BAXTER

"A Growing Community"

CITY OF BAXTER PARKS & TRAILS COMMISSION MEETING AGENDA
January 25, 2016 4:00 pm

1. Call to Order
2. Approval of Minutes of November 23, 2015
3. OK Park Pavilion – Construction Schedule
4. Oakwood Trail Update
   A. TAP Grant Submittal
   B. Crow Wing County Submittal
5. Joint Powers Meeting Update
6. Berrywood Park Buffer
7. Riverview Park Boardwalk Update
8. 5-Year CIP
9. Adjourn

PARKS & TRAILS COMMISSION MINUTES
November 23, 2015, 2015

The regular meeting of the Baxter Parks and Trails Commission was called to order at 4:00 p.m.

MEMBERS PRESENT: Chair Jim Kalkofen, Commissioner Mari Holderness, Gail Brecht and Melissa Barrick

MEMBERS ABSENT: Ken Hasskamp and Council Liaison Quinn Nystrom

STAFF PRESENT: Community Development (CD) Director Josh Doty and Planner Matthew Gindele

OTHERS PRESENT: None

Approval of the Minutes

MOTION by Commissioner Brecht, seconded by Commissioner Holderness to approve the regular meeting minutes of September 28, 2015 as presented. Motion carried unanimously.

Parks Capital Improvement Plan (CIP)

CD Director Doty stated that the Commission did a lot of work with the comprehensive plan and categorizing improvements into short, mid, long and ongoing timeframes. He explained that the City is working on a five year Capital Improvements Plan to identify improvement projects, mainly for roadway and utility projects. CD Director Doty said that the City's goal is to also have a Parks Capital Improvements Plan. CD Director Doty indicated that this is not a project that will take place over night but we would like to start the discussion. CD Director Doty reviewed the first draft of a Park CIP that is categorized by year in specific colors, based on the implementation plan in the comprehensive plan. The goal is to review each year and see what projects need to be added, removed or moved to another year. CD Director Doty then reviewed each year and the potential cost with each item with the Commission.

Commissioner Barrick asked for a balance in the park dedication fund. CD Director Doty indicated that there is roughly $250,000.00 left in the budget after the majority of the 2016 items are paid. Commissioner Barrick asked if the Council had discussed the pavilion and if there was any assistance from the general fund or if the total cost would come out of the park dedication fund. CD Director Doty indicated that the Council did act on that question and it was determined that the total cost of the pavilion would come out of the park dedication fund. He did say there was a good argument placed towards the replacement of an existing pavilion, but because it was a completely new pavilion with a kitchen, it was decided that it was new construction and not maintenance.

CD Director Doty informed the Commission that staff had met with Parks staff regarding these items. CD Director Doty stated that the first draft shows approximately $1.2 million dollars of improvements over 5 years, with a balance of roughly $250,000.00 after the 2016 budget year is over. He said the hard reality hear is that we have many projects and limited funding. He asked the Commission to review the items for future conversations.

Commissioner Barrick asked if staff had an idea of how much additional park dedication fees would be added in the future. CD Director Doty said it is very hard to predict what we will receive. He added that staff meets regularly regarding many projects and sometimes projects move forward and sometimes they don't.

Commissioner Barrick asked if there is a minimum dollar amount required to be kept in the park dedication fund and if staff has ever rolled the funds into a CD account or if we are gaining interest. CD Director Doty stated that it is a goal to regularly use the funds that are added. He added that he was not aware of a minimum but as a practice that the City wouldn't typically zero the account. CD Director Doty stated that the Finance

Department handles the finances and watches the accounts very closely to insure that any guidelines regarding account minimums or interest accounts are followed.

Commissioner Barrick thanked staff for putting the overview together and reviewing it with the Commission, she felt it was very helpful.

Transportation Alternatives Program (TAP) Grant-Oakwood Trail

CD Director Doty stated that he and Planner Gindele have worked together on this project. Planner Gindele did file a letter of intent for the grant. CD Director Doty walked the Commission through the information in the packet, including the mapped location and the process for submitting the grant. CD Director Doty spoke of the need for a "deliverable project" that would be easily built to make this project more appealing than a trail that would require many easements that could take extensive amounts of time.

Oscar Kristofferson Park-Basketball Court

Planner Gindele stated that staff was asked to draft several different "half-court" options and cost estimates for the designs. Planner Gindele reviewed the (7) different options and associated costs with the Commission.

The Commission discussed if the basketball court had to be regulation size. Commissioner Brecht stated that if the court is not regulation size then tournaments cannot be held on the courts. CD Director Doty stated that currently the basketball courts are not up to regulation standards. CD Director Doty stated that the existing concrete will have to be torn up due to the new pavilion and the drainage issues associated with the new pavilion.

CD Director Doty clarified, in a previous meeting, a statement he made regarding pouring the concrete for the pavilion and the basketball courts at the same time. He was informed that there may not be a cost savings to pour at the same time, however it may be less expensive to pour a whole court than a half court, being the contractor has mobilized on site for either size.

Commissioner Holderness stated that she would like to see the pavilion up and see if the basketball courts should be placed further away from the new pavilion. CD Director Doty indicated that this is an item that can be discussed at a later date after the Commission has seen the new pavilion up and the distance to the proposed courts.

Commissioner Brecht stated that if the court is expanded to full size it could open up the summer programs for more use as there are no other regulation size courts. CD Director Doty stated that a conversation with the school district should take place to see what their use or opinion could be; the Commission agreed.

Chair Kalkofen asked when the pavilions were going to be taken down, CD Director Doty indicated that the pavilions have been removed.

Other Business

CD Director Doty asked the Commission if they wanted to cancel the meeting scheduled for December 28, 2015 at 4:00 pm. due to the holidays.

MOTION by Commissioner Holderness, seconded by Commissioner Barrick to cancel the regular Parks and Trails Commission meeting December 28, 2015 and resume the regular meeting on January 25, 2016. Motion carried unanimously.

Adjournment

MOTION by Commissioner Brecht, seconded by Commissioner Holderness to adjourn the meeting at 5:02 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Chair Kalkofen

Shanna Newman, CD Administrative Assistant

Parks and Trails Commission Memorandum

To: Parks and Trails Commission

From: Josh Doty, Community Development Director

Date: January 21, 2016 for the January 25, 2016 Parks and Trails Commission Meeting

Subject: Oscar Kristofferson Park Pavilion – Construction Update

Since the last Parks and Trails Commission meeting, staff has been planning for the future construction of the Oscar Kristofferson Park Pavilion. Last week, staff ordered the new pavilion, which will be delivered to the City in the next eight weeks and ultimately assembled at the park. Staff has also held meetings with WSN to coordinate future bidding the project and general planning for the anticipated construction. As part of this process, we have discussed an anticipated completion date for the project to coordinate the bidding and expected project completion with a Grand Opening/Music Festival event. Council Liaison Nystrom provided me possible dates from Scott Lykins for the Music Festival.

To develop a date for the event, staff considered Mr. Lykin's preferred dates, the anticipated construction completion of the pavilion, the City Calendar, and anticipated athletic schedule in the park. Based on review of these factors, staff is proposing the following dates to Parks and Trails Commission to see if what dates would work for the Parks and Trails Commissioners.

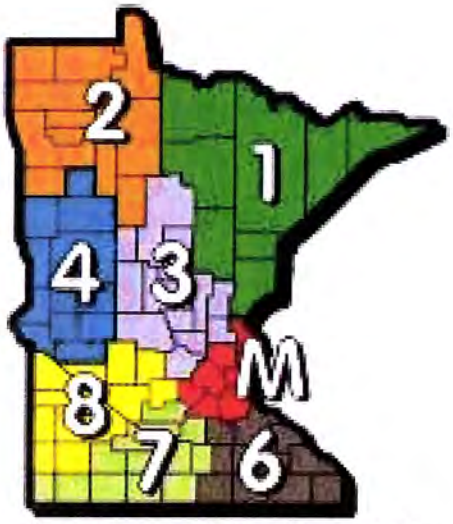
Wednesday, July 6, 2016
Thursday, July 7, 2016
Friday, July 8, 2016
Saturday, July 9, 2016
Sunday, July 10, 2016
Monday, July 11, 2016
Monday, July 18
Wednesday, July 20, 2016
Thursday, July 21, 2016

Central Minnesota Area Transportation Partnership

Transportation Alternatives Program (TAP)

Solicitation
Fall 2015

FULL APPLICATION



Area Transportation Partnership
Boundaries

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TRANSPORTATION ALTERNATIVES PROGRAM
FULL APPLICATION FORM

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Related Documents

TAP Application Guidebook

The document includes information on TAP program requirements, qualifying activities, eligible project sponsors, cost-sharing requirements and general project timeline guidance, as well as key regional contacts.

TAP Letter of Intent Worksheet

The document includes information on the letter of intent review process as well as a worksheet to assist with completing the online letter of intent form.

Section 1: General Information

NOTES: If your overall project contains non-eligible or non-transportation related elements, please mention the entire project in the brief project description, but concentrate the application, budget, etc. on the elements that are eligible and transportation related.

Sponsoring Agencies, if sponsoring for another project applicant, are advised to have dialog with the project applicant to ascertain the level of commitment by the applicant to follow through on delivery of the project – including the potential use of Eminent Domain.

Desired Year of Construction: Fiscal Year 2020 (July 1, 2019 – June 30, 2020) Funding

Project Name:	Oakwood Drive Trail Connection		
Project located in ATP(s):	3	**Project Submitted Before for TAP Funds? Year**	No
Congressional & Legislative Districts:	Congressional District MN-8; Legislative District 10A	**in the county(ies) of:**	Crow Wing
Brief Project Description ***(include location)*****:**	Construct an approximately 2,925 linear foot walking and biking grade-separated trail in Baxter, MN along Oakwood Drive from Cedar Scenic Road to the Whipple Beach Recreational Area providing a much needed safe transportation alternative to driving. Right-of-way acquisition, engineering and construction are all a part of this project but only construction of the actual trail is considered for funding with this application.		
Length:	2,924 feet	**Trail or Sidewalk Width** ***(if applicable)*****:**	Pedestrian/bike trail (12 ft)
Begin Termini:	Intersection of Cedar Scenic Drive & Oakwood Drive	**End Termini:**	Whipple Beach Recreational Area
Project Applicant (P/A):	City of Baxter	**Sponsoring Agency (S/A):**	City of Baxter
P/A Contact Person/Title:	Matthew Gindele	**S/A Contact Person/Title:**	Matthew Gindele
Mailing Address:	P.O. Box 2626 13190 Memorywood Dr.	**Mailing Address:**	P.O. Box 2626 13190 Memorywood Dr.
City/State/Zip:	Baxter, MN 56425	**City/State/Zip:**	Baxter, MN 56425
Phone No.:	218-454-5118	**Phone No.:**	218-454-5118
Fax No.:	218-454-5103	**Fax No.:**	218-454-5103
Email Address:	mgindele@baxtermn.gov	**Email Address:**	mgindele@baxtermn.gov

(Applicant's Signature) *(Date)*

Matthew Gindele (Matthew Gindele) Planner 1-8-2016

(Sponsoring Agency Engineer's Signature) *(Date)*

(Trevor Walter, City Engineer 1-8-16

(Local Unit of Government's Signature) *(Date)*

1-8-16

(If in MPO area, MPO Executive Director's signature) *(Date)*

N/A

Section 2: Project Budget

Identify what costs will be incurred to carry out the proposed project, using the following budget categories as a guideline. Where appropriate, break down your costs by units purchased. For example: number of acres, cubic yards of fill, etc. (Attach additional sheet(s) if necessary.) Non-eligible items include right-of-way or land acquisition (appraisal fees, legal fees, etc.), administrative costs (preliminary and construction engineering and contingencies) and others. (Refer to Qualifying Activities and Non-Qualifying Activities sections in the *TAP Application Guidebook*.)

Cost estimates are to be submitted in year of construction dollars. Year of construction dollars are used to better estimate the actual dollars required to deliver the project in the proposed construction year. Amounts, including local match, are estimates and may change as the project is delivered.

A) Eligible Work/Construction Items	Estimated Quantity	Unit Cost	Total Cost
Trail construction	2,924 linear feet	$43.4111	$ 126,934.00
			$
			$
			$
			$
			$
			$
		(Eligible Work/Construction Items) **Line A Total**	$ 126,934.00

B) Non-eligible Items (list)	Estimated Quantity	Unit Cost	Total Cost
Easement acquisition	58,500 square feet	$1.00	$ 58,500.00
Trail engineering	2,924 linear feet	$8.70	$ 25,439.00
			$
			$
		(Non-eligible Items) **Line B Total:**	$ 83,939.00
		Total Cost of Proposed Project (Line A + Line B)	$ 210,873.00

1. Total eligible costs–recommended range $100,000 to $800,000 (Line A from above)	$ 126,934.00
2. Applicant's contribution toward the eligible alternative project costs (Must be a minimum of 20% of Line 1)	$ 25,387.00
3. Total amount requested in federal Transportation Alternative Program funds (Line 1 minus Line 2)	$ 101,547.00
4. Total Local costs (Line B from above plus Line 2)	$ 109,326.00

Section 3: Sponsoring Agency Resolution

A Resolution of Sponsorship from the Sponsoring Agency is required for each project. The resolution must be approved by an eligible sponsoring agency (see the Transportation Alternatives Program Application Guidebook for more information on appropriate sponsoring agencies). Please attach an original signed copy of the resolution. An example of sample language, which can be used by a sponsoring agency, is listed below.

[SAMPLE LANGUAGE]

Be it resolved that _____ agrees to act as sponsoring agency
(City, County or Agency Name)

for a "Transportation Alternatives" project identified as _____ and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Be it further resolved that _____ is hereby authorized
(City, County or Agency Name)
to act as agent on behalf of this sponsoring agency.

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by

_____ on this _____ day of _____ 20 _____ .
(City, County or Agency Name)

SIGNED:		**WITNESSED:**	
_____		_____	
(Signature)		*(Signature)*	
_____		_____	
(Title)	*(Date)*	*(Title)*	*(Date)*

Section 4: Resolution Agreeing to Maintain Facility

A Resolution agreeing to maintain the facility for its useful life is also required for each project. The resolution must be approved by an eligible sponsoring agency (see the Transportation Alternatives Program Application Guidebook for more information on appropriate sponsoring agencies). Please attach an original signed copy of the resolution. An example of sample language, which can be used by a sponsoring agency, is listed below.

[SAMPLE LANGUAGE]

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the Federal Highway Administration; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: _____ is the sponsoring agency for the
(City, County or Agency Name)

Transportation Alternatives project identified as _____.

THEREFORE BE IT RESOLVED THAT the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned Transportation Alternatives project.

Certification

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by

_____ on this _____ day of _____ 20 _____ .
(City, County or Agency Name)

SIGNED:		**WITNESSED:**	
(Signature)		*(Signature)*	
(Title)	*(Date)*	*(Title)*	*(Date)*

Section 5: ATP Project Evaluation

Eligibility

MAP-21 requires that the project be an "eligible activity." The project must fall within one of the eligible activities listed below. *(Please check the appropriate category.)*

- ☒ On-road and off-road trail facilities for pedestrians, bicyclists and other non-motorized forms of transportation.
- ☐ Transportation projects to achieve Americans with Disabilities Act of 1990 compliance.
- ☐ Safe routes for non-drivers, including children, older adults and individuals with disabilities to access daily needs.
- ☐ Conversion and use of abandoned railroad corridors.
- ☐ Construction of turnouts, overlooks and viewing areas.
- ☐ Inventory, control or removal of outdoor advertising.
- ☐ Historic preservation and rehabilitation of historic transportation facilities.
- ☐ Vegetation management to improve roadway safety, prevent against invasive species and to provide erosion control.
- ☐ Archaeological activities.
- ☐ Environmental mitigation to address storm water management.
- ☐ Reduce vehicle-caused wild life mortality or restore/maintain habitat connectivity.
- ☐ Safe Routes to School (SRTS) project.

Project Information

1. Describe why this project is important to your community and how it will improve existing conditions.

This project is important to the Baxter community because it provides a much needed safe pedestrian route for residents traveling not only to the premier Whipple Beach Recreational Area and Camp Vanasek, but also to the business district on HWY 371 for work and to shop. This trail also creates a trail connection to Baxter's larger network of trails for residents living in southwest Baxter who use the trails for exercise and recreational enjoyment. Currently, pedestrians in the residential areas south of the proposed trail must travel on the side of Oakwood Drive (a 25-foot wide road) to get to Whipple Beach and to the existing trail system that connects with the 371 business corridor. Oakwood Drive is a posted 30 mph zone but vehicular traffic often moves much more quickly causing dangerous pedestrian conditions. This proposed section of trail would improve pedestrian safety by providing a grade-separated trail for pedestrian/bike use.

2. Describe the main users by type or classification and the approximate number of users to be served by the proposed project.

Likely users of this trail segment are projected to fall into several categories as follows: 1) many recreational users already using this area due to the three amenities of Whipple Beach, Camp Vanasek, and the County Forest land; 2) recreational residential users for exercise and for traveling back and

forth between the Cedar Scenic neighborhood area and the Whipple Beach Recreational Area and beyond; 3) business professionals traveling to and from the HWY 371 business corridor for work; 4) children camping at Camp Vanasik traveling to the Whipple Beach Recreational Area; 5) residents traveling to the 371 business corridor for shopping, dining and other sources of entertainment; and 6) various organized walking and running events such as the Kiwanis Kids Triathlon, the Lakes Area Triathlon and the Paul Bunyan Cyclists' Tour of Lakes are expected to be users of this trail segment. The trail is projected to serve an estimated 2.25 square miles within Baxter containing approximately 910 households and 2,275 Baxter residents.

3. Describe any current and/or previous uses of the project area.

   The 47 acre parcel of land on which the proposed trail segment lies is currently forested and is used as part of Crow Wing County's forestry management program, which is an established sense of place that attracts many pedestrians to regularly use this roadway corridor.

4. Explain current and future ownership of the property.

   Crow Wing County currently owns the parcel of land on which the proposed trail segment lies and is expected to continue owning the land. The City of Baxter will obtain a perpetual trail easement over, under, and across the land to construct the proposed trail.

5. Explain how your agency will provide the necessary local match to leverage the federal Transportation Alternatives Program funds requested and cover any additional (or ineligible) costs required for the completion of your project.

   The City of Baxter will use its Park Dedication fund to provide the necessary local match required to leverage the federal Transportation Alternative Program funds.

6. Explain the 20-year maintenance plan and any maintenance agreements that will be required with other agencies for your proposed project.

   There are no known maintenance agreements required by Crow Wing County. The following is a list of short term and long term maintenance items that are conducted by Baxter's Parks and Trails Department to keep the City's trails in good condition:

   1. *Once a month, inspect all trail segments for asphalt defects , trail sign damage, shouldering washouts, and caring for turf and debris issues.*
   2. *Summer months (April – October): Mow trail green-ways once every two weeks (sides of trails 8-feet back)*
   3. *Winter months (November – March): Plow trails every snow event.*
   4. *Sweep or blow off leafs and debris twice a year (spring and fall) and after storm events.*
   5. *Poly patch or bituminous patch as needed.*
   6. *Crack seal or bituminous patch large sections every three years on a rotating basis.*
   7. *Chip seal every seven years on a rotating basis, or as needed.*

7. Has an application for this project been previously submitted to the ATP-3 for TAP funds and not awarded? If so, explain if the comments provided to you from ATP-3 have been addressed and describe any other activities that have taken place to advance the project.

   No, the City of Baxter has not previously submitted an application to the ATP-3 for TAP funds for this project.

Evaluation Criteria (100 Total Possible Points)	
Criterion 1:	**Possible Points: 20**
Describe the level of identification of your project in one or more statewide, regional, or local plan, which has been adopted by federal, state, regional or local agencies.	
State, regional, and local agencies have developed numerous system plans addressing one or more Transportation Alternative Program (TAP) activities. In many cases, these plans provide detailed documentation on the existing conditions and planned improvements as well as surveys of public use and attitudes. They also can provide insight on the process for setting priorities and recommending investments. The facilities identified in these plans are likely to provide the greatest benefits to all the residents of Minnesota and the regions within which they are located. Proposers should identify the relationship of the project to any statewide, regional or local plans/objectives that have gone through a public planning process. They should also explain how the project is consistent with these plans and objectives, refer to specific sections of the plan, and describe the level of public involvement in which the project was developed, adopted and/or approved. Please provide a link to the plan or cite plan document reference.	
The City's 2015 Comprehensive Plan specifically identifies this trail segment on the Future Parks & Trails Plan. Additionally, the City's implementation plan within the Comprehensive Plan identifies this project as a near-future improvement, which lines up perfectly with the four-year timing of this grant program. Both the Parks and Trails Implementation Plan and the greater Comprehensive Plan have gone through an extensive community outreach and public planning process prior to being adopted by the City in 2015. In early 2013, the City initiated a process to update the City's Comprehensive Plan. The City re-constituted the Long Range Planning Commission (LRPC) to be the working commission for the update. The LRPC held 18 public meetings over a two year process before recommending the draft Comprehensive Plan Update to the City Council. The Parks and Trails Commission held public meetings throughout nearly the same 2-year process to develop the Parks and Trails Chapter of the Comprehensive Plan. The City's other commissions were also involved in the update process. To request involvement in the process, the City developed a Comprehensive Plan update page on the City's website. The city also published articles in the paper and added information to the city newsletter. The City also held various meetings regarding the Comprehensive Plan Update including public forums, town hall meetings, Chamber of Commerce meetings, open houses, area government meetings and more. The City's 2015 Comprehensive plan can be viewed by following this link (the Baxter Parks, Trails and Open Space Implementation Plan has also been included with this application): http://www.baxtermn.gov/download/comprehensive_plan/2015%20Comprehensive%20Plan.pdf *The City is also currently working to establish a 5-year Parks & Trails Capital Improvements Plan (CIP) and the City has drafted this project into the CIP. In addition, this specific trail segment was also featured in the Winter City News Letter that went out to all Baxter residents. Throughout the planning process for the 2015 Comprehensive Plan the City coordinated its trails plan with other regional trail systems. Specifically, the Oakwood Drive Trail is part of a larger scale, planned regional trail network. One leg is planned to continue south of 210 and connect with the planned Camp Ripley/Veterans State Trail. The Veterans State Trail is then planned to link into Crow Wing State Park and to the Pail Bunyan State Trail in Baxter (the Veterans State Trail map is included with this application). Another leg of the Oakwood Drive Trail is eastward along Clearwater Rd and will ultimately cross HWY 371 via a pedestrian bridge (the bridge is defined as a primary goal in the City's Comprehensive Plan). The trail can then be linked into the Paul Bunyan State Trail and to the trail system at the Northland Arboretum in Baxter. In addition, the Oakwood Drive Trail will also have the capability to connect the*	

Gull Lake/Pillsbury State Forest area to Baxter, as discussed in the response to "Criterion 2".

Criterion 2: **Possible Points: 20**

Describe how your project connects or implements a larger project, concept, and state, regional or local plan including a Safe Routes to School or Scenic Byways Corridor Management Plan.

There may be a number of larger projects that are missing a key or final element. Funding these missing elements with TAP funds could provide a sort of synergistic benefit extending beyond the immediate benefits provided by the component for which funding is being sought. Examples include bike or pedestrian trail segments that fill gaps in existing trails or historic preservation that completes the restoration of a historic transportation facility that has already been partially/substantially restored. These are only generic examples. Applicants are encouraged to look at their projects in light of the general concept identified here and describe how their project fits into a larger project concept or plan which has been or soon will be implemented using another funding source.

The Oakwood Drive Trail is part of a larger city-wide pedestrian trail network providing alternate modes of transportation across the City. The Oakwood Drive Trail connection is an extension of a pre-existing trail that extends from the Whipple Beach Recreational Area and heads east toward the HWY 371business corridor where pedestrians can access food establishments, places of employment, lodging, shopping, recreational destinations and more. Completing this trail connection will provide access to the trail network for one of Baxter's most densely populated residential areas of the city.

Several options exist to develop additional segments of the proposed Oakwood Drive Trail in conjunction with this application. One option is to connect the Oakwood Drive trail from its proposed terminus at Cedar Scenic to an existing trail to the west on Brownsville Circle. This segment would add another 887 feet to the Oakwood Drive Trail and an additional $30,805 to this grant application (that accounts for four years of inflation and the City's 20 percent match). This segment would require an additional easement from Crow Wing County as a portion of this extension is on County land; easements across three private vacant properties would also be required. The Brownsville Circle trail extends approximately 1,000 feet to the west between Whipple Lake and Moburg Lake. From that point, it is planned to be picked up in the future and extended all the way along Cedar Scenic Road and into Cass County where it can be connected to the trail system at the intersection of County Road 18 and 120th Street that connects Madden's and Cragun's resorts to the Pillsbury State Forest trail system to the west and the Gull Lake Dam to the north (the Pillsbury State Forest trails map is included with this application).

A second option for an additional trail segment to be added to this application exists from the terminus of the Oakwood Drive Trail at Cedar Scenic extending further south along Oakwood Drive approximately 1,584 feet to a parcel of Potlatch land. This segment of trail would require no additional easements as the City already has the required right-of-way to develop this trail segment and would add an estimated $55,010 to this application (accounting for four years of inflation and City's required 20 percent match).

Yet another option to add an additional segment of trail to this application exists by extending the

Oakwood Drive Trail from its southern terminus easterly along Cedar Scenic to Memorywood Drive. This would add approximately 2,349 feet of trail to this application and an estimated $81,578 to the amount being requested (accounting for four years of inflation and City's required 20 percent match). Easements across eight city owned properties and ten private properties would be required for this extension.

The first and second options mentioned above are the most viable, as minimal to no additional easements would be required. However, the single most viable option would be option two, as no additional easement acquisition would be required. Adding option two to this application would bring the total amount requested to $156,557 (that accounts for four years of inflation and City's required 20 percent match). Adding options one and two to this application would bring the total amount requested to $187,362.

Criterion 3: **Possible Points: 15**

Historic Grouping: Describe the current recognized level of historic significance of the transportation facility (federal, state, or local).

This would include any specific designation such as the National Register for Historic Places, State Historical Register, etc. Describe the current and future use of the facility. Indicate the degree to which the project will enhance, preserve or protect the historic/archaeological resource. Photo documentation should be included in the application.

No historical significance.

Scenic Environmental Grouping: Explain the degree to which the project provides a view of highly scenic or environmental resources that are rare, unique or significant.

Describe the degree to which potential for enhancement exists for scenic beautification and the current degree of visual blight. Explain the magnitude of the environmental problem and describe the degree to which the project would preserve, rehabilitate or develop scenic or environmental resources or solve the environmental problem. Photo documentation should be included in the application.

The planned location of the Oakwood Drive Trail lies entirely within a section of land that is owned and managed by Crow Wing County for forestry. As such, the property is largely left to grow naturally until it gets logged out with the caveat that after it is logged it is replanted with various species of young saplings. Currently, the property is fully wooded with varying ages of red pine, white pine, aspen, oak and birch providing a great opportunity for a secluded and scenic trail within the city limits. Furthermore, Whipple Lake is less than 100 yards away from the northern segment of the trail providing a unique lake-view walk through the forest in an otherwise urban-residential environment.

Pedestrian and Bicycle Facilities Grouping: Explain the degree to which the proposed project would encourage/facilitate pedestrian and/or bicycle transportation.

Describe the relation to which the project provide access to likely generators of pedestrian and/or bicycle activity? Be sure to include in your response:

- ✧ Approximate number of students, employees, users, etc. for major generators
- ✧ How the project will affect the transportation needs of young children, older adults and persons with disabilities

(Select 1 Grouping and base your response on the Grouping you have selected):

☐ Historic ☐ Scenic Environmental ☒ Pedestrian/Bike Facilities

This project will provide access to pedestrian/bike facilities by providing an additional pedestrian link in the existing trail network to better connect residential neighborhoods to travel destinations such as places of employment, shopping, lodging, dinning and recreation. Likely users of this trail segment are projected to be recreational residential users for exercise and for traveling back and forth between the Cedar Scenic neighborhood area and the Whipple Beach Recreational Area and beyond (approximately 150 trips/day during peak months). A second group of likely users of this trail segment are business professionals traveling to and from the HWY 371 business corridor for work (approximately 25 trips/day during peak months). Another group of projected main users are the children camping at Camp Vanasik traveling to the Whipple Beach Recreational Area (approximately 50 trips/day during peak months). A fourth group of users will use this trail segment to travel to the 371 business corridor for shopping, dining and other sources of entertainment (approximately 25 trips/day during peak months). And finally, a fifth group of users expected to use this trail includes various organized walking and running events such as the Kiwanis Kids Triathlon, the Lakes Area Triathlon and the Paul Bunyan Cyclists' Tour of Lakes totaling approximately 2000 trips. This trail will have a tremendous impact on the pedestrian transportation needs of young children and older and disabled adults. The trail is proposed to be constructed to ADA standards so that individuals with disabilities will be able to enjoy it. Other trails that this proposed trail links into are also constructed to ADA standards and are utilized by individuals with disabilities. This trail segment is particularly important to Camp Vanasik as it will provide an off-road pedestrian connection to the Whipple Beach Recreational Area that the children at camp frequently visit in the summer months when the camp is operating. It will also serve as an important link to the Whipple Beach area for children of the Highland Scenic Road neighborhood as their only current option to walk to Whipple Beach is on Oakwood Drive or Memorywood Drive.

Criterion 4: **Possible Points: 15**

Explain how your project serves a transportation purpose.

Describe the primary purpose of trips on the proposed facility and the available connections for users.

Projects must serve a transportation purpose (e.g., commuting, access to destinations) as their primary function rather than a recreational purpose. For TAP purposes, "transportation purpose" is defined as primarily serving a commuting purpose and/or that connect two destination points; a facility may serve both a transportation purpose and a recreational purpose.

Bicycle transportation includes more than commuting; it includes travel to shopping, civic or social events, bicycle tourism, travel through recreational areas and other related uses. Mixed uses that include

some recreation trips may be allowed.

This project will provide a multi-modal pedestrian transportation trail connection from Cedar Scenic Road residential area and future trail system connections in this surrounding neighborhood, to the City's existing trail network that begins at Whipple Beach. Specifically, this trail segment would connect the Cedar Scenic Neighborhood to the Clearwater/Inglewood/Woida Trails, which is an established 3.2 mile trail network that connects to the 371 business corridor providing alternative transportation modes for residents traveling to and from work. In addition, this trail will provide a much needed safe pedestrian route from a densely populated area of the City to the City's premier Whipple Beach Recreational Area and ultimately to the 371 business corridor. Finally, the proposed trail cuts through Camp Vanasik on Oakwood Drive, which is a children's camp used only for events related to children, providing recreational opportunities for the camp and safe connectivity to Whipple Beach and beyond.

Criterion 5: **Possible Points: 15**

Explain the feasibility of this project.

Describe the extent of project development completed to date. Address any issues, environmental concerns, property ownership issues or design challenges. Include any pertinent excerpts from completed feasibility documentation (e.g., scoping study, preliminary engineering, etc.) for the project. Describe the public outreach that has taken place include any controversial issues that may affect this project. Describe the environmental path you intend to follow. Identify and explain if you are aware of any needed permits.

Applicants may be asked to provide additional documentation following application submittal.

The property that this trail proposes to cross is all owned by a single entity (Crow Wing County) which makes negotiating easement acquisition much easier than attempting to acquire an easement over properties that have multiple private owners. To date, the City has reached out to Crow Wing County to begin discussing the City's acquisition of a trail easement for this project. Crow Wing County has, in good faith, expressed a willingness to work with Baxter on an acceptable location and price for the easement. The County has provided the City with a "Recreational Trail Development & Improvement Request" fact sheet that outlines a clear process by which the City will be able to obtain the trail easement required for this trail. The County has also provided a trail request form that the City has submitted to the County as part of the easement acquisition process. The public was able to comment on proposed trail improvements during the planning process for the Comprehensive Plan where residents made clear that they wanted more and better trail connections to city parks and other travel destinations such as shopping and lodging. A wetland delineation may need to be completed as part of an environmental review for this trail with the additional possibility of needing to obtain a wetland permit to cross any potential wetlands that may exist in the proposed trail location.

Criterion 6:	**Possible Points: 15**

Describe the status of right-of-way acquisition.

If right-of-way is needed, describe the process you plan to follow for acquisition. If applicable, be sure to include in your response:

- ✧ Status of interagency agreements or permits
- ✧ Status of funds for purchasing right-of-way
- ✧ Any work that requires collaboration with rail

The City is currently communicating with Crow Wing County on their "Trail Development & Improvement" process which provides for an evaluation of trail feasibility and potential social, environmental and economic impacts. This process includes five primary steps with an anticipated approval date in April 2016. The funds for right-of-way acquisition for this trail are secured in the City's Park Dedication fund.

Section 6: Application Checklist

CHECKLIST OF COMPLETION: This checklist is for the Applicant's convenience to ensure all Transportation Alternative elements have been addressed. Applications must specifically and directly address each criterion to qualify and receive points. Pages in each proposal should be numbered. Proposals must be in typewritten format and sent both electronically and via hard copy.

Please submit by January 8, 2016 18 hard copies and 1 electronic version of your application to:

Jon Mason, Senior Planner
MN Department of Transportation
District 3 - Baxter
7694 Industrial Park Road
Baxter, MN 56425
jon.mason@state.mn.us

Section 6: Application Checklist (continued)

☒ **Applicant completed the Letter of Intent (LOI) pre-qualifying step**

☒ Regional Development Commission or Metropolitan Planning Organization reviewed LOI and recommended that the project move forward to full application.

☐ Regional Development Commission or Metropolitan Planning Organization reviewed LOI and suggested applicant wait until project is further developed.

☒ ***TAP Application Guidebook* Information**

☒ Project applicant and sponsoring agency have read and are fully aware of the requirements described in the *TAP Application Guidebook*.

☐ **Application Form Information**

SECTION 1

☒ Provided project name and description

☒ Provided project congressional/legislative districts

☒ Eligible sponsoring agency

☒ Project applicant

☒ Contact person information

☐ Applicant Signature - By signing, the applicant acknowledges that the applicant has read and understands the information in the *TAP Application Guidebook*.

☐ Additional Signatures (as appropriate)

SECTION 2

☒ Itemized project budget

☒ Meets minimum ($100,000) and maximum ($800,000) eligible cost

☐ Documentation of 20% or more funding match

SECTION 3

☒ Resolution of sponsorship from eligible agency

SECTION 4

☒ Agreement to maintain / operate facility

SECTION 5

☒ Project is eligible for TAP funding

☒ Project was in a plan and a copy of the page or link was provided

☐ Project implements and/or completes a larger project or plan

☒ Identified category that best fits project

☒ Identified how it serves a transportation purpose

☒ Project feasibility – described status of project development

☒ Right-of-Way – described status of right-of-way acquisition

☐ **Other Enclosures (where applicable)**

☒ Project location map (with enough detail to show the proposed project in relation to surrounding features

☐ Documentation of financial support (letters, agreements, etc.)

☒ Documentation of plans and public participation

☐ Project schedule

☒ Maps, graphics, photos

Oakwood Drive Trail Location Map

Legend

- Streets
- Parcels
- Municipal Boundaries
- Historical Parcels
- Waterbodies
  - Lake or Pond
  - Stream or River
- Parks
- Municipal Boundaries

1: 48,000

Notes

8,000.0 0 4,000.00 8,000.0 Feet

NAD_1983_HARN_Adj_MN_Crow_Wing_Feet
City of Baxter

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Oakwood Drive Trail

Legend

- Streets
- Parcels
- Land Use Cases
- Encumbrances
- Municipal Boundaries
- Historical Parcels

Notes

1,000.0 0 500.00 1,000.0 Feet

NAD_1983_HARN_Adj_MN_Crow_Wing_Feet
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CITY OF BAXTER, MINNESOTA
RESOLUTION 2015-119

RESOLUTION AGREEING TO ACT AS SPONSOR AGENCY

BE IT RESOLVED that the City of Baxter agrees to act as sponsoring agency for a "Transportation Alternatives" project identified as "Oakwood Drive Trail Connection" and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that Community Development Director Josh Doty is hereby authorized to act as agent on behalf of this applicant.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the City of Baxter on this 15th day of December, 2015.

CITY OF BAXTER, MINNESOTA

By _____
Darrel Olson, Mayor

ATTEST:

_____
Kelly Steele, Assistant City Administrator/City Clerk

CITY OF BAXTER, MINNESOTA
RESOLUTION 2015-120

RESOLUTION AGREEING TO MAINTAIN FACILITY

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, The Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MNDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, The City of Baxter is the sponsoring agency for the Transportation Alternatives project identified as Oakwood Drive Trail Connection.

THEREFORE, BE IT RESOLVED THAT the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned Transportation Alternatives project.

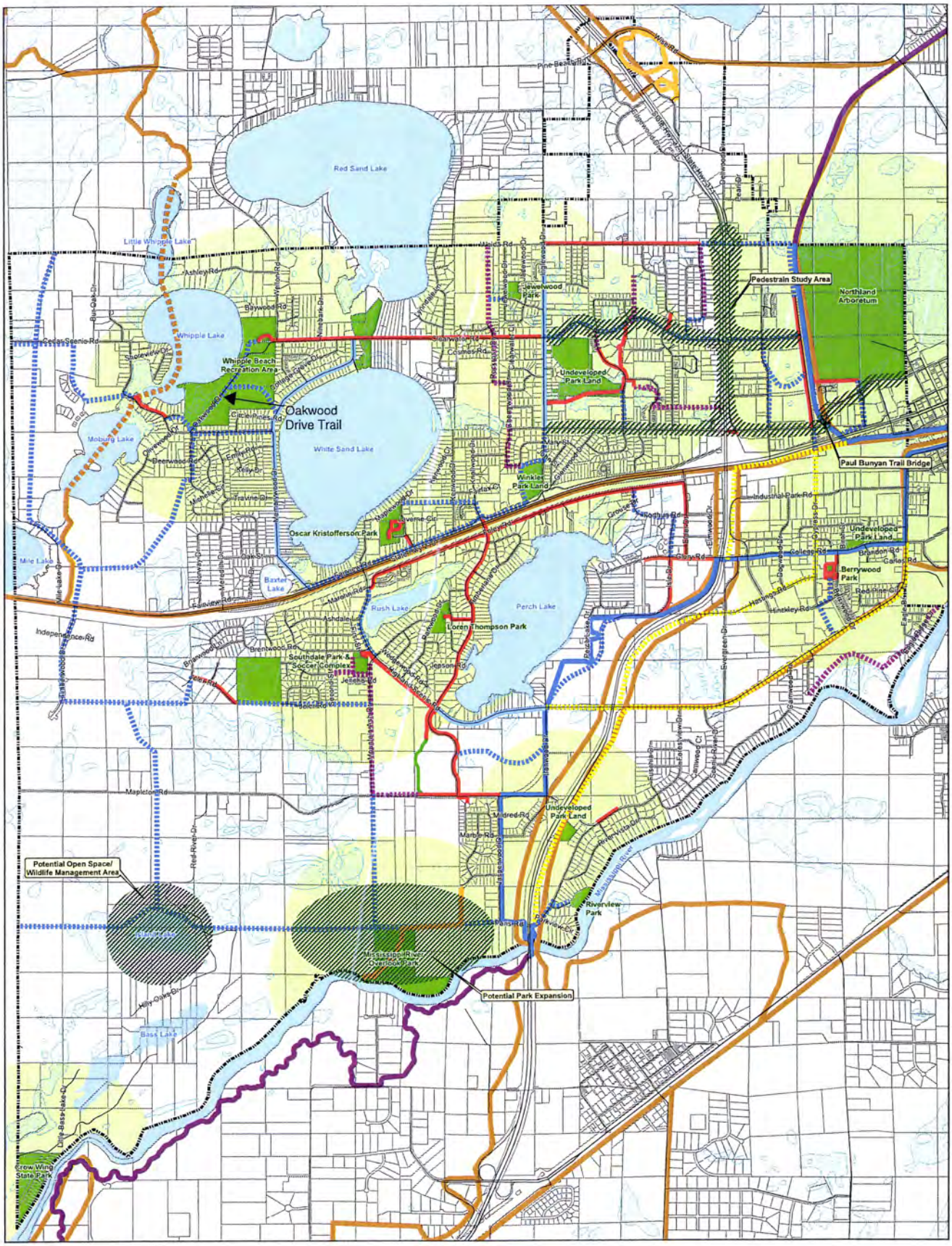
CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of a resolution adopted by the City of Baxter on this 15th day of December, 2015.

CITY OF BAXTER, MINNESOTA

By_____
Darrel Olson, Mayor

ATTEST:



Future and Existing Parks and Trails System

City of Baxter Comprehensive Plan

- Paul Bunyan State Trail - Baxter Segment
- Paul Bunyan State Trail Crow Wing County Segment
- Paul Bunyan State Trail Safety Re-Route Options
- Bike/Pedestrian Trail
- Wood Chip Trail
- Paved Roadway Shoulder
- Private Trail
- Future Bike/Pedestrian Trail
- Future Trail - Easement
- Snowmobile Trail
- Snowmobile Trail on Water Body
- MunicipalBoundary
- Parks
- Half-Mile Park Service Areas

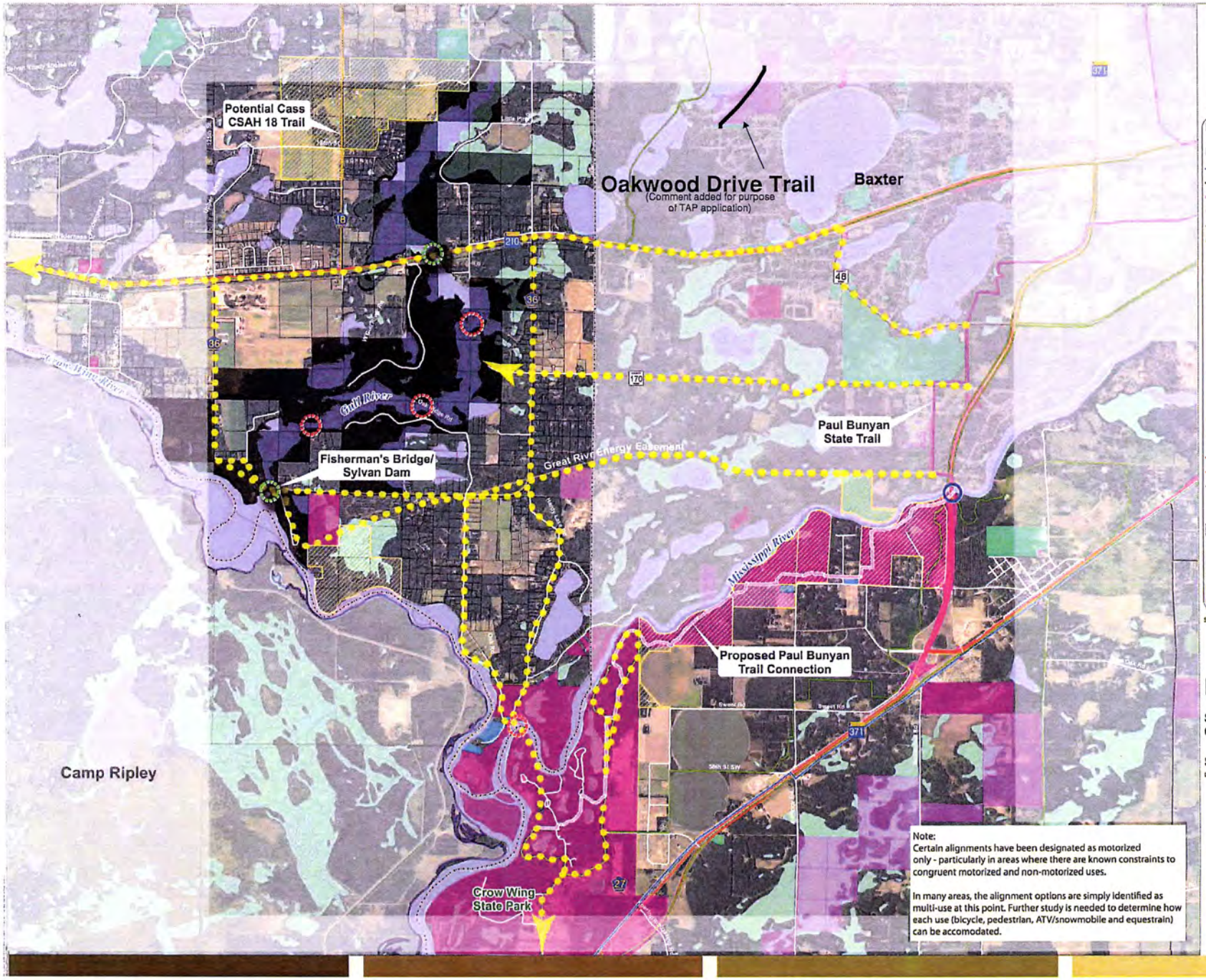
N W E S

0 0.5 1 Miles

July 23, 2015

Stantec

DESCRIPTION	TIMING:	Short	Mid	Long	Ongoing
Trails					
1. Maintain Existing Trails	Maintain the quality of existing trails through annual Capital Improvements Program (CIP)				
2. Pedestrian Studies					
A. Highway 371 Trail Crossing	Complete a feasibility study to determine the location, type of crossing and cost.				
	Develop a Highway 371 trail crossing.				
	Construct east/west trail connections out from the 371 crossing location, including Clearwater Road as the extension to Whipple Beach and east beyond Baxter				
B. Edgewood Drive	Excelsior Rd. to Woida Rd. - Prepare a feasibility study for a sidewalk corridor considering Commercial/ Residential (backage trail) connectivity & trail system connectivity.				
C. Dellwood Drive	Universal Rd. to Woida Rd. - Prepare a feasibility study for a sidewalk corridor. Study should consider Commercial/Residential (backage trail) connectivity and trail system connectivity.				
D. Excelsior Road	Inglewood Dr. to Cypress Dr. - Prepare a feasibility study for a sidewalk/trail corridor considering connection of ped ramps at the Excelsior Rd/ Paul Bunyan Trail Bridge.				
E. Clearwater Road	Inglewood Dr. to Cypress Dr. - Prepare a feasibility study for a sidewalk/trail corridor. If Clearwater is the optimal 371 Trail Crossing, then the study should consider a complete street design for this segment of Clearwater Rd				
3. Paul Bunyan Trail Re-route	Study land south of 210 to determine the optimal safety re-route for the Paul Bunyan Trail.				
	Relocate trail route south of Highway 210				
4. Snowmobile/ATV	Develop safe trail routes in connection with other agencies and local users clubs				
5. Golf Course Trails	Golf Course Dr. and through Golf Course Property at approximately Design Rd.				
6. Fairview Trail	Inglewood Dr. to Memorywood Dr.				
7. Safe Trail Crossing	Excelsior Rd. & Conservation Dr. (approved)				
8. Oakwood	Whipple Beach to Cedar Scenic Rd.				
9. Cedar Scenic	Oakwood Drive to Memorywood Drive				
10. County Land Trails (Whipple Area)	Oakwood Dr. to Memorywood Dr. through Crow Wing County forest property				
	Oakwood Dr. through Crow Wing County forest to Brownsville Circle to Cedar Scenic Rd.				
11. Jewelwood	Jewelwood Park to Clearwater Rd. and Woida Road				
12. Forestview/MOP Park	Mountain Ash Dr. & Mapleton Rd. & from corner of Mountain Ash/Mapleton to MOP Park				
13. Multi-modal planning and design	Study and develop city policies for planning and design of multi-modal facilities in the City, including sidwalks and/or trails along public streets and private property				



CAMP RIPLEY/VETERANS STATE TRAIL CORRIDOR STUDY

Legend

Existing & Proposed Other Trails
- Regional ATV Trails
- Regional Paved Trails
- Paul Bunyan State Trail
- Proposed Paul Bunyan Trail
- Grant-in-Aid Snowmobile Trail
- Potential Cass County Trail
- Existing Bridge can accommodate Trail
- Existing Bridge not able to accommodate Trail
- New Bridge Search Area

Land Ownership
- Local
- Minnesota Power and Light
- Private Conservation Land Holding
- County
- State
- Camp Ripley Offpost
- BWSR Easement
- DNR Easement
- Camp Ripley space for CRVST

Other Facilities
- U.S. Trunk Highway
- Minnesota Trunk Highway
- CSAH/County Road
- Railroad
- Municipal Boundary & Camp Ripley
- County Boundary
- Lakes/Rivers
- Wetlands

Alignment Options
- CRVST Alternative Multi-use Trail Alignments
- CRVST Alternative Motorized Only Trail Alignments

Source: MnDNR, MnDOT, Cass County, Crow Wing County, Morrison County

0 0.25 0.5 Miles

Figure 5

Segment 1:
Crow Wing State Park to Pillager

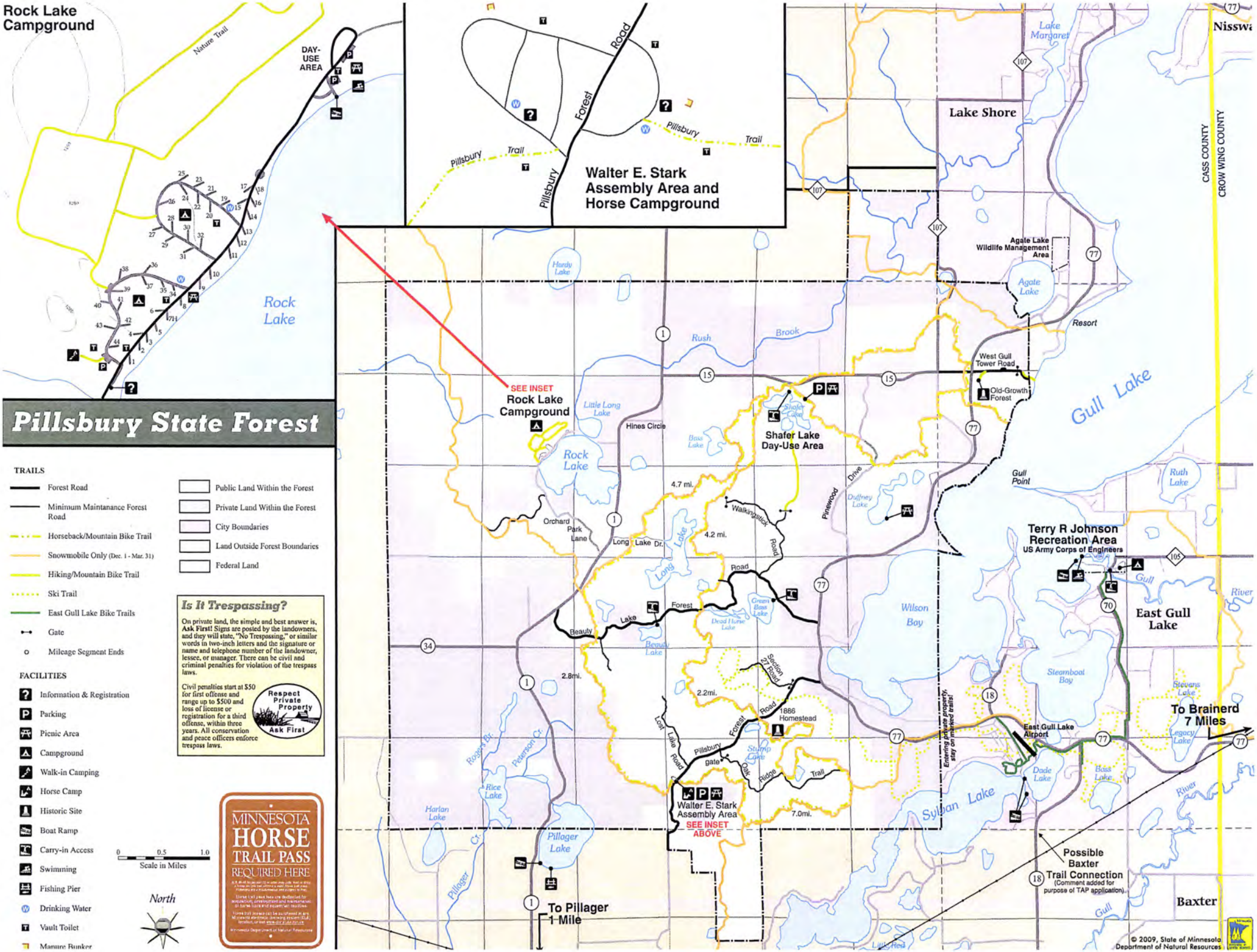
Segment 1A

December, 2011

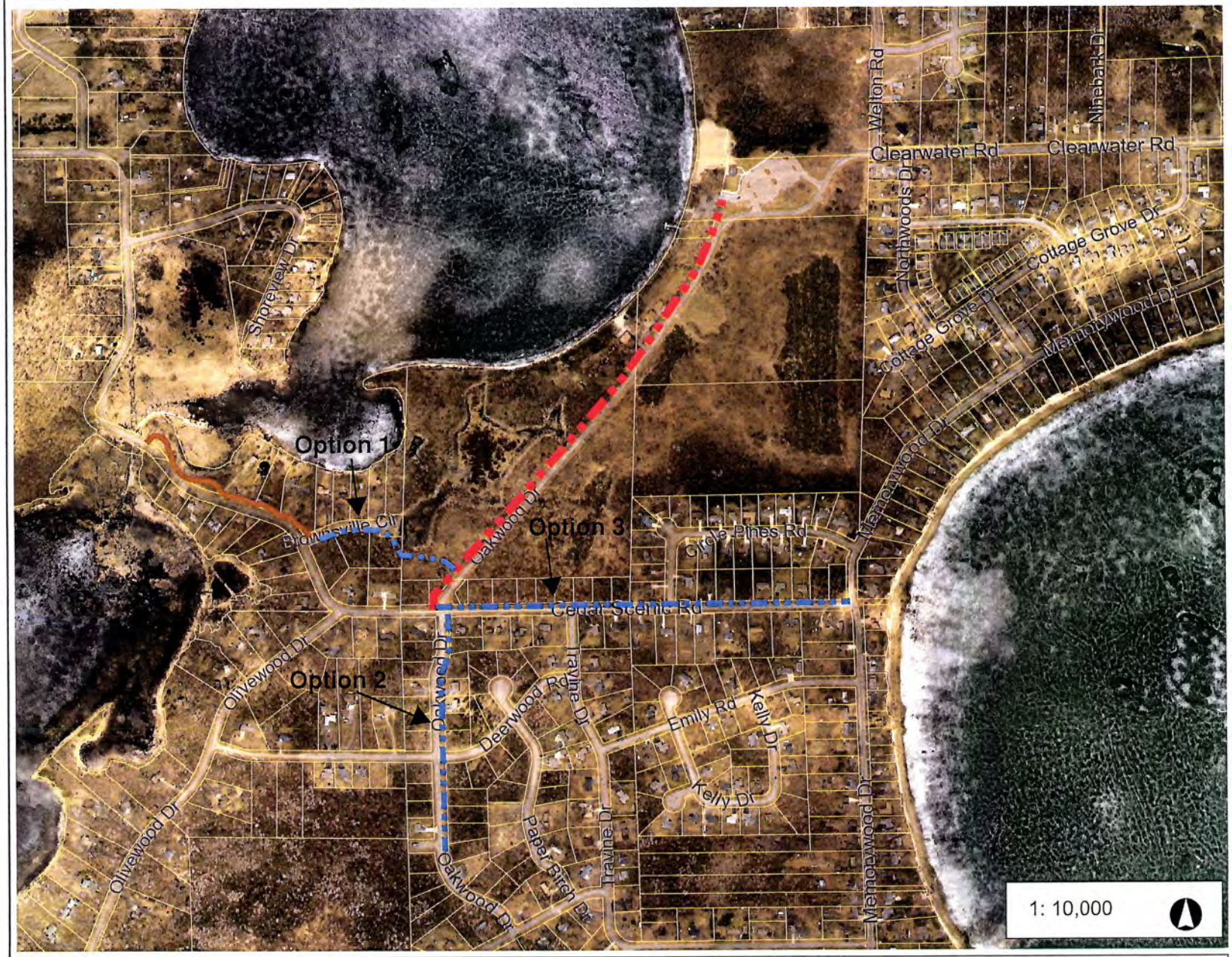
MORRISON COUNTY

Minnesota DEPARTMENT OF NATURAL RESOURCES

BOLTON & MENK Engineers & Surveyors www.bolton-menk.com


Rock Lake Campground
Nature Trail
DAY-USE AREA
Rock Lake
Pillsbury State Forest
Walter E. Stark Assembly Area and Horse Campground
Pillsbury Trail
Forest Road
Lake Shore
Lake Margaret
Agate Lake Wildlife Management Area
Agate Lake
Resort
West Gull Tower Road
Old-Growth Forest
Gull Lake
Gull Point
Ruth Lake
CASS COUNTY
CROW WING COUNTY
Nisswa
SEE INSET
Rock Lake Campground
Little Long Lake
Hines Circle
Hardy Lake
Rush Brook
Bass Lake
Shafer Lake
Shafer Lake Day-Use Area
Pinewood Drive
Duffney Lake
Orchard Park Lane
Long Lake Dr.
Long Lake
Walkingstick Road
Forest Road
Green Bass Lake
Dead Horse Lake
Beauty Lake
Beauty Lake Road
Section 27 Road
1886 Homestead
Stump Lake
Oak Ridge Trail
Pillsbury gate
Lost Lake Road
Rogers Dr.
Peterson Cr.
Rice Lake
Harlan Lake
Pillager Lake
Pillager Cr.
Walter E. Stark Assembly Area
SEE INSET ABOVE
To Pillager 1 Mile
Wilson Bay
Terry R Johnson Recreation Area
US Army Corps of Engineers
East Gull Lake
Steamboat Bay
Stevens Lake
Legacy Lake
To Brainerd 7 Miles
East Gull Lake Airport
Entering private property, stay on marked trails!
Dade Lake
Bass Lake
Sylvan Lake
Possible Baxter Trail Connection
(Comment added for purpose of TAP application)
Baxter
Gull River
4.7 mi.
4.2 mi.
2.8mi.
2.2mi.
7.0mi.
TRAILS
Forest Road
Minimum Maintanance Forest Road
Horseback/Mountain Bike Trail
Snowmobile Only (Dec. 1 - Mar. 31)
Hiking/Mountain Bike Trail
Ski Trail
East Gull Lake Bike Trails
Gate
Mileage Segment Ends
FACILITIES
Information & Registration
Parking
Picnic Area
Campground
Walk-in Camping
Horse Camp
Historic Site
Boat Ramp
Carry-in Access
Swimming
Fishing Pier
Drinking Water
Vault Toilet
Manure Bunker
Public Land Within the Forest
Private Land Within the Forest
City Boundaries
Land Outside Forest Boundaries
Federal Land
Is It Trespassing?
On private land, the simple and best answer is, Ask First! Signs are posted by the landowners, and they will state, "No Trespassing," or similar words in two-inch letters and the signature or name and telephone number of the landowner, lessee, or manager. There can be civil and criminal penalties for violation of the trespass laws.
Civil penalties start at $50 for first offense and range up to $500 and loss of license or registration for a third offense, within three years. All conservation and peace officers enforce trespass laws.
Respect Private Property
Ask First
MINNESOTA HORSE TRAIL PASS REQUIRED HERE
0 0.5 1.0
Scale in Miles
North
© 2009, State of Minnesota Department of Natural Resources

Oakwood Drive Trail
Expansion Options



Legend

- Streets
- Parcels
- Land Use Cases
- Encumbrances
- Municipal Boundaries
- Historical Parcels
- Proposed Oakwood Drive Trail
- Oakwood Drive Trail Expansion Options
- Existing Trail

Notes

1,666.7 0 833.33 1,666.7 Feet

NAD_1983_HARN_Adj_MN_Crow_Wing_Feet
City of Baxter

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
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CAMP
VANASEK
Whipple Lake

Appendix A: Recreational Trail Development and Improvement Request Form
Form OP8-01 Version 4 – Last Revised: April 13, 2013

Recreational Trail Development & Improvement Request

The following request must be filled out completely, submitted to, and signed by the County Land Services Department.

The following conditions apply to all trail development or improvement activities:

- Request forms must be filled out completely and submitted to the Land Services Department.
- The User Group or organization conducting the activity is responsible for any and all required permits (i.e., water crossings) including fees and construction costs.
- Any unauthorized activities may be charged with a "land use trespass" and possibly be ordered to restore the area to its previous condition (M.S. 92.70).
- All projects must incorporate appropriate recommendations from the Minnesota Department of Natural Resources and "Trail Planning Design & Development Guidelines" manual for recreational trails.
- If a proposed project exceeds $5,000, the County may require a design approval from a licensed civil engineer.
- Contractors must be properly insured and qualified to perform required tasks.
- Attach a map in sufficient detail to show the proposed activity.
- Proposed project must be designed for safe recreation.

Please completely answer the following questions:

Name of Organization City of Baxter		**Contact Person** Matthew Gindele	
Address 13190 Memorywood Dr.	**City** Baxter	**State** Minnesota	**Zip Code** 56425
Telephone Number (218)454-5118	**Day** (218)454-5118	**Evening** (218)454-5118	
Fax (218)454-5103	**Cell Number** N/A	**Email Address** mgindele@baxtermn.gov	

Name of Project: Oakwood Drive Trail

Location

Township: 133N
Range: 29W
Section: 2

Project Miles

New Trail Construction: 0.55 miles
Trail reconstruction: 0.0 miles

What is the purpose of this project?

The purpose of this project is to encourage and foster a pedestrianism culture of multi-modal transportation within the City of Baxter by providing a strategic trail connection. This trail connection will not only link one of Baxter's most densely populated residential areas of town to a greater trail network that extends out to the 371 business corridor providing pedestrian access to places of work, entertainment, and shopping, but will also connect the neighborhood via trail to the City's highly-trafficked Whipple Beach Recreational Area. This trail will also provide a much needed safe pedestrian route for campers at Camp Vanasek, which serves only children, traveling to Whipple Beach.

1) **Visual Quality and Landscape**
   The planned location of the Oakwood Drive Trail lies entirely within a section of land that is owned and managed by Crow Wing County for forestry. As such, the property is largely left to grow naturally until it gets logged out with the caveat that after it is logged it is replanted with various species of young saplings. Currently, the property is fully wooded with varying ages of red pine, white pine, aspen, oak and birch providing a great opportunity for a secluded and scenic trail. Furthermore, Whipple Lake is less than 100 yards away from the northern segment of the trail providing a unique lake-view walk through the forest in an otherwise urban environment.

2) **Trail Linkages and Networks**
   The Oakwood Drive Trail is part of a larger city-wide pedestrian trail network providing alternate modes of transportation across the City. The Oakwood Drive Trail connection is an extension of a pre-existing trail that extends from the Whipple Beach Recreational Area and heads east toward HWY 371business corridor where pedestrians can access food establishments, places of employment, lodging, shopping and recreational destinations and more. Completing this trail connection will provide access to the trail network for one of Baxter's most densely populated residential areas of the city. The Oakwood Trail is planned to extend even further into the development by connecting to Memorywood Drive to the east which is planned to eventually connect to the elementary school on HWY 210. The Oakwood Trail is also planned to extend to the west/northwest to connect with an existing trail on Brownsville Circle which is planned to be extended to the western border of Baxter and into Cass County and eventually to the Pillsbury State Forest trail system. To the south/southwest, the Oakwood Trail will extend across HWY 210 toward the western border of Baxter near Mile Lake and continue south into wild and scenic southwestern Baxter before it veers east to connect to the Paul Bunyan Trail at the Baxter Bridge across the Mississippi River.

3) **Impacts on Adjacent Private Properties**
   This trail segment lies almost entirely on Crow Wing County land along Oakwood Drive in Baxter except for a very small section that is owned by the City of Baxter at the intersection of Cedar Scenic Road and Oakwood Drive. There are no private properties adjacent to this proposed trail.

4) **Proximity to Services**

The 371 business corridor in Baxter is less than 3 miles away providing an abundant variety of services including but not limited to food establishments, convenience/gas stores, lodging, shopping and more. Camp Vansek, which a children's camp, is on Oakwood Drive and the proposed trail would go directly past the camp. On the north end of the trail is the Whipple Beach Recreational Area which is Baxter's most visited park serving as host to myriad recreational opportunities including swimming, picnicking, fishing, boating and more. A new picnic pavilion was recently constructed at the park that receives frequent use to host large gatherings such as wedding receptions and family reunions.

5) **Public Support**

This trail segment is in the City's newly adopted Comprehensive Plan which went through an extensive public planning process. Throughout the planning process, it was decided that this trail segment should be listed in the "mid-range" category in the Implementation Plan within the Comp Plan.

6) **Plan for Maintenance**

A) Once a month inspect all trail segments for asphalt defects, trail sign damage, shouldering washouts, and turf and debris issues
B) Summer months April - October once every two weeks mow trail green-ways (sides of trails 8' back)
C) Winter months (November – March) plow trails every snow event.
D) Sweep or blow off leaves and debris twice a year (Spring and Fall) or after storm events.
E) Poly patch or bituminous patch as needed.
F) Crack seal or bituminous patch large sections every 3 years on a rotating basis.
G) Chip seal every 7 years on a rotating basis, or as needed.

The City of Baxter has adopted a resolution dedicating funding for the maintenance of this trail as listed above.

7) **Public Safety Considerations**

The proposed trail parallels Oakwood Drive the entire length of the trail providing plenty of easy access for emergency services.

8) **Availability of Parking Areas**

The north end of the proposed trail terminates in the parking lot for Whipple Beach Recreational Area which has approximately 100 parking stalls with an additional 6 stalls for handicap users.

9) **Opportunities for Interpretive Information and Public Education**

The proposed trail is through a primarily natural wooded area of Baxter on Whipple Lake providing various opportunities for nature interpretation.

10) **Soil Conditions, Slope and Grade**

This area contains sandy soils and has a moderate slope. The greatest variant in slope occurs where the grade slopes slightly down toward a wetland that is near Oakwood Drive Trail.

11) Rare, Threatened and Endangered Species or Habitats

No rare, threatened and endangered species or habitats are known to be present.

12) Wetlands and Public Waters

The property on which the trail is proposed to be located is on Whipple Lake; however, no impacts to the lake are expected. Several wetlands exist on the property that may need to be crossed depending on the final determination for trail location and the results of a wetland delineation if necessary. Any possible impacts to wetlands would be minimal.

13) Cultural Resources or Historic Sites

No cultural resources or historic sites are known to be present in the proposed trail location.

Costs-*Estimated costs of this project and who will be covering the costs? Is the project eligible for the DNR Grant-in-Aid program?*

The total estimated cost for this project, including trail easement acquisition, is $207,364.00. The City has submitted an application for a TAP grant for this trail in the amount of $101,547.00; the remaining $105,817.00 will come out of the City's Park Dedication fund.

Equipment-*What type of equipment is required for construction and maintenance?*

Standard equipment for construction including tree removal equipment, grading equipment and asphalt paving equipment will be used to construct the trail.

Trail Construction- *Timeline, User Group Involved, Contractors, Miles*

The proposed trail is approximately 2,925 feet in length and will be bid out for construction in accordance with Federal guidelines. If a TAP grant is received for this trail, construction is anticipated to begin in the spring of 2020 and be finished by in the same summer.

Trail Maintenance Plan- *(ie mowing, clearing, signage, blading etc.) Include a general time frame for each activity; indicate by "X" which months this work will occur.*

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Clearing	x	x	x							x	x	x
Mowing				x	x	x	x	x	x	x		
Signage	x	x	x	x	x	x	x	x	x	x	x	x
General Maintenance			x	x	x	x	x	x	x	x		

Dates of Project

Starting date: Spring 2020

Completion date: Summer 2020

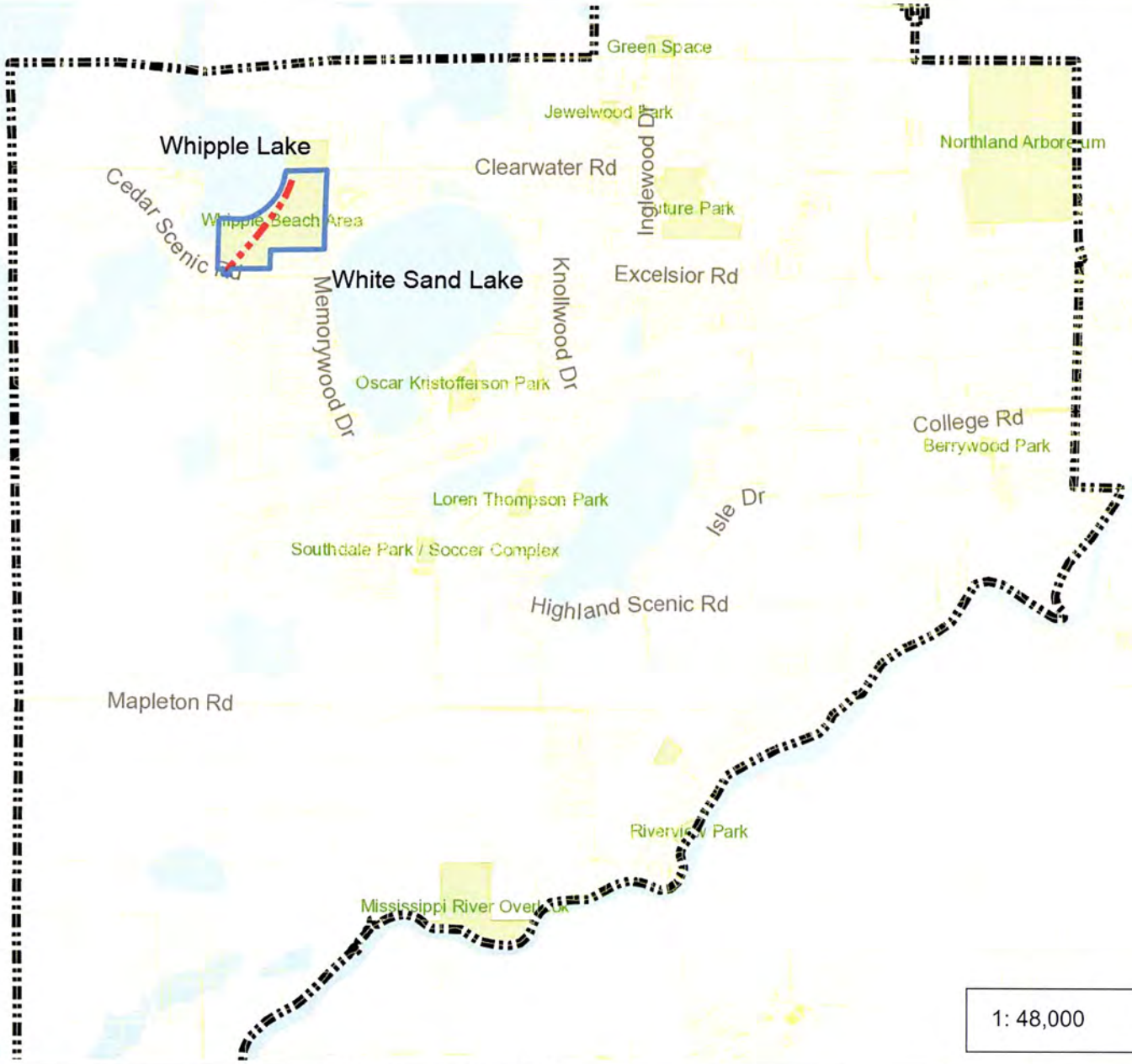
The above plan is complete to the best of our knowledge and will be carried out to the best of our abilities.

Trail Representative Date

The above Recreation Trail Development and Improvement proposal has been <u>received</u> by the County Land Services Department.

Land Services Supervisor Date

Oakwood Drive Trail Location Map



Legend

- Streets
- Parcels
- Municipal Boundaries
- Historical Parcels
- Waterbodies
  - Lake or Pond
  - Stream or River
- Parks
- Municipal Boundaries

1: 48,000

Notes

8,000.0 0 4,000.00 8,000.0 Feet

NAD_1983_HARN_Adj_MN_Crow_Wing_Feet
City of Baxter

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

Oakwood Drive Trail

Legend

- Streets
- Parcels
- Land Use Cases
- Encumbrances
- Municipal Boundaries
- Historical Parcels

Notes

1,000.0 0 500.00 1,000.0 Feet

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City of Baxter
Capital Improvement Plan
Park Improvements

Year		Improvement Project	Total Project Cost	Federal/ State Grants	Park Dedication Fees	Private Sector Funding	Other	Comments
2016	A	Oscar Kristofferson Park Pavilion	250,000		X			
2016	B	Oscar Kristofferson Baseball Safety Netting Phase 2	20,000		X			
2016	C	Multi-Modal Design Study					30,000	
2016	D	Parks ADA Accessibility Study					10,000	
2016	E	Park Recycling Containers		X				
2016	F	Oscar Kristofferson Score Board	4,500		X			
2016	G	Picnic Tables	5,500		X			
2016	H	Garbage/Recycling Containers	4,500		X			
2016	I	Benches	1,500		X			
2016	J							
2016	K							
2016	L							
2016	M							
2016								
2016		**TOTALS**	**286,000**	**-**	**-**	**-**	**40,000**	

City of Baxter
Capital Improvement Plan
Park Improvements

Year		Improvement Project	Total Project Cost	Federal/ State Grants	Park Dedication Fees	Private Sector Funding	Other	Comments
2017	A	Highway 371 Pedestrian Bridge Study					60,000	
2017	B	Jewelwood Park to Clearwater Road Trail	140,000		X			
2017	C	Whipple Beach LED Parking Lot Lighting					10,500	
2017	D	Oscar Kristofferson Park Score Board	4,500		X			
2017	E	Oscar Kristofferson Baseball Safety Netting Phase 3	20,000		X			
2017	F	Safe Routes to School - Forestview Improvements	130,000	80,000	25,000		25,000	ISD 181 to fund other
2017	G	Picinic Tables	5,500		X			
2017	H	Garbage/Recycling Containers	4,500		X			
2017	I	Benches	1,500		X			
2017	J							
	K							
2017	L							
2017	M							
2017	N							
2017		**TOTALS**	**306,000**	**80,000**	**25,000**	**-**	**95,500**	

City of Baxter
Capital Improvement Plan
Park Improvements

Year		Improvement Project	Total Project Cost	Federal/ State Grants	Park Dedication Fees	Private Sector Funding	Other	Comments
2018	A	Edgewood, Dellwood, Excelsior, Clearwater Ped. Study					30,000	
2018	B	Oscar Kristofferson Park Basketball/Tennis Courts	250,000		X			
2018	C	Picinic Tables	5,500		X			
2018	D	Garbage/Recycling Containers	4,500		X			
2018	E	Benches	1,500		X			
2018	F							
2018	G							
2018	H							
2018	I							
2018	J							
2018		**TOTALS**	**261,500**	**-**	**-**	**-**	**30,000**	

City of Baxter
Capital Improvement Plan
Park Improvements

Year		Improvement Project	Total Project Cost	Federal/ State Grants	Park Dedication Fees	Private Sector Funding	Other	Comments
2019	A	Oakwood Trail (TAP Grant)	266,653	101,547	135,106			
2019	B	Picinic Tables	5,500		X			
2019	C	Garbage/Recycling Containers	4,500		X			
2019	D	Benches	1,500		X			
2019	E							
2019	F							
2019	G							
2019		**TOTALS**	**278,153**	**101,547**	**135,106**	**-**	**-**	
2020	A	Whipple Beach Perimeter Trail	132,937		X			
2020	B	Picinic Tables	5,500		X			
2020	C	Garbage/Recycling Containers	4,500		X			
2020	C	Benches	1,500		X			
2020	C							
2020	C							
2020	D							
2020	E							
2020		**TOTALS**	**144,437**	**-**		**-**	**-**	
2016-2020 TOTALS			**1,276,090**	**181,547**	**160,106**	**-**	**165,500**	