is 8**

**Howard Lake Village
Luxury Rentals**

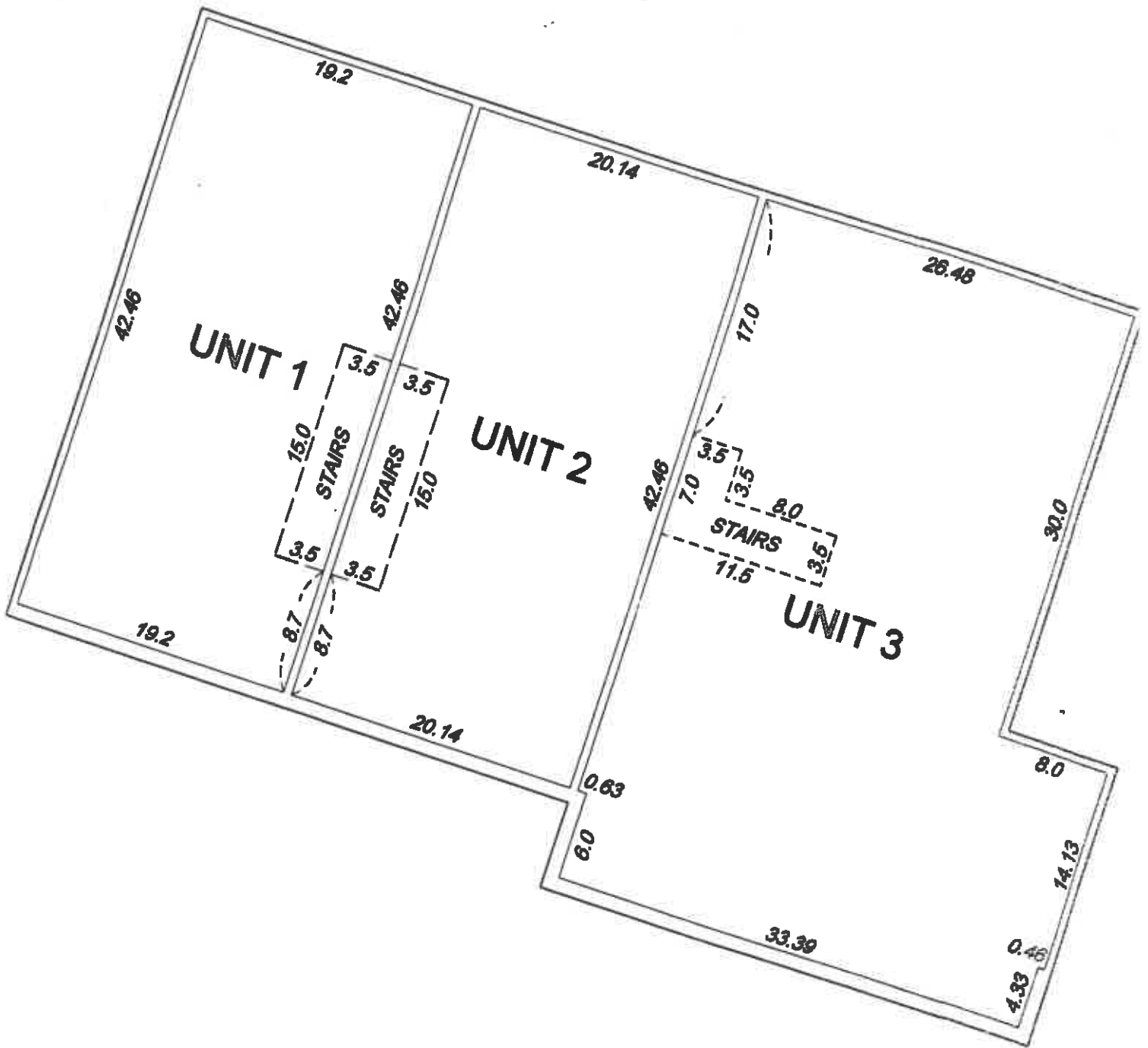
- We do not allow parties or events at Howard Lake Village. We also ask that you follow the city ordinance and reduce noise levels between the hours of 10pm to 8 am.
- Grills are provided and must be used only on lower-level patios, never on the deck.
- Fires are allowed in the provided firepit area only.
- We do not allow candles except battery operated.
- The outdoor hot tub is for adults only and you must follow all the rules posted to use the Tub.
- No Smoking is allowed inside the residence.
- The Wi-Fi network and password is in the house manual.
- For any questions or concerns call 763-438-2711 at any time.

We hope you have a wonderful stay and enjoy all that Howard Lake and surrounding communities have to offer. Thank you for choosing our rental!

Warm Regards,


Joe Cole

BASEMENT FLOOR



Short Term Rental Public Hearing

From Meagan Theisen <mtheisen@howard-lake.mn.us>

Date Tue 1/21/2025 4:12 PM

To HJ Legals <legals@heraldjournal.com>

Please run the following
(this week if possible)

otherwise

Next week and the following week (only needs to be ran twice)

NOTICE OF HEARING

CITY OF HOWARD LAKE, MINNESOTA

Notice is hereby given that the Howard Planning Commission will be holding a public hearing on Wednesday, February 12, 2025 starting at 6:00 p.m. in the Community Room in the Howard Lake Library, located at 817 8th Ave, Howard Lake, MN 55349. The hearing will be to receive comments on the application for Short Term Rental at 5536 County Road 6 SW and 5540 County Road 6 SW. If you are unable to attend the public hearing, but would like to provide input, written comments are welcome.

Dated this 21st day of January 2025.

Nick Haggemiller

City Administrator



MEAGAN THEISEN, ASSISTANT CITY ADMINISTRATOR

625 8TH AVE | HOWARD LAKE, MN 55349

320-543-3670 | www.howard-lake.mn.us



HOWARD LAKE PARKS & PLANNING MEETING

February 12, 2025

AGENDA ITEM: Consider Resolution of Support for DNR Grant for Memorial Park Enhancements

SECTION: New Business

FROM: Nick Haggemiller, City Administrator

Background: The Howard Lake Orphans are under new management. City staff has been meeting and working with Orphans representatives, Shane Heber and Chad Burau on proposed enhancements to the field as well as cost participation from the City.

To date, staff has provided the current policy direction provided by the city council and through the planning commission that prioritizes life/safety/code and general accessibility of parks. Future enhancements must be planned and programmed through annual budget and CIP discussions and related approvals. The City is in early process of updating its CIP. Currently, there are no substantial improvements programmed for Memorial Park.

DNR Outdoor Recreational Grant

This is an annual competitive grant opportunity to fund park improvements. Generally, the grant prioritizes funding to regional parks and community parks of significance. The funds may be used on a wide variety of bricks and mortar, equipment and infrastructure needs surrounding park uses. However, site accessibility and code compliance are funded more successfully and competitively. Reviewing the scoring criteria, focusing on baseball field improvements alone, likely would not provide for a competitive grant application. To that end, the City is proposing to cover expenses associated with sidewalk/trail connections and shoreland restoration. Staff is in early conversations with SWCD about this activity, it is not yet known if this will be included or not.

The Howard Lake Orphans have retained local architect Mitch Litfinn to complete an assessment of the field and provide input to proposed improvements.

Grandstand Renovation & Observation Deck	Materials for the rehabilitation of existing baseball field <u>grand stand</u> and construction of observation deck.	:
Safety /separation net	Materials and labor for the purchase and installation of safety net between baseball field and public access boat launch/fishing pier	:
Parking Lot	Materials and labor for the stabilization of class 5 parking lot, establish new swale and stormwater BMP and light replacement	:
Unmotorized boat launch	Materials and labor for small unmotorized boat launch	:
Sidewalk/Trail Connections	Material and labor related to sidewalk connections from parking to boat launch/pier, within grandstand area	:
Shoreland Restoration	Material and labor related to shoreland clean up and planning of native plantings and establishing a rustic trail adjacent to lake	:
General Site Cleanup/Landscaping	Landscaping including parking barriers	:
Wayfinding & Interpretative Signage	Amenity use and description and wayfinding signage	:
Grand Total		

PLANNING COMMISSION ACTION REQUESTED: Approve resolution acknowledging the City's proposed scope of work at Memorial Park.

FINANCIAL: TBD. The draft budget calls for an investment of the City of \$100,000 with an additional local match of \$100,000 in order to leverage a \$200,000 grant from the DNR.

LEGAL: The City Council would be asked to adopt the same resolution and direct staff to submit the grant request.

ATTACHMENTS:

1. Map of Proposed Enhancements
2. [Draft] DNR Application

2025 Grant Application

Outdoor Recreation Grant Program

Submission Deadline: March 31, 2025 (by 11:59pm)

***Use the current 2025 Grant Application template, as some of our requirements have changed. Use of prior templates places applicants at risk of excluding required information.**

Before starting this application, please read the [2025 Outdoor Recreation Program Manual](#). If you are resubmitting an application from a previous cycle, please be sure to use this application as there have been several changes.

Only one park may be included in an application and only one application per park. Applicants can submit more than one application and receive more than one grant. Significant progress must be made on active projects before you can submit another application.

This program is very competitive. Be sure to allow enough time to complete the resolution, public participation, and any appraisals (if your project includes land acquisition). MN DNR Grant Coordinator staff are available to discuss your project. If you would like comments on draft applications, submit them by **11:59pm, February 28, 2025** to Parkgrants.DNR@state.mn.us.

Only complete applications submitted by the final deadline will be considered for funding.

To submit your application, format the entire application, including all attachments, as one “pdf” and email it to Parkgrants.DNR@state.mn.us by **11:59pm, March 31**. Use the form provided for each item or reproduce it in the same format. Use **Application Checklist** as your cover sheet.

After submission, make sure you receive a confirmation email that your application arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding. Paper submission of applications is accepted on an as-need basis. Email Parkgrants.DNR@state.mn.us to alert staff you plan to submit a hard copy via mail. Hard copy submissions must be post-marked by March 31, 2025, and sent to:

MN DNR Outdoor Recreation Grant Program
Attn: Parks and Trails Division Grant Coordinator
500 Lafayette Road, Box 39
Saint Paul, MN 55155

Please note if your project advances to final selection review and is \$50,000 or more, financial documentation will need to be provided in accordance with Minn. Stat. §16B.981/Chapter 62 - MN Laws, Article 7, Section 11. This will include recent financial statements and audit as well as a statement of financial position.

A Natural Heritage Conservation Planning Report is required with the application.

A Natural Heritage Review will also be required if your project is selected. **Do not conduct a Natural Heritage Review unless you have been selected for funding.** The cost of this review is not an eligible grant expense.

Timeline: 2024 Grant Round

- Application materials become available.....December 2024
- Review of draft applications (optional)February 28, 2025
- Submission deadlineMarch 31, 2025
- Awards announcedJune 30, 2025
- State Historic Preservation Office (SHPO) review...Summer 2025
- Contracts signed after final approvals.....Between October 2025 and March 2026
- Grants expire – projects completedJune 30, 2027

For assistance, please contact

- Sarah Wennerberg, 651-259-5579, sarah.wennerberg@state.mn.us
- Jennifer Bubke, 651-259-5638, jennifer.bubke@state.mn.us
- Department of Natural Resources (DNR) Information Center, 1-888-646-6367

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Attachments

Required for all projects

Attachment A: [Applicant Resolution](#)

Attachment B: [Maps](#)

[Location Map](#)

[Boundary Map](#)

[Recreational Site Plan](#)

Attachment C: [Project Timeline](#)

Attachment D: [Photos](#)

Attachment E: [Plans](#)

Required for all land acquisitions

Attachment F: [Appraisal\(s\)](#)

OUTDOOR RECREATION GRANT PROGRAM APPLICATION CHECK-LIST

Please use this checklist to make sure your application is complete before submitting.

Application Deadline: March 31, 2025

Applicants should focus on projects that will be completed during the 2025/2026 construction seasons.

Please note that if your project advances to final selection review, financial documentation will need to be provided including recent financial statements and audit as well as a statement of financial position.

Required for all applicants

Grant Application

- Item 1: Application Summary
- Item 2: Project Narrative
- Item 3: Project Relation to SCORP
- Item 4: Cost Breakdown
- Item 5: Project Site Evaluation
 - Part 1: IPAC Report
 - Part 2: Conservation Planning Report ***NEW Requirement**
 - Part 3: SHPO Data Search ****NEW Process**
 - Part 4: Description of Environmental Impact of Proposed Project
 - Part 5: Environmental Screening Form (ESF)
 - Part 6: Climate and Economic Justice Screening Tool (CEJST) ***NEW Requirement**
- Item 6: Public Participation and Benefit
- Item 7: Availability for Public Use
- Item 8: Statement of Accessibility

Attachments

- Attachment A – Applicant’s Resolution
- Attachment B – Maps
 - Location Map
 - Boundary Map
 - Recreational Site Plan
- Attachment C – Project Timeline, beginning with Day 0
- Attachment D - Photos of all existing areas of the park (not project area(s) only)
- Attachment E – Plans, required for all new and renovated facilities
 - Buildings, shelters and restrooms plans
 - Trail, walkway and access route plans
 - Playground and splash pad plans
 - Fishing pier plans
 - Campground plans
- Attachment F - Federal Appraisal, required for all land acquisition projects

ITEM 1 - APPLICATION SUMMARY – 2025 APPLICATION

Use the 2025 Grant Application template, as requirements have changed.
Using prior templates places applicants at risk of excluding required information.

Please keep the application intact.

DO NOT delete questions that are irrelevant to your project or change numbering.

Applicant Information

Name of applicant: **Click here to enter text.**

Name and title of contact: **Click here to enter text.**

Address: **Click here to enter text.**

City: **Click here to enter text.** State: **MN** Zip Code: **Click here to enter text.**

Phone: **Click here to enter text.** Email: **Click here to enter text.**

Park Information

Park Name: **Memorial Park at Orphans Field**

Park Address: **104 10th Ave**

City: **Howard Lake**

Nine Digit Zip Code: **55349**

County: **Wright**

Township, Section, Range: **SECT-03 TWP-118 RANGE-027**

Existing Park Acres: **8.5 Acres**

Project Information

Project Type (Check all that apply to this project):

- Acquisition: Acres to be purchased: **Click to enter amount.**
- New Development/Construction
- Redevelopment/ Rehabilitation
- Replacement/ Demolition

Description: Provide a short description (less than 30 words) of your project proposal. Include only items that will be accomplished with this project. Do not include work to be accomplished in future phases.

The project renovates an 8.5-acre park with ADA-compliant ball field seating, fishing pier upgrades, improved parking, and accessible pathways for inclusivity and enhanced recreation.

Financial Information

The Applicant must provide a non-state match of, at least, 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the applicant, donations or any combination of these. Applicants that provide, at least, 20% of the match from their own resources will receive additional consideration in the review criteria. The total project cost shown below must equal the total cost shown in Item 4 – Cost Breakdown.

Total Project Cost: **\$400,000**
 Grant Request: **\$200,000**
 Match Amount: **\$200,000**

Match: List all sources and amounts of the match and identify if it is committed or pending. This program requires a one-to-one match. The match can consist of cash, the value of materials, labor and equipment usage by the local sponsor, donations or any combination thereof. Other state and federal grants are not eligible for match under this program.

Applicants who provide at least 20% of the match from their own resources and/or have their match committed at the time of the application will receive additional consideration in the review.

Matching Share Contributors (Name and funding source):	Match Amount/Value	Type (cash, donated land, etc.)	Is Match Secured or firmly committed. If committed, list date expected to be secured.
Howard Lake Orphans	\$50,000	Cash	Secured
Howard Lake Baseball Boosters	\$25,000	Cash	Firmly Committed
Various Businesses & Tradesman	\$25,000	Donated materials/Labor	Firmly Committed
City of Howard Lake Parks Fund	\$100,000	Cash	Secured
<u>GRAND TOTAL</u>	<u>\$200,000</u>		

ITEM 2 - PROJECT NARRATIVE

Please limit each response to 1-2 paragraphs, no more than 250 words per paragraph.

1. Provide a general overview of what the project involves and what will be accomplished by the completion of the proposed project. Discuss why this project is needed at this time. Identify new facilities that will be constructed, existing facilities that will be renovated or replaced (specify which), or the general site improvements that will be completed with the requested funding.

The proposed project seeks to renovate and enhance Memorial Park, one of only two community parks in Howard Lake. This nearly 9-acre park overlooking Howard Lake includes a Minnesota State Class C Baseball Field with seating for 500, a DNR fishing pier and boat launch, a playground, volleyball courts, restrooms, a pavilion, and parking facilities. The project addresses the need to modernize aging infrastructure and create an inclusive space for all. Key improvements include renovating non-ADA-compliant facilities, such as the grandstand, and establishing accessible routes to critical amenities like the fishing pier, baseball field, and playground. These upgrades will ensure Memorial Park remains a vibrant and welcoming hub for recreation, community engagement, and inclusion for years to come.

2. What design elements are included that contribute to preserving environmental resources as part of ensuring a quality outdoor recreation experience for present and future generations?

Memorial Park, one of only two publicly owned properties along the shores of Howard Lake, is a vital community asset. Spanning nearly 9 acres, it offers open spaces, fishing and boating access, and opportunities for active and passive recreation. Preserving this space is a top city priority to ensure it remains accessible and enjoyable for current and future generations. Without addressing these matters, it would be just as easy to sell the land for development. Proposed upgrades will focus on improving functionality while incorporating sustainable design elements. For example, renovating the parking lot will enhance usability and integrate stormwater pretreatment to protect water quality. Other enhancements, such as accessible pathways and eco-friendly landscaping, will ensure inclusivity and reduce environmental impact. These upgrades will provide visitors of all ages and abilities with opportunities to experience and appreciate the park's diverse amenities while supporting environmental stewardship. By balancing recreation and sustainability, Memorial Park will continue to be one of the most universally utilized and cherished spaces in our community.

3. Who is accessing your park the most? Who has the least access? How does the proposed project address the needs of the users with the least access?

Memorial Park is a valued community destination, utilized by a diverse range of individuals and groups. It hosts the Howard Lake Orphans, a Minnesota State Class C Town Team, for games and tournaments throughout the summer and fall, as well as periodic home games and tournaments for Howard Lake-Waverly-Winsted High School

Baseball. The fishing pier and boat launch are frequented by casual anglers and several fishing clubs for tournaments. Despite its broad appeal, the park remains underutilized due to accessibility challenges. The most underserved populations are children and individuals with disabilities, who collectively represent nearly 40% of the potential user base. The lack of ADA-compliant sidewalk and trail connections from the parking lot to key amenities—including the playground, grandstand, and fishing pier—creates significant barriers for patrons with limited mobility, cognitive challenges, or young families with strollers. The proposed project aims to address these barriers by establishing ADA-compliant sidewalk and trail connections throughout the park and resurfacing the grandstand to meet accessibility standards. These enhancements will create a more inclusive environment, ensuring equitable access for all visitors while significantly increasing the park’s overall usability.

ITEM 3 - PROJECT RELATION TO SCORP

Discuss how the following Strategic Directions from the 2020-2024 Statewide Comprehensive Outdoor Recreation Plan (SCORP) apply to your project. *The SCORP is available at this [link](#).*

Note: The 2020-2024 SCORP will be used to evaluate 2025 applications.

How Does the Project Connect People to the Outdoors?

1. How does the proposed project design and redevelop outdoor recreation facilities so they accommodate varying forms of transportation to your park? Describe the types of transportation used to access your park from your community (e.g., trail, car, public transportation).

The proposed project prioritizes accessibility by accommodating multiple forms of transportation to Memorial Park. Currently, the park is primarily accessed by car, with parking facilities available but in need of upgrades to enhance functionality and ADA compliance. These improvements will ensure the park remains a convenient and accessible destination for drivers. To support multimodal access, the city has previously invested in a multi-modal trail connecting downtown to Memorial Park, encouraging walking and cycling. Looking ahead, a MnDOT project on US Highway 12 scheduled for 2025 will establish a fully ADA-compliant trail along the lake, linking Lions Park and Memorial Park. These coordinated efforts will create seamless, accessible routes between the city's two main parks, enhancing connectivity for pedestrians, cyclists, and individuals with mobility challenges. Trailblazer Transit, the county-wide public transportation provider, is frequently asked to bring residents to Memorial Park. The proposed project will accommodate these needs by ensuring accessible drop-off areas and connections within the park. These improvements support equitable access to the park for all residents, regardless of their preferred or required mode of transportation. By building on past and planned efforts, including the downtown trail and the upcoming MnDOT project, this initiative strengthens Memorial Park's role as a central, inclusive recreational hub. The project's focus on multimodal accessibility ensures that the park can accommodate a diverse range of visitors while fostering greater connectivity throughout the community.

2. How does the park and/or proposed project provide outdoor recreation facilities to promote a welcoming environment for people of all abilities and diverse backgrounds? Does your park provide accessible seating, bathrooms, drinking water, shade opportunities, informational signs and/or safety features? Please describe.

Memorial Park is our oldest and most established community park, offering a range of amenities that promote outdoor recreation for people of all abilities and diverse backgrounds. Current facilities include a bathroom, large picnic pavilion, concession stand, and access to drinking water. The park also provides shaded areas for relaxation and gathering. Its location adjacent to the Wright County Fairgrounds and a

105-unit seasonal RV campground makes Memorial Park a hub for a diverse range of visitors, including families, low-income individuals, and disenfranchised populations. The City takes pride in supporting these groups by maintaining free public parking that serves both the park and nearby facilities, ensuring equitable access to recreation. The proposed project will further enhance the park's welcoming environment by introducing ADA-compliant features such as accessible seating and pathways connecting key amenities. Multilingual and directional signage will be added to ensure visitors of various linguistic backgrounds feel informed and included. Additional shade opportunities and seating areas will support comfort and usability for people of all ages and abilities. By integrating these upgrades, Memorial Park will continue to serve as a central and inclusive space that fosters community engagement, recreation, and equitable access for all.

3. How does the proposed project provide high-quality experiences to visitors through thoughtful design, programming, and interpretation? Does your project include development or expansion of facilities to provide high quality experiences? Are interpretive signs provided to enhance the user experience?

Memorial Park has evolved over the years through phased development driven by the needs and requests of diverse users, resulting in a wide variety of experiences and amenities. However, this project marks an important step toward creating more cohesive, high-quality experiences through thoughtful design and interpretation. A key focus of this project is enhancing opportunities for education and connection through interpretive, informational, and wayfinding signage. Currently, the park's namesake, "Memorial," lacks significant acknowledgment of its creators or origin story. Proposed interpretive signage will honor the park's history and provide engaging insights into its heritage. Multilingual and wayfinding signs will further ensure that all visitors feel informed and connected to the space, regardless of their background. The project also includes significant facility enhancements. The proposed seating deck at the baseball field will provide ADA-compliant, grade-level accessible seating, addressing a critical gap for users with mobility challenges. Similarly, a new ADA-compliant trail from the parking lot to the fishing pier will unlock access to a key amenity for an underserved population, ensuring equitable access to recreation. These enhancements embody thoughtful design by balancing functionality, inclusivity, and community engagement, ensuring Memorial Park continues to provide high-quality experiences for all visitors. By connecting people to the park's physical space, history, and amenities, the project fosters a deeper appreciation and enjoyment of this vital community resource.

Does the Project Acquire Land and/or Create Opportunities?

Acquisition

If you are not acquiring land,

- Respond "Not applicable" to questions 1-5 and proceed to Development-Redevelopment questions 6-9.
- Any responses provided to questions 1-5 will not be reviewed or scored.

1. Is the proposed project located in a densely settled area and/or area of rapid population growth?

Not Applicable

2. Does the proposed project accelerate the acquisition of private in-holdings and add lands to existing parks to enhance resource protection and recreational opportunities? Please describe.

Not applicable

3. Does the proposed project acquire exceptional one-time opportunities of unique, high-quality natural resources that meet critical needs outside of regional centers? Please describe.

Not applicable

4. Does the proposed project acquire land to connect protected and high-quality natural resource corridors? Please describe.

Not applicable

5. Does the proposed project acquire land that protects important water resources including lakes, rivers, wetlands, shoreline, and critical watersheds? Please describe.

Not applicable (but does protect and enhance existing!!)

Development/Redevelopment

6. How does the proposed project develop and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities? Does your project incorporate universal design, family friendly facilities, separation of uses (active/passive use, RV/tent sites), appropriate quality natural setting for proposed activities? Please describe.

The proposed project presents an exciting opportunity to transform Memorial Park into a more inclusive and accessible space, meeting the outdoor recreation needs of people of all abilities while enhancing its role as a family-friendly destination. Currently, Memorial Park features family-oriented amenities, including a playground, picnic areas, and shaded spaces, and benefits from a clear separation of uses. However, the park's current design arguably creates too much separation, limiting its cohesion as a community space. This project will thoughtfully address this challenge by creating ADA-compliant pathways that connect key amenities, such as the parking lot, fishing pier, playground, and ball field, ensuring seamless access for all

visitors, including individuals with mobility challenges, families with strollers, and older adults. Universal design principles will be incorporated into all improvements, such as accessible seating at the ball field and interpretive and wayfinding signage to help visitors navigate the park and connect with its history. The inclusion of landscaping with native vegetation will enhance the park's natural setting, providing a scenic backdrop for both active and passive recreation. Beyond the park's boundaries, the project will strengthen its integration with the surrounding "neighborhood," which includes a privately-owned RV campground and the Wright County Fairgrounds. By enhancing connectivity and accessibility both within and beyond the park, this initiative will elevate Memorial Park from a "sleepy" community space into a vibrant recreational hub, fostering greater inclusivity and engagement among diverse users.

7. How does the proposed project create an accessible environment that is open and flexible to accommodate new and emerging nature-based recreation uses? Does the project support numerous activities, maintain large open play areas, incorporate emerging nature-based activities such as camping, fishing, water access, birding, hiking, wildlife viewing, etc.? Please describe.

Memorial Park, spanning 8.5 acres, is primarily open space designed to support new and adaptive recreational uses. Its layout and proximity to natural features make it an ideal location for accommodating a wide range of emerging nature-based activities. The park already supports traditional activities such as fishing, picnicking, and playground use, while its open design allows for the integration of additional recreational opportunities in future phases. The City has recently cultivated strong partnerships with the Wright County Fair (under new management) and a nearby residential treatment facility. These collaborations have opened the door to innovative public-private partnerships that enhance park programming and infrastructure. Plans for future phases include developing nature viewing areas and creating rough and graded trails that cross property boundaries, fostering connectivity with adjacent spaces and encouraging exploration of the natural environment. Additionally, the City is considering the introduction of new unmotorized boat launches to expand water access and support unique recreational opportunities, such as spear fishing, leveraging the park's rich aquatic habitat. These enhancements not only promote outdoor recreation but also provide visitors with diverse, engaging experiences that align with current and emerging trends in nature-based activities. By maintaining open play areas and designing for flexibility, the project ensures that Memorial Park remains a dynamic and accessible environment capable of evolving to meet the changing needs and interests of the community.

8. How does the proposed project develop new infrastructure and amenities that meet the needs and interests of future generations and diverse communities (e.g., develop group-based opportunities such as group campsites, group picnic areas, and gathering spaces used by diverse communities. Offers amenities that meet the lifestyles of our target markets such as wireless internet, playgrounds, family bathrooms, areas for specialized interest, etc.)? Please describe.

In the wake of the COVID-19 pandemic, our community has increasingly sought local, meaningful recreational opportunities rather than larger destination events in the Minneapolis metro. Residents are not only looking for engaging outdoor amenities but also seeking ways to rebuild social connections and strengthen ties with their neighbors and natural surroundings. Memorial Park is uniquely positioned to meet these evolving needs by providing diverse, inclusive, and future-focused recreational opportunities. One of the park's most significant users, the Howard Lake Orphans baseball team, has experienced a resurgence in attendance and community engagement due to this renewed focus on local recreation. By renovating their home field, this project ensures that America's beloved "pastime" remains a central part of Howard Lake's future. Recognizing the changing expectations of visitors, the Orphans have already expanded park-wide Wi-Fi, enhancing connectivity and allowing for live game broadcasts and digital engagement, making the park more accessible and attractive to a wider audience. Beyond these immediate enhancements, this project sets the foundation for future developments that will serve diverse users and generations to come. Planned improvements include upgraded playgrounds, new family-friendly bathroom facilities, and—most importantly—native shoreland restoration. This ecological initiative will not only improve water quality and habitat but also enhance shoreline accessibility, ensuring the space remains functional, inviting, and environmentally responsible for future users. By integrating thoughtful infrastructure upgrades with ecological stewardship, this project transforms Memorial Park into a vibrant, forward-thinking space that meets the needs of both today's visitors and future generations.

9. Will the proposed project be designed and constructed with sustainable and resilient infrastructure, including effective storm water management (e.g., rely on up-to-date green infrastructure and best practice designs, is energy efficient, easy to maintain and uses recycled/recyclable materials, conserve the use of water at facilities and/or design facilities to effectively manage storm water onsite.)? Please describe.

Yes! The proposed project integrates sustainable and resilient infrastructure to enhance environmental stewardship while improving park functionality. A key component of this effort is the parking lot improvement plan, which aligns with best management practices identified in a Stormwater Treatment Plan commissioned by the City and Wright County Soil and Water Conservation District. These improvements will reduce surface pollution runoff into Howard Lake, improve water quality, and enhance overall site drainage. Additionally, better stormwater management will contribute to improved playing conditions for the baseball field and surrounding open spaces, reducing water accumulation and soil erosion. The park's physical infrastructure upgrades will also incorporate sustainability principles. Renovations to the grandstand and other facilities will prioritize minimal ground disturbance, following MS4 (Municipal Separate Storm Sewer System) standards and DNR best practices for environmental protection. Wherever possible, the project will utilize sustainable, recycled, and low-impact materials to ensure long-term durability and ease of maintenance. By integrating modern stormwater management, environmentally responsible design, and sustainable materials, this project ensures

that Memorial Park remains a resilient, low-impact, and high-quality recreation space for future generations.

Does the Project Take Care of What We Have?

1. Does the proposed project result in redevelopment, renovation, or rehabilitation of existing infrastructure to ensure high-quality and safe experiences for the public (e.g., roof replacement, structural replacement, trail resurfacing, refurbishing trail head amenities, campgrounds rehabbed and updated, bring facilities up to modern codes and standards, and/or make it easy for everyone to access and enjoy parks and trails)? Please describe.

Memorial Park's history is deeply tied to the Howard Lake Orphans, the largest user of the park's main amenity—the baseball field. The Orphans, originally displaced from another city, found a new home in Howard Lake, where a community-driven effort built the park around them. Reflecting the team's scrappy, determined spirit, much of the park's existing infrastructure was initially constructed by dedicated volunteers and "weekend warriors" with good intentions but limited resources. As a result, many amenities today are aging, non-code-compliant, and in need of critical rehabilitation. Recognizing these challenges, a local architect has committed to donating time in late 2024 to conduct a comprehensive park assessment focused on ADA accessibility, structural integrity, and building code compliance. This project will act as the first major step in addressing those needs by renovating and modernizing essential infrastructure to meet current safety and accessibility standards. The grandstand renovations will ensure ADA accessibility and structural compliance, while parking lot improvements will enhance both stormwater management and overall accessibility. Additionally, new ADA-compliant trail connections will be created, linking the parking area to key amenities such as the playground, baseball field, and fishing pier. Above all, this project seeks to preserve and enhance existing facilities, ensuring they are safe, inclusive, and accessible for future generations. Through strategic upgrades and compliance-driven renovations, Memorial Park will continue to serve as a high-quality, welcoming recreational space for all.

2. Does the project sponsor maintain a Capital Asset Management plan, that includes a schedule of replacing park equipment/facilities, to ensure protection and full utilization of the proposed facilities (yes or no, describe)?

As referenced in the previous question, the City has retained a local architect Mitch Littfinn of Litfinn Designs to complete this very task and assignment. We anticipate having a full CIP specific to Memorial Park substantially complete within a few months. This funding opportunity will greatly shape the final completion and implementation of the CIP in full.

3. Does the proposed project preserve existing high-quality natural areas and water resources? Please describe.

Yes, the proposed project actively supports the preservation and enhancement of high-quality natural areas and water resources, particularly Howard Lake. The City has partnered with Wright County Soil and Water to develop a Stormwater Treatment Plan aimed at improving water quality. One of the key recommendations from this plan includes parking lot enhancements to reduce surface runoff and mitigate pollutants entering the lake, which will be implemented as part of this project. Beyond this initiative, the City is also working collaboratively with multiple government agencies on a Total Lake Treatment Project designed to significantly reduce phosphorus levels and enhance overall water quality in Howard Lake. This multi-year effort, estimated at \$300,000, underscores the City's commitment to long-term environmental stewardship. In preparation for a cleaner, more sustainable lake ecosystem, the City is pursuing complementary park improvements through this funding request. By integrating accessibility enhancements and thoughtful infrastructure upgrades, this project will ensure that Memorial Park remains a well-preserved, environmentally responsible recreation space that supports both community enjoyment and ecological health.

4. Does the proposed project restore and reconstruct natural communities that have been degraded or lost due to agriculture or development?

The proposed project primarily affects current park property with the exception of the trail connection to the pier and parking lot enhancements. That said, we recognize the greater eco-system at play. To that end, Wright County Soil and Water has also worked with adjacent agricultural partners and land owners on buffer zones that ultimately drain to Howard Lake to assist in this effort. In sum, the collective efforts underway are small in part, big in sum.

ITEM 4 - COST BREAKDOWN

Development (see Program Manual for eligible costs). Contingency and indirect costs are not eligible grant expenditures. Design/Engineering costs more than 10% of the total project construction cost are not eligible. Be aware we require all existing and proposed facilities to have accessible routes so please account for that in your cost breakdown. If your project is selected for federal funding, the Build America, Buy America Act will apply ([BABAA](#)). We recommend including pricing from BABAA compliant companies to the extent possible on applicable budget lines.

Pursuant to Minnesota Statutes 177.41 to 177.44, and corresponding Minnesota Rules 5200.1000 to 5200.1120, this program is subject to prevailing wages as established by the Minnesota Department of Labor and Industry. If awarded, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties. Accordingly, ensure pricing includes costs for prevailing wages.

Please provide cost breakdown by facility, not by materials. See examples. Delete the listed examples from your budget prior to submission.

Facility (e.g., picnic area, campground, walkway, shelter, restroom)	Description (linear feet, dimensions, material used, number of components, etc.)	Cost Per Unit	Total Cost
<i>Example: Bathroom/Shower/Storm Shelter</i>	<i>Materials and labor for construction of one 37' x 38' concrete block facility. Also includes septic system and drain field.</i>	<i>\$596,000</i>	<i>\$596,000</i>
<i>Ex: ADA-Compliant Pathways</i>	<i>2,500, linear feet; Crushed Run/Asphalt (8' ft width)</i>	<i>\$36,252</i>	<i>\$36,252</i>
<i>Ex: Signage</i>	<i>Installation and maintenance of 1 interpretive and 3 directional signs</i>	<i>\$950</i>	<i>\$950</i>
Grandstand Renovation & Observation Deck	Materials for the rehabilitation of existing baseball field grand stand and construction of observation deck.	\$200,000	\$200,000
Safety /separation net	Materials and labor for the purchase and installation of safety net between baseball field and public access boat launch/fishing pier	\$60,000	\$60,000
Parking Lot	Materials and labor for the stabilization of class 5 parking lot, establish new swale and stormwater BMP and light replacement	\$20,000	\$20,000
Unmotorized boat launch	Materials and labor for small unmotorized boat launch	\$2,000	\$2,000
Sidewalk/Trail Connections	Material and labor related to sidewalk connections from parking to boat launch/pier, within grandstand area	\$50,000	\$50,000
Shoreland Restoration	Material and labor related to shoreland clean up and planning of native plantings and establishing a rustic trail adjacent to lake	\$30,000	\$30,000
General Site Cleanup/Landscaping	Landscaping including parking barriers	\$20,000	\$20,000
Wayfinding & Interpretative Signage	Amenity use and description and wayfinding signage	\$20,000	\$20,000
Grand Total			\$400,000

1. How were the cost estimates derived?

The costs were derived from a certified and practicing architect as well as the City's general engineering firm using unit costs from similar, recent projects.

2. What assurances are there that the costs listed are reasonable?

The project costs started with volunteers fact checking through internet and retail establishments and was then handed off to professional architects and municipal engineers using bided projects within the last 12 months.

3. Describe any project elements or costs that will improve site resiliency and facility longevity, if any.

The three primary drivers of this project are site preservation and accessibility enhancements, stormwater best management practices (BMPs), and overall amenity improvements—each intentionally prioritized to ensure the park’s long-term viability. Memorial Park has been a cherished community asset for nearly 130 years, and the City is committed to preserving it for future generations. To ensure site resiliency, the project prioritizes maintaining and reinforcing existing infrastructure before introducing new enhancements. Key elements, such as ADA-compliant pathways and seating, will not only improve accessibility but also increase the durability and usability of the park for all visitors. Additionally, stormwater BMPs—including improved drainage and pollution mitigation strategies—will protect Howard Lake’s water quality and reduce long-term environmental degradation caused by runoff. Beyond preservation and accessibility, the project also focuses on future-proofing the park for evolving recreational needs. Upgrades to facilities, the grandstand, and the shoreline will incorporate durable, sustainable materials designed to withstand heavy use and environmental conditions. By approaching development with a balance of preservation, accessibility, and adaptability, this project ensures that Memorial Park remains a resilient, high-quality recreational space for generations to come.

4. What is the anticipated life span of the facilities that will be funded as part of this project? What are the estimated annual maintenance costs?

While individual amenities will have varying lifespans, the overall anticipated lifespan of the proposed improvements is at least 25 years. This estimate was determined in collaboration with project partners, including engineers and architects, based on industry standards and material durability. Notably, many of the existing amenities—constructed informally and not always to code—have already lasted around 25 years, despite being built with lower-quality materials and without professional oversight. With proper design, professional construction, and modern code compliance, the new facilities are expected to far exceed the lifespan of current infrastructure. Annual maintenance costs for the upgraded facilities are estimated at \$5,000, a figure that is easily incorporated into the City’s park budget. In fact, due to the use of higher-quality, durable materials and improved construction standards, the ongoing maintenance burden may actually be lower than current expenditures, which have been focused on reactive repairs and upkeep of deteriorating spaces. By investing in resilient infrastructure now, the City will reduce long-term maintenance costs while ensuring Memorial Park remains a high-quality, sustainable, and accessible recreational asset for decades to come.

5. What is your recent experience completing similar projects with state or federal grant funding?

The City of Howard Lake has a strong track record of successfully securing and administering competitive grants, averaging \$1 million in awarded funding per year. Most recently, the City completed the construction of a new library facility, a \$5.4 million project that required the strategic coordination of multiple funding sources. This included a \$730,000 Minnesota Department of Education Grant, a \$50,000 T-

Mobile Grant, and general underwriting from USDA Community Facilities. Managing this complex funding structure required City staff to navigate federal and state compliance requirements, prevailing wage reporting, and post-award administration, all of which were executed successfully. The City's ability to manage such an intricate funding model has been recognized as a best practice, with various government agencies requesting presentations on how to effectively package and leverage multiple funding sources for a single project. With this extensive experience in grant writing, administration, and compliance, the City is well-equipped to manage this project efficiently while ensuring full compliance with all state and federal funding requirements.

Land Acquisition (if application includes acquisition) – Federal (Yellow-Book) Appraisal(s) must be attached. If you are not acquiring land, any answers provided here will not be reviewed or scored.

Parcel Identification Number or location	Description of property	Acres	Appraised Value
NOT APPLICABLE			
Grand Total			

1. Why is this acquisition needed?

NA

2. Describe the existing resources and features of the site that make it desirable for public outdoor recreation.

NA

3. Explain how you envision this acquisition contributing to outdoor recreation in the long term.

NA

4. From whom is this property being purchased?

NA

5. Are any buildings or structures being purchased along with the property?

a. No

- b. Yes – Describe what is planned for those structures and whether the grant funded project includes the value of those structures.

NA

- 6. How and when will the site be made open and accessible for public outdoor recreation use? For acquisition only grants, parking and a funding acknowledgement sign must be posted prior to close of the grant and the park open for public access. Recreation facilities must be developed within three years from the date of acquisition.

NA

- 7. Is this property being acquired under threat of condemnation?

NA

- 8. Was the property listed for public sale?
 - a. No
 - b. Yes – Explain how the property owner was made aware of the grant sponsor’s interest in the property.

Click here to enter text.

- 9. Does this project involve donated property?
 - a. No
 - b. Yes – Include evidence that the seller was offered the fair market value of the property as just compensation and willingly chose to donate the property instead.

NA

ITEM 5 - PROJECT SITE EVALUATION

All applicants must prepare and submit the [Project Site Evaluation on the next pages](#). The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the project area. It is very important, therefore, that the project site evaluation identify all possible impacts of the proposed project. This will help determine whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. Use the resources below to help you fill out the evaluation:

Endangered Species and Critical Habitat Resources

US Fish and Wildlife Service (USFWS) [Information for Planning and Consultation \(IPaC\) Report](#) provides a list of species and other resources such as critical habitat (collectively referred to as trust resources) under the USFWS' jurisdiction that are known or expected to be in or near the project area. The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

Minnesota's List of Endangered and Threatened Animal Species

Additional information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). A booklet entitled [Minnesota's List of Endangered and Threatened Animal Species](#), that includes a list of all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available from the DNR by calling (651) 296-6157 or (888) 646-6367 or at the DNR website [Minnesota's Endangered, Threatened, and Special Concern Species](#).

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information about county biological surveys is available at [Minnesota Biological Survey](#).

Wetlands Resources

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed, or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized, and compensatory mitigation must be provided for all values that have been lost or diminished. The basic reference for wetland determination will be the [National Wetlands Inventory](#) produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

Project Site Evaluation

Using the following format and subject categories below, address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

Part 1 – USFWS Information for Planning and Consultation (IPaC) Report

Review of your project by the US Fish and Wildlife Service (USFWS) [Information for Planning and Consultation \(IPaC\) Report](#) is required to provide a list of species and other resources such as critical habitat (collectively referred to as trust resources) under the USFWS' jurisdiction that are known or expected to be in or near the project area, as well as a determination of the project's impact on the list of species and other resources (consistency letter). The list may also include trust resources that occur outside of the project area, but that could potentially be directly or indirectly affected by activities in the project area. However, determining the likelihood and extent of effects a project may have on trust resources typically requires gathering additional site-specific (e.g., vegetation/species surveys) and project-specific (e.g., magnitude and timing of proposed activities) information.

From the website, click on "Get Started" then enter a location, define the area, and confirm the area where the project activities will occur. Then click on "Continue," print the resource list and **attach to your application**. Next, follow the [IPaC Determination Key guidance](#) to receive a determination for each listed species and resource and **attach the consistency letter to your application**. Use this information to help guide your responses below.

NEW REQUIREMENT IN 2025

Part 2 – Minnesota Conservation Explorer Conservation Planning Report

A [Conservation Planning report](#) (free of charge) is required to provide information on ecologically significant areas.

Go to: [Minnesota Conservation Explorer \(MCE\)](https://mce.dnr.state.mn.us/) (found at <https://mce.dnr.state.mn.us/>)

- Click on EXPLORE Tab
 - Define Area of Interest (draw, select layers, or upload shapefile)
 - Ensure the defined area covers **both** the entire project area plus any potentially impacted areas.
- Click on "CONSERVATION PLANNING REPORT"
 - The report may take a few minutes to generate.
- Save and **attach to your grant application**.
- Use this information to guide your responses below.

If your application is funded, the DNR will require you to request and submit a **Natural Heritage Review** letter. There is a fee to conduct this step. **Please do not conduct a Natural Heritage Review unless you have been selected for funding**. The cost of this review is not an eligible grant expense.

Part 3 – Minnesota State Historic Preservation Office (SHPO) – Initial Data Search

***NEW PROCESS IN 2025**

SHPO research request procedures have changed with the launch of the Minnesota Statewide Historic Inventory Portal (MnSHIP). Please visit [MnSHIP \(https://mnship.gisdata.mn.gov/\)](https://mnship.gisdata.mn.gov/) and the Office of the State Archaeologist (OSA) [OSA Portal \(https://osaportal.gisdata.mn.gov/\)](https://osaportal.gisdata.mn.gov/) to perform research yourself. You can also visit <https://npgallery.nps.gov/nrhp> to obtain National Register of Historic Places nominations and information. Although this process allows for quick turnaround of results, please allow sufficient time in case follow-up with Minnesota Indian Affairs Council (MIAC) and/or OSA as needed.

At MnSHIP, search for the project area by 1) address; 2) township, section, and range; or 3) Shapefile. Once you have located your project area, draw a box to further specify the project area, select the print option on the right-hand side of the map, enter a title and export. This will provide a map with a legend and scale. **Attach the map to your application.**

COMPLETED

At the OSA Portal, search for your project area. Once located, draw an area to further specify your project area and save a screenshot. **Attach the screenshot to your application.** If the MIAC layer shows up in your project area, you will need to reach out to MIAC and OSA to see if there is potential impact to a cemetery. Reach out to the Grant Coordinators for guidance if this is required. **Email communication to MIAC and OSA must be attached to the application.**

FURTHER INFORMATION NEEDED

Use the information from MnSHIP and OSA Portal and your community history to help guide your responses below.

Part 4 - Description of Environment and Environmental Impact of Proposed Project

A. Present Land Use: Describe the existing site conditions, facilities, and park acres.

Click here to enter text.

1. Explain why the site is suitable for the type of outdoor recreation proposal being submitted.
2. Does the site include any elements that visually detract from the outdoor recreation experience or that represent a potential public safety hazard?
 - a. No
 - b. Yes – Explain and describe whether this project will help to address those concerns.

B. Environmental Intrusions: Describe **all** rights-of-way, easements, reversionary interests, etc. within the proposed boundary area. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

Click here to enter text.

C. Fish and Wildlife: Indicate whether the proposed project site is on or adjacent to a national, state, or local wildlife management area, park, or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

Click here to enter text.

D. Vegetation: Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed project, as well as any restoration and/or protection activities planned as part of the project.

Click here to enter text.

E. Wetland Resources: Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality on or adjacent to the site.

Click here to enter text.

F. Geologic and Physiographic Features: Describe any interesting, unique, or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed protection activities or measures to provide public education, interpretation, and enjoyment of these resources.

Click here to enter text.

G. Flood plains: Describe any flood plains in the project area. Include flood plain levels, what development in the flood plain areas will look like and all mitigation efforts.

Click here to enter text.

H. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impact(s) on adjacent land uses or landowners.

Click here to enter text.

I. Archeology/ Ground Disturbances: Provide a description of current and historic land use and ground disturbances. Include available information concerning known or suspected archaeological resources within or adjacent to the park. Indicate if any of these identified resources will be impacted by the proposed project.

Click here to enter text.

J. Historic Structures: List known historic buildings or structures located within or adjacent to the project area (i.e., individual properties or districts which are listed in the National Register of Historic Places, or which meet the criteria for listing in the National Register). If applicable, identify any expected or potential impacts to these properties with the proposed project.

Click here to enter text.

K. Surveys: Have there been any previous cultural and/or historic resource surveys completed that included this project site within the area of potential effect that was assessed?

No – Describe any construction planned as a result of this project that will extend beyond the pre-existing disturbance area (including surface area and depth).

Click here to enter text.

Yes – Attach survey and summarize findings and include page number references below.

Click here to enter text.

Part 5 - Environmental Screening Form (ESF)

The table below serves as a record of the environmental resources present at the site, whether the proposed action is likely to have a significantly negative impact on those resources, and whether further information is needed to determine the potential impact. Review the listed resources and identify any resources that may be significantly impacted by the action. The Environmental Screening Form (ESF) should be completed with professional input from resource experts and in consultation with relevant local, state, tribal, and federal governments, as appropriate.

For each resource, indicate if positive or negative impacts are anticipated to result from the action or if further information is needed to determine the potential impact.

- + indicates positive impacts are anticipated to result from the action
- indicates negative impacts are anticipated to result from the action
- ? indicates further information is needed to determine the potential impact
- n/a indicates resource does not exist on site or there is no impact

Site Name:

	How will the project affect the following resources?	+	-	?	n/a
1	Air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Circulation and transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Contamination or hazardous materials even if remediated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Endangered species: (listed or proposed threatened or endangered) including associated habitat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Environmental justice: minority and low-income populations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Historic or cultural resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Invasive species	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Land use plans or policies from other agencies including tribes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Lightscares, especially night sky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Migratory birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Recreation resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Socioeconomics: changes to tax base or competition with private sector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Sound (noise impacts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Water quality and/or quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Water: coastal barrier resources or coastal zones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Water: marine and/or estuarine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Water: stream flow characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Water: wetlands and floodplains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Other important resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Explain:				

1. Have there been any previous environmental documents that are relevant to this project or this specific site?
 - a. No
 - b. Yes – Attach and summarize findings and include page number references below

2. Explain any negative or unknown impacts identified in the table of the ESF.

Click here to enter text.

3. How was the information identified in the table derived and what sources of data were used to justify the impact selection?

Click here to enter text.

4. Who contributed to filling out the ESF (include name, title, agency) and what qualifications do they have that provide the necessary resource expertise to determine impact significance?

Click here to enter text.

5. List all required federal, state, and local permits/approvals needed for the proposal and explain their purpose and status.

Click here to enter text.

***NEW REQUIREMENT in 2025 LINK DID NOT WORK _ EMAIL SENT 1.29**

Part 6 – CEQ’s Climate and Economic Justice Screening Tool (CEJST)

All applicants, regardless of disadvantaged status, must provide the results of a CEJST query for the project location.

- Visit CEJST (<https://screeningtool.geoplatform.gov/>)
- Zoom to the Census tract of your project location, click on the census tract
- Use the Tract Information to the right of the map to provide the following information:

Tract Information

Number: **Click here to enter text.**

County: **Click here to enter text.**

Population: **Click here to enter text.**

Tract Demographics (percentages)

Race / Ethnicity

White: **Click here to enter text.**

Black or African American: **Click here to enter text.**

American Indian and Alaska Native: **Click here to enter text.**

Asian: **Click here to enter text.**

Native Hawaiian or Pacific Islander: **Click here to enter text.**

Other: **Click here to enter text.**

Two or more races: **Click here to enter text.**

Hispanic: **Click here to enter text.**

Age

Children under 10: **Click here to enter text.**

Ages 10 -64: **Click here to enter text.**

Elderly over 65: **Click here to enter text.**

Identified as Disadvantaged? **YES**(Continue to question 1 and 2) **NO** (Continue to question 2)

1. If yes to above, please indicate the burden and socioeconomic thresholds. Relevant categories will be blue. For each relevant category, select the “+” icon and enter information for all sub-categories that are indicated in bold for exceeding the percentile threshold:

- Climate Change: **Click here to enter text.**
- Energy: **Click here to enter text.**
- Health: **Click here to enter text.**
- Housing: **Click here to enter text.**
- Legacy Pollution: **Click here to enter text.**
- Transportation: **Click here to enter text.**
- Wastewater Discharge: **Click here to enter text.**

Workforce Development: **Click here to enter text.**

Low Income: **Click here to enter text.**

2. (Optional) Regardless of status derived from CEJST, please provide additional information regarding the project location or community served. Does your target population fall outside the census tract of the project location? Are there population trends happening in your community, city, county, etc. that influence the need for or impact of your project?

Click here to enter text.

ITEM 6 – PUBLIC PARTICIPATION AND BENEFIT

Address the following questions regarding public participation, planning process and how this project will provide new and/or expanded recreational opportunities.

1. Describe both short- and long-term outdoor recreation benefits that will be achieved as a result of this project.

Click here to enter text.

2. Explain how this project fits as part of other projects planned for this same site in the next three years.

Click here to enter text.

3. Describe the process that led to the development of this proposal and how the public was involved.

- Who was involved (include any state, local, and federal agency professionals, subject matter experts, Native American tribes, and members of the public)?
- What information was made available and what opportunity to be involved in planning and developing your proposal was provided?
- How were they able to review the completed proposal?
- Describe any public meetings held and/or formal public comment periods, including dates and length of time. Were formal comments received and did you provide written responses?

Click here to enter text.

4. If relevant, please describe in further detail any tribal engagement that has occurred on this project.

Click here to enter text.

ITEM 7 – AVAILABILITY FOR PUBLIC USE

All facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, a minimum of 50% of the berths/campground spaces must be available for short-term rental and an equitable method of allocating long-term rentals shall be used. All personal property must be removed at the end of each use season.

State the specific hours of operation, including seasonal hours, and any current or anticipated programmed use for the facilities proposed to be funded with this application. Saying the park will be open during normal park hours is not specific. Also describe any arrangements with schools, local organizations, clubs, or city programs for the use of the facilities and any reservation systems. Explain how this may impact facility availability to the general public.

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park.

Click here to enter text.

ITEM 8 - STATEMENT OF ACCESSIBILITY

All facilities improved with this grant project must meet current Americans with Disabilities (ADA) standards and the final guidelines for Outdoor Developed Areas. In addition, all critical existing components of the park listed below must be accessible to persons with disabilities.

Critical components include:

- Accessible parking spaces serving each area of the park.
- Restrooms, if provided, must be accessible.
- Drinking water, if provided, must be accessible.
- Access routes to all recreation facilities must be provided. For this program, an access route must be a minimum of five feet wide, slip resistant, firm and stable.

If the restrooms and/or drinking water are not accessible to persons with disabilities or access routes are not provided to all facilities, you will need to include these costs in your Cost Breakdown.

Common park elements:

For common elements that your park might offer (existing or new), ADA considerations must be included: at least one accessible picnic table, accessible entrance into play areas or sport courts, a walkway leading to the first disc golf tee, etc. View standards below for all other facilities.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253 or downloaded from their website at [United States Access Board](#).

- [ADA Accessibility Standards for Buildings and Facilities](#)
(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)
- [Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013](#)
(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

1. How does the proposed project address access requirements under the ADA Standards, Final Accessibility Guidelines for Outdoor Developed Areas and all critical components identified above? **Be specific for each proposed facility and existing critical components, providing details to the extent possible.**

Click here to enter text.

ATTACHMENT A - APPLICANT'S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that <APPLICANT> act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on <DAY / MONTH / YEAR> and that <APPLICANT's REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of <APPLICANT>.

BE IT FURTHER RESOLVED that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that <APPLICANT> has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that <APPLICANT> has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that <APPLICANT> has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, <APPLICANT> may enter into an agreement with the State for the above-referenced project, and that <APPLICANT> certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that <TITLE OF AUTHORIZED OFFICIAL> is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title)

(Date)

(Title)

(Date)

ATTACHMENT B – MAPS

1. **Location Map:** The location map shows the location of the park within your community. The map should identify the main roads to access the park.
2. **Boundary Map:** The map must clearly indicate the area to be acquired and/or developed as well as the proposed boundary of the larger park/recreation area that would be subject to the perpetual protection provisions, all known outstanding rights and interests in the area held by others, total acres within the boundary, and a north arrow. The Boundary Map will become part of the grant contract, so it is important to have an accurate map.

Include the following information on your boundary map:

- Park/site name and address, including county name.
- Latitude/longitude of park entrance or parking area
- Map legend
- Draw and label the complete park boundary in a dashed red line. This boundary must include all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
- Indicate any rights-of-ways, easements, reversionary interests, etc. to the park area, including overhead utility lines.
- Geographic reference point such as a section corner or designated road intersection.
- Acreage of the park and/or each parcel to be acquired. If acquiring additional land for an existing park, differentiate existing acreage v. new acreage.
- North arrow and graphic bar scale using the example below:



- Signed and dated by the applicant.

3. **Recreational Site Plan.** The Recreational Site Plan must be drawn to scale, all existing buildings and facilities in the park and all acquisition and/or development listed in the Cost Breakdown. See color coding instructions. All facilities must be identified with legible labels. The Rec Site Plan must align with the project budget.

Include the following information on your site plan:

- Title "Recreation Site Plan" and the project name.
- Entrance to the park and location of existing and/or proposed public parking facilities.
- Location of all existing and planned recreation and support buildings and facilities such as restrooms, shelters, and potable water. See color coding instructions below.
- All lakes, rivers, streams, wetlands, floodplains, and adjacent land uses.
- Access routes (existing and/or proposed) to all existing and proposed facilities.
- North arrow and graphic bar scale using the example below:



A text scale such as 1" = 500' is not acceptable.

Color Coding for map/plan

- Red Park boundary (dashed line)
- Green Existing facilities that will remain.
- Yellow Acquisition and/or development of facilities accomplished with this grant.

ATTACHMENT C – PROJECT TIMELINE

Please include a project timeline for the activity. The timeline should start at day “0” and reference duration in days, weeks, and months. Do not provide specific dates/months in the timeline.

ATTACHMENT D – PHOTOS

Please include photos of each existing recreational facilities/structures and all buildings. Below each photo, indicate the year the facility/building was constructed and if it will remain as is, be renovated or be removed.

ATTACHMENT E – PLANS

Please submit all applicable plan(s) according to the directions provided below.

Buildings, Shelters and Restrooms Plans

For all proposed buildings, shelters, and restrooms that will be constructed or renovated with grant funds submit the following.

1. Front and side views
2. A floor plan with all dimensions

If you are renovating a building, shelter, and restrooms, a current and renovated floor plan must be submitted.

Trail, Walkway and Access Route Plans

For all proposed trails, walkways, and access routes that will be constructed or renovated with grant funds, submit the following:

1. A typical cross section of the trail
2. The trail width, surfacing and base materials

For the purposes of this grant program, a multi-purpose trail should be designed to a minimum 8 feet width. In some cases, this minimum width may not be adequate and a width of 10 feet or more may be appropriate.

All walkways and access routes connecting park facilities from trail and/or parking lots must be a minimum of 5 feet wide.

All trails and access routes must be firm, stable, and slip resistant.

Playground and Splash Pad Plans

Priority will be given to playground and splash pad designs that provide a high degree of safety and accessibility. The facility should be designed to provide an integrated play setting for both children and parents/care providers of all abilities.

Playground facilities must be, at a minimum, designed using the [ADA Accessibility Standards, Chapter 10, 1008 Play Areas](#). Applications that do not include enough information to determine the degree of accessibility and safety typically do not score high enough for funding.

The playground plan must legible and include the following:

1. Show all the proposed playground components and all existing components that will remain. Label each component with its name and the height of its useable surfaces.
2. Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.

The splash pad plan must be legible and include the following:

1. Show all the proposed water components. Label each component with its name and the height of its useable surfaces.

Fishing Pier Plans

Fishing pier plans must show the dimensions of the pier, height(s) of the railings and edge protection all in accordance with [ADA Standards Chapter 10, 1005 Fishing Piers and Platforms](#).

Campground Plans

All new and existing campgrounds must adhere to the [Local Grants Program Campground](#) and the state laws and rules set by the Minnesota Department of Health. A summary of these requirements is available at Summary of [General Requirements for Recreational Camping Areas](#). Grantees must submit plans and receive approval for the development of a recreational camping area to the MN Department of Health or your local health authority before construction begins.

Upon completion of the campground, a license application, license fee and inspection by the area health inspector is required. A copy of the license must be submitted with your final payment request.

For all proposed campgrounds constructed or renovated with grant funds must submit the following:

1. Show all campground sites to scale.
2. Highlight ADA sites unless all sites provide universal access with accessible surfacing, tables, grills and fire ring. At a minimum, ADA sites should include one or more of each camping type provided (e.g., drive through, electric or primitive).

ATTACHMENT F – APPRAISAL(S) <Only for proposals acquiring land>

If your application includes acquisition of land, you must include an appraisal report by a general real property appraiser licensed by the State of MN that meets the [Uniform Appraisal Standards for Federal Land Acquisition \(UASFLA\)](#). These are federal standards (sometimes called ‘yellow book’). The appraisal report must include the DNR and the National Park Service as intended users. The landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within six months of the application deadline.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104. See [UASFLA](#) Section C-1 for further guidance on technical reviews.

To ensure the appraiser understands the appraisal requirements, we suggest using the sample engagement letter provided below.

Sample Appraiser Engagement Letter

<<Date>>

<<Appraiser Name>>

<<Appraiser Address>>

Re: <<Title of Acquisition>>

Dear <<Appraiser Name>>:

<<Applicant Name>> is pleased to submit to you this letter of engagement. It outlines our understanding regarding the terms and conditions under which you are directed to complete a fair market value appraisal of the <<Title of Acquisition>>, containing approximately <<___>> acres located in <<County>> County, Minnesota, with an address of <<address>>.

The appraisal will establish the fair market value of the land together with improvements of contributory value, if any. The estate to be appraised is Fee Simple Title. The appraisal will be performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). In addition to <<Applicant Name>>, the Minnesota Department of Natural Resources and the National Park Service must be named as intended users. Any technical corrections to the appraisal report required by <<Applicant Name>> and/or the State in the course of their review and acceptance will be performed within the fee set forth below. You will provide <<___>> copies of the appraisal report to <<Applicant Name>>.

The appraisal will be completed on or before <<Completion Date>>. The cost of the appraisal will not exceed <<Appraisal Cost>>, including expenses. Payment in full will be made by <<Applicant Name>> subject to receipt of an invoice from you.

Please indicate your acceptance of this engagement with a signature in the space provided at the bottom of this letter and return a copy to me. I will contact you regarding notice to proceed.

Sincerely,

<<Applicant Contact>>

<<Applicant Name>>

<<Accepted this <<Acceptance Date>>

<<Appraiser Name>>

<<Appraiser's Business Name >>

By: _____

Its: _____

