



AGENDA
PARK COMMISSION MEETING
RICHFIELD VILLAGE HALL
4128 HUBERTUS ROAD, HUBERTUS, WISCONSIN
January 8, 2020
6:00 P.M.

Pursuant to the requirements of Section 19.84, Wis. Stats., notice is hereby given of a meeting of the Village of Richfield Park Commission, at which a quorum of the Village Board may attend in order to gather information about a subject which they have decision making responsibility. The meeting will be held at the above noted date, time and location. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: "Please let the minutes reflect that a quorum of the Village Board is present and that the Village Board members may be making comments under the Public Comments section of the agenda, during any Public Hearing(s) or if the rules are suspended to allow them to do so.")

1. Call to Order
2. Verification of Compliance with Open Meeting Law
3. Pledge of Allegiance
4. Meeting Minutes
 - a. July 10, 2019 – Regular Meeting
5. DISCUSSION/ACTION ITEMS
 - a. Discussion regarding Youth Sports Update and 2020 Look Ahead
 - b. Discussion regarding 2020 Master Plan for Nature Park
 - c. Discussion regarding 2020 Consideration to Repair or Reconstruct Fireman's Park Tennis Courts
 - d. General Parks Operations Update
6. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov. Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advance notice as possible

4a

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Park Commission Meeting Minutes,
July 10, 2019
6:00 PM

1. Call to Order/Roll Call

Chairman Meeks called the meeting to order at 6:00 p.m.

Present at the meeting were Chairman Meeks, Filipiak, Bernard, Woelfel, Sommers, and Murray.

Also Present: Administrative Services Coordinator Jen Keller

Excused Absence: Commissioner Becker

2. Verification of Compliance with Open Meetings Law

Administrative Services Coordinator Keller stated the agenda was posted at all three local U.S Post Offices, Village Hall and on the Village website. Copies of the agenda were also digitally sent to the West Bend Daily News, Hartford Times Press, and the Milwaukee Journal Sentinel.

3. Pledge of Allegiance

4. Meeting Minutes

a. May 8, 2019 – Regular Meeting

Motion by Commissioner Bernard to approve the meeting minutes from the May 8th 2019 Regular Park Commission meeting; Seconded by Commissioner Filipiak; Motion passed without objection.

5. DISCUSSION ITEMS

a. Discussion and possible recommendation to the Plan Commission regarding proposed Messer/Mayer Mill Engine Shed in the Richfield Historical Park

Chairman Meek stated he was glad the Richfield Historical Society would be enclosing a structure for the engine to be permanently housed.

Motion by Commissioner Bernard to recommend approval of the proposed Messer/Mayer Mill Engine Shed to the Architectural Review Board, subject to the following Conditions of Approval:

1. The Village receive written confirmation from the Board of Directors of the Richfield Historical Society that any financial obligations related to this project will be paid entirely by the Society;

Seconded by Commissioner Filipiak; Motion passed without objection.

b. Discussion/Action to consider granting access to Nature Park for the purpose of star gazing, petition by Greg Gardner

Commissioner Murray asked the petitioner to clarify the number of people that would be star gazing during each visit.

Mr. Gardner stated there would be less than six (6) friends or family members at each star gazing session.

Village of Richfield
4128 Hubertus Road, Hubertus, WI
Park Commission Meeting Minutes,
July 10, 2019
6:00 PM

Commissioner Filipiak asked how many occurrences the petitioner was requesting in terms of annual visits.

Mr. Gardner stated it would be less than 10 times a year.

Commissioner Bernard stated it would be beneficial for the petitioner to contact the Washington County Sheriff's Office before an evening of star gazing commenced.

Motion by Commissioner Filipiak to authorize Staff to prepare a permit to grant the petitioner access to Nature Park and Historical Park after 10:30 PM for the purpose of star gazing, subject to notifying the Washington County Sheriff's Office during each visit to the park after hours of operation; Seconded by Commissioner Woelfel; Motion passed without objection.

c. Discussion regarding community survey results related to Fireman's Park tennis courts rehabilitation

Commissioner Filipiak asked the commission if the cost to reconstruct the tennis courts was worth the venture when the survey did not result in as many responses, as a whole.

Chairman Meeks stated he agreed the survey results did not indicate as large of a majority of those surveyed who wished to have the tennis courts reconstructed.

Commissioner Bernard requested that staff investigate the cost for separate pickle ball nets to be purchased so the courts that do exist could be transitioned into pickle ball courts. It was also mentioned there was interest in knowing the cost to construct pickle ball courts.

d. Discussion regarding General Park Operations Report

Administrative Services Coordinator Keller updated the commissioners on Village Board action at the July Board meeting to approve a special events liquor license for Bilda's Friess Lake Pub and Washington County Parks Department partnership, for a four (4) event food, beverage, and concert series in Glacier Hills.

Next, Administrative Services Coordinator Keller stated the baseball organizations had been progressing in their seasons.

In May, DPW Supervisor Thicke and Administrative Services Coordinator Keller met with a representative of the Amy Belle School PTA regarding trees in Village Parks. There is the potentiality Heritage park will have 30-60 trees planted next spring by fourth graders from Amy Belle Elementary School. The students are planting the trees as a way of participating in 2020 Arbor Day.

Commissioner Murray mentioned some trees could be planted in Bark Lake park to provide additional shade.

Richfield days 2019 will take place in Fireman's Park beginning Friday, August 23 through Sunday August 25th. There will be softball tournaments, kids' entertainment and games, a cornhole tournament, Saturday night fireworks and the Sunday morning parade.

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Administrative Services Coordinator Keller mentioned the newest DPW General Laborer had been hired the first week in June. Lastly, the Richfield Historical Society will be replacing a culvert under the pedestrian bridge in Historical Park this summer.

6. ADJOURNMENT

Motion by Commissioner Bernard to Adjourn at 6:43 p.m.; Seconded by Commissioner Filipiak; Motion passed without objection.

Respectfully Submitted,

Jen Keller
Administrative Services Coordinator

DRAFT

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VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: January 8, 2020

SUBJECT: Youth Sports Organizational Updates
DATE SUBMITTED: January 3, 2020
SUBMITTED BY: Jen Keller, Administrative Services Coordinator

POLICY QUESTION: NONE, DISCUSSION ONLY.

ISSUE SUMMARY:

Representatives from Richfield Youth Baseball and Softball Association (RYBSA), Richfield Rockets, Richfield Rebels, and Richfield Soccer Club will be in attendance. These organizations have been asked to provide an update regarding membership, internal and external communication methods, and upcoming events in 2020.

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: N/A
Future Ongoing Costs: N/A
Physical Impact (on people/space): N/A
Residual or Support/Overhead/Fringe Costs: N/A

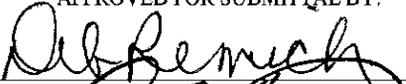
ATTACHMENTS:

None.

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:


Village Staff Member

Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

5b



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: January 8, 2020

SUBJECT: 2020 Nature Park Master Plan Discussion
DATE SUBMITTED: January 3, 2020
SUBMITTED BY: Jen Keller, Administrative Services Coordinator

POLICY QUESTION: NONE, DISCUSSION ONLY.

ISSUE SUMMARY:

Village Staff have continually worked to create a Master Plan for all parks in the Village of Richfield, in conjunction with the Comprehensive Park, Outdoor Recreations and Open Space Plan. The most recent plan adopted by this body was the 2016 Heritage Park Master Plan. The Heritage Park Master Plan was created in tandem with the planning and construction of the Richfield Volunteer Fire Company Station No. 2 which is located at the Southwest corner of Heritage Park. Since 2016, staff have undergone transitions in the offices of staff who previously facilitated this type of park planning. In 2020 it is the goal of Administrator Healy, Administrative Services Coordinator Keller and DPW Supervisor Thicke to work alongside the Park Commission in the creation of the Nature Park Master Plan. This discussion serves as the "first step" in a several month process to create a Nature Park Master Plan which will serve as a guide post for future Nature Park improvements. It is the hope of staff to annually update the master plan for each of the four (4) Village Parks, and update the Comprehensive Park, Outdoor Recreations and Open Space Plan every five (5) years.

In 2004, the (then) Town of Richfield applied for and was awarded funds from the Wisconsin DNR Stewardship Grant to assist with the purchase of land which is now known as Nature Park. This park land was purchased jointly with funds from the Stewardship Grant and via a "loan" from the Town's General Fund. This loan from the General Fund is still in the process of being paid back by way of annual Park Impact Fees.

The property now known as Nature Park was developed for the conservation of land and to provide for nature based outdoor recreation. According to the 2004 DNR Grant Application Guidelines, "Nature based outdoor recreation means activities where the primary focus or purpose is the appreciation or enjoyment of nature. These activities may include but are not limited to, hiking, bicycling, wildlife, or nature observations, camping, nature study, fishing, hunting, picnicking, cross-country skiing, canoeing, and multi-use trail activities." This language originates from Wisconsin State Statutes Chapter NR 51, attached for your convenience. Pages 17 and 18 located in the Appendix of the attached DNR Grant Application Guideline go further on to describe eligible and ineligible project examples which apply to Nature Park. It will be necessary to retain these ideas as the Park Commission and Staff move farther along in the Master Plan process.

In terms of next steps, staff have drafted a schedule outlining the process to create and adopt a Nature Park Master Plan. All dates with an asterisk coincide with a regularly scheduled Park Commission Meeting. Amendments to the following schedule can be discussed the night of the meeting.

- 3/11/2020* – Staff provides Park Commission a memo with preliminary assessment of park needs
- 3/27/2020 – Meet with engineers to discuss site planning
- 4/13/2020 – Stakeholder Meeting 1: Richfield Historical Society
- 4/20/2020 – Public Workshop Meeting 1
- 4/22/2020 – Community Survey published online
- 4/27/2020 – Stakeholder Meeting 2: Richfield Boy Scout and Girl Scout troops
- 4/29/2020 – Public Workshop Meeting 2
- 7/8/2020* – Park Commission Site Visit/Master Plan rough draft submittal
- 9/9/2020* – Finalize list of Nature Park Master Plan projects
- 10/25/2020 – Final site plan drafted and cost estimates back from engineers
- 11/11/2020* – Park Commission Recommends Village Board adoption of the 2020 Nature Park Master Plan
- 11/18/2020 – Village Board considers adoption of 2020 Nature Park Master Plan



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: January 8, 2020

SUBJECT: 2020 Nature Park Master Plan Discussion

DATE SUBMITTED: January 3, 2020

SUBMITTED BY: Jen Keller, Administrative Services Coordinator

FISCAL IMPACT:

REVIEWED BY: Deanna Lopez
Village Deputy Treasurer

Initial Project Costs: N/A
Future Ongoing Costs: N/A
Physical Impact (on people/space): N/A
Residual or Support/Overhead/Fringe Costs: N/A

ATTACHMENTS:

1. 2004 DNR Grant Application Guidelines and Application
2. Wis. State Statute Chapter NR 51 Administration of Stewardship Grants

STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:

Deb Remick
Village Staff Member

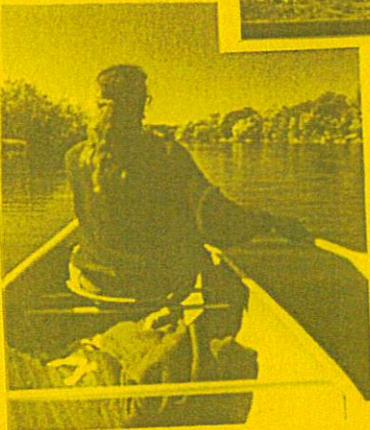
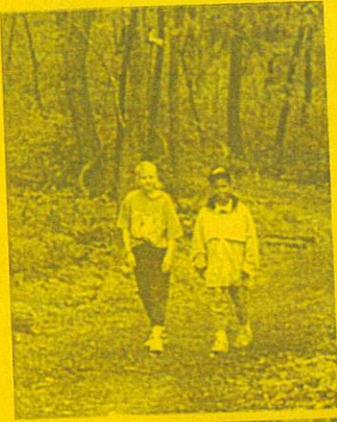
Jen Keller
Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

*Application Deadline:
May 1, 2004*



2004 Grant Guidelines and Application

Stewardship Local Assistance Programs
Federal Land & Water Conservation Program
Federal Recreation Trails Program



PUBL. CF-003 2004

DNR Contacts

For more information and to submit applications use contacts below.

Northeast Region Counties: Brown, Calumet, Door, Fond du Lac, Green Lake Kewaunee, Manitowoc, Marinette, Marquette, Menominee, Oconto, Outagamie, Shawano, Waupaca, Waushara, Winnebago

JEFF PAGELS

1125 N. Military Avenue, P.O. Box 10448
Green Bay, WI 54307-0448

Telephone: (920) 492-5821 Telefax No.: (920) 492-5877

E-mail: jeff.pagels@dnr.state.wi.us

West Central Region Counties: Adams, Buffalo, Chippewa, Clark, Crawford, Dunn, Eau Claire, Jackson, Juneau, La Crosse, Marathon, Monroe, Pepin, Pierce, Portage, St. Croix, Trempealeau, Vernon, Wood

LAVANE HESSLER

1300 West Clairemont Avenue, P.O. Box 4001
Eau Claire, WI 54702-4001

Telephone: (715) 839-3751 Telefax No.: (715) 839-6076

E-mail: lavane.hessler@dnr.state.wi.us

South Central Region Counties: Columbia, Dane, Dodge, Grant, Green, Iowa, Jefferson, Lafayette, Richland, Rock, Sauk

STEFANIE BROUWER

3911 Fish Hatchery Road
Fitchburg, WI 53711

Telephone: (608) 275-3218 Telefax No.: (608) 275-3338

E-mail: stefanie.brouwer@dnr.state.wi.us

Southeast Region Counties: Kenosha, Milwaukee, Ozaukee, Racine, Sheboygan, Walworth, Washington, Waukesha

TOM BLOTZ

2300 N. Dr. Martin Luther King, Jr. Dr.
P.O. Box 12436
Milwaukee, WI 53212

Telephone: (414) 263-8610 Telefax No.: (414) 263-8661

E-mail: tom.blotz@dnr.state.wi.us

Also: Dan Kaemmerer (263-8704) Gene Park (263-8676)
dan.kaemmerer@dnr.state.wi.us gene.park@dnr.state.wi.us

Northern Region

Rhineland Office Counties: Florence, Forest, Iron, Langlade, Lincoln, Oneida, Price, Taylor, Vilas

PAT ZATOPA

107 Sutliff St.
Rhineland, WI 54501

Telephone: (715) 365-8928

Telefax No.: (715) 365-8932

E-mail: patricia.zatopa@dnr.state.wi.us

Spoooner Office Counties: Ashland, Barron, Bayfield, Burnett, Douglas, Polk, Rusk, Sawyer, Washburn

DIANE CONKLIN

810 West Maple Street
Spoooner, WI 54801

Telephone: (715) 635-4130

Telefax No.: (715)635-4105

E-mail: diane.conklin@dnr.state.wi.us

For information on program history, development, policy, statewide coordination, and program fund status, contact the following Madison DNR Central Office Grant Managers:

1. Leslie Gauberti - Stewardship and Federal Land & Water Conservation grants to local governments
(608) 267-0497 (leslie.gauberti@dnr.state.wi.us)
2. Janet Beach Hanson - Stewardship Grants to nonprofit conservation organizations
(608) 266-0868 (janet.hanson@dnr.state.wi.us)
3. Larry Freidig - Motorized Recreation Aids Programs, Federal Recreation Trails Act Program
(608)-266-5897 (larry.freidig@dnr.state.wi.us)



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Scott Hassett, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY 608-267-6897

February, 2004

Greetings:

We are pleased to provide you with the 2004 Grant Guidelines and Applications booklet for Stewardship Local Assistance Programs, the Recreational Trails Program, and the Land and Water Conservation Program. The handbook contains information, explanations, and forms you need to apply for grants to acquire or develop land for public outdoor recreation and conservation purposes.

We encourage you to contact your DNR region Community Services Specialists (CSS). You'll find a list of CSS and the counties they work with inside the front cover of this booklet. Your CSS can explain the various grant programs in detail and give you the assistance you need to make your application as competitive as possible. We also have technical assistance publications available to assist you.

THE APPLICATION DEADLINE DATE IS MAY 1, 2004. Applications must be received on, or postmarked by, May 1. Applications not postmarked or received on or before the deadline date will not be considered for cost sharing and will be returned to the applicant.

The earlier you submit the application the more time we will have to review it and work with you on any deficiencies. This early review could be very important to the success of your application because a high level of competition exists for available funds.

BE AWARE THAT NO WORK CAN BE STARTED OR LAND ACQUIRED UNTIL AN AGREEMENT IS SIGNED BY THE DEPARTMENT.

FOR LAND ACQUISITION PROJECTS, remember that acquisition of property must be in accordance with land acquisition and appraisal procedures as defined in Wisconsin State Statutes. If you are applying for an acquisition project and need to purchase the property before you receive a grant agreement, you must obtain a "letter of retroactivity" to protect the project's eligibility. A letter of retroactivity provides no assurance that your grant application will be funded, but does assure that your application will not be disqualified because the property was purchased before the grant agreement was written. Unfortunately, we cannot offer similar retroactivity for development projects. Please contact your CSS to obtain the land acquisition and appraisal procedures and letters of retroactivity for land acquisition projects when you need to purchase the property quickly.

This year we expect to rate and rank eligible applications in late June. The awarding of grants occurs as soon as possible after July, depending on the availability of funds through the state and federal budget processes.

We wish you success with your projects and look forward to being your partners in land conservation and improving outdoor recreation facilities for our citizens and visitors.

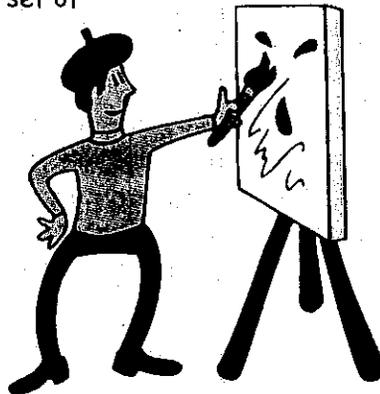
*Regional and Central Office Outdoor Recreation Grants Staff
Community Financial Assistance Programs*

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The Big Picture - the Grant Process

1. Local sponsors work with DNR regional community services specialists to plan projects, follow program requirements, and complete grant applications. See "Contacts" on the inside front cover of this booklet.
2. Submit applications by May 1 each year. Application booklets are distributed each year in late January, early February. *Remember, no work can be started or land acquired until an agreement is signed with the department.*
3. DNR regional staff review and rate eligible projects using a set of rating questions that reflect each program's goals and priorities. You'll find the rating questions listed in the appendix.
4. The projects within each program are then combined in a statewide listing and prioritized according to rating score. (exception: Acquisition & Development of Local Parks projects are prioritized by DNR region rather than statewide.)
5. Projects ranking the highest are awarded a grant to the extent that funds are available.
6. Project sponsors may not incur costs for their projects until the grant agreement is signed.
7. Local sponsors sign an agreement to accept the grant and assume the responsibility of complying with program requirements and conditions of the grant award in perpetuity. (eg, contracts & bidding, operation and use of the property, maintenance, accessibility, income, inspections, etc.) While project payment takes place on a reimbursement basis, sponsors may request a 50% advance payment of their grant award at the time of receiving the grant award. Note: there is no advance request option in the Recreation Trails Act and Land & Water Conservation Fund programs.
8. The project sponsor incurs costs for work actually completed or lands purchased, documents expenditures, and then files a claim for reimbursement. Except for pre-approval engineering, reimbursement is not permitted for work that takes place prior to or after the grant time period indicated in the grant award. Land acquired prior to the grant award date is not eligible without an approved waiver of retroactivity from your DNR community services specialist. In the case of a federal grant approval must be also obtained from the National Park Service.
9. The reimbursement claim and documentation of expenditures are reviewed by department staff and the payment is processed.



Introduction

Following you will find general program information, application materials, and financial information for programs that provide 50% funding assistance to acquire land or easements and develop facilities for outdoor recreation purposes - the Stewardship Local Assistance Grant Programs, the Federal Land & Water Conservation Fund Program, and the Federal Recreation Trails Program.

1. KNOWLES-NELSON STEWARDSHIP LOCAL ASSISTANCE GRANT

PROGRAMS. Four programs that provide 50% funding assistance to 1) acquire land and easements and 2) develop trails, facilities, etc. for nature-based outdoor recreation purposes. See definition of nature-based recreation on page 6.

- ◆ Aids For The Acquisition And Development Of Local Parks (ADLP)
Helps to buy land or easements and develop or renovate local park and recreation area facilities (e.g., trails, fishing access, and park support facilities). Applicants compete for funds on a regional basis.
- ◆ Urban Green Space Grants (UGS)
Helps to buy land or easements in urban or urbanizing areas to preserve the scenic and ecological values of natural open spaces for outdoor recreation, including non-commercial gardening. Applicants compete for funds on a statewide basis.
- ◆ Urban Rivers Grants (UR)
Helps to buy land or easements on or adjacent to rivers flowing through urban or urbanizing areas to preserve or restore the scenic and environmental values of riverways for outdoor recreation. Includes shoreline enhancements such as development of public recreation facilities or habitat restoration that serve public recreation or resource conservation purposes. The Urban Rivers Program has a cap per applicant based on 20% of the total funds allocated to the program each fiscal year. Applicants compete for funds on a statewide basis.
- ◆ Acquisition Of Development Rights Grants (ADR)
Helps to buy development rights (easements) for the protection of natural, agricultural, or forestry values, that would enhance outdoor recreation. Applicants compete for funds on a statewide basis.

NOTE: This booklet is focused on local government applicants. Nonprofit Conservation Organizations (NCO's) are eligible to apply to the Stewardship Local Assistance Grant Programs for land acquisition projects. For details on NCO land acquisition requirements contact the regional community services specialist listed for your county on the inside front cover of this booklet.

2. FEDERAL RECREATION GRANT PROGRAMS

Two programs that provide up to 50% funding assistance for outdoor recreation focused projects.

- ◆ Land and Water Conservation Fund (LWCF)
Provides 50% funding assistance for the acquisition and development of public outdoor recreation areas and facilities. Similar to the Stewardship ADLP program above except that active outdoor recreation activities are eligible for grant assistance. Applicants compete for funds on a statewide basis.
- ◆ Recreational Trails Act (RTA)
Provides 50% funding assistance for the development and maintenance of recreational trails and trail-related facilities for both motorized and non-motorized recreational trail uses. Applicants compete for funds on a statewide basis.

Who administers the programs? These programs are administered by the Wisconsin Department of Natural Resources. The Stewardship Advisory Council with representatives from local units of government and nonprofit conservation organizations (NCO's) advises the department on matters relating to the Stewardship program. Similarly the State Trails Council advises the

department on matters relating to the Recreational Trails Program. The National Park Service plays the major role in working with the Department on the Land & Water Conservation Fund Program and the Department of Transportation plays a role with the Recreational Trails Program.

A key component of the programs is cooperation and partnership between the Wisconsin Department of Natural Resources, the federal government, local units of government, and nonprofit conservation organizations (NCOs). The programs recognize the important role each partner plays in meeting the conservation and recreation needs of Wisconsin residents and is designed to assist groups working to meet those needs.

Application Deadlines

May 1 The application deadline for all of the programs is May 1 each year. Applications should be submitted to your region Community Services Specialist (CSS) on, or be postmarked by, May 1. If your application does not meet this requirement it will not be considered and will be returned to you. This can be critical to the success of your application given the high level of competition for available funds. It is especially important for land acquisition projects due to the time needed to get real estate appraisals contracted, completed and reviewed.

Getting Help

There is at least one Community Services Specialist (CSS) in each of the five DNR Regions who will walk through the grant process with you from project conception to issuing the final check. See their names on the inside front cover of this booklet. They will explain the requirements of the programs, assist you in planning and evaluating project alternatives, bring in other DNR resource people as needed, help you complete the application form and suggest other funding sources if your project does not qualify for these grants. They will also determine which of the various grant programs is appropriate for your project. We recommend you review the program criteria, explained in the individual program section in the Appendix, but do not spend a great deal of time trying to determine which program is the most appropriate. The CSS will do that for you. We urge you to contact your CSS as soon as possible in your project planning process to discuss your project and then to submit your application as soon as you complete it. This gives the region CSS more time to review it and work with you to satisfy requirements or correct omissions.

Technical Assistance

Your region CSS is prepared to provide you with technical assistance and is a valuable source of information for other DNR administered grant programs. Following is a partial listing of assistance publications:

- Recreational Trails Project Guidelines
- Guidelines for the Development of Local Comprehensive Outdoor Recreation Plans
- Land Acquisition Guidelines for Local Governments
- Land Acquisition Guidelines for Nonprofit Conservation Organizations
- Land Acquisition and Appraisal Procedures
- Outdoor Recreation Facilities: Access for Everyone
- Policies and Ordinances for Developing, Operating and Maintaining Public Outdoor Rec. Areas
- Stewardship Property Development Grants for State Property Friends Groups

Land Acquisition Project Alert

IMPORTANT

Land and easement acquisition projects must proceed in accordance with land acquisition and appraisal procedures as defined in Wisconsin State Statutes as well as other related state and federal requirements. These procedures can be complex and confusing, especially if you are considering a project where contamination of the property is known or suspected. If you are considering applying for an acquisition project it is critical that you contact your DNR region CSS to discuss your project and obtain the "Land Acquisition Guidelines for Local Governments" publication prior to beginning negotiations.

DNR Website Information

Information on these grant programs (as well as other programs) is also available in downloadable format on the DNR Bureau of Community Financial Assistance website at www.dnr.state.wi.us. Scroll down to under "go directly to a bureau" and select "Community Financial Assistance".



The Wisconsin Department of Natural Resources provides equal opportunity in its employment, programs, services, and functions under an Affirmative Action Plan. If you have any questions, please write to Equal Opportunity Office, Department of Interior, Washington, D.C. 20240.

This publication is available in alternative format (large print, Braille, audio tape, etc) upon request. Please call the Bureau of Community Financial Assistance 608-266-7555 for more information.

Key Information

Applying for and receiving a grant comes with many "strings" having to do with program requirements, the financial administration of your project, and the documentation of your expenditures. Following is a summary of the key requirements to help you decide if these grant programs fit your local planning efforts and project.

Eligible Applicants

1. Local governments and tribal governments are eligible to apply for all programs.
2. Eligible local governments are only those towns, villages, cities, counties, and tribal governments that have a Department approved comprehensive outdoor recreation plan or master plan which has been approved by resolution by the local governing unit or an outdoor recreation plan of a higher unit of government. Local governments with qualifying plans receive eligibility to apply for grants for five years. If you have not submitted a plan, contact your DNR region CSS for information about how to satisfy this requirement.
3. Nonprofit conservation organizations (NCO's) are eligible to apply to the Stewardship programs for land and rights in land (easement) acquisition projects.
4. An eligible NCO must be a nonprofit corporation, charitable trust or other nonprofit association as described in Section 501(c)(3) of the Internal Revenue Code. It must also have as part of its mission "the acquisition of property for conservation purposes." This mission should be reflected in the bylaws, charter, or incorporation papers of the organization. To learn if your organization is eligible, simply supply the region CSS listed on page 5 with a copy of your IRS 501(c)(3) determination letter, as well as copies of your Articles of Incorporation and Bylaws. In addition to these basic eligibility requirements, an NCO must also be able to demonstrate that it has the financial capacity to carry out a project, as well as the ability to maintain and manage property over time. This determination is made when a NCO applies for a grant for a specific project.
5. School districts are eligible to apply for the federal programs for certain types of projects.
6. Lake sanitary districts and public inland lake protection and rehabilitation districts are eligible for the Stewardship Urban Greenspace Program.
7. Organizations incorporated under s. 181.32, Stats., whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities, are eligible to apply for the federal Recreational Trails Act Program.



Eligible Types of Projects

1. Land purchases for public outdoor park and recreation area purposes.

NOTE: The Stewardship grant programs require that all land acquisition and development projects must be for "nature-base outdoor recreation" purposes. Decisions by the department as to whether a particular project activity is "nature-based outdoor recreation" are made on a case by case basis. "Nature based outdoor recreation" means activities where the primary focus or purpose is the appreciation or enjoyment of nature. These activities may include, but are not limited to, hiking, bicycling, wildlife or



nature observation, camping, nature study, fishing, hunting, picnicking, cross-country skiing, canoeing and multi-use trail activities. Support facilities for these activities may include, but are not limited to, access roads, parking areas, camping facilities, support facilities for swimming in a natural waterbody, habitat restoration, utility and sanitation systems, sanitary and shelter buildings, signs, interpretive items, fencing and lighting for the protection of users, and other features that enhance nature-based outdoor recreation and/or improve disabled accessibility.

2. Acquisition of a conservation easement (including the acquisition of development rights) that enhances or provides nature-based outdoor recreation is eligible for funding in the Stewardship Local Assistance Programs. Because of the complexity of easements, the department has developed separate guidelines, including a model easement to explain the requirements for eligibility for Stewardship funding. Contact your DNR region CSS for additional information.
3. Land purchases
 - to preserve scenic or natural areas, including areas of physical or biological importance and wildlife areas. These areas shall be open to the general public for outdoor recreation use to the extent that the natural attributes of the areas will not be seriously impaired or lost.
 - within urban areas for such uses as open natural space, undeveloped play areas, bicycling trails, walking and horseback riding trails, and day-use picnic areas.
 - that preserve or restore urban rivers or riverfronts for the purposes of economic revitalization and nature based outdoor recreation activities.
4. Development and renovation projects for the purpose of nature-based outdoor recreation - e.g., trails, camping areas, picnic areas, water recreation areas, and educational facilities where there is a permanent professional naturalist staff and the facilities are for nature interpretation, etc.
5. Development and renovation of support facilities for the above - e.g., access roads, parking areas, restroom facilities, utility and sanitation systems, permanent landscaping, park signs, fences and lighting for the protection of park users, etc.
6. Shoreline habitat restoration projects that serve public recreation or resource conservation purposes and is dependent on being on a shoreline.
7. Riparian buffer rehabilitation including establishment of native vegetation, which may include slope and site preparation, and control of exotic plant species.
8. Shoreline enhancement projects associated with river corridor restoration following dam removal.
9. Shoreline stabilization, which may employ bioengineering practices, and other environmentally beneficial stabilization techniques.
10. Purchase of land for noncommercial gardening for inhabitants of urbanized areas.
11. For the federal Recreational Trails Act Program:
 - a. maintenance and restoration of existing trails
 - b. development and rehabilitation of trail side and trailhead facilities and trail linkages
 - c. construction of new trails (with certain restrictions on federal lands)
 - d. acquisition of easement or property for trails.

Ineligible Projects

- ◆ Land acquired through condemnation; development of facilities on lands that were acquired through condemnation.
- ◆ For the Stewardship programs, purchasing land for and development of recreation areas that are not related to nature-based outdoor recreation - e.g., sports that require extensively

developed open space such as dedicated sports fields, swimming pools, tennis courts, playgrounds, skateboard parks, hockey rinks, indoor horse arenas, exclusively motorized trails, and golf courses.

- ◆ Lands dedicated through a local park land dedication ordinance.
- ◆ Restoration or preservation of historic structures.
- ◆ Buildings primarily devoted to operation and maintenance.
- ◆ Indoor recreation facilities.
- ◆ Construction or repair of seawalls, dams and lagoons.
- ◆ Construction of lodges, motels, luxury cabins or similar facilities.
- ◆ Environmental remediation or clean-up of site contamination

Critical Program Requirements - "STRINGS"

The conditions and requirements of the programs are spelled out in the grant agreement, the administrative rules for each program, and in existing state and federal laws that authorize the programs. You'll find the statutory and administrative code references noted for each program within each program's detailed description in the Appendix in this guidebook.



The grant agreement is a legal contract that grant recipients sign containing very specific program requirements and project conditions. It is important to understand that all obligations, terms, conditions, and restrictions of the grant agreement are limitations on the use of the property in perpetuity. Following is a list of some of the major program requirements.

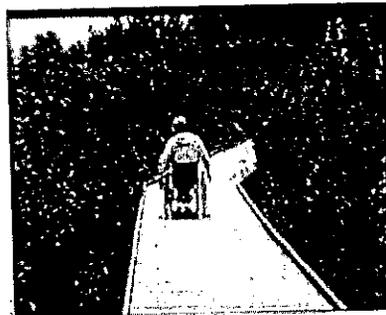
1. **No land can be purchased and no development project started before you have been awarded a grant.** If you need to purchase the property before you receive a grant award, you must obtain a "letter of retroactivity" from your DNR region CSS before the purchase to protect the project's eligibility. If your project is being considered for federal Land & Water Conservation funding, your CSS will also request a letter of retroactivity from the National Park Service. For development projects you may only incur costs prior to the grant award for pre-engineering and project design activities. Make sure you specify these costs on the grant application Cost Estimate Worksheet, Form 8700-14.
2. **Grant recipients have obligations in perpetuity.** Accepting a grant for your project means that you as the grantee are agreeing to the conditions and requirements that are a part of the grant programs and have the obligation to keep the land purchased or site developed for public outdoor recreation in perpetuity.
3. **Grant recipients must maintain legal control and oversight of the property.** Grant recipients need to retain absolute control over the grant property to be capable of complying with grant program obligations and requirements.
4. **Public access is fundamental to the grant programs.** Reasonable public access is required to and upon properties purchased or developed with program funds. When there is a question, the department will determine what is appropriate and reasonable public access for a site, dependent on what outdoor recreation activities the property is going to be used for. Hours of operation should be determined according to the type of area or facility being operated and in relation to the seasons of the year.
5. **Public use should begin ASAP.** The public should get their money's worth in the expenditure of Stewardship and federal funds. When public moneys are used to acquire land for outdoor recreation use, that use should begin as soon as possible - within a few months of its acquisition. The same holds true for development projects on land being acquired with

Stewardship and federal funds - they should begin as soon as possible. In the interim prior to development, it is important that the property be open to the public to the greatest extent possible for those recreation uses that the land is capable of supporting with a minimum of public investment. Delayed development should be discussed with the CSS in your region. Public access may be limited during times of project construction.

6. **Development projects bidding & contracts.** Grant recipients must comply with state and federal requirements for bidding and contracts for development projects. These procedures can be complex and require you to properly prepare bid documents to contain required information, publicly advertise for bids, and award contracts to the lowest qualified bidder. Federal bidding requirements must be followed on all federally funded projects. You should consult with your attorney to ensure that you are in compliance with these requirements.
7. **Site maintenance.** All areas acquired or developed with federal or state funds must receive adequate maintenance to ensure continuing public use in a safe and sanitary manner.
8. **No non-outdoor recreation uses.** Non-outdoor recreation uses (this means non-nature-based outdoor recreation for the Stewardship Programs) are not allowed on grant properties. This includes construction of structures such as fire stations, streets/highways, civic centers, libraries, museums, water towers, indoor recreation facilities, and communication towers, or non recreation use of sites such as for a landfill. To prevent problems down the road that jeopardize the funding you received, it's a good idea to thoroughly review future community needs when determining project boundaries at application time.
9. **Selling or leasing a part of the grant property, or executing an easement on a portion of or all of the property is generally prohibited.** The department or federal government (for federally assisted projects) may approve the following exceptions depending on the details of the situation and whether the impact of the use to the property is outweighed by the future recreation benefit to the public.
 - Short term (less than a year) continuation of an existing lease that the property sale is contingent on.
 - Leasing a part of a property for agricultural purposes for five years or less in an interim time period when development must be delayed or when it is a contingency of the sale.
 - Granting control or partial control of land for public roads, powerline rights-of way. Underground utilities such as pipelines, sewer and water lines may be allowed depending on the impact of the action on the recreation resource with department (and the federal government, if federal funds used) approval. Land lost to outdoor recreation for any of these reasons must be replaced with property of equal or greater recreational value and utility. Please contact your regional CSS before granting any control over or under assisted property.
 - Leasing the property to the private sector for development and/or operation of an outdoor recreation facility requires department and/or federal government approval prior to executing any agreement. Contact your regional CSS to review requirements associated with leasing arrangements before beginning negotiations.
10. **Project income.** Income received from a property receiving a grant must be used to further the objectives of the project as stated in the grant agreement. Income must be kept in a segregated account and used for purposes compatible with the goals and objectives of the grant program. The department may request an annual income and expenses report for the segregated account. If you anticipate selling any structures or improvements that were included in the acquisition cost, one half of all receipts shall be reimbursed to the department or deducted from the reimbursement.

11. **All projects must comply with the Americans with Disabilities Act** as well as other federal civil rights regulations. ADA requires that all aspects of each project be accessible or "barrier free".

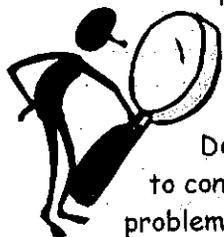
There are fundamental differences in how accessibility in the outdoors is accommodated compared to indoors or the built environment. While restrooms, shelters, interpretive centers, and parking lots, for example, need to follow detailed ADA guidelines, other improvements such as trails, boat landings and swimming beach areas, for example, do not necessarily need to follow indoor or built environment ramp grades or surfacing requirements.



A good rule of thumb to follow is that anything constructed must not make the outdoor experience anymore difficult than what occurs naturally. Mother Nature does not have to comply with ADA, but you do! For specific guidance on outdoor accessibility issues, you may contact DNR's Jeff Pagels at 920-492-5821 or jeff.pagel@dnr.state.wi.us.

12. **Historic Preservation Requirements.** State and federal regulations require that all assisted projects comply with historic preservation requirements. Federally funded projects must be reviewed by the state historic preservation officer (SHPO). State funded projects are subject to review by the Department of Natural Resources. Your DNR Region CSS can assist you with completing these reviews.
13. **Federal Program Requirements.** Grant projects funded with federal funds require sponsors to comply with federal guidelines, some of which exceed those requirements for state funded programs such as the Stewardship Program. Should your project be selected to receive a federal grant, you will be provided with information on federal grant requirements.
14. **User Fees.** Reasonable user fees may be charged by the sponsor to offset operation and maintenance costs. A different fee may be charged to residents or nonresidents as long as the nonresident fee does not preclude use by the nonresidents or exceed 1.5 times the resident fee.

15. **Inspections.** In general, inspections to monitor compliance with the grant program requirements rests with you, the sponsor. The sponsor is responsible for the day-to-day operation and maintenance of the area or facility and, therefore, should make inspections as needed to ensure compliance. In some cases we will ask you to perform an inspection by completing a questionnaire form. The Department of Natural Resources and the National Park Service reserve the right to conduct compliance inspections. You will be contacted in person or by letter if a problem is noted.



16. **Retention of records.** All required documents used to substantiate your financial claim(s) through these programs must be retained for four (4) years from the time of project completion. This includes such items as invoices, canceled checks, contracts, bid specifications, construction plans, and time sheets.
17. **Overhead power lines.** All electrical or communication lines must be installed underground. Existing lines must be buried, removed, or relocated as necessary. Future lines must be underground. The sponsor may be required to provide cost data to evaluate the disposition of proposed or existing electrical or communication lines.

18. **Other Applicable Laws.** There may be other state laws or Federal Executive Orders which may affect your project - for example, Historic Preservation, Americans with Disabilities Act, Endangered Species, Water Regulatory Permits, Farmland Preservation, state or national Environmental Policy Act, Wetland Preservation, and Construction Erosion Control. Ask your DNR region CSS about compliance with these laws or orders before you submit your application.

19. **Brownfields Site Properties.** You may be able to obtain financial assistance for acquisition or development of contaminated property for recreation purposes. However, because of the complex nature of contaminated property in relation to the grant program requirements, discuss your project early on with the DNR regional CSS to determine the feasibility of grant assistance for the project. These grant programs do not reimburse clean up costs.

FINANCIAL INFORMATION - ALL PROGRAMS

Level of Grant Assistance - up to 50%

For all grant programs grant awards cover up to 50% of eligible project costs.

Financial Reimbursement. Payment of a grant award takes place on a reimbursement basis. For full payment the project sponsor must incur costs for work actually completed and then file a claim for reimbursement. A 50% advance payment of the grant award may be available. Reimbursement is not permitted for work that takes place prior to project approval except for pre-award engineering and appraisal costs. (Approval is a project agreement signed by the Department and the sponsor.) The project sponsor listed on the grant agreement is responsible for administering the project including bidding for contractual services and paying for grant project costs.



Important: All contracts and payment of expenditures must be processed through the grant project sponsor's financial system. You should talk to your DNR region CSS if this will not be the case.

Eligible Land Acquisition (or Rights In Land) Costs

1. Eligible costs include the fair market value of the property as determined by DNR approved appraisals or the purchase price, whichever is less.
2. For nonprofit applicants, eligible acquisition costs are based solely on the fair market value of the property as determined by DNR approved appraisals
3. For the Stewardship Program - reasonable costs for the following items related to the purchase of property may be eligible for up to 50% reimbursement if included as part of the grant application:
 - ◆ Cost of Appraisal(s)¹
 - ◆ Land Surveys
 - ◆ Recording Fees
 - ◆ Approved Relocation payments
 - ◆ Title Evidence
 - ◆ Environmental Inspections & assessments
 - ◆ Required Historical & Cultural Assessments

¹ Properties valued over \$200,000 require two appraisals; when this is the case the sponsor commissions and pays for the first appraisal, the department commissions and pays for the second appraisal.

4. Grant Calculation Exception For the Stewardship Program. If the seller of the property you are buying has owned the property for three years or less the value of the land is determined by a different calculation method based on the acquisition price originally paid by the seller. Contact your region CSS for details on determining eligible land acquisition costs when this is the case.
5. For the Land & Water Conservation Fund Program, approved relocation costs are the only other acquisition costs eligible for grant assistance.

Ineligible Land Acquisition Costs

- ◆ costs for administration of the project
- ◆ attorneys fees
- ◆ environmental clean up costs
- ◆ brokerage fees paid by the buyer
- ◆ real estate transfer taxes
- ◆ interest costs on installment purchases
- ◆ other costs not identified above.

Eligible development costs include necessary:

Labor costs, including force account² labor and contractual services costs directly related to and required for completing the project. Costs shall be based on the actual wage or services rate paid, including salary and fringe benefits

1. Direct costs for materials and equipment used for project-related purposes over their useful life.
2. Materials and services purchased by the sponsor may be credited as eligible expenditures. Examples of material/service purchases for outdoor recreation projects include hardware, paint, lumber, sand/gravel, concrete, landscape materials, signs, design/engineering services and contractor services (small expendable tools like a paintbrush may be included). Materials and services purchased for the operation and maintenance of the project site are not eligible.
3. Leased equipment costs used for project related purposes. Costs for the use of equipment owned by the sponsor may not exceed the Department of Transportation's county highway rates.
4. Engineering or planning fees to complete the project. These costs may be retroactive.
5. Construction contract costs directly related to and required to complete the project.
7. Bid advertisements and developing bid specifications.

Ineligible development costs include:

1. Costs incurred prior to or after the grant project period.
2. Administrative costs of the sponsor or consultant such as paper work associated with the project, including indirect costs; indirect costs are typically incurred for multiple purposes. Examples of indirect costs include, but are not limited to, utilities, administrative salaries, postage, and other expenses that are not supported by time reports or other documentation that identifies the expenditure as directly assignable to the Stewardship project.
3. Costs to prepare the Stewardship Grant application, complete, or amend a Comprehensive Outdoor Recreation Plan.
4. Costs to cover items that are not required for development of a basic facility, as determined by department or are not included in the scope of the grant agreement grant agreement.
5. Financing costs associated with the project.
6. Costs not documented by an invoice and a canceled check, or other conclusive proof of payment.
7. Costs incurred by a sponsor because of a contractor's breach of contract.
8. Costs previously reimbursed from another grant source.

² Force Account expenses - employee labor, (including fringe benefits), equipment use or time, and the use of materials from the sponsor's inventory

Local Share (grant match) of Project Costs

The local share of a project is defined as the portion of the acquisition or development cost that is not funded by the state or federal grant program.

Eligible sources of your local share may include:

1. Cash from the project sponsor and force account labor, equipment, and materials
2. Cash donated by a third party - foundations, organizations, businesses, individuals
3. Grants or contributions from foundations, organizations, businesses and private individuals
4. For the Stewardship grant programs, funds from the federal government. There may be some exceptions for Urban River grants. For the federal programs funds from state programs.
5. Donations of volunteer labor, services, materials, equipment rental
6. Donations of land from a third party if the contribution was made within 3 years prior to the acquisition or the development project, and the property is eligible for the particular grant program. NOTE: Lands acquired from developers through local park land dedication ordinances are not eligible for use as a donation.

Donations of Land from a Third Party as Local Share (grant match)

Using the value of donated property as sponsor match instead of cash is an excellent way for project sponsors to reduce the amount of cash they need to raise for either a land acquisition or development project. 50% of the fair market value of a donation of property from a third party may be used as all or part of the local match. The sponsor retains title to the donated property, but the property becomes part of the grant program. There are, however, some limitations on using property donations for sponsor match:

1. The donated property must meet the criteria of the same grant program as the parcel being acquired or as the development project. The contribution of property must be made within 3 years of the acquisition or the grant application date for development projects.
2. All donated property used as sponsor match is covered by the grant agreement and thus is subject to the same program requirements and conditions as the purchased property.
3. Land donations must be included as a part of the project application and may not be considered after a grant has been awarded. Land to be donated must be in "private" ownership and from a third party. The land may not have been previously dedicated to public outdoor recreation. Lands obtained through a subdivision parkland dedication ordinance are not eligible for donation purposes.
4. Land can be donated in one area to support a project in another area within the same political subdivision or cooperating agency.
5. The value of the donated property is determined by an appraisal that meets DNR standards.
6. The project sponsor cannot receive more in grant funds than the amount of cash it actually needs for the purchase. If the value of the donated property is more than the amount of cash needed for the purchase, then any residual value from the donation which is left over may be credited to a subsequent application if it is submitted in the same fiscal year or the next one.

IMPORTANT: The rules surrounding property donations can be confusing at first glance and you will want to discuss your particular situation with your region CSS.

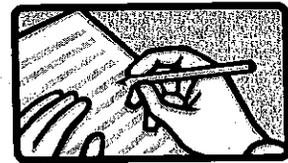
Donations of Volunteer Labor, Services, Materials, and Equipment Rental as Local Share (grant match)

Donations may account for up to 50% (the amount of the local match) of total eligible project costs. We encourage donations to project sponsors by private parties. There may be many individuals who are willing to contribute their time and energy for free. These donations, which usually consist of labor, equipment use, services, land, or materials may be used to reduce the sponsor's financial obligation. For instance, the Jaycees may volunteer to construct the walking trail in a project. Their time can be counted toward the local share of the project, provided it is properly accounted for. At the time you receive your grant award, a financial manual with forms will be included to help you document the volunteer contributions.

Talk to your region CSS to understand the requirements surrounding use of donations and how they can maximize the funding of your project.

Requesting Reimbursement and the Audit Process

Payment of grant funds is on a reimbursement basis. You must first pay for your project costs then submit a reimbursement claim under the terms of the grant to the region CSS within 6 months of the project period end date shown on the grant agreement. In some programs a 50% advance payment of the grant award is available.



The reimbursement claim process requires you to submit detailed information about the eligible costs that you incurred during your project including bidding information, copies of service contracts, detailed invoices, and copies of canceled checks. Grant recipients receive a financial manual containing reimbursement claim information as part of their grant award materials.

Once received, reimbursement claims are reviewed by department staff to ensure that the costs claimed were for items included in the scope of the project, within the grant agreement time period, and meet the eligibility requirements of the program. In addition, site inspections will be conducted on development projects to insure that the items being claimed for reimbursement have been completed as expected from the project application and grant agreement scope. After the review is completed the payment is made.

APPENDIX

1. Individual Grant Program Descriptions
2. Project Selection Rating & Ranking Questions
3. Wisconsin Population Centers Statistics use with Rating Questions
4. Putting Together Your Application
 - a) Local Resolution for Outdoor Recreation Aids Format
 - b) Sample Application Project Narrative
 - c) Project Boundary Map & Legal Description Requirements and Example
 - d) Site Development Plan Requirements and Example
 - e) Land Management Plans Required for Urban Greenspace Projects
 - f) Application Instructions and Forms

PROGRAM DESCRIPTIONS

When reviewing the following grant program descriptions, remember, your region CSS will help you to determine which programs best fit your projects. In addition, the program priority rating questions are provided for information purposes. Your region CSS is responsible for rating individual projects.

STEWARDSHIP LOCAL ASSISTANCE GRANTS

The new Stewardship Program is a \$60 million/year umbrella for a number of separate subprograms, each with its own goals, priorities, and criteria related to conservation and expanding outdoor recreation opportunities. The program provides funds through general obligation borrowing. The state of Wisconsin sells bonds to investors to raise the funds, then pays back the debt over the next 20 years. This spreads the cost over time so it can be shared with future users of public lands. The local assistance grants subprogram provides funding for the acquisition of land (including rights in land) and development of recreation areas for nature-based outdoor recreation purposes.

Funds Available. Up to \$8 million a year for ten years is allocated to the local assistance grant programs. Currently these funds are allocated 50% to Acquisition & Development of Local Parks, 20% to Urban Rivers, 20% to Urban Green Space, and 10% to Acquisition of Development Rights.

Level of Assistance. Grant Awards are available for up to 50% of eligible project costs.

Individual Program Information. Through the Local Assistance grant programs, the department awards grants for projects that benefit the public and meet the goals and criteria of the individual grant programs. Some of the general criteria that the department considers in all four programs when evaluating projects include whether the project:

- ◆ Leverages state funds with local dollars and private donations
- ◆ Has regional or statewide significance versus a more local focus.
- ◆ Is an existing or large project being pursued in collaboration with others where the multiple acquisition of adjacent parcels will provide greater benefit for natural resource conservation or recreational opportunity than single parcel projects.
- ◆ Consists of land that is threatened by development or other conversion of land use.
- ◆ Is a good prospect for success in a reasonable time frame

Following is information about each of the grant programs that will help you to get a sense of what types of projects are eligible in each of the programs and the criteria that are used to evaluate projects in relation to each other. See the project rating questions in the appendix to see how the criteria listed below are applied to projects during the rating and ranking process.

A. ACQUISITION AND DEVELOPMENT OF LOCAL PARKS (ADLP)
S. 23.09(20), Wis. Stats.; ch. NR 51, subchap. XII, Wis. Adm. Code

Funds are available to acquire land, rights in land, and develop public outdoor recreation areas for nature-based outdoor recreation purposes. Funds are allocated on a DNR regional basis so applicants compete only against other applicants located in their region.



Program Goal: To enhance the quality of life for Wisconsin residents and visitors by expanding the opportunities for outdoor recreation in local parks and recreation areas.

Funding Criteria for Evaluating Projects (not in priority order):

- ✓ Implements priorities contained in state and local comprehensive outdoor recreation plans
- ✓ Meets needs and deficiencies identified in the Statewide Comprehensive Outdoor Recreation Plan, the approved local comprehensive outdoor recreation plan, or the approved comprehensive outdoor recreation plans of other units of government including regional or integrated management plans
- ✓ Acquires land where a need for additional land acquisition is supported by an approved comprehensive outdoor recreation plan
- ✓ Is regional or statewide in nature and can be documented as such
- ✓ Documentation shows benefits to tourism
- ✓ Results in a first of a kind facility for the project sponsor or service area
- ✓ Provides or supports a water-based activity
- ✓ Serves the greatest population
- ✓ Involves volunteers, local donations or cooperation by two or more service clubs
- ✓ Applicants that have never received an outdoor recreation program grant
- ✓ Provides for completion of a project already started where the sponsor has shown the ability to provide quality outdoor recreation facilities for its citizens without grant assistance
- ✓ Sponsor has completed prior LWCF, ADLP, UGS, URGP or projects successfully
- ✓ Involves two or more governmental agencies
- ✓ Serves as a demonstration project for other project sponsors
- ✓ Corrects a documented health or safety problem
- ✓ Renovates existing facilities which are in danger of being lost for public use
- ✓ Sponsor is able to adequately maintain and operate the area or facility
- ✓ Provides multiple season, multiple activity use
- ✓ Serves the recreation needs of elderly persons, minorities and disabled persons. Facilities provided must exceed those required by state or federal regulations



Eligible Project Examples

1. Land acquisition projects that will provide opportunities for nature-based outdoor recreation.
2. Property with frontage on rivers, streams, lakes, estuaries and reservoirs that will provide water-based outdoor recreation.
3. Property that provides special recreation opportunities, such as floodplains, wetlands and areas adjacent to scenic highways.
4. Natural areas and outstanding scenic areas where the objective is to preserve the scenic or natural values, including areas of physical or biological importance and wildlife areas. These areas shall be open to the general public for outdoor recreation use to the extent that the natural attributes of the areas will not be seriously impaired or lost.

5. Land within urban areas for day-use picnic areas.
6. Land for nature-based outdoor recreation trails.
7. Support facilities for swimming in a natural waterbody, including beaches, swimming areas and bathhouses.
8. Fishing and hunting facilities, such as fishing piers and trails.
9. Boating facilities such as launching ramps and docks.
10. Observation and sightseeing facilities such as overlooks, turnouts and trails.
11. Picnic facilities, including tables, fireplaces, restrooms, shelters and paths.
12. Camping facilities, including tent and trailer sites, restroom and shower facilities, tables and fireplaces.
13. Winter sports facilities, such as slopes and trails for sledding and tobogganing, cross-country ski trails, and facilities for ice skating, and warming facilities.
14. Urban recreation areas, such as undeveloped play areas, bicycling trails, walking and horseback riding trails.
15. Support facilities, including entrance and circulation roads, utility and sanitation systems, erosion control work, parking areas, toilet buildings and educational facilities where there is a permanent professional naturalist staff and the facilities are for nature interpretation.
16. Renovation or redevelopment of existing nature-based outdoor recreation facilities or areas which have received adequate and regular maintenance but are impaired, or have become outmoded.
17. Habitat restoration projects.
18. Permanent landscaping and burial of overhead wires.
19. Open shelters and multi-purpose shelter buildings that support a nature-based outdoor recreation activity.
20. Fences and lighting for the protection of park users.
21. Park signs.



Ineligible Project Examples

1. Projects that are not supported by a local comprehensive outdoor recreational plan
2. Restoration or preservation of historic structures.
3. Acquisition and development of areas and facilities that do not meet the definition of nature-based outdoor recreation specified in s. NR 51.002, such as spectator sports, playgrounds, swimming pools, dedicated sports fields, tennis courts, hockey rinks, skateboard parks, and indoor horse arenas.
4. Development of areas and facilities to be used for professional athletics.
5. Development of amusement facilities, waterslides or the construction of facilities that are only marginally related to nature-based outdoor recreation.
6. Construction of park employee residences.
7. Development of areas and facilities to be used solely for game refuges or fish production purposes unless they are open to the public for general compatible recreation use, or if they directly serve priority public outdoor recreation needs identified in the Statewide Comprehensive Outdoor Recreation Plan.
8. Construction of lodges, motels, luxury cabins or similar facilities.
9. Development projects in previously undeveloped recreation areas which consist solely of support facilities, unless the facilities are clearly required for proper and safe recreational use of the area.
10. Buildings primarily devoted to operation, maintenance or indoor recreation.
11. Acquisition and development of golf courses.

B. URBAN RIVERS

S. 30.277, Wis. Stats.; ch. NR 51, subchap. XIV, Wis. Adm. Code

Funds are available to acquire land, rights in land, or develop shoreline enhancements on or adjacent to rivers that flow through urban or urbanizing areas, in order to preserve or restore urban rivers or riverfronts for the purposes of nature based outdoor recreation activities. Funds are allocated statewide so applicants compete against other applicants statewide in the project selection process.



Program Goal: To improve the quality of urban waterways and riverfronts through preservation, restoration, or enhancement which will encourage economic revitalization and expanded outdoor recreational opportunities that involve enjoyment of the state's natural resources.

Funding Criteria for Evaluating Projects (not in priority order):

1. Acquires land or land rights that preserve or restore natural values, including aesthetic values, and enhance environmental quality along urban waterways.
2. Provides new or expanded diverse recreational opportunities to all segments of urban populations.
3. Provides new or expanded access to urban waterways.
4. Acquires blighted lands that will be restored to complement riverfront redevelopment activities.
5. Encourages comprehensive riverway planning within and between municipalities and other agencies.
6. Provides opportunities for increasing tourism.
7. Acquires lands that through proper management will improve or protect water quality.
8. Projects that are ready to be implemented.

**Eligible Projects**

1. **Land acquisition** projects that preserve or restore urban rivers or riverfronts for the purposes of economic revitalization and nature based outdoor recreation activities
2. **Shoreline enhancements** - development or habitat restoration projects that serve public recreation or resource conservation purposes and are dependent on being on a shoreline including:
 - a. Projects that support nature-based outdoor recreation activities.
 - b. Riparian buffer rehabilitation including establishment of native vegetation, which may include slope and site preparation, and control of exotic plant species.
 - c. Shoreline stabilization, which may employ bioengineering practices, and other environmentally beneficial stabilization techniques.
 - d. Engineering and design costs for approved shoreline enhancement projects.
 - e. Removal of seawalls, retaining walls, overhead wires, roads, buildings and levees.
 - f. Open shelters, multi-purpose shelter buildings and primitive campsites.
 - g. Fences for protection of park users.
 - h. Lighting for public safety.
 - i. Park signs.
 - j. Shoreline access
 - k. Shoreline enhancement projects associated with river corridor restoration following dam removal shall receive a priority for funding.



Ineligible Projects:

1. Construction or repair of seawalls and lagoons, and environmental remediation or clean-up of site contamination.
2. Dredging projects unless the dredging is incidental to the overall project.
3. Land to be used for non-nature based outdoor recreation.

C. URBAN GREENSPACE

S. 23.09(19), Wis. Stats.; ch. NR 51, subchap. XIII, Wis. Adm. Code

Funds are available to acquire lands to provide natural space within or near urban areas, protect scenic or ecological features, and to provide land for nature-based outdoor recreation, including noncommercial gardening. Funds are allocated statewide so applicants compete against other applicants statewide in the project selection process.



Program goal: To enhance the quality of life for Wisconsin urban dwellers by providing open natural space within or in proximity to urban development

Funding Criteria for Evaluating Projects (not in priority order):

- a) Planning considerations include projects that:
 - a. specifically implement a priority of the Statewide Comprehensive Outdoor Recreation Plan.
 - b. implement the approved master plans of 2 or more units of government or regional planning agencies.
 - c. preserve land that is listed on the natural heritage inventory database.
 - d. implement elements of water quality plans or initiatives.
- b) Project considerations include land that:
 - a. serves the greatest population centers.
 - b. serves areas of rapidly increasing populations.
 - c. is accessible, where accessibility is appropriate.
 - d. has unique natural features, threatened or endangered species, or significant ecological value.
 - e. provides open natural linear corridors connecting open natural areas.
 - f. has water frontage.
 - g. contains or restores wetlands.
 - h. protects sensitive wildlife habitat.
 - i. protects an area threatened by development.
 - j. preserves a natural community or site that could be restored to a natural community.
 - k. can be shown to be of regional or statewide significance.
 - l. related to brownfields redevelopment.
- c) Administrative considerations include projects that:
 - a. are ready to be implemented.
 - b. continue eligible acquisition projects previously started.

NOTE: In addition, applicants for the UGS program must provide a management plan describing how the property will be managed as urban green space.



Eligible Land Acquisition Projects

1. Implement priorities contained in local master plans
2. Acquire land for open natural space within or in proximity to urban development
3. Protect areas or naturally formed features that have scenic, ecological or other natural values.
4. Provide land for noncommercial gardening for inhabitants of urbanized areas.



Ineligible Projects

1. Development projects
2. Land to be used for non-nature based outdoor recreation purposes

D. ACQUISITION OF DEVELOPMENT RIGHTS

S. 23.09(20m), Wis. Stats.; ch. NR 51, subchap. XV, Wis. Adm. Code



The newest Stewardship initiative making funds available to acquire development rights (easements) in areas where restrictions on residential, industrial or commercial development would enhance nature based outdoor recreation.

Program Goal: To acquire development rights for the protection of natural, agricultural, or forestry values that would enhance nature based outdoor recreation opportunities.

Funding Criteria for Evaluating Projects (not in any priority order):

- ✓ Has frontage on a river, stream, lake, or estuary
- ✓ Creates a buffer between land that has been permanently protected for natural resource and conservation purposes and potential or existing residential, commercial or industrial development
- ✓ Is within the boundary of a large acquisition project established by the department, a governmental unit or a nonprofit conservation organization, where the uses of the property will complement the goals of the project and the stewardship program.
- ✓ Is within an environmental corridor that connects two or more established resource protection areas.
- ✓ Provides or enhances nature-based outdoor recreation opportunities
- ✓ Is in proximity to other permanently protected land
- ✓ Protects areas of natural, scenic, geological, or archaeological value
- ✓ Acquires land threatened by increasing development pressures.



Eligible Projects

Acquire the development rights on land that will provide nature-based outdoor recreation or enhance it by providing a buffer to permanently protected lands.



Ineligible Projects

Acquiring the development rights on land that does not provide or enhance nature-based outdoor recreation.

FEDERAL PROGRAMS

A Word About Federal Programs in Comparison to the Stewardship Program

The Land and Water Conservation Fund (LWCF) and Recreational Trails Act (RTA) programs fund projects that are similar to the Stewardship Local Assistance Grant programs. The primary difference is that the LWCF and RTA programs are not restricted to nature-based outdoor recreation projects. Nature-based outdoor recreation projects do compete against projects with non-nature based recreation elements for LWCF funds.



LAND AND WATER CONSERVATION FUND (LWCF)

Public Law 88-578, ch. NR 50.06, Wis. Adm. Code

Program Goal: To encourage nationwide creation & interpretation of high quality outdoor recreational opportunities. The program funds both state and local outdoor recreation activities.

Eligible Applicants. Political subdivisions of the state (towns, villages, cities, counties, tribal governments, school districts) are eligible to apply for grants for acquisition and/or development of public outdoor recreation areas and facilities.

Funding Criteria for Evaluating Projects (not in priority order):

- ✓ Relationship to the Statewide Comprehensive Outdoor Recreation Plan; Activities must be in locally approved plans
- ✓ Regional or statewide in nature
- ✓ Acquires land where a plan supports need
- ✓ Provides or enhances water-based activity
- ✓ Serves the greatest populations
- ✓ Involves other local government's, cooperation, volunteers, local donations
- ✓ First time applicants
- ✓ Sponsor has completed past projects
- ✓ Provides multi-season, multi activity use
- ✓ "Nature based" restriction does not apply
- ✓ Basic over elaborate facilities
- ✓ Participant over spectator facilities

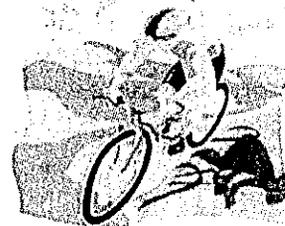
Eligible Projects

1. Land Acquisition
2. Development of recreational facilities
3. See eligibility list for Stewardship Acquisition & Development of Local Parks Program; also, projects with non-nature based outdoor recreation elements may be funded with LWCF funds.

RECREATIONAL TRAILS ACT (RTA)

Public Law 102-240, ch. NR 50.21, Wis. Adm. Code

The Recreational Trails Program provides funds through the transfer of federal gas excise taxes paid on fuel used in off-highway vehicles. These funds are used to develop and maintain recreational trails and trail-related facilities for both motorized and non-motorized recreational trail uses. This federal program was initially authorized in 1991 and was re-authorized in 1998 under the Transportation Equity Act for the 21st Century (TEA - 21).



RTA funds may only be used on trails which have been identified in or which further a specific goal of a local, county or state trail plan included or referenced in a statewide comprehensive outdoor recreation plan required by the Federal LWCF Program. 30% of the funds must be used on motorized trail uses, 30% on non-motorized trail uses and 40% on diversified (multiple) trail uses.

Eligible Applicants. Towns, villages, cities, counties, tribal governing bodies, school districts, state agencies, federal agencies or incorporated organizations are eligible to apply for funds. Incorporated organizations are those that are incorporated under s. 181.32, Stats., whose primary purpose is promoting, encouraging or engaging in outdoor recreation trails activities.

Eligible Projects and Funding Priorities. Eligible projects in order of priority are: maintenance and restoration of existing trails, development and rehabilitation of trailside and trailhead facilities and trail linkages, construction of new trails (with certain restrictions on federal lands), and acquisition of easement or property for trails.

RECREATIONAL TRAILS ACT

Project Rating Questions

Project will qualify as:	Motorized	Non-motorized	Diversified
--------------------------	------------------	----------------------	--------------------

Select all applicable answers per question. Maximum point value for each section is given at the end of each main question. Some sections may be left unanswered thereby leaving zero values.

A. PLANNING CONSIDERATIONS

1. Is the project supported by or included in a:

Maximum pts. (4)

The project is specifically referenced as a project to be implemented in the Local, Regional, or Statewide Recreation Plan

- a) Local Recreation Plan (1) Pts. _____
- b) Regional Recreation Plan (2) Pts. _____
- c) Statewide Recreation Plan (SCORP) (1) Pts. _____

B. PROJECT CONSIDERATIONS

1. Is the trail sited on suitable soils and grades, designed to prevent erosion and suitably mitigated in problem areas? Maximum pts. (1)

The trail must be laid out in a manner which will result in the least amount of erosion problems by following topographical contours, and placing the trail on stable soils. The trail must be designed to eliminate soil erosion problems and when necessary catch soil erosion run-off through the trail design.

Pts. _____

2. Does the project involve the acquisition, development or maintenance of a trail on an abandoned rail corridor? Maximum pts. (2)

The trail is located on an abandoned railroad corridor

Pts. _____

3. Does the sponsor provide or support a trail patrol associated with the proposed trail? Maximum pts. (1)

The sponsor either (1) provides a voluntary courtesy trail patrol or a paid trail law enforcement patrol or (2) supports a voluntary courtesy trail patrol or paid law enforcement patrol through a written agreement. L

Pts. _____

FOR THE FOLLOWING SECTIONS, ANSWER QUESTIONS ONLY IN THE SECTION(S) WHICH DESCRIBES YOUR PROJECT (Motorized, Non-motorized, Multiple/Compatible)

C. MOTORIZED PROJECTS

1 Is the type of trail project:

Choose one only, Maximum pts. (8)

The trail is placed in a category listed below. Only one category can be chosen.

- a) Rehabilitation (8) Pts. _____
- b) Maintenance (7) Pts. _____
- c) Development (4) Pts. _____
- d) Acquisition (1) Pts. _____

2. Can the Sponsor demonstrate the ability to carry out a trail project?

Maximum pts. (1)

The Sponsor must describe in the narrative how and with what type of funds the project will be implemented. If the sponsor has not constructed or maintained a trail, describe any organizational efforts that would indicate the group's ability to successfully carry out a trail project.

Pts. _____

3. Will the project promote safe trail use?

Maximum pts. (6)

a) Proposed trail does not use any roadway or road right-of-way. (3)

The trail is located completely off road and does not encroach on any road right-of-way. An example would be a trail located completely in a county forest that does not use any roads as part of the trail.

Pts. _____

b) Proposed trail does not contain any at-grade roadway bridge crossings.

(2)

The trail will not cross a roadway bridge(s) that require the operator to use any part of the road or road shoulder to access the bridge deck.

Pts. _____

c) Proposed trail does not contain any at-grade roadway crossings. (1)

The trail will not cross a roadway.

Pts. _____

4. Does the project contain donations or volunteer labor? Maximum pts.

(3)

a) The project involves a friends group or a group of volunteers sponsoring and supporting the project. (2)

Discuss in the project narrative how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.

Pts. _____

b) A minimum of 25% of the total project cost is provided through donations or volunteer labor. (1)

A minimum of 1/4 of the Sponsor's match against grant money must come from any single or combination of donations of materials, services, or volunteer labor.

Pts. _____

5. Does the trail provide for more than one motorized activity? Maximum pts. (4)

a) Trail provides for more than one motorized use at the same time. (2)

The trail must accommodate two different types of motorized activities at the same time. An example would be a trail that allows ATV and four wheel drive vehicles on the trail at the same time.

Pts. _____

b) Trail provides for more than one motorized use during different seasons. (2)

The trail shares uses depending on the season. An example would be motorcycle use in the spring, summer, and fall and snowmobile use in the winter.

Pts. _____

6. Does the trail provide year around use?

Maximum pts. (2)

Trail provides for motorized use for both winter and summer.

Pts. _____

7. Does the trail link with other trails to form a trail or lead to another trail system? Maximum pts. (3)

a) Trail links with other trails or leads to another trail system. (3) Pts. _____
 The trail on which the project is located is connected to other trails and is not self contained.

b) Trail continues the development of a trail that does not connect to other trails. (2) Pts. _____
 The trail is self contained or a closed trail system.

8. Is the trail project located on land where the control of the trail corridor is long term? Maximum pts. (3)

a) Trail is located on public land or private land with a minimum 20 year use period. (3) Pts. _____
 Trails on private land must be protected with a 20 year easement.

b) Trail corridor is on private land with a use period at least 3 years but less than 20 years. (2) Pts. _____
 Trails on private land must be protected with an easement that is at least 3 years but less than 20 years.

D. NON-MOTORIZED PROJECTS

1. Is the type of trail project:

Choose one only, Maximum pts. (8)

The trail is placed in a category listed below. Only one category can be chosen.

- a) Rehabilitation (8) Pts. _____
- b) Maintenance (7) Pts. _____
- c) Development (4) Pts. _____
- d) Acquisition (1) Pts. _____

2. Can the Sponsor demonstrate the ability to carry out a trail project? Maximum pts. (1)

The Sponsor must describe in the narrative how and with what type of funds the project will be implemented. If the sponsor has not constructed or maintained a trail, describe any organizational efforts that would indicate the group's ability to successfully carry out a trail project.

Pts. _____

3. Will the project promote safe trail use? Maximum pts. (6)

a) Proposed trail does not contain any roadway or road right-of-way. (3) Pts. _____
 The trail is located completely off road and does not encroach on any road right-of-way. An example would be a trail located completely in a county forest that does not use any roads as part of the trail.

b) Proposed trail does not contain any at-grade roadway bridge crossings (2) Pts. _____
 The trail will not cross a roadway bridge(s) that require the trail user to use any part of the road or road shoulder to access the bridge deck.

c) Proposed trail does not contain any at-grade roadway crossings (1)

The trail will not cross a roadway.

Pts. _____

4. Does the project contain donations or volunteer labor? Maximum pts. (3)

a) The project involves a friends group or a group of volunteers sponsoring and supporting the project. (2)

Discuss in the project narrative how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.

Pts. _____

b) A minimum of 25% of the total project cost is provided through donations or volunteer labor. (1)

A minimum of 1/4 of the Sponsor's match against grant money must come from any single or combination of donations of materials, services, or volunteer labor.

Pts. _____

5. Is the trail project located close to high population areas? Maximum pts. (1)

Project serves a County population estimated to be over 50,000.

Pts. _____

E. MULTIPLE/COMPATIBLE USE PROJECTS

1. Is the type of trail project:

Choose one only, Maximum pts. (4)

The trail project is placed in a category listed below. Only one category can be chosen.

- a) Rehabilitation (4)
- b) Maintenance (3)
- c) Development (2)
- d) Acquisition (1)

Pts. _____
 Pts. _____
 Pts. _____
 Pts. _____

2. Does the project contain donations or volunteer labor? Maximum pts. (3)

a) The project involves a friends group or a group of volunteers sponsoring and supporting the project. (2)

Discuss in the project narrative how civic groups, citizen volunteers, snowmobile clubs, etc. will be involved in the trail project.

Pts. _____

b) A minimum of 25% of the total project cost is provided through donations of volunteer labor. (1)

A minimum of 1/4 of the Sponsor's match against grant money must come from any single or combination of donations of materials, services, or volunteer labor.

Pts. _____

3. Will the project promote safe trail use? Maximum pts. (6)

a) Proposed trail does not use any roadway or road right-of-way. (3)

The trail is located completely off road and does not encroach on any road right-of-way. An example would be a trail located completely in a county forest that does not use any roads as part of the trail.

Pts. _____

- b) Proposed trail does not contain any at-grade roadway bridge crossings. (2)

Pts. _____

The trail will not cross a roadway bridge(s) that require the trail user to use any part of the road or road shoulder to access the bridge deck.

- c) Proposed trail does not contain any at-grade roadway crossings. (1)

Pts. _____

The trail will not cross a roadway.

4. Does the trail provide for the greatest number of compatible trail uses?

Maximum pts. (3)

Pts. _____

Trail allows four or more compatible uses.

5. Does the trail provide for the greatest number of outdoor uses in addition to trail use? Maximum pts (3)

- a) Trail provides access to four or more outdoor recreation uses. (3)

Pts. _____

The trail project is located on a trail that gives access to four more outdoor recreation activities. An example would be a trail that has one spur to a local park with baseball and soccer fields, and another spur to a campground, and the trail has a fishing platform located along a stretch of river to which the trail runs parallel

- b) Trail provides access to three outdoor recreation uses. (2)

Pts. _____

The trail project is located on a trail that gives access to three outdoor recreation activities. An example would be a trail that has one spur to a local park with baseball and soccer fields, and another spur to a campground.

- c) Trail provides access to two outdoor recreation uses. (1)

Pts. _____

The trail project is located on a trail that gives access to two outdoor recreation activities. An example would be a trail that has one spur to a local park with baseball and soccer fields.

6. Does the trail project resolve conflict between historically conflicting trail uses? Maximum pts. (5)

- a) Trail will separate conflicting uses by creating separate trails within the same corridor. (3)

Pts. _____

The trail project will create separate and distinct trails within an existing trail corridor. An example would be the creation of a trail for horses and a separate trail to accommodate all-terrain vehicles

- b) Trail will resolve conflicting use by developing existing trail into use by time of day or days of week between groups. (2)

Pts. _____

The trail project will involve separating trail uses by scheduling and posting days and hours when individual trail uses are and are not allowed.

7. Does the trail project provide for innovative recreational trail corridor sharing to accommodate motorized and non-motorized trail use? Maximum pts. (1)

Pts. _____

The trail project will provide a first of a kind trail design that solves trail use conflicts, safety issues, trail access, or problems with sharing of a trail with both motorized and non-motorized users.

8. Is the trail project located close to high population areas? Maximum pts. (1)

Pts. _____

Project serves a County population estimated to be over 50,000.

NRTA Project Scoring Summary

	Motorized Projects	Non-Motorized Projects	Multiple/ Compatible Projects
Motorized - Sections A, B, C (Max 38 points)			
Non-motorized -Sections A, B, D (Max 27 points)			
Multiple/ Compatible - Sections A, B, E (Max 34 points)			
Total			

ACQUISITION & DEVELOPMENT OF LOCAL PARKS LAND & WATER CONSERVATION FUND PROGRAM

Project Rating Questions

PLANNING CONSIDERATIONS

1. **Is the project:**
(For nonprofit applicants, answer based on local government plans where project is located.)
 - a. **specifically referenced in a locally adopted comprehensive outdoor recreation or land use plan? Yes - 1 pt** _____ Pts.
 - b. **a recommendation contained in a regional plan of another unit of government? Yes - 1 pt** _____ Pts.
Project must implement a recommendation from a regional plan from another unit of government, such as a Regional Planning Commission Plan, an Integrated Resource Management Plan, or the department's Land Legacy Plan. Regional Planning Commission Plans count if the plan is other than the one that established eligibility

2. **If an acquisition project, will the project acquire new park and recreational lands? Yes -3 pts** _____ Pts.
Project Sponsor must be acquiring land for the community's first park, or for a park in an area in a community that isn't served by a park. An area is determined by the service area standards set in the local comprehensive outdoor recreation plan.

3. **Intergovernmental Cooperation and Planning - Is the project being implemented by two distinct governmental agencies? Yes - 2 pts** _____ Pts.
At least two different governmental agencies must be involved in a consolidation effort that predicts a financial savings or a user end benefit over what would have been provided had not the project been consolidated. Examples would be a local governmental unit taking over the development and management of a state operated facility and a comparison of cost savings because of that effort; or, two local units of government working together to provide one facility that both can use instead of each implementing similar facilities.

PROJECT CONSIDERATIONS

4. **If an acquisition project, will the project acquire a linear corridor parkway, trail, or environmental corridor segment linking existing parks or state and multi-county trails to one another or to a city center, or other recreational site? Yes - 1 pt** _____ Pts.
The project must acquire land that is part of a corridor of land planned to provide a linkage between trails or other recreational sites, or recreational sites to a business or residential center.

5. **If an acquisition project, will the project provide for acquisition of land contiguous to existing recreation sites? Yes - 2 pts** _____ Pts.

6. **Will the project provide for habitat protection or restoration of habitat for fish and wildlife?** _____ Pts.
 >If Acquisition - 2 pts
 >If Restoration - 1 pt
Project must include identified habitat protection or restoration goals and have scientific basis. Examples include acquisition of wetlands significant enough in relation to total project to impact habitat; acquisition of shoreline; vegetation restoration activities.

7. **Will the project improve recreation on natural waterbodies? Yes - 1 pt** _____ Pts.
The waterbody must be navigable.

8. If an acquisition project, does the project acquire land that provides water based activities, defined as swimming, shore or ice-fishing, ice skating, or non-motorized boat access? Yes - 2 pts _____ Pts.
9. Does the project provide or support multiple use, nature-based outdoor recreational activities that are feasible for the site? Yes - 1 pt _____ Pts.
10. Does the project provide or support multi-seasonal, nature-based outdoor recreational activities that are feasible for the site? Yes - 1 pt _____ Pts.
11. If a development project, has the project been substantially initiated by the sponsor without grants?
Examples would be where land has been acquired without grant assistance and/or a facility has been completed except for lighting or a support building. Substantial initiation of the project must be discussed in the narrative to receive this point.
- a. The Sponsor has acquired the land for the project without grants. Yes - 2 pts
 OR
 b. The Sponsor has completed development of some basic eligible facilities. Yes - 1 pt _____ Pts.
12. If a development project, does the project involve the use of materials or products utilizing recycled products? Yes - 1 pt
Recycled products or materials used must be identified in the project narrative to obtain this point. _____ Pts.

ADMINISTRATIVE CONSIDERATIONS

13. Was a complete application submitted by the deadline? - Mailed applications must be postmarked or received on or before May 1. Yes - 2pts
A complete application consists of all documentation required in the application form checklist for the appropriate project type (located in the forms section of this booklet). All required items must be filled out in their entirety. _____ Pts.
14. A local service or business organization, other unit of government, or nonprofit conservation organization is contributing financial support:
 > greater than 25% of sponsor share of project costs - 1 pt
 > greater than 50% of sponsor share of project costs - 2 pts
The contribution may consist of cash or donations of land, labor, services, materials, or equipment rental. The contribution must be documented in the application. _____ Pts.
15. Previous Grants
- a. Has the sponsor completed all previously funded projects? Yes-1 pt
All Stewardship Local Assistance and Land & Water Conservation funded grant projects are complete. Previous development project sponsors get the point if they have not had one full construction year since grant award. New sponsor shall receive this credit for this question. _____ Pts.
- b. The sponsor has never received a Local Assistance or LWCF grant in the past. Yes-3 pts
 OR
 c. The sponsor has not received a Local Assistance or LWCF grant in the last 5 years. Yes- 1 pt _____ Pts.

16. Will the project enhance tourism?

- a. The project is of region wide or statewide significance in terms of travel.

Yes - 2 pts

The project will be used to attract large attendance, such as nature centers or other nature-based outdoor recreation focused facilities of statewide significance. Regional significance could be trails on the state trail system or trails that connect to state trails, or trails that cover more than one county, or river corridors that connect to state or regional parks. Documentation must be provided in application.

_____ Pts.

OR

- b. The project will attract some visitors from outside the community. Yes-1 pt

17. Will the project correct a documented health or safety problem? Yes-1 pt

Only documented problems can be considered. For example: State or local inspections of sanitary facilities or documented reports of conflicts between bikers and horseback riders.

_____ Pts.

18. If an acquisition, are the appraisals complete and submitted to the department? Yes-1 pt

Yes-1 pt

_____ Pts.

19. If an acquisition, does the sponsor have an accepted option or offer to purchase agreement? Yes- 3 pts

Yes- 3 pts

An option or letter to purchase has been signed with the landowner(s)

_____ Pts.

20. If a development project, will it be implemented immediately and can it be completed in two construction seasons or less? Yes-1 pt.

To receive this point, sponsor must provide that funds have been budgeted, and provide copies of a site plan and construction plans for the project.

_____ Pts.

TIE BREAKERS

When ties occur, a further evaluation of the following criteria will be used to break ties. One-tenth (.1) of a point will be awarded for each "yes" scored criteria.

- 1. A comprehensive land use plan compliant with s. 66.1001 has been adopted by ordinance.**

A copy of the adoption resolution must be submitted to the department.

_____ Pts.

- 2. Does the sponsoring government have a park land dedication or impact fee ordinance? Yes - 1 pt**

The ordinance is used to recover costs for the acquisition and/or development of parks and open space from developers when land is either platted or developed; copy of resolution of adoption should be included with application. Counties will receive this point

_____ Pts.

- 3. Will the project serve a population of 5,000 or more?**

Determined by current census.

_____ Pts.

- 4. Are matching funds budgeted or available immediately?**

The project can be started with matching funds available immediately upon approval of a grant.

_____ Pts.

- 5. Will the project result in a first-of-a-kind facility for the project sponsor or service area?**

Facility can be judged on a service area basis as defined in the outdoor recreation plan

_____ Pts.

- 6. Will the project provide or support a multipurpose, regional or statewide recreational trail or trail system?**

_____ Pts.

7. Will the project provide for major improvements in accessibility to a park or recreation area having limited or no accessibility?

Examples would include items such as sanitary facilities, shelters, or parking lots.

_____ Pts.

8. Will the project specifically provide for the renovation or replacement of outdoor recreation facilities that are in danger of being lost for public use, including updating existing facilities to meet current ADA requirements?

_____ Pts.

ACTIVE PROJECT ADJUSTMENT

For each active project a Sponsor has under the Stewardship Local Assistance, Land & Water Conservation Fund, and Recreation Trails Act grant programs, points will be deducted from the total project application score as follows:

- One active project - deduct one point;*
 - Two active projects - deduct three points;*
 - Three or more active projects - deduct five points*
- No. of Active Projects* _____

Deduct:

NOTE: An "active project" is defined as a project where the scope has not been completed. Development projects are allowed one full construction season from the grant award start date before being defined as "active".

_____ Pts.

ADMINISTRATIVE POINTS

Each region has a total of 0-5 administrative points and may assign these points to selected applications. These points are generally awarded on the Region's overall assessment of the local application and how it meets the program's priorities. Additional considerations could include local resources, absence of proposed type of facility in the community and importance of this facility to the surrounding region.

Pts

PROJECT GRAND TOTAL

PTS

URBAN RIVERS

Project Rating Questions

A. GENERAL PROGRAM CONSIDERATIONS

1. Natural Heritage Inventory (NHI) or a Historical or Cultural Site:

The project is on the NHI or restores or preserves an area with significant historical or cultural value. **Yes - 2 pts.**

The project is listed on the Natural Heritage Inventory (NHI) or is of local historical or cultural significance. NHI determination must be completed by the DNR

_____ Pts

2. Development Threat. Will the project provide for acquisition of lands where it can be documented that the lands are threatened by development?

a. The property can be divided under the current land use plan. **Yes - 1 Pt**

_____ Pts

b. Property is listed on the open market or an offer has been made by a developer. **Yes - 2 Pt.**

_____ Pts

3. Supports other plans

a. The project is in another plan, other than the Local Comprehensive Outdoor Plan that establishes eligibility, including water quality management plans. **Yes-1 pt**
The project must be included in a recreation, natural resource, environmental, or land use plan of another local unit of government, state agency or non-profit conservation organization.. A copy of the plan must be provided.

OR

b. The project will implement recommendations of a riverway plan. **Yes-2 pts**
The project is in a river corridor plan where the Sponsor is the primary contributor and should include integrated resource management methods which call for outdoor recreation, water quality, habitat restoration and preservation, open space planning, economic development, municipal master planning etc.

_____ Pts

4. Continues land acquisitions

a. The project is in a river plan that has had two or more previous acquisitions. **Yes-1 pt**

OR

b. The project is in a river plan that has had two or more previous acquisitions and the river plan is adjacent to or complements another permanently protected area. **Yes-2 pts.**

_____ Pts

5. Rail corridors

Will the project provide for acquisition of an abandoned rail corridor for trail use?
Yes - 1 pt

_____ Pts.

6. Natural resource values

- a. The project will improve water quality by acquiring existing erosion problem area(s) or converting hard surfaced lands to green space. The project will be left in a natural state. **Yes-1 pt.**

The project will stabilize eroding lands or convert hard surfaced lands to green space

OR

- b. Will the project provide for acquisition or restoration of wetlands defined in the Wisconsin Wetland Inventory (or another approved wetlands delineation or inventory) or a documented other key habitat area that will be left in a natural state. **Yes-2 pts.**

The project acquires land as defined in the Wisconsin Wetland Priority Plan, restores wetland habitat, or protects habitat identified as The project must acquire or restore habitat documented to be critical to protecting environmental quality. Acquisitions adjacent to Outstanding and Exceptional Resource Waters would also qualify for this point. This project must be left in a natural state.

_____ Pts

7. Dam Removal

Project restores wetlands, river or stream corridors, or habitat following a dam removal. **Yes - 2 pts**

_____ Pts

8. Outdoor recreation for all

- a. The project expands outdoor recreation near an urban center. **Yes-1 pt**

The project provides for an expansion of outdoor recreation that is within easy walking distance (1/4 mile or less) from urban centers. Urban centers would include the traditional business retail centers and residential areas contiguous to the business retail center

OR

- b. The project will serve the documented needs of special populations in urban areas. **Yes-2 pts.**

The project will be used to fulfill identified outdoor recreational needs of special populations (elderly, disabled, low income or minority groups). The sponsor must be able to identify the special population in the project narrative and be able to support with evidence any statement to the above to be eligible for this point.

_____ Pts

9. Supports multiple-use

Does the project provide or support substantial multiple use nature-based outdoor recreational activities that are feasible for the site? **Yes - 1 pt.**

Substantial multiple use activities means more than one activity - e.g., trails and picnicking, fishing and swimming

_____ Pts

10. Supports multiple-seasonal use

Does the project provide or support substantial multi-seasonal nature-based outdoor recreational activities that are feasible for the site? **Yes - 1 pt.**

Substantial multiple seasonal activities means more than one activity, more than one season - e.g., ice fishing and swimming, cross country skiing and hiking.

_____ Pts

11. Public Access To River

- a. The project will improve an existing public access **Yes-1 pt**
The project will expand and/or improve an existing river access; a project bought for a nesting area, nature preserve, etc., that would exclude the public would not be eligible for this point.

OR

- b. The project provides access to the river where none is available now.
Yes-2 pts
Project acquisitions will provide new access for pedestrian riverfront users where no public access in the immediate area is now available. A project bought for a nesting area, nature preserve, etc., that excludes the public because of single use activities would not be eligible for this point.

____ Pts

12. County population where project is located

For these questions see the Wisconsin Population Centers chart in the Appendix.

- a. Is the project located in a county that has a city with a Jan. 1, 2003 population of 50,000 or more (population chart in appendix)? **Yes - 1 pt**

____ Pts

- b. Is the project located in a county with a Jan. 1, 2003 population of:
 200,000-500,000 **1 pt**
 Over 500,000 **2 pts**

____ Pts

- c. Is the project located in a county where the five (5) year population growth rate exceeds 4.9 percent (5 yr. state growth rate 1997-2003) and the total population as of Jan. 1, 2003 exceeds 50,000 (population chart in appendix)?
Yes-1 pt

____ Pts

13. Community financial support

- a. A local service or business organization, other unit of government, or nonprofit conservation organization is contributing greater than 25% of the sponsor's cost share of total project costs. **Yes-1 pt**
The contribution may consist of cash or donations of land, labor, services, materials, or equipment rental. The contribution must be documented in the application.

OR

- b. A local service or business organization, other unit of government, or nonprofit conservation organization is contributing greater than 50% of the sponsor's cost share of total project costs. **Yes-2 pts**
The contribution may consist of cash or donations of land, labor, services, materials, or equipment rental. The contribution must be documented in the application.

____ Pts

14. Two or more units of government

- a. The planning area has 2 or more local units of government cooperating.
Yes-1 pt
Two separate local units of government - county, city, town, village, or tribe - are cooperating and implementing a river corridor plan.

OR

- b. County-wide or two or more counties cooperating. **Yes-2 pts**
Includes all communities located on the river within the county. Local units of government - county, city, town, village, or tribe - are cooperating and implementing a river corridor plan.

____ Pts

15. Potential for increasing tourism

- a. Will the project attract some visitors from outside the community? **Yes-1 pt**

OR

- b. Will the project be of region wide or statewide significance in terms of travel? **Yes - 2 pts**

The project is on a riverfront that will be used to attract large attendance, such as nature centers or other nature-based outdoor recreation focused facilities of statewide significance. Regional significance could be trails on the state trail system or trails that connect to state trails, or trails that cover more than one county, boat launching site that handle high volume launching, river corridors that connect to state or regional parks.

Pts**16. Potential benefits to the overall economy of the municipality**

- a. The project is identified as necessary in a river plan to create partnerships that will generate private sector outdoor recreation support industries.

Yes-1 pt

The project will create partnerships that will expand outdoor recreation opportunities that will generate additional income to private sector businesses. An example would be additional revenue generated by a bicycle shop renting bicycles to people to use on a river trail system. Specific documentation must be included to be eligible for this point

Pts

OR

- b. The project will create opportunities to renovate urban centers for businesses that will directly take advantage of the river greenway being created by the project. **Yes-2 pts**

The project will implement a portion of an economic redevelopment or master plan that calls for businesses to renovate or improve existing buildings in a urban commercial region. Businesses will design their buildings to take advantage of the river greenway that is existing and/or created by the implementation of the project

Pts**17. Aesthetic Value**

- a. The project will acquire and protect existing green space area(s). **Yes-1 pt**

The project will add additional existing "undisturbed by development" land on the river within an area where the majority of the surrounding land has been developed

OR

- b. The project will acquire lands that are presently developed and will include substantial renovation, restoration, or revitalization of a blighted riverfront area. **Yes- 2 pts**

The project will restore under-utilized land along the river for useful outdoor recreation purposes. An example would be: purchasing a partially used or unused building, or a parking lot on the river and converting the land into passive or active green space and renovated support facilities.

Pts**18. Brownfields Site**

- a. The sponsor has signed an agreement with the department to do necessary investigation and remediation work on a brownfields site. **Yes-1 pt**

The sponsor must submit a copy of the agreement with the application.

OR

- b. The Project is on lands in process of brownfield remediation. **Yes - 2 pts**

The sponsor must have a remediation plan and schedule approved by the DNR. Documentation of both must be submitted with the application.

Pts

19. Administrative Considerations

a. Has the sponsor completed all previously funded Stewardship Local Assistance and Land & Water Conservation Program (LWCF) projects? **Yes-1 pt** _____ Pts
All funded projects are complete. A new sponsor shall receive the credit for this question.

b1. The sponsor has never received a Local Assistance or LWCF grant in the past. **Yes-3 pts**

OR

b2. The sponsor has not received a Local Assistance or LWCF grant in the last 5 years. **Yes-1 pt** _____ Pts

B. TIE BREAKERS

a. A comprehensive land use plan compliant with s. 66.1001 has been adopted by ordinance. **Yes - 0.1 pts** _____ Pts
A copy of the adoption resolution must be submitted to the department.

b. The project appraisals are completed and submitted to the department. **Yes - 1 pt** _____ Pts

c. The sponsor has an accepted option or offer to purchase agreement. **Yes - 3 pts** _____ Pts

C. ACTIVE PROJECT ADJUSTMENT

For each active project a Sponsor has under the Stewardship Local Assistance, Land & Water Conservation Fund, or Recreational Trails Act grant programs, points will be deducted as follows:

One active project - deduct one point. No. of Active Projects: _____

Two active projects - deduct three points.

Three or more active projects - deduct five points from the total project application score.

Deduct:

_____ Pts

PROJECT GRAND TOTAL

--

PTS

URBAN GREENSPACE Project Rating Questions

A. PLANNING CONSIDERATIONS

1. **NATURAL HERITAGE INVENTORY** - Will the project preserve land that has been identified as a preservation priority by the Natural Heritage Inventory?
Yes - 1 pt
Only projects that acquire sites listed in the Natural Heritage Inventory qualify. The Natural Heritage Inventory is prepared and maintained by the DNR's Bureau of Endangered Resources _____ Pts.
2. **RAIL CORRIDORS** - Will the project provide for acquisition of an abandoned rail corridor for trail use? Yes - 2 pts
_____ Pts.
3. **AQUATIC HABITAT** - Will the project acquire land for aquatic habitat protection for fish and wildlife? Yes - 2 pts
Management plan must address the protection of aquatic habitat for fish or wildlife. _____ Pts.
4. **NEW PARK AND RECREATION LANDS** - Will the project acquire new park and recreational lands? Yes - 1 pt
Project Sponsor must be acquiring land for the community's first park, or for a park in an area in a community that isn't served by a park. An area is determined by the service area standards set in the local comprehensive outdoor recreation plan. Project must acquire land for non-intensive use in communities _____ Pts.
5. **PARK DEDICATION ORDINANCE** - Does the sponsoring government have a park-land dedication or impact fee ordinance? Yes - 1 pt
The ordinance is used to recover costs for the acquisition and/or development of parks and open space from developers when land is either platted or developed; copy of resolution of adoption should be included with application. Counties will receive this point. _____ Pts.
6. **LINKING CORRIDORS** - Will the project acquire a linear corridor, parkway, trail, or environmental corridor segment linking existing parks or state and multi-county trails to one another or to a city center, or other recreational site?
The project must acquire land that is part of a corridor of land planned to provide a linkage between trails or other recreational sites, or recreational sites to a business or residential center.
- a. Project acquires a linking segment between trails and/or existing recreation sites - 2 pts. OR
- b. Project will provide a spur to services or support facilities - 1 pt. _____ Pts.
7. **WATER-BASED RECREATION** - Will the project allow for improvement of recreation on natural waterbodies in urban areas?
The natural waterbody must be navigable.
- a. The project provides recreation on a waterbody where none is available now.
Yes - 2 pts OR
- b. The project will improve an existing recreation site. Yes-1 pt _____ Pts.
8. **VEGETATION & WILDLIFE MANAGEMENT** - Does the management plan for the property call for managing vegetation and wildlife on recreational lands to provide diversity of native or other appropriate site specific species, including protecting sensitive wildlife habitat and preserving wildlife communities? Yes - 1 pt _____ Pts.

9. **WETLANDS ACQUISITION** - Will the project provide for acquisition of wetlands defined in the Wisconsin Wetland Inventory or another approved wetlands delineation or inventory and preserved through the property management plan?
 Yes - 1 pt
Other approved wetlands delineations or inventories must be approved/accepted by the project sponsor and the wetlands area must be preserved through the property management plan. _____ Pts.

B. PROJECT CONSIDERATIONS

1. **DEVELOPMENT THREAT** - Will the project provide for acquisition of lands where it can be documented that the lands are threatened by development?
 a. The property can be divided under the current land use plan. - 1 Pt _____ Pts.
 b. Property is listed on the open market or an offer has been made by a developer. - 2 Pt. _____ Pts.

2. **INTERPRETIVE FACILITIES** - Will interpretive facilities be provided where they are appropriate? Yes - 1 pt
Interpretive means to enhance the public use of the site. This could include interpretive signs. An example would be a project which preserves an unusual geological feature which could be interpreted for general public use _____ Pts.

3. **LINEAR CORRIDORS** - Does the land initiate or add to a linear corridor?
 Yes - 1 pt
The Sponsor must provide a master plan showing the corridor boundaries and an acquisition target list _____ Pts.

4. **WATER FRONTAGE** - Does the land provide water frontage? Yes - 1 pt
The project acquires frontage on streams, rivers or contain water features such as wildlife ponds or spring ponds. Only permanent, natural open surface water features qualify. _____ Pts.

5. **WETLANDS RESTORATION** - Does the project restore wetlands? Yes - 1 pt
The project's management plan provides for the restoration of a wetland. Wetlands are defined as classified by the Wisconsin Wetlands Inventory or another approved wetlands delineation or inventory approved of by the sponsor. Wetlands include aquatic bed plants, sphagnum moss, marsh and wetland meadow, wet shrubs, wet forests, shallow open water, and non-vegetated wet soil _____ Pts.

6. **COUNTY POPULATION WHERE PROJECT IS LOCATED**
 a. Is the project located in a county that has a city with a population of 50,000 or more? (Population chart in the Appendix) Yes - 1 pt _____ Pts.
 b. Is the project located in a county with a Jan. 1, 2003 population of: (See Wisconsin Population Centers chart in Appendix)
 200,000-500,000 1 pt _____ Pts.
 Over 500,000 2 pts
 c. Is the project located in a county where the five (5) year population growth rate exceeds 4.9 percent (state 5 year rate 1997-2003) and the total population Jan. 1, 2003 exceeds 50,000? (population chart in appendix) Yes - 1 pt _____ Pts.

- 7. REGIONAL OR STATEWIDE SIGNIFICANCE - Is the land of regional or statewide significance? Yes - 1 pt** Pts.
A project that goes beyond serving the needs of the local sponsors population and is identified in a statewide or regional plan. A copy of the plan must be submitted to the department.
- 8. PROJECT CONTINUATION - Does the project continue an eligible acquisition project previously started? Yes - 1 pt** Pts.
This project continues to acquire property in an area previously established within an acquisition boundary or acreage goal
- 9. GOVERNMENTAL COOPERATION, TWO OR MORE MASTER PLANS - Does the project implement master plans of two or more units of government? Yes - 1 pt** Pts.
This project results in intergovernmental cooperation by implementing two or more identified master plans prepared by governmental agencies or their agents including Regional Planning Commissions, Special Planning Regions, or County Planning agencies.
- 10. BROWNFIELDS SITE**
- a. The sponsor has signed an agreement with the department to do necessary investigation and remediation work on a brownfields site. Yes-1 pt Pts.
The sponsor must have submitted a copy of the agreement with the application.
- OR**
- b. Project is on lands in process of brownfield remediation. Yes - 2 Pts.
The sponsor must have a remediation plan and schedule approved by the DNR. Documentation of both must be submitted with the application.
- 11. APPRAISAL COMPLETE - The project involves the acquisition of land where the appraisal is complete and has been submitted to the department. Yes - 1 pt.** Pts.
- 12. OFFER OR OPTION OBTAINED - The sponsor has an accepted option or offer to purchase agreement. Yes - 3 pts** Pts.
Appraisal is complete and an option or offer to purchase with the landowner(s) has been executed
- 13. MATCHING FUNDS - Are matching funds budgeted or available immediately?** Pts.
The project can be started with matching funds available immediately upon approval of the grant agreement Yes - 1 pt
- 14. LAND USE PLAN - Does the sponsor have a comprehensive land use plan compliant with s. 66.1001 that has been adopted by ordinance? Yes - 0.1** Pts.
A copy of the adoption resolution must be submitted to the department.
- C. ADMINISTRATIVE CONSIDERATIONS**
- 1. Has the sponsor completed all previously funded Stewardship Local Assistance and Land & Water Conservation Fund (LWCF) projects? Yes - 1 pt** Pts.
All funded projects are complete and site inspected. New sponsor shall receive credit for this question.
- 2a. The sponsor has never received a Local Assistance or LWCF grant in the past.**
 True - 3 pts
- OR**
- 2b. The sponsor has not received a Local Assistance or LWCF grant in the last 5 years. True - 1 pt.** Pts.

D. ACTIVE PROJECT ADJUSTMENT

For each active project a Sponsor has under the Stewardship Local Assistance, Land & Water Conservation Fund, or Recreational Trails Act grant program, points will be deducted from the total project application score as follows:

One active project - deduct one point

No. of Active Projects: _____

Two active projects - deduct three points

*Three or more active projects - deduct five points
from the total project application score.*

Deduct

_____ Pts.

PROJECT GRAND TOTAL

PTS

ACQUISITION OF DEVELOPMENT RIGHTS

Project Rating Questions

Eligibility Requirement:

- The property must provide or enhance nature-based outdoor recreation.

1. Frontage on rivers, streams, lakes or estuaries.

- a. The property has frontage on a navigable river, stream, lake or estuary. **3 Pts.** _____ Pts.
- b. The waterbody has ecological importance, protects threatened or endangered species habitat, or has unique natural resource features. (e.g., the property is on the wild lakes inventory, priority lakes, rivers, or streams inventories.) **3 Pts.** _____ Pts.

2. Proximity to other permanently protected land. (select only one)

- a. The property creates a buffer between land that has been permanently protected for natural resource, conservation or outdoor recreation purposes and potential or existing residential, commercial or industrial development. **8 Pts.**

OR

- b. The property is within the boundaries of an acquisition project area (node or corridor) established by the department, a governmental unit, or a nonprofit conservation organization, where the uses of the property will complement the goals of the project and the stewardship program. **8 Pts.** _____ Pts.

AND

The property connects or is adjacent to already acquired parcels within a designated project area. **2 Pts.** _____ Pts.

- c. The property is within an identified environmental corridor that connects 2 or more established resource protection areas. **1 Pt.**

OR

The property is within an identified environmental corridor that connects 2 or more established resource protection areas, and progress has occurred in the past 5 years toward protecting the environmental corridor. (e.g., proof of active involvement and efforts in protecting the entire corridor.) **2 Pts.** _____ Pts.

3. The property provides or enhances nature-based outdoor recreational opportunities.

- a. There will be public access to: (select only one)

⇒ the entire property year around **3 pts**

⇒ a corridor within the property year round **2 pts** _____ Pts.

⇒ the property during a defined period of the year. **1 pt**

- b. The property enhances the recreational value of a project that provides multiple use and/or multiple season recreational activities. **2 Pts** _____ Pts.

4. Natural, scenic, geological and archaeological values of the property.

- a. The property preserves an existing natural community or will be restored to a natural community. **2 Pts.**

OR

The property contains state or federal threatened or endangered species, species of special concern, or rare natural communities. **5 Pts.** _____ Pts.

- b. The property preserves an identified archeological site. 1 Pt. _____ Pts.
- c. The property has unique geological or physical characteristics (e.g., exceptional scenic contribution, other significant physical features having outstanding values - rock outcroppings, glacial features, etc.) 4 Pts. _____ Pts.
- 5. The degree of development pressure.
 - a. The property can be divided under the current land use plan. 1 Pt. _____ Pts.
 - b. Property is listed on the open market or an offer has been made by a developer. 1 Pt. _____ Pts.
 - c. The project is within a 1/2 mile of a city or village that is in a position to annex. 1 Pt. _____ Pts.
 - d. Development of the property will initiate rural fragmentation in the area. 2 Pts. _____ Pts.

OR

 - Development of the property will increase rural fragmentation in the area. 1 Pt. _____ Pts.
- 6. The project has been identified in:
 - a. a plan that has as one of its purposes the protection of natural resources or provision of recreational opportunity. 1 Pt. _____ Pts.
 - b. a locally approved comprehensive plan pursuant to s. 66.1001, Stats. 2 Pts. _____ Pts.
- 7. The amount of funding available from sources other than stewardship.
 - a. The project sponsor's match is more than 50% of costs for the acquisition
 - ⇒ The project sponsor is providing 60% or more of the project costs. 1 pt. _____ Pts.
 - ⇒ The project sponsor is providing 70% or more of the project costs. 2 pts. _____ Pts.
 - ⇒ The project sponsor is providing 80% or more of the project costs. 3 pts. _____ Pts.
 - b. At least 15% of the funding for the property is coming from private, non-governmental sources. 1 Pt. _____ Pts.
- 8. Administrative Considerations
 - a. The sponsor has never received a Stewardship grant. 1 Pt. _____ Pts.
 - b. A property appraisal is complete and has been submitted to the department for certification. 1 Pt. _____ Pts.
 - c. The sponsor has submitted a draft easement for department review. 1 Pt. _____ Pts.
 - d. The property is located within a governmental unit that has a protection of development rights program in place. 1 Pt. _____ Pts.
- 9. The property's physical characteristics make it unsuitable for development, e.g., wetland, floodplain. -3 Pts. _____ Pts.

GRANT TOTAL PROJECT POINTS

WISCONSIN POPULATION CENTERS

From Dept. of Administration January 1, 2003 Population Estimates

Cities Over 50,000		Counties Over 200,000	
Milwaukee	595,245	Milwaukee	941,301
Madison	215,697	Dane	445,253
Green Bay	103,233	Waukesha	371,211
Kenosha	92,078	Brown	234,660
Racine	81,111		
Appleton	71,649		
Waukesha	66,807		
Oshkosh	64,327		
Eau Claire	63,882		
Janesville	61,110		
West Allis	60,923		
La Crosse	51,513		
Sheboygan	50,603		

Counties with a 5 Year Growth Rate Over 4.90% (state 5 yr. rate) from 1997-2003 And 2003 Population Exceeding 50,000		
County	5 year Growth Rate %	1-1-2003 Population
St. Croix	22.78	70,121
Walworth	13.29	95,630
Sauk	9.98	57,555
Columbia	9.33	53,862
Dane	9.24	445,253
Kenosha	9.02	154,234
Washington	8.55	121,929
Brown	7.57	234,660
Waukesha	7.46	371,211
Outagamie	7.37	167,447
Waupaca	6.21	52,843
Jefferson	6.10	77,811
Eau Claire	5.75	95,904
Ozaukee	5.52	84,516
Dodge	5.10	87,599

RESOLUTION FOR OUTDOOR RECREATION AIDS

WHEREAS, _____ (applicant) _____ is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE, BE IT RESOLVED, that _____ (applicant) _____ has budgeted a sum sufficient to complete the project or acquisition and

HEREBY AUTHORIZES _____ (name) _____, _____ (department) _____ to act on behalf of _____ (applicant) _____ to:

Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;

Signed documents; and

Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that _____ (applicant) _____ will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Adopted this _____ day of _____, 20_____.

I hereby certify that the foregoing resolution was duly adopted by _____ at a legal meeting on _____ day of _____, 20_____.

Authorized Signature: _____ **Title:** _____

SAMPLE PROJECT NARRATIVE

Town of Inspiration, Conservation County, WI

Project Name: Inspiration Park Expansion Acquisition Project

Contact Person: Amy Wilson, Town Chair
Town of Inspiration

Project Location: See attached Legal
Description and Site Boundary Map.

P.O. Box 200
Inspiration, WI 54512
(715)385-0120

Project Description:

Summary

This proposal is for assistance in funding the acquisition of 12 acres for expansion of Inspiration Park. There is an additional 2.3 acre portion of the property southwest of the Fox Valley & Western Railroad that will be used to develop tennis courts and is not included in this proposal because of its anticipated non-nature based recreation use. Refer to the attached project boundary and site map. The Town has committed itself to further expansion of its community park that has been in existence since the early 1990's. This property will be developed into a more passive recreation area including a multi-use trail (primarily hiking, biking, & cross-country skiing), and a restroom facility, park shelter, and parking to support the trail and picnic area. The remainder of the parcel will be left as open and natural space.

Background

Inspiration Park, acquired in 1991 without funding assistance, is a community park, located in the eastern portion of the Town of Inspiration and is easily accessible from Elizabeth Street, off STH 92 (see Project Site Plan). The park is bordered by the Village's wastewater treatment facility to the north; a residential area to the east; Elizabeth Street on the west; and STH 92 to the south. The Towns of Bennett and Dane are respectively on the other sides of Elizabeth Street and STH 92.

The existing 40-acre community park was developed in phases during the early 1990's. The town developed a recreational facility consisting of competitive sport (baseball and soccer) fields, as well as areas geared toward more passive/individualized recreational activities (play area, picnicking, and walking/cross-country skiing). The expansion acreage will add passive recreation opportunities for park users, including an important trail connector between Hope's Trail to the north and the Grouse Ridge Trail to the east. A variety of outdoor recreational activities will be provided as a result of the acquisition:

1. Multi-use, multi-seasonal trail (hiking, biking, & cross-country skiing)
2. Picnic Area and Pavilion, including parking area, to be located in the northeast section of the property.
3. Foot trail leading into wildlife viewing and nature study area.

Relation to Local and Regional Plan Objectives

The benefit of this project to the Town and surrounding smaller communities cannot be overstated. The expansion of Inspiration Park specifically furthers the goals outlined in the Town of Inspiration Park and Recreation Plan that was adopted in 1998. Page 6 of that plan identifies expansion of the park to add passive recreation facilities. The project also addresses issues identified by the Central Regional Planning Commission in its 1998 Overall Economic Development Program Annual Report. On pages 112 - 116 the report discusses goals related to Land and Environmental Resources. It identifies as important, two goals which are relevant to this project: 1) Maintain a balanced mix of public recreation facilities and 2) Improve access to balanced public recreation areas for communities with populations under 5,000.... This project is also supported by the Statewide Comprehensive Outdoor Recreation Plan (pages 122- 123).

Key Partnerships

The Town of Inspiration has worked hard to develop partnerships in the development of their community park, including this project. Volunteers have been central to its success. Various community and surrounding community service organizations, volunteers from little league and softball associations, and local contractors have all been instrumental in providing labor and materials for the development of existing active sports facilities and trails. The Town is also pleased with the partnership that has been formed with the school district in relation to this project. The school board approved a commitment to integrate nature study curriculum into maintenance and restoration activities that would occur on this property through teacher and student participation.

Status of Acquisition Process

An option to purchase agreement has been signed with an expiration date of November 1, 2001 and including a purchase price of \$48,000.

Project Budget

Appraised Value of 12 acres:	\$48,000
Purchase Price of 12 acres:	\$48,000
Estimated other Eligible Acquisition Costs:	<u>\$ 1,200</u>
Total Costs	\$49,200

Local Matching Funds Required:	\$24,600
--------------------------------	----------

2000 Village budget	\$20,000
Friends of Inspiration Park	<u>\$ 4,600</u>
	\$24,600

PROJECT BOUNDARY MAP REQUIREMENTS

Federal and State regulations require that property acquired or developed with Recreation Grant Program funds remain in public outdoor recreation use permanently.

The purpose of the boundary map (sample on following page) is to clearly show the exact boundaries of the property to be assisted with state or federal funds. Once agreed upon by all concerned parties, the boundary map defines the area that remains, under contract with the state or federal program, in public outdoor recreation use forever.

Plan your project boundaries carefully. Known future public improvements, such as wells, lift stations, other public buildings, or road improvements should be excluded from project boundaries. Project boundaries should include only that property which the sponsor intends to manage for public outdoor recreation purposes forever.

What the Project Boundary Map Should Include

For both acquisition and development projects the boundary map submitted should be to scale and reflect the legal description of the property by metes and bounds, lots and blocks (described on a plat map) or the rectangular public land survey system (township, range, section, etc.). Unless there is a question about boundaries a formal survey of the project area is not required.

Site Development Plan Requirements

In many cases the site development map and boundary map can be one in the same. A site development map should be to scale. It should indicate north, surrounding land uses, existing and proposed utilities, existing and proposed facilities, routes of travel, known wetlands, floodplain, archaeological sites, or possible contamination sites. It should illustrate all the easements of record, if any, along with who prepared the map and the date prepared.

Land Management Plans Required for Urban Greenspace Projects

The Urban Greenspace Program specifically requires that land acquisition projects be supported by a management plan approved by the project sponsor. A management plan identifies proposed land use of the area to be acquired including areas to be restored. It discusses how the property would be operated, maintained, and how public access to the property would be provided. The management plan should include a site plan for the property that identifies items such as land forms, water features, forest types, trail systems, and wildlife habitat. A management plan included in an approved Master Plan fulfills the land management requirement for Urban Greenspace projects.

PROJECT NUMBER: 100.3514

Project Site Map
PROPERTY SURVEY FOR
VILLAGE OF INSPIRATION

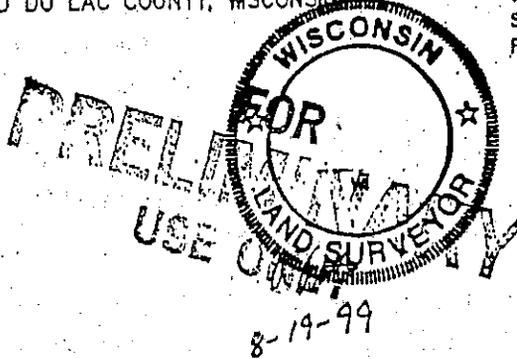
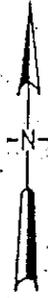
AUGUST 19, 1999

PART OF LOT 1, ASSESSMENT PLAT NO. 1, BEING A PART OF THE
SW 1/4 OF THE SW 1/4, SECTION 9, T. 14 N.- R. 18 E.,
FOND DU LAC COUNTY, WISCONSIN

VILLAGE OF INSPIRATION
ST MARYS PARCEL
PARK ACQ.

SAMPLE ONLY

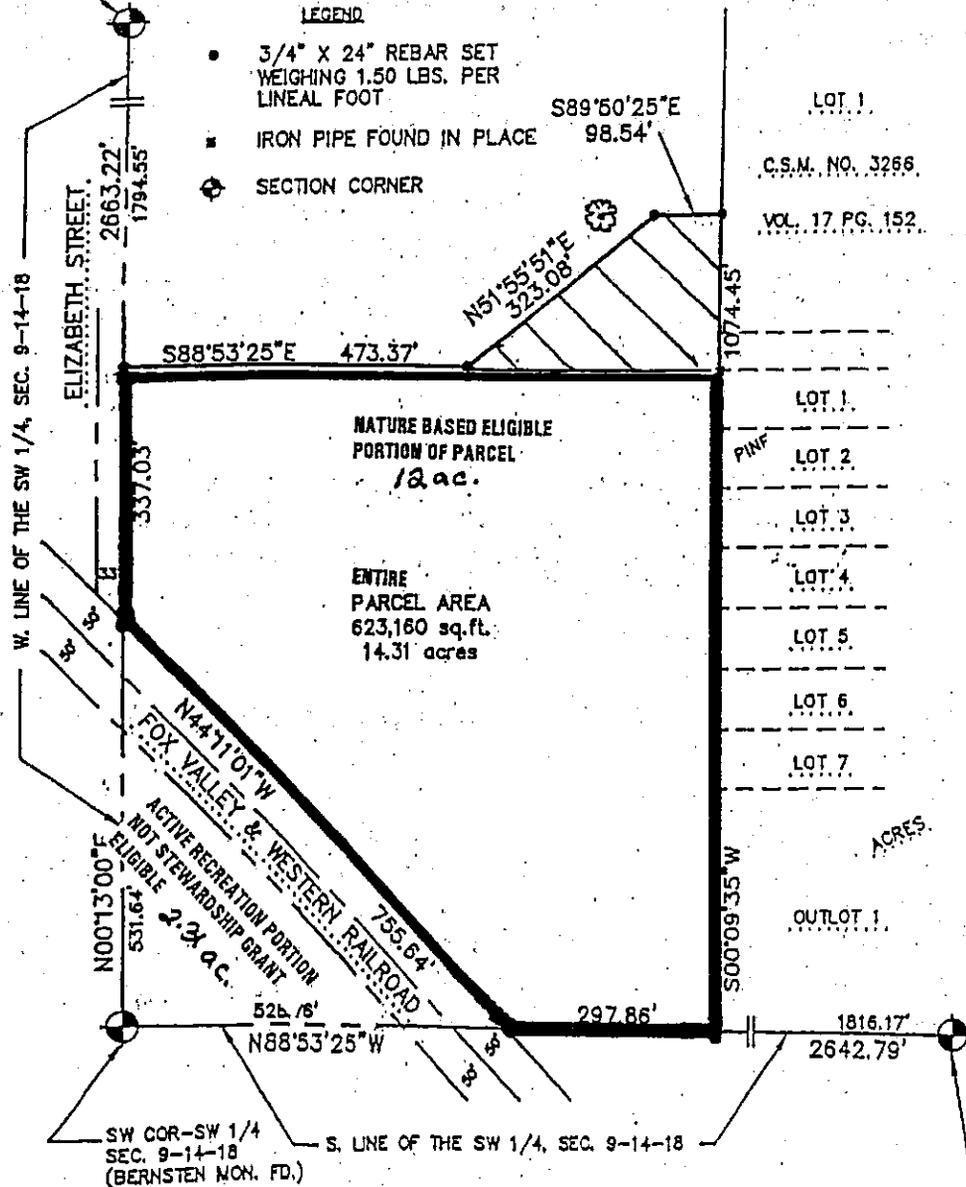
NORTH POINT REFERENCED TO
THE WEST LINE OF THE SW 1/4
ASSUMED AS N00°13'00"E



NW COR-SW 1/4
SEC. 9-14-18
(FDL ALUMINUM MON. FD.)

LEGEND

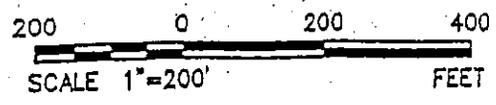
- 3/4" X 24" REBAR SET WEIGHING 1.50 LBS. PER LINEAL FOOT
- IRON PIPE FOUND IN PLACE
- ⊙ SECTION CORNER



LOT 1.
C.S.M. NO. 3266.
VOL. 17 PG. 152.

EXAMPLE
PROJECT BOUNDARY
MAP

SW COR-SW 1/4
SEC. 9-14-18
(BERNSTEN MON. FD.)



SE COR-SW 1/4
SEC. 9-14-18
(IN LAKE, POSITION CALCULATED
FROM SECTION SUMMARY SHEET)

SHEET 1 OF 2 SHEETS

Stewardship Local Assistance Programs, Federal Land & Water Conservation Fund, and Recreational Trails Act INSTRUCTIONS FOR APPLICATION FORMS

The instructions below provide an explanation of the information requested on the following forms:

1. Stewardship Local Assistance Programs, Federal Land & Water Conservation Fund, and Recreational Trails Act Grant Application, Form 8700-191.
2. Recreation Grant Project Cost Estimate Worksheet, Form 8700-14.

To be considered for a grant and to prevent delays in processing you must fill out the application forms completely. Submit your application to the DNR region CSS. Please feel free to contact your CSS if you have any questions. Applications must be received on or postmarked by May 1 to be eligible for funding. Applications that are received after the deadline date will not be considered for a grant and will be returned to the applicant.

Stewardship Local Assistance Programs, Federal Land & Water Conservation Fund, and Recreational Trails Act Grant Application, Form 8700-191

Applicant Information - page 1

Most of the applicant information requested is self-explanatory. All grant payments will automatically be made out to and mailed to the applicant at the address indicated. However, if you anticipate that a grant payment would need to be mailed to a different individual or organization (eg, the municipal treasurer or a partner organization), make sure you fill out the "Mail Check to" section. The check will always be made out to the applicant organization.

Project Information - page 1

The project information requested is critical to reviewing the eligibility of your project for the grant programs as well as rating your project in the rating and ranking project selection system.

1. Enter a Project Title, check the Project Type, and enter the Location Information and Legislative District Numbers related to the project's location.
2. Project Description - provide a thorough description of your project proposal. Include the following:
 - a. Primary goals of the project

Clearly and concisely describe the benefits of the project, why it is needed, who the intended users are, how the project will serve the community (including how the project will benefit tourism), and how the project will be managed.

- b. Description of the project

Site - Indicate the size of the project and describe the natural features of the land. Provide information about natural communities, land cover, species, topography, water resources, and special features (including archeological and historic features, if any). If the project includes a number of parcels of land list those here or attach with Cost Estimate Worksheet.

Describe existing site conditions, current uses of the land, and provide a brief history of past uses and disturbances. Also describe any present threats to the natural and recreational values of the site.

Improvements and structures - Describe existing physical improvements and structures, if any. This might include, but is not limited to, existing buildings, trails, parking areas, roadways, waterway modification devices, etc.

Development and renovation projects - provide a description of the project and its individual elements.

c. Public access and use

Identify access points to the site and how access will be provided. If an acquisition project, describe any plans for vehicle parking and posting of property for public access.

Describe how the public will be able to use the site and what activities will be permitted, such as nature study, hiking, biking, picnicking, camping, research, education, hunting, fishing, etc. If there will not be public access to a portion of the property explain why not.

d. Land Management Practices

Describe general land management practices that will be followed to meet the goals of the project and to conserve the natural resources of the site. Describe any site enhancement and restoration plans.

e. Problems

Describe any problems such as exotic species, erosion, over-grazing of deer, dumps, toxic wastes and contamination, debris which needs to be removed, environmental intrusions such as overhead power lines, potential user conflicts, etc. Discuss proposed solutions to problems cited above.

f. Implementation

Identify proposed time line for implementing the key project activities.

Identify who is responsible for managing the project.

Describe any partners who will play an active role in the project and attach any third party management agreements.

g. Operation and maintenance of the property

Describe who is responsible for operation and maintenance of the property and the availability of financial and personnel resources needed for operation and maintenance of the site once the project is completed.

h. Use the Application Checklist on page 4 of the form as a guide to what to include for attachments. Use the items that you have checked "yes" to that have an asterisk by them on pages 1-3 of the application form as a guide to other topics to include in your narrative.

Financial Summary - page 1

Enter the **Total Project Costs** after filling out the Cost Estimate Worksheet, Form 8700-14; Enter your **Grant Request** amount (can be up to 50% of total project costs).

Fill in the **Project Financial Sources** table to indicate the type and amount of project funding.

Force account expenses include employee labor, (including fringe benefits), equipment use or time, and the use of materials from the applicants inventory.

50% of the value of third party land donations may be directed toward your matching funds amount (50% of total project costs); up to 50% of total project costs may be donations of services, labor, materials, equipment rental.

Project Documentation pages 1-3

The **Project Documentation, If Acquisition, and If Development** Sections consist of a series of yes/no and short fill-in questions related to the grant program requirements. When you check "yes" to a question with an asterisk (*) next to the "yes", an explanation in your project description narrative or an attachment is required. What is required will be indicated in the question text.

Land Donation Information - page 3

50% of the value of a third party land donation is eligible to be used as part or all of your local match for the grant project. If a land donation is part of your application provide the information requested in this section. Describe the property in your project proposal narrative, its characteristics, what makes it eligible for the grant program, and how it will be managed. Attach a legal description, location map, and boundary map for the property.

Signature Block - page 3

The authorized representative for the project (from page 1) must sign and date the application.

Application Checklist - page 4

The application checklist is a listing of required application items to help you organize your application materials. The items asterisked (*) must be submitted by May 1, for the application to be considered complete for grant consideration. For land and easements acquisitions check off the items being submitted under the "Acquisition Project" column. For development and renovation projects, check off the items being submitted under the "Development Project" column. If you have any questions or problems with your project application, please contact your DNR region CSS as soon as possible.

Recreation Grant Project Cost Estimate Worksheet, Form 8700-14

The cost estimate worksheet must be completed and submitted as part of all acquisition, development, and renovation grant project applications. The purpose of the worksheet is for you to provide us with a breakdown of project costs that we can review for eligibility, reasonableness, and calculating your grant award. Electronic versions of this form are acceptable as long as they provide the required information.

Header Information - front side

Enter the self explanatory header information requested at the top of the front side of the form.

Development Project Items - front side

If you are submitting a development or renovation project, itemize the individual elements of your project on this side of the form. You can list your breakdown by individual item or by use areas (eg., trail construction, parking area, restroom facility, beach facility, etc.) *NOTE: Suggested items to use in your breakdown are listed on the reverse side of the form.* Use multiple copies of the form if needed. After listing each item, provide the following information that applies to the project located in the columns to the right.

Column 2 - Indicate how the item listed is being obtained:

(C) = the item listed is being obtained through a services contract

(F) = the item listed includes applicant employee labor, (including fringe benefits), equipment use or time, or the use of materials from the applicant's inventory

(D) = the item listed is being donated

Column 3 - enter the Quantity and Unit of Measure used in calculating the cost of the item. (eg, 1 ea., 2000 sf, etc.)

Column 4 - enter the component (unit) costs. (eg, \$2,500, \$15/sf, etc.)

Column 5 - enter the Estimated Total Item Cost based on the information provided in columns 3 & 4.

Total the "Estimated Total Item Cost" column and transfer that total to page 1 on the Application Form under the Finance Summary Section.

Acquisition Project Cost Estimate - reverse side

If you are submitting an acquisition project, complete the table of information requested. There is room for describing 2 parcels (see the column headings). If your project consists of more than two parcels please submit the information requested for the additional parcels in an attachment.

Parcel Owner - provide the name of the seller.

Number of Acres being Purchased - enter the total number of acres being purchased through the sale.

Grant Eligible Acres - enter the number of acres of the site that you are requesting a grant for. *Note: Occasionally, an applicant buys a parcel and is 1) only going to use part of it for recreation purposes or 2) in the case of Stewardship grant applications, may only plan to use part of the property for grant eligible nature-based outdoor recreation purposes.*

Option Date and Amount - if you have a signed option or offer to purchase agreement, enter the date signed and amount of the option.

Appraised Value - enter the appraised value of the property broken down by land or easement value and improvements value if improvements exist on the property. If a property value has been approved by the department, enter the approved amounts. If the appraisal(s) has not been approved enter the value(s) from the appraisal submitted.

Estimated Other Eligible Acquisition Costs Total - enter the total of any other eligible acquisition costs that are part of your application. Itemize the individual costs below in the space provided. Eligible acquisition costs include the cost of appraisal(s), land surveys, recording fees, relocation payments, title evidence, environmental inspections & assessments, and required historical & cultural assessments. NOTE: If you are offered federal grant funds, only relocation costs are eligible for reimbursement.

Grand Total Project Costs - enter in the total of lines 7 and 8. Then, if you are including information for more than one parcel, total the lines across in column 4 (the Total column).

"We abuse land because we regard it as a commodity belonging to us. When we see land as a community to which we belong we may begin to use it with love and respect."

Aldo Leopold

NR 51.977 Grant payments.

Subchapter XIX—Grants for Recreational Boating Aids

NR 51.980 Purpose.

NR 51.981 Applicability.

NR 51.982 Definitions.

NR 51.983 Eligible applicants.

NR 51.984 Eligible and ineligible projects.

NR 51.985 General provisions.

NR 51.986 Grant application content and matching funds.

NR 51.987 Grant awards.

Subchapter I—General Provisions

NR 51.001 Purpose. The purpose of this chapter is to implement and administer the stewardship program.

History: Cr. Register, October, 1990, No. 418, eff. 11-1-90.

NR 51.002 Definitions. In this chapter:

(1) “Acquisition cost” means the fair market value of the property as determined by department appraisal guidelines, except as provided in s. 23.0917 (7) (b) to (d), Stats., and reasonable costs related to the purchase of the property. These costs are limited to the cost of appraisals, land surveys, relocation payments, title evidence, recording fees, initial posting of signage consistent with s. 23.09165 (3), Stats., with cost share not to exceed \$1,000, attorney fees for department required reviews with cost share not to exceed \$1,000, historical, cultural, and environmental analyses required by the department completed through contract by professional consultants. “Acquisition cost” does not include environmental clean-up costs, brokerage fees paid by the buyer, and real estate transfer taxes.

(2) “Acquisition project” means one or more parcels of land that are contiguous or in close proximity which include features or outdoor recreational opportunities that are eligible for grants in this chapter.

(2m) “Assignment” means the transfer of all rights and interests in property, and all obligations under a stewardship grant contract to another nonprofit conservation organization or governmental unit eligible for a grant under this chapter, or an agency of this state or of the U.S. government.

(3) “Baseline document” means an inventory of the features of a property including reports, maps, photographs and other materials that provides an accurate representation of the property at the time an easement funded with a stewardship grant is executed. The baseline document is intended to serve as an objective information baseline for monitoring compliance with the terms of the easement.

Note: For information on creating a baseline document, contact Gathering Waters Conservancy, a nonprofit conservation organization that provides technical assistance on easements, 211 S. Paterson St., Suite 180, Madison, WI 53703, or the DNR Bureau of Community Financial Assistance, P.O. Box 7921, Madison, WI 53707.

(3m) “Comprehensive outdoor recreation plan” or “CORP” means the document prepared and adopted by governmental units that summarize planning efforts for recreation, open space preservation, and resource protection. A “CORP” may include goals for acquisition, preservation, and development as well as specific park plans, facility plans, funding requests, and implementation plans for development projects.

Note: These plans typically cover 5 years.

(4) “Conservation organization” means a nonprofit corporation formed under ch. 181, Stats., that meets all of the following conditions:

(a) One of the purposes of the organization is to protect, enhance, or restore the state’s natural resources for the benefit of the general public.

(b) The organization is not a nonprofit organization as that term is defined in s. 23.197 (4) (a) 1., Stats.

(5) “Cooperative agreement” means an agreement between a conservation organization and nonprofit organization under s. 23.197 (4) (b), Stats., setting forth the obligations of each.

(5m) “Current owner” for the purposes of s. 23.0917 (7) (b) to (d), Stats., means the owner who sells the property to the sponsor.

(5r) “Dedicated match” means sponsor match that is dedicated or restricted by the donor or funding source to be used exclusively for a particular parcel.

(6) “Department” means the department of natural resources.

(6d) “Department appraisal guidelines” means the department procedures by which contracted appraisers are required to assess the fair market value of a property where the title is to be acquired in fee simple or easement with funds under this chapter.

Note: A copy of the department appraisal guidelines are available from the DNR, Bureau of Community Financial Assistance, Box 7921, Madison, WI 53707.

(7) “Development project” means the construction, renovation, or modification of structures, utilities, facilities, landscaping, or restoration or enhancement of natural communities and other department-approved improvements for the purposes of nature-based outdoor recreation.

(7d) “Development rights” means the rights of a landowner to develop their property as allowed under state and local laws and ordinances.

(8) “Easement” means a conservation easement as defined in s. 700.40 (1) (a), Stats.

(8m) “Fair market value” means the dollar value assigned to a property by a department-approved appraisal conducted in accordance with department appraisal guidelines for grants issued under this chapter.

(9) “Fiscal year” means the period beginning on July 1 of one year and ending on June 30 of the following calendar year.

(10) “Fringe benefits” means an employer’s costs for an employee’s social security, life and health insurance, unemployment insurance, worker’s compensation insurance, retirement and authorized absences such as annual, sick, court or military leave. These costs must be equitably distributed to all employee labor activities.

(11) “Governmental unit” means a town, village, city, county, tribe, or the Kickapoo reserve management board.

(12) “Grant agreement” means an unrecorded contract between a sponsor and the department setting forth the obligations of each.

(13) “Grant contract” means a recorded contract between a sponsor and the department setting forth the obligations of each party.

(13m) “Habitat area” or “HA” means a project that addresses the important habitat needs of wildlife in the state as specified in s. NR 51.45 (1) (a).

(14) “Habitat restoration project” means the implementation of a specific activity or set of activities to restore or enhance wildlife or fish habitat, natural communities or shorelines.

(15) “Indirect costs” are those ordinary operating expenses of the sponsor not directly related to a specific stewardship project.

Note: Indirect costs are generally administrative in nature, and are typically incurred for multiple purposes. Examples of indirect costs include, but are not limited to, utilities, administrative salaries, postage and other expenses that are not supported by time reports or other documentation that identifies the expenditure as directly assignable to a stewardship project.

(16) “IRS” means the United States internal revenue service.

(17) “Land management plan” means a plan approved by the department detailing how property acquired by a nonprofit conservation organization or a conservation organization with grants under this chapter shall be managed, maintained, and used by the public.

(17d) “Land management practice” means a practice, technique or measure approved by the department that is determined

to be an effective, practicable means of protecting, restoring or enhancing wildlife or fish habitat.

(17m) “Landowner” means any individual, partnership, corporation, city, village, town, county, tribe, nonprofit organization, taxing authority or other person holding title to the land by title in fee simple.

(18) “Middle kettle moraine” means a corridor of land in southeastern Wisconsin between the northern and southern units of the Kettle Moraine state forest that is within the kettle interlobate moraine physiographic or geologic region. This corridor includes a northeast-to-southwest diagonal set of linear features composed of sand and gravel from 2 glacial lobes. It is characterized by distinctive glacially-formed features including kettle holes, kames, eskers, crevasse fills and glacial spillways. The corridor includes natural areas, wildlife habitat, aquatic systems, environmental corridors, outdoor recreation areas and connecting trails.

Note: Information pertaining to the location of the kettle interlobate moraine physiographic region may be found in A Regional Natural Areas and Critical Species Habitat Protection and Management Plan for Southeastern Wisconsin, page 84, by the Southeastern Wisconsin Regional Planning Commission, or The Quaternary Geology of Ozaukee and Washington Counties, Wisconsin, Bulletin 19, pages 17–18 by the Wisconsin Geological and Natural History Survey. These publications are available from the Southeastern Wisconsin Regional Planning Commission, W239 N1812 Rockwood Drive, Box 1607, Waukesha, Wisconsin 53187.

(19) “Nature-based outdoor recreation” means activities where the primary focus or purpose is the appreciation or enjoyment of nature. These activities may include but are not limited to hiking, bicycling, wildlife or nature observation, camping, nature study, fishing, hunting, trapping, public shooting range, boating, picnicking, cross-country skiing, canoeing, and multi-use trail activities. Eligible support facilities for these activities may include but are not limited to access roads, parking areas, utility and sanitation systems, sanitary and shelter building, signs, interpretive items, and other features that enhance nature-based outdoor recreation or improved disabled accessibility. Playgrounds and playground facilities that supplement the appreciation of nature, occupy a minor portion of the grant property, and do not distract from the primary purpose of the grant project may be considered an eligible support facility. Ineligible activities include but are not limited to sports that require extensively developed open space such as dedicated sports fields, swimming pools and tennis courts.

(20) “Natural heritage inventory database” means a database containing the location and biological status of each natural community and rare species that has been inventoried and evaluated by the natural heritage inventory program.

(21) “Nonprofit conservation organization” has the meaning in s. 23.0955 (1), Stats., and whose bylaws, charter or incorporation papers reflect as a purpose of the organization the acquisition of property for conservation purposes.

(22) “Nonprofit organization” has the meaning in s. 23.197 (4) (a) 1., Stats.

(23) “Parcel” means a tract of land which is being conveyed by one deed.

(24) “Project period” means the length of time specified in a grant agreement or grant contract during which all work shall be accomplished in order to be eligible for reimbursement.

(25) “Property” means land or rights in land.

(26) “Region” means one of the 5 department administrative areas within the state.

Note: The addresses of each of the region offices are as follows:

Southeast Region, 2300 N. Dr. Martin Luther King, Jr. Dr., Milwaukee, WI 53212
South Central Region, 3911 Fish Hatchery Rd., Fitchburg, WI 53711
West Central Region, 1300 W. Clairmont Ave., Eau Claire, WI 54702
Northeast Region, 2984 Shawano Ave., Green Bay, WI 54307
Northern Region, 810 W. Maple St., Spooner, WI 54801
Northern Region, 107 Sutliff Ave., Rhinelander, WI 54501

(26e) “Residual value” means any fair market value from an approved property donation that is not utilized as sponsor match

in a grant application that may be used for sponsor match in subsequent grant applications.

(26m) “Reversionary interest” means the right of the department to assume ownership of a property acquired with a grant under this chapter as specified in the grant contract, and under s. 23.096 (5), Stats.

(26s) “SCORP” means the statewide comprehensive outdoor recreation plan prepared by the department.

Note: A copy of the SCORP is available from the DNR, Bureau of Community Financial Assistance, Box 7921, Madison, WI 53707.

(27) “Sponsor” means the city, village, town, tribe, county, nonprofit conservation organization, conservation organization, lake sanitary district as defined in s. 30.50 (4q), Stats., public inland lake protection and rehabilitation district, or Kickapoo reserve management board that is applying for or has received a grant under this chapter.

(28) “Sponsor match” means that portion of the acquisition or development cost which is not funded by the state. Eligible sources of sponsor match may include cash from the sponsor; funds generated by local or federal governments; grants or contributions from foundations, businesses, private individuals or nonprofit organizations; property contributions from a third party if the contribution is made within 3 years of the acquisition of the property, and is considered by the department to be eligible for a stewardship grant from the same program as the property being purchased, and was not originally purchased in whole or in part with state funds; property acquired by the sponsor within 3 years of the acquisition if the property was not purchased with state funds; and property value donated by the property owner.

(29) “Stewardship” or “stewardship program” means the conservation, property acquisition and outdoor recreation programs specified in ss. 23.09 (2) (d), (2dm), (2p), (2q), (2r), (19), (20) and (20m), 23.0915, 23.0917, 23.092, 23.094, 23.096, 23.098, 23.17, 23.175, 23.197, 23.198, 23.27 (4), (5) and (6), 23.293 (4) and (5), 30.24 and 30.277, Stats.

(29m) “Stewardship advisory council” means a group appointed by the department secretary to advise the department on stewardship matters. The council shall consist of users of the stewardship grant program and other citizens.

(30) “Stewardship grant” means a grant awarded to a sponsor under this chapter.

(31) “Sustainable technology” means technologies that reduce the dependence on fossil fuels and conserve water.

(32) “Tribe” means a federally recognized tribe or band of tribe in this state.

History: Cr. Register, October, 1990, No. 418, eff. 11–1–90; r. and recr. Register, February, 1996, No. 482, eff. 3–1–96; emerg. am. (1), renum. (2) to (9) and (11) to (15) to be (6), (9), (13), (16), (17), (20), (21), (23), (25) and (27) to (30) and am. (13), (17), (25), (27), (29) and (30), cr. (2) to (5m), (7), (8), (10) to (12), (14), (15), (18), (19), (22), (24) and (26), eff. 9–1–00; CR 00–135: am. (1), renum. (2) to (9) and (11) to (15) to be (6), (9), (13), (16), (17), (20), (21), (23), (25) and (27) to (30) and am. (13), (17), (25), (27), (29) and (30), cr. (2) to (5m), (7), (8), (10) to (12), (14), (15), (18), (19), (22), (24) and (26), Register July 2001, No. 547 eff. 8–1–01; correction in (5m) made under s. 13.93 (2m) (b) 7., Stats., Register April 2005 No. 592; CR 10–127: am. (1), (3), (4) (a), (7), (9), (11), (13), (17), (19), (24), (27), (28), (30), cr. (2m), (3m), (5r), (6d), (7d), (8m), (13m), (26e), (26m), (26s), (29m), (31), (32), (17d), (17m) renum. from 51.42 (4), (5) and am. Register February 2012 No. 674, eff. 3–1–12; CR 13–022: am. (1) Register March 2014 No. 699, eff. 4–1–14.

NR 51.003 Variances. The department may approve in writing a variance from a requirement of this chapter if the department determines that a variance is essential to effect necessary grant actions or program objectives and where special circumstances make a variance in the best interest of the stewardship program. Before approving a variance, the department shall take into account factors such as good cause, circumstances beyond the control of the sponsor, financial hardship and landowner demands. The department may seek the advice of the stewardship advisory council before issuing a variance. The department may not grant variances from statutory requirements.

History: Cr. Register, October, 1990, No. 418, eff. 11–1–90; r. and recr. Register, February, 1996, No. 482, eff. 3–1–96; emerg. am. eff. 9–1–00; CR 00–135: am. Reg-

ister July 2001, No. 547 eff. 8-1-01; CR 10-127: am. Register February 2012 No. 674, eff. 3-1-12.

NR 51.004 Grants to conservation organizations.

(1) Under s. 23.197 (4), Stats., the department may award one stewardship grant per group to conservation organizations that have entered into a cooperative agreement with a nonprofit organization to apply for the grant. The cooperative agreement shall be on a form approved by the department.

(2) Stewardship grants to conservation organizations shall be for up to 50 percent of eligible project costs. A grant shall be at least \$2,500 and may not exceed \$20,000, which may be paid in multiple installments during the duration of the stewardship program under s. 23.197 (4), Stats.

(3) The stewardship grant may be used for habitat restoration projects under s. NR 51.46 or for property acquisition for the purposes described in s. NR 51.05, except that conservation organizations may not receive grants for the Baraboo hills under subch. X or bluff protection under subch. IV.

(4) A conservation organization and nonprofit organization that enter into a cooperative agreement to apply for a stewardship grant shall also enter into a grant contract with the department if a grant is awarded. The grant contract shall contain restrictions and conditions on the use of stewardship grant funds and on any property acquired with those funds.

(5) Title to property acquired with a stewardship grant awarded to a conservation organization shall vest in the nonprofit organization. If the nonprofit organization or conservation organization violates any essential provision of the grant contract, as described in s. NR 51.07 (3), title to the land shall vest in the state.

(6) Conservation organizations applying for grants for property acquisition shall meet all the requirements of this chapter. The department shall evaluate the property according to the eligibility criteria and priorities in ss. NR 51.05 and 51.06.

(7) The department shall evaluate applications for grants for habitat restoration projects according to the standards in s. NR 51.46.

(8) The department may delegate to a nonprofit organization receiving the grant under s. 23.0956, Stats., administration of stewardship grants to conservation organizations, as set forth in s. 23.197 (4), Stats.

History: Emerg. cr. eff. 9-1-00; CR 00-135; cr. Register July 2001, No. 547 eff. 8-1-01; CR 10-127: am. (6) Register February 2012 No. 674, eff. 3-1-12.

NR 51.005 General requirements for all grants.

(1) The sponsor shall remit to the department that percentage of all revenues from the sale of any structures, improvements, or personal property that were included in the appraisal and subsequent acquisition cost equal to the percentage of cost-sharing received under this chapter.

(2) Income accruing to property receiving a grant under this chapter shall be used to further the objectives of the project as stated in the grant contract unless the department authorizes the income to be used to further the objectives of another stewardship project or the property is entered into the county forest law program under s. 28.11, Stats. If the property is entered into the county forest law program, income derived from the property shall be distributed according to s. 28.11, Stats.

(3) The sponsor may charge reasonable entrance, service or user's fees to defray operation and maintenance costs. Such costs shall be approved by the department. Fees for hunting permits shall be consistent with s. 23.09165 (3) (h), Stats. This subsection shall not apply to subchapter XVII.

(4) Sponsors shall comply with applicable state and federal regulations including bidding and awarding contracts, land acquisition, relocation, wage and labor rates, general and special zoning, land use permit requirements, access for persons with disabili-

ties, flood disaster protection, environmental quality, and historical and archaeological preservation.

(5) A sponsor shall agree to comply with program requirements under this chapter for a property purchased or developed with a stewardship grant in perpetuity. Unless otherwise noted in the grant agreement or contract, a sponsor shall be responsible for operation and maintenance of any property or facility for which stewardship funds have been issued.

(6) Property transactions shall be subject to ss. 32.19 to 32.27, Stats., and relocation assistance shall be subject to ch. Adm 92.

Note: The following information is from ch. Adm 92. Under s. Adm 92.01 (14), "an owner occupant who voluntarily sells a property to a displacing agency not vested with eminent domain power" is not a displaced person and is not entitled to relocation assistance. Tenants who occupy a property are entitled to relocation assistance even if the owner is voluntarily selling the property. Under s. Adm 92.01 (14) (b) 4., a "tenant-occupant of a dwelling who has been promptly notified that he or she will not be displaced by the project" but who can remain permanently on the property subject to normal rental conditions and provisions may not be a displaced person who qualifies for relocation assistance so long as they are not required by the sponsor to move. Under s. Adm 92.01 (33), relocation assistance shall apply to all stewardship grants where the total of stewardship grants and all other public financial assistance or direct government acquisition costs in a project are at least \$25,000 for a project with total costs of less than \$50,000; or at least 50 percent in a project having total costs of \$50,000 or more.

(7) Sponsors may not discriminate against any person in the use and enjoyment of the property on the basis of age, race, creed, color, handicap, marital status, conviction record, arrest record, gender, national origin, ancestry, sexual orientation or military status.

(8) Negotiations between the sponsor and landowner shall be conducted on a willing seller - willing buyer basis. The department may require the sponsor to inform the landowner in writing that the sponsor may apply for a stewardship grant.

(9) The department shall have access to land acquired or developed with a stewardship grant in order to monitor compliance with the grant contract or carry out any management activity necessary to ensure the public's rights and safety. The department may require project sponsors to conduct self-inspections of these properties and periodically submit reports to the department.

(10) With prior written approval of the department, the sponsor may transfer the property acquired under this chapter to a third party that is not a creditor of the organization and that is eligible to receive a grant under this chapter, or is an agency of the state of Wisconsin or U.S. government. Department approval of the transfer is not valid until the assignment is signed by the department and recorded in the appropriate county register of deeds office. Except as provided in s. NR 51.968 (2) (b), transfers of property shall include all of the following conditions:

(a) All conditions and restrictions, including public uses, imposed by the grant contract and land management plan shall run with the property.

(b) Any subsequent owners shall execute an assignment that states that the new owners have received and reviewed the grant contract and land management plan and shall abide by their provisions.

(c) Stewardship property transferred to a governmental unit or another eligible sponsor shall comply with s. 23.0917 (8) (c), Stats.

(11) The department may choose to accept a transfer of property acquired under this chapter.

(12) If required by s. 23.0917 (6m) (c), Stats., grants awarded under this chapter shall be reviewed by the joint committee on finance of the state legislature.

(12m) The department shall report to the natural resources board on all grant applications that require review by the joint committee on finance of the state legislature as required by s. 23.0917 (6m) (c), Stats.

(13) A sponsor that violates the terms of the grant contract may not be eligible to apply for future grants under this chapter

5c



VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: January 8, 2020

SUBJECT: Fireman’s Park Tennis Courts Repairs or Reconstruction

DATE SUBMITTED: January 3, 2020

SUBMITTED BY: Jen Keller, Administrative Services Coordinator

POLICY QUESTION: NONE, DISCUSSION ONLY.

ISSUE SUMMARY:

Review

During the July Park Commission meeting, Commission members reviewed community survey responses to a three-question survey regarding the current tennis courts constructed in Fireman’s Park. The following were the responses to questions posed to the public:

- (1) 47% of respondents, or 23 of 48 individuals surveyed have not utilized the Fireman’s Park tennis courts in the last three (3) years.
- (2) 66.7% of residents, or 32 of 48 surveyed believe the tennis courts in Fireman’s Park would be utilized more if they were repaired with crack sealing and paint.
- (3) 60.4% of respondents, or 29 of 48 individuals believe the tennis courts would be utilized more often if they were to be reconstructed in Heritage Park.

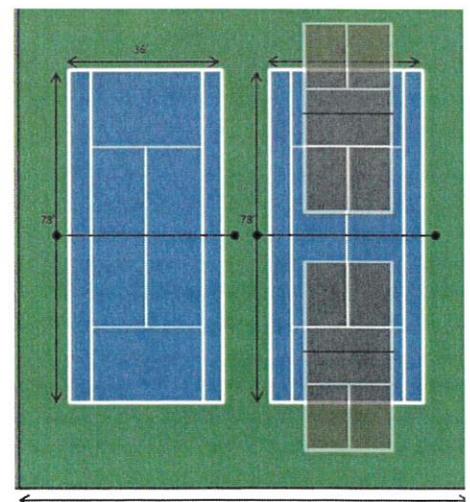
Staff also received several email inquiries regarding the desire for any improvements to include the addition of pickle ball lines on the tennis courts. Pickle ball has been an increasingly popular recreational activity which several surrounding municipalities have begun catering to in terms of amenities offered and recreational programming.

It was the hopes of the Park Commission at the July meeting to further review the costs to repair or reconstruct the tennis courts with the opportunity to amend the layout to include one (1) tennis court and two (2) pickleball courts.

Cost Estimates for Repairs or Reconstruction

In 2019, Staff sought bids for repairs or reconstruction of the tennis courts in Fireman’s Park. Discussions took place with Munson Inc. and Frank Armstrong Enterprises, Inc regarding the opportunity for work on the double tennis courts. The first quotes included as attachments relate to the reconstruction of the double-courts in the current location. Munson Inc. submitted an estimate in the amount of \$101,400. Frank Armstrong Enterprises, Inc. submitted an estimate in the amount of \$89,000. These estimates include work related to the grading, paving, net posts, netting, fencing, color coating and striping of the courts. It was expressed at the July Park Commission meeting that it would be advantageous to convert one (1) of the two (2) tennis courts in the current layout into two (2) pickle ball courts. An image has been included to the right to conceptualize this layout. Staff also contacted both organizations regarding the construction of separate pickle ball courts. Due to the footprint of this potential amenity being similar to the current double courts, each contractor indicated new construction pickle ball courts would run relatively congruent with the costs for a new double tennis court.

Included in the second proposals from Munson, Inc. and Frank Armstrong Enterprises, Inc. is the cost to repair the tennis courts. The Munson Inc. estimate is in the amount of \$17,750 which includes leveling of the pavement, pressure washing, crack cleaning, joint patching, crack sealing, painting, and sealing the surface. Repair renderings provided by Munson,





VILLAGE OF RICHFIELD

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Inc. show the areas where crack filling and joint patching are needed. Additional costs for repairs include pickle ball lines for \$900 and Armor Crack Repair System for \$1,200. Frank Armstrong Enterprises, Inc. submitted a bid to repair the tennis courts for \$37,900. This estimate included removing fencing, the concrete entrance slab, installation of new fence posts and fencing where necessary, wire rout for random and joint cracks, sealing cements, patching binder on remaining cracks, applying sand acrylic and painting/stripping the courts. It should be noted the Frank Armstrong Enterprises, Inc. estimate includes replacement of fencing as areas were identified as failing. An additional \$15,750 was proposed for the conversion of one tennis court to two (1) pickle ball courts. This estimate includes new pickle ball nets and the installation of a 4' fence which would run the full length of the tennis court and between the two adjacent pickle ball courts.

It will be the discretion of the Park Commission to determine which direction shall be taken regarding repairs or reconstruction of the Village tennis courts. This action will be taken at the next scheduled Park Commission meeting.

Funding

Staff examined the financial resources which may be utilized to complete either a repair or reconstruction of the courts in Fireman's Park. Resources considered include the annual parks department budget, capital reserves, park impact fees, and the potential for monetary donations or in-kind donations.

Parks in the Village of Richfield are funded annually by way of the General Fund. The current annual budget allocated to the Parks for improvements is \$1,100 for parks beautification. This money was utilized in 2019 to purchase perennials and ornamental grasses which were placed beneath the Heritage Park sign. Secondly, the Fund Reserve for Parks and Recreation has a balance of \$23,952, these funds became available for use in 2020 after a 2019 fund transfer from a surplus in the Clerk's Departmental Capital Reserves Fund. It may be an opportunity to also utilize park impact fees which have been collected in 2019. Should this option be viable, between \$15,000-\$25,000 may be available to allocate to the tennis courts repairs. The Village Board has previously directed all Park Impact Fees to be transferred back to the General Fund to pay debts from the purchase of the Nature Park. It will be the determination of the Board if redirecting fees annually, back into the parks budget for use towards projects like these tennis courts, is appropriate. The final resource staff propose would apply to a reconstruct project and would include the solicitation of monetary or in-kind donations from community members and businesses. Monetary donations for the purchase of walking path bricks (\$50 or \$100 each) accompanied by a visible donor board organized by bronze, silver, and gold donors with roughly \$1,000-\$10,000 donated per tier.

A savings in these submitted estimates has also been identified by Staff. Savings can be captured with the tennis court reconstruction option by way of removal of fencing and the asphalt surface of the current courts. After reviewing the estimates for work to be done, DPW Supervisor Thicke and ASC Keller determined approximately \$6,000 could be saved by utilizing Village equipment and labor our DPW team can perform.

After final tallying, roughly \$60,000 would need to be raised to move forward with reconstructing the tennis courts, and approximately \$5,000 of fundraising would be required to repair the tennis courts.



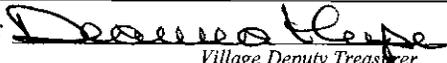
VILLAGE OF RICHFIELD

PARK COMMISSION COMMUNICATION FORM

MEETING DATE: January 8, 2020

SUBJECT: Fireman's Park Tennis Courts Repairs or Reconstruction
DATE SUBMITTED: January 3, 2020
SUBMITTED BY: Jen Keller, Administrative Services Coordinator

FISCAL IMPACT:

REVIEWED BY: 
Village Deputy Treasurer

Initial Project Costs: N/A
Future Ongoing Costs: N/A
Physical Impact (on people/space): N/A
Residual or Support/Overhead/Fringe Costs: N/A

ATTACHMENTS:

1. Munson, Inc. proposal to reconstruct Fireman's Park Tennis Courts dated March 6, 2019
2. Munson, Inc. proposal to repair Fireman's Park Tennis Courts dated April 5, 2019
3. Frank Armstrong Enterprises, Inc. proposal to repair or reconstruct Fireman's Park Tennis Courts dated August 20, 2019
4. Bricks R Us Estimate

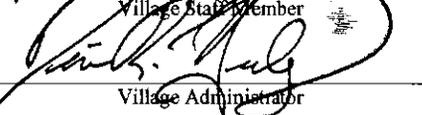
STAFF RECOMMENDATION:

None.

APPROVED FOR SUBMITTAL BY:



Village Staff Member

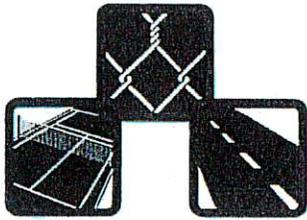


Village Administrator

VILLAGE CLERKS USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____



MUNSON, INC.
Established 1955

MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com



PROPOSAL SUBMITTED TO:

ADAM SCHMITT
VILLAGE OF RICHFIELD
4128 HUBERTUS ROAD
HUBERTUS, WI 53033

DATE:

March 6, 2019

JOB NAME & LOCATION

Fireman's Park
2008 Highway 175
Hubertus, WI 53033
Tennis Court Reconstruction

(262) 297-2260

DPW@richfieldwi.gov

Furnish all necessary labor, equipment and material for the **asphalt reconstruction** of the above job. Area involved is **approximately 13,936 SF**. Work to include:

1. Remove existing chain link fence including fence posts and net posts to include footings.
2. Remove 2' x 10' concrete slab and 6" concrete perimeter curb (estimated at 6" – 12" deep). Excavate to 12" below finish grade.
3. Pulverize existing asphalt (including 8' wide path) and recycle in place with existing stone base below courts.
4. Backfill excavated curb and concrete areas as well as old fence post footing holes with pulverized asphalt/stone base.
5. Add up to 1" of crushed limestone to level courts with appropriate 1% slope across courts.
6. Vibratory compact the stone base.
7. Pave with 3" of asphaltic concrete (1-1/2" of 12.5mm, asphaltic concrete binder course 1-1/2" of **VIRGIN** 9.5mm of asphaltic concrete surface course). *(After compaction depth)*
8. Saw cut 228 LF of 1/4" x 1 1/2" expansion joints at net lines and between courts and power wash asphalt.
9. Install tennis net posts in sleeves, center tie downs and 10' high galvanized fencing.
10. Thirty days after paving, thoroughly pressure wash court with a 6,000 PSI washer to remove all embedded dirt and debris.
11. Seal entire pavement with 1st coat of Black **Laykold[®] NuSurf acrylic resurfacer** *(A flexible sand filled binder/filler/texture course). (Cross Applied)*
12. Mark low spots and level surface *(low spots)* as necessary with **Laykold[®] Deep Patch** *(a high strength acrylic latex bonding liquid mixed with Silica Sand and Portland Cement for leveling and crackfilling). Note that 10 gallons per court is estimated and typical of properly paved courts.*
13. Install +/-228' of **Aarmor[®] Crack Repair System** over tennis court joint lines and around net post and center tie down footing. This system is an expandable/flexible patented six-step process that utilizes a thin, 36" wide knitted fabric membrane to keep **expansion joints** from quickly reappearing on the surface.

- Continued on Page 2 -

AUTHORIZED SIGNATURE:

Rob Fetherston - Vice President

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

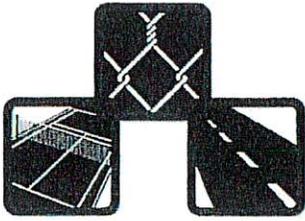
ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____

-SEE LAST PAGE FOR TERMS AND CONDITIONS-



MUNSON, INC.
Established 1955

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MUNSON TENNIS COURT DIV.

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www.munsoninc.com



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ADAM SCHMITT
VILLAGE OF RICHFIELD
4128 HUBERTUS ROAD
HUBERTUS, WI 53033

(262) 297-2260

DPW@richfieldwi.gov

DATE:

March 6, 2019

JOB NAME & LOCATION

Fireman's Park
2008 Highway 175
Hubertus, WI 53033
Tennis Court Reconstruction

- Page 2 -

14. Machine sand down all Deep Patch areas after drying if needed to eliminate high spots.
15. Flood courts, mark and level/sand any remaining low spots.
16. Seal pavement with 2nd coat of Black Laykold[®] NuSurf acrylic resurfacer (A flexible sand filled binder/filler/texture course). (Cross Applied)
17. Seal out of bounds pavement with 2 coats of LIGHT GREEN Laykold[®] ColorFlex flexible acrylic latex color texture course with sand. (Cross Applied)
18. Seal in bounds pavement with 2 coats of DARK GREEN Laykold[®] ColorFlex flexible acrylic latex color texture course with sand. (Cross Applied)
19. Mask, prime and paint 2" WHITE lines for two 78' tennis court lines for singles and doubles play.
20. Hang nets.

LABOR AND MATERIAL . . . BUDGET . . . \$100,980.00

Breakdown of costs is:

GRADING/PAVING	\$50,460.00
NET POSTS/NETS	\$4,460.00
FENCING	\$26,300.00
COLOR COATING/STRIPING	\$19,760.00

OPTION 1: PICKLEBALL LINES

Install secondary colored (light green) 20' x 44' pickleball lines.

ADD . . . \$500 per court

- Continued on Page 3 -

AUTHORIZED
SIGNATURE:

Rob Fetherston - Vice President

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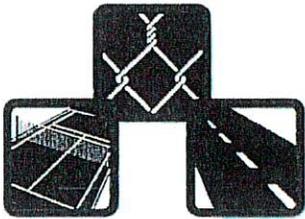
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2008 Highway 175
Hubertus, WI 53033
Tennis Court Reconstruction

- Page 3 -

SPECIFICATIONS OF NEW FENCE TO BE AS FOLLOWS:

- A. All posts will be driven 5' deep thru core drilled pavement.
- B. All posts, rails and applicable fittings, above and below ground, will be zinc coated by the hot-dip process in accordance with ASTM F-1083 A-90, and A-626.
- C. FABRIC (456'): 10' high, 2" mesh #9 gauge aluminized with Knuckle (top) and Knuckle (bottom).
- D. RAIL (464'): Top rail to be 1-5/8" O.D. SS40 grade pipe.
- E. TENSION WIRE (464'): Bottom of the fence to have a 7 ga. smooth wire for attaching fence fabric.
- F. LINE POSTS (40): 2-1/2" O.D. SS40 grade pipe spaced a maximum of 10' on center.
- G. GATE POSTS (2): 3" O.D. SS20 pipe.
- H. END (2) / CORNER (4) POSTS: 3" O.D. SS40 grade pipe.
- I. SWING GATES (2): Two single swing gates 4' wide x 7' high with transom above. Swing gate frame will be constructed of 1-5/8" O.D. SS20 pipe welded at all corners to form a rigid panel and filled with fabric to match the fence.
- J. TENNIS NET POSTS (2): Furnish and install two pair of BLACK, ATA (American Tennis Accessories) 3" square vinyl coated steel tennis net posts complete with aluminum ground sleeves and covers, galvanized center anchor and winder head with an internal winding gear mechanism and removable brass crank handle. Footings to be 24" x 5' deep for net posts and 10" x 48" for center tie down.
- K. TENNIS NETS (2): Two Douglas' TN-30DM 3'6"H x 42'L tennis net. Netting is 1-3/4" square mesh braided 3.0mm polyethylene. Headbands are vinyl coated polyester, lock-sewn with four rows of #32 white polyester thread. Vinyl bottom tape and side pockets are polyester and double lock-stitch with black polyester thread. Cable is 47' with 1/4" loops made with 5/32" vinyl coated galvanized steel. Includes adjustable center strap to adjust net center to 36".

- Continued on Page 4 -

AUTHORIZED
SIGNATURE:

Rob Featherston - Vice President

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

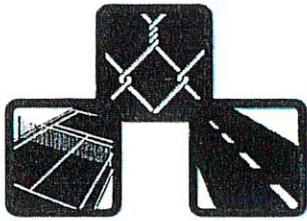
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SIGNATURE: _____

Date of Acceptance: _____

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(262) 297-2260 DPW@richfieldwi.gov

DATE:

March 6, 2019

JOB NAME & LOCATION

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Tennis Court Reconstruction

- Page 4 -

NOTES

1. Price does not include any permits.
2. Munson Inc. will mark all public utilities (gas, water, electric, cable, telephone, etc.). Owner is responsible for marking private lines (lighting, sprinkler, sump pump, propane, invisible dog fence, etc.) prior to arrival of crews. Munson is not responsible for damage to unmarked private lines.
 - a. Private Line marking is available if needed at an additional cost.
 - b. Hydro excavation may be required (at an additional cost) if utilities are found to be within 2' of post hole locations which could cost an additional +/- \$250 per hole.
3. The overall process is estimated to take approximately 6 weeks. Asphalt needs to cure for 30 days prior to applying color coating. Fencing can be done during this time.
4. Laykold® NuSurf and Laykold® ColorFlex are a step above typical tennis court acrylic coatings. They have been specially designed to have a much greater elasticity which reduces eggshell color cracking on newer courts, reduced stretch lines over flexible membrane crack repair products and other flexible benefits.
5. All Munson employees have a minimum of OSHA10 training with a majority having OSHA30.
6. Munson is a member of the ASBA – American Sports Builders Association. ASBA is a national organization for builders, designers and suppliers of materials for tennis courts. It is recognized as a centralized source for technical information, including consumer-oriented information and Munson Inc. has received numerous national awards from this organization for our tennis court work. Their members are held to high standards in regards to construction and maintenance of tennis courts.
7. Munson does not warranty against any cracking.
8. It is critical that new asphalt tennis/basketball courts be paved with VIRGIN asphalt mix (no recycled products) for proper acrylic color adhesion and to greatly reduce the chance of eggshell cracking during the first year.
9. Owner will need to backfill perimeter edges with topsoil and seed for lateral support.
10. Color coating not included on asphalt walkway from parking lot to tennis court gate.

AUTHORIZED SIGNATURE:

Rob Fetherston - Vice President

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____ SIGNATURE: _____

-SEE LAST PAGE FOR TERMS AND CONDITIONS-

A. MUNSON, INC. TERMS & CONDITIONS

1. Upon acceptance of this contract, if a cancellation notice is not received in writing within three days of acceptance, Munson, Inc assumes that the owner or owner's agent accepts the work herein described and the terms and conditions of sale herein contained. Any withdrawal of this contract could result in partial billing to reimburse Munson, Inc. for planning, preparation, and materials already ordered or installed on the job site.
2. This contractor is not responsible for damage to or injuries caused by any privately (not installed by a Public Utility) placed underground wires, pipes, sewers, conduits, obstructions or restrictions. The owner or his agent agrees to indemnify and hold harmless Munson Fence Div./Munson-Armstrong Paving Div., Munson Inc. from any and all claims, liabilities, costs and expenses whatsoever arising from above.
3. Property owner is responsible for any necessary permits or variances, unless specifically noted in the contract.
4. **The contract does not contemplate the encountering of underlying rock, concrete, wood or other unsuitable materials or unusual conditions during excavation. Should these conditions be encountered the owner shall be charged for the extra work incurred.**
5. The contract does not contemplate "frost-digging" conditions, unless specifically stated in this contract. Should owner require installation during such conditions, an additional charge will be made based on the actual time and equipment required to complete the installation.
6. Any alteration or deviation from stated specifications involving extra costs will become an extra charge over and above original contract. Any such alteration or deviation from stated specifications will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay to Munson, Inc. an extra charge over and above the original contract price for performance of the requested change order.
7. If, after notification, Munson, Inc. is unable to complete its work due to unmoved vehicles or obstructions, Munson, Inc. may bill for additional trip charges or vehicle towing charges.
8. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
9. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices.
10. All labor and material is conclusively accepted as satisfactory unless this contractor is notified in writing within 72 hours after the work is performed.
11. Any claim for property damage is conclusively waived unless this contractor is notified in writing within 72 hours of the occurrence.
12. Munson, Inc. is not responsible for damage to existing concrete or asphalt due to normal construction equipment traffic.
13. Site restoration from excavation, such as backfilling edges or post footings, is not included unless specifically noted in the contract.
14. Prior to the commencement of the work of Munson, Inc., the work of others shall be completed to such an extent that it will not in any way conflict or interfere with the work of Munson, Inc. If Munson, Inc. is directed to commence its work prior to the time such other work is completed, Owner/Contractor agrees to pay the costs of any extra mobilizations or reduced productivity attributable to Munson, Inc. commencing any of its work before any others have completed their work.
15. All agreements are contingent upon strikes, accidents or delays beyond our control with examples such as labor disputes, fire, unusual delay in transportation of materials, equipment or personnel, adverse weather conditions, unavoidable casualties or any cause beyond the control of Munson. If so then any agreed contract completion time should be extended for such reasonable time the parties may determine.
16. Unless stated in the contract, terms of payment are net 15 days. Any past due balances shall be subject to the current legal interest charge per month.
17. Owner shall reimburse Munson Inc. for any expense incurred by Munson Inc. in protecting or enforcing its rights under this agreement including, without limitation, reasonable attorney's fees and legal expenses (and, if appropriate, all expenses of taking possession, holding, preparing for disposition and disposing of any collateral). This includes any expenses incurred before and after the commencement of any litigation to protect or enforce its rights under this agreement, including all appeals.
18. This contract will be construed and enforced in accordance with the laws of the State of Wisconsin.

B. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON FENCE DIV.

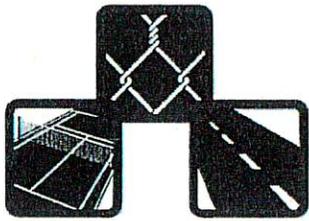
1. All property lines and grades are to be established by the owner. Fence is to follow ground lines unless otherwise provided for in this contract.
2. Obstructions of every nature, which in any manner interfere with the erection of fence shall be removed by the owner prior to commencement of work, unless otherwise provided for in this contract.
3. On all jobs where Munson Fence Div. installs or supplies "Razor Ribbon", owner or agents of the property will hold Munson Fence Div./Munson, Inc. harmless in any way from claims, liabilities or injuries.
4. Gate Operator Systems: End user to understand the operations and safety systems of the unit.

C. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON-ARMSTRONG PAVING DIV.

1. **MUNSON-ARMSTRONG PAVING DIV. DOES NOT WARRANT AGAINST CRACKS SINCE THEY WILL APPEAR IN ALL PAVEMENTS.**
2. A 1-1/2% slope or greater is necessary for surface drainage of asphalt paving; 1% for concrete paving. If the owner directs construction of the subgrade, base or paved surface that results in a lesser slope, this contractor does not warrant satisfactory surface drainage.
3. Salt or melting compounds should not be applied to concrete paving for 12 months after installation. Any pitting or peeling resulting from such application will not be warranted by this contractor.
4. Due to the fact that ready mixed concrete is composed of all natural materials, Munson Inc cannot warrant against premature discoloration or color variation from load to load.
5. Material will not be placed on a wet, unstable, or frozen subgrade. A suitable subgrade shall be furnished by the contractor as a condition precedent to the performance of this contract.
6. The catch basin price is based upon the existing sewer lateral at the property line being in serviceable condition. Should it be necessary to connect to the street sewer line, owner shall be charged for the extra work incurred.
7. Sealer adhesion cannot be guaranteed on pavement with pre-existing sealcoat flaking, pavement located under tree canopies, over petroleum spillage, has alligator/spider cracking or low areas that puddle.

LIEN NOTICE

"AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER (CONTRACTOR) HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON THE OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID."



MUNSON, INC.
Established 1955

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MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com



PROPOSAL SUBMITTED TO:

JENNIFER KELLER
VILLAGE OF RICHFIELD
4128 HUBERTUS ROAD
HUBERTUS, WI 53033

(262) 628-2260 x113

usc@richfield.gov

DATE:

April 5, 2019

JOB NAME & LOCATION

Fireman's Park
2008 Highway 175
Hubertus, WI 53033
Tennis Court Recoloring

Furnishing all necessary labor, equipment and material for the asphalt crack sealing, patching, leveling, asphalt ramping, re-coloring and striping of the above job. Area involved is approximately 12,960 Square Feet. Work to include:

1. Owner to remove nets.
2. Remove grass and weeds from pavement area.
3. Route joints under net lines and between courts to remove existing hot pour crackfiller and debris.
4. Thoroughly clean cracks with high pressure washers as needed to remove organic material.
5. Patch joints 4" – 6" wide to +/- 8" deep with 1/4" asphalt hotmix.
6. Fill void below heaved concrete at gate with silica sand as best as possible.
7. Patch perimeter of concrete 2' out with hotmix asphalt.
8. Fill 3/4" – 2" wide structural cracks/joints to 1/4" low with Quikrete[®] cement (6 bags) to structurally fill joints and prevent future contraction. Top off with Laykold[®] Deep Patch (6 gallons) for acrylic surface coating adhesion.
9. Fill +/- 1/2" remaining cracks with Plexipave[®] Crack Filler – (1 gallon) a 100% acrylic latex crack filler.
10. Seal entire pavement with 1 coat of Neutral Laykold[®] NuSurf acrylic resurfacer (A flexible sand filled binder/filler/texture course). (Cross Applied)
11. Mark low spots and level as necessary with Laykold[®] Deep Patch (a high strength acrylic latex bonding liquid mixed with Silica Sand and Portland Cement for leveling and crackfilling). (Approximately 55 gallons).
12. Machine sand down Court Patch Binder areas after drying if needed to eliminate high spots.
13. Flood courts, mark and level/sand any remaining low spots.
14. Seal pavement with 1 coat of Neutral Laykold[®] NuSurf acrylic resurfacer (A flexible sand filled binder/filler/texture course). (Cross Applied)

- Continued on Page 2 -

AUTHORIZED
SIGNATURE: _____

Rob Feltherston - Vice President

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

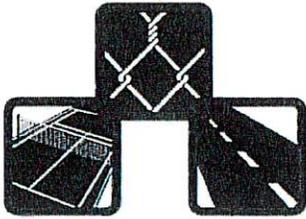
ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____

-SEE LAST PAGE FOR TERMS AND CONDITIONS-



MUNSON, INC.
Established 1955

MUNSON FENCE DIV.
MUNSON-ARMSTRONG PAVING DIV.
MUNSON TENNIS COURT DIV.

6747 N. Sidney Place Glendale, WI 53209

Phone: (414) 351-0800 FAX: (414) 351-0879

www.munsoninc.com



PROPOSAL SUBMITTED TO:
JENNIFER KELLER
VILLAGE OF RICHFIELD
4128 HUBERTUS ROAD
HUBERTUS, WI 53033

(262) 628-2260 x113

DATE:
April 5, 2019

asc@richfield.gov

JOB NAME & LOCATION
Fireman's Park
2008 Highway 175
Hubertus, WI 53033
Tennis Court Recoloring

- Page 2 -

- 15. Seal out of bounds pavement with **2 coats** of **LIGHT GREEN Laykold® ColorFlex flexible acrylic latex** color texture course with sand. *(Cross Applied)*
- 16. Seal playing area pavement with **2 coats** of Laykold® ColorFlex **DARK GREEN flexible acrylic latex** color texture course with sand. *(Cross Applied)*
- 17. Mask, **prime** and **paint** 2" white lines for five 36' x 78' tennis court for singles and doubles tennis play.
- 18. Owner to rehang nets.

LABOR AND MATERIAL . . . \$17,750.00

OPTION 1: ARMOR® CRACK REPAIR SYSTEM

Install the Armor® crack repair system over 70' of prepared cracks. This system is an expandable/flexible patented six-step process that utilizes a thin, 36" wide knitted fabric membrane to keep structural cracks from reappearing on the surface. Installing the membrane allows the cracks to expand below, but not allow the cracks to reflect thru. Work to be done with above color coating.

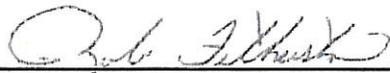
ADD . . . \$1,200.00

OPTION 2: PICKLEBALL COURT STRIPING

Mask, prime and roll in LIGHT GREEN 1.5" wide lines for two 20' x 44' Pickleball Court over existing White 36' x 78' standard Tennis Court lines. Pickleball Court lines to stop short and not go over tennis court lines.

ADD . . . \$900.00

- Continued on Page 3 -

AUTHORIZED SIGNATURE: 
Rob Featherston - Vice President

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

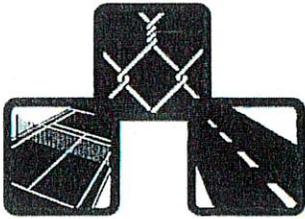
ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____

-SEE LAST PAGE FOR TERMS AND CONDITIONS-



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- Page 3 -

NOTES

1. Joints are too wide (4" – 6") to properly use Armor crack repair.
2. Typical asphalt/concrete courts need to be re-colored every 5-7 years (average cost is \$9,000 for a single, standalone court with no crack repairs needed, nor surface preparation such as power washing, leveling, etc.). The asphalt pavement lasts anywhere from 15-20 years before it needs to be replaced or resurfaced with new asphalt or a membrane overlay. **A rough budget of a clean, level, recolor and stripe in 2027 is \$18,100.**
3. Munson is a member of the ASBA – American Sports Builders Association. ASBA is a national organization for builders, designers and suppliers of materials for tennis courts. It is recognized as a centralized source for technical information, including consumer-oriented information and Munson Inc. has received numerous national awards from this organization for our tennis court work. Their members are held to high standards in regards to construction and maintenance of tennis courts.
4. All Munson employees have a minimum of OSHA10 training with a majority having OSHA30.
5. Weather tolerances for tennis court work/materials are between June 1st – September 30th. Schedules typically fill up by early May due to this limited weather window. Current openings are available in July.
6. **Crack repairs not sealed with Armor® crack repair will open again over time, as soon as the following year. Munson cannot guarantee against pavement cracking. Armor® crack repair will last longer than typical crackfilling, but is not warranted due to freeze/thaw cycles in our area.**
7. Munson has been a certified Armor crack installer since 2005.
8. Laykold® NuSurf and Laykold® ColorFlex are a step above typical tennis court acrylic coatings. They have been specially designed to have a much greater elasticity which reduces eggshell color cracking on newer courts, reduced stretch lines over flexible membrane crack repair products and other flexible benefits.

AUTHORIZED
SIGNATURE:

Rob Fefferston - Vice President

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specifications and attached Terms and Conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

SIGNATURE: _____

Date of Acceptance: _____

SIGNATURE: _____

-SEE LAST PAGE FOR TERMS AND CONDITIONS-

A. MUNSON, INC. TERMS & CONDITIONS

1. Upon acceptance of this contract, if a cancellation notice is not received in writing within three days of acceptance, Munson, Inc assumes that the owner or owner's agent accepts the work herein described and the terms and conditions of sale herein contained. Any withdrawal of this contract could result in partial billing to reimburse Munson, Inc. for planning, preparation, and materials already ordered or installed on the job site.
2. This contractor is not responsible for damage to or injuries caused by any privately (not installed by a Public Utility) placed underground wires, pipes, sewers, conduits, obstructions or restrictions. The owner or his agent agrees to indemnify and hold harmless Munson Fence Div./Munson-Armstrong Paving Div., Munson Inc. from any and all claims, liabilities, costs and expenses whatsoever arising from above.
3. Property owner is responsible for any necessary permits or variances, unless specifically noted in the contract.
4. **The contract does not contemplate the encountering of underlying rock, concrete, wood or other unsuitable materials or unusual conditions during excavation. Should these conditions be encountered the owner shall be charged for the extra work incurred.**
5. The contract does not contemplate "frost-digging" conditions, unless specifically stated in this contract. Should owner require installation during such conditions, an additional charge will be made based on the actual time and equipment required to complete the installation.
6. Any alteration or deviation from stated specifications involving extra costs will become an extra charge over and above original contract. Any such alteration or deviation from stated specifications will be performed only upon submission of a written change order, and Owner/Contractor will be required to pay to Munson, Inc. an extra charge over and above the original contract price for performance of the requested change order.
7. If, after notification, Munson, Inc. is unable to complete its work due to unmoved vehicles or obstructions, Munson, Inc. may bill for additional trip charges or vehicle towing charges.
8. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.
9. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices.
10. All labor and material is conclusively accepted as satisfactory unless this contractor is notified in writing within 72 hours after the work is performed.
11. Any claim for property damage is conclusively waived unless this contractor is notified in writing within 72 hours of the occurrence.
12. Munson, Inc. is not responsible for damage to existing concrete or asphalt due to normal construction equipment traffic.
13. Site restoration from excavation, such as backfilling edges or post footings, is **not** included unless specifically noted in the contract.
14. Prior to the commencement of the work of Munson, Inc., the work of others shall be completed to such an extent that it will not in any way conflict or interfere with the work of Munson, Inc. If Munson, Inc. is directed to commence its work prior to the time such other work is completed, Owner/Contractor agrees to pay the costs of any extra mobilizations or reduced productivity attributable to Munson, Inc. commencing any of its work before any others have completed their work.
15. All agreements are contingent upon strikes, accidents or delays beyond our control with examples such as labor disputes, fire, unusual delay in transportation of materials, equipment or personnel, adverse weather conditions, unavoidable casualties or any cause beyond the control of Munson. If so then any agreed contract completion time should be extended for such reasonable time the parties may determine.
16. Unless stated in the contract, terms of payment are net 15 days. Any past due balances shall be subject to the current legal interest charge per month.
17. Owner shall reimburse Munson Inc. for any expense incurred by Munson Inc. in protecting or enforcing its rights under this agreement including, without limitation, reasonable attorney's fees and legal expenses (and, if appropriate, all expenses of taking possession, holding, preparing for disposition and disposing of any collateral). This includes any expenses incurred before and after the commencement of any litigation to protect or enforce its rights under this agreement, including all appeals.
18. This contract will be construed and enforced in accordance with the laws of the State of Wisconsin.

B. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON FENCE DIV.

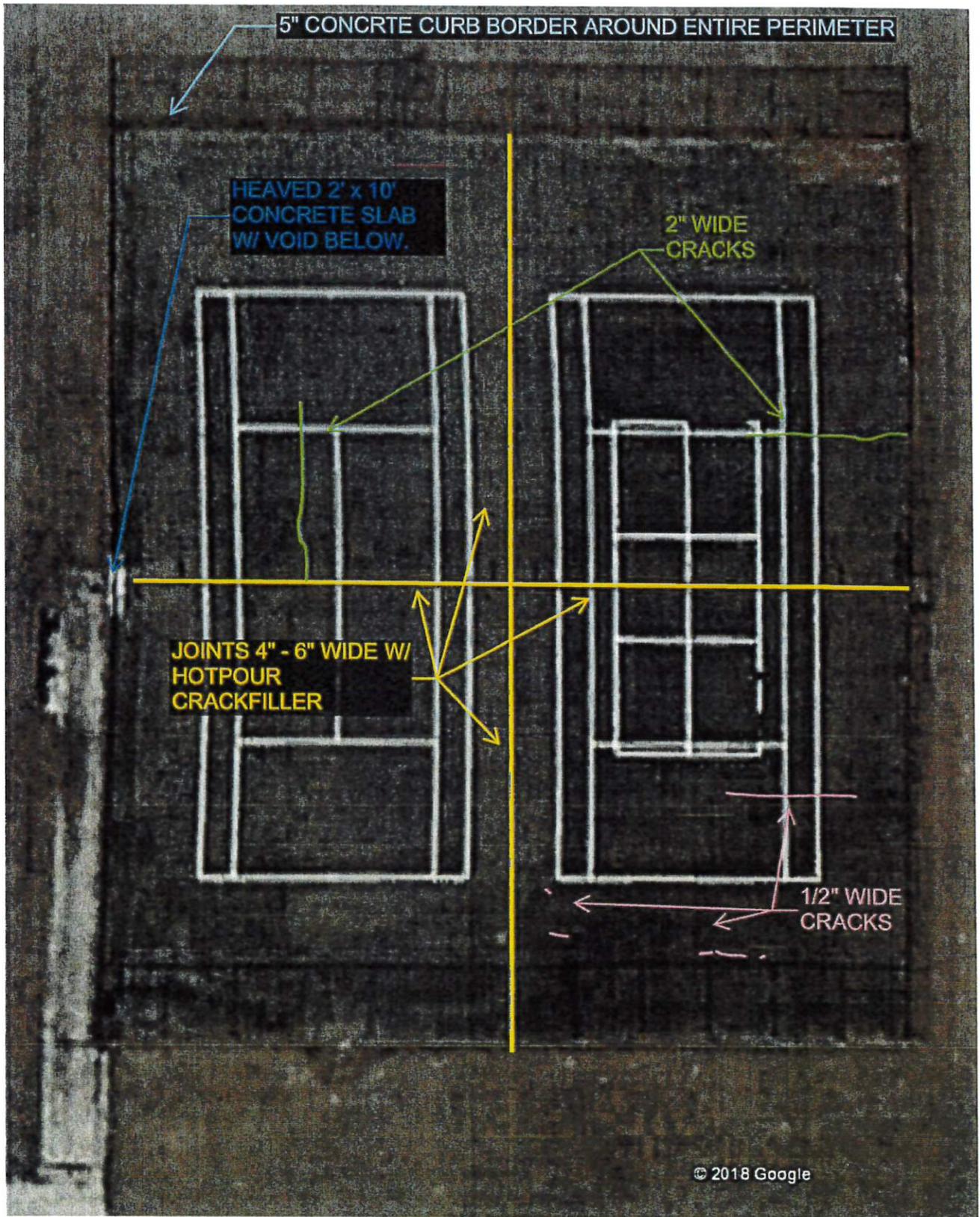
1. All property lines and grades are to be established by the owner. Fence is to follow ground lines unless otherwise provided for in this contract.
2. Obstructions of every nature, which in any manner interfere with the erection of fence shall be removed by the owner prior to commencement of work, unless otherwise provided for in this contract.
3. On all jobs where Munson Fence Div. installs or supplies "Razor Ribbon", owner or agents of the property will hold Munson Fence Div./Munson, Inc. harmless in any way from claims, liabilities or injuries.
4. Gate Operator Systems: End user to understand the operations and safety systems of the unit.

C. ADDITIONAL TERMS AND CONDITIONS FOR MUNSON-ARMSTRONG PAVING DIV.

1. **MUNSON-ARMSTRONG PAVING DIV. DOES NOT WARRANT AGAINST CRACKS SINCE THEY WILL APPEAR IN ALL PAVEMENTS.**
2. A 1-1/2% slope or greater is necessary for surface drainage of asphalt paving; 1% for concrete paving. If the owner directs construction of the subgrade, base or paved surface that results in a lesser slope, this contractor does not warrant satisfactory surface drainage.
3. Salt or melting compounds should not be applied to concrete paving for 12 months after installation. Any pitting or peeling resulting from such application will not be warranted by this contractor.
4. Due to the fact that ready mixed concrete is composed of all natural materials, Munson Inc cannot warrant against premature discoloration or color variation from load to load.
5. Material will not be placed on a wet, unstable, or frozen subgrade. A suitable subgrade shall be furnished by the contractor as a condition precedent to the performance of this contract.
6. The catch basin price is based upon the existing sewer lateral at the property line being in serviceable condition. Should it be necessary to connect to the street sewer line, owner shall be charged for the extra work incurred.
7. Sealer adhesion cannot be guaranteed on pavement with pre-existing sealcoat flaking, pavement located under tree canopies, over petroleum spillage, has alligator/spider cracking or low areas that puddle.

LIEN NOTICE

"AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, BUILDER (CONTRACTOR) HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON THE OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED BUILDER ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER OR THOSE WHO GIVE THE OWNER NOTICE WITHIN 60 DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR AND MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY, BUILDER AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID."



CURRENT CONDITIONS

THESE SPECIFICATIONS & DRAWINGS ARE PROPERTY OF MUNSON, INC. & MAY NOT BE REPRODUCED, COPIED OR USED FOR COMPETITIVE BIDS WITHOUT PRIOR WRITTEN PERMISSION



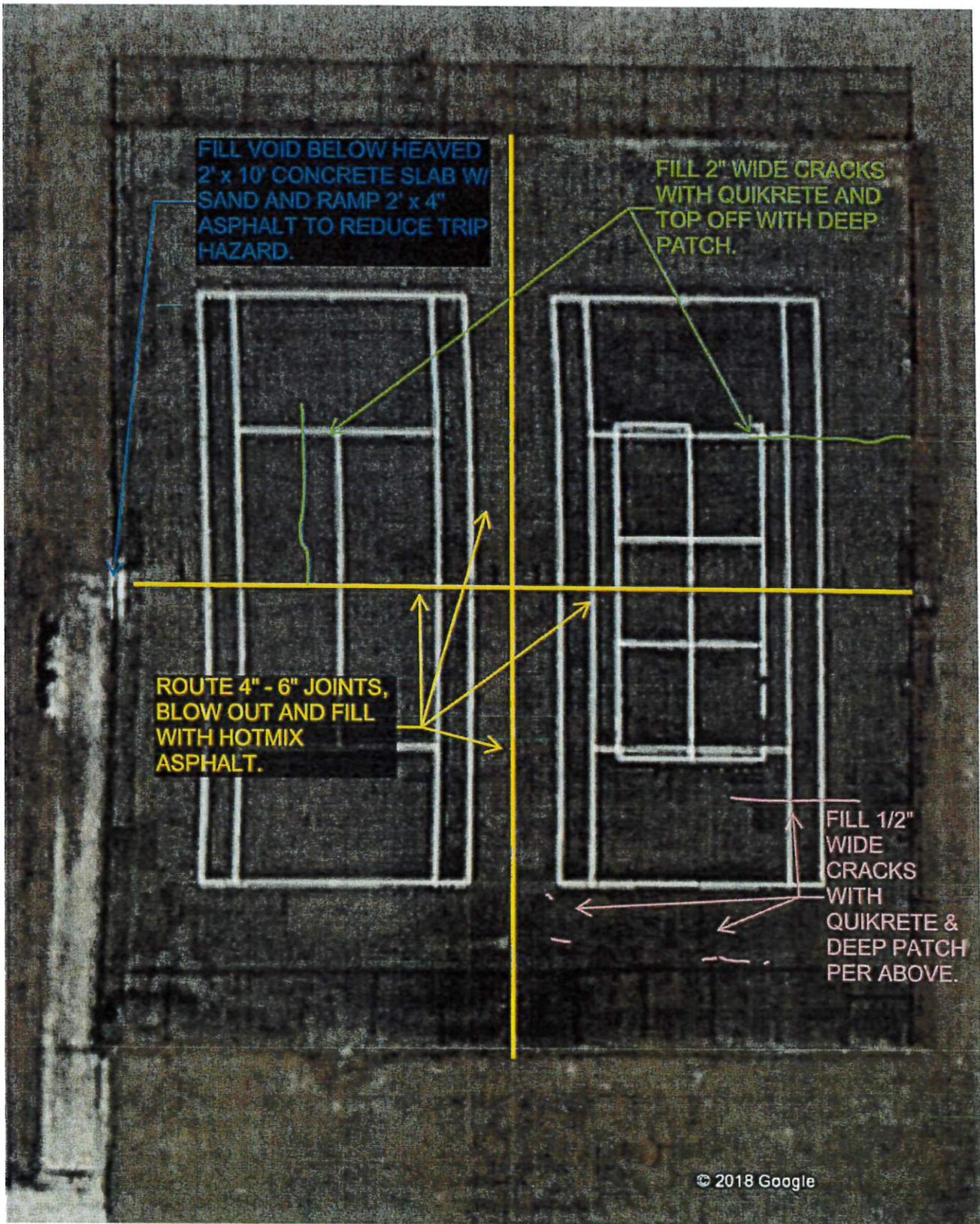
MUNSON FENCE DIV.
 MUNSON-ARMSTRONG PAVING DIV.
 MUNSON TENNIS COURT DIV.
www.munsoninc.com

MUNSON, INC.

VILLAGE OF RICHFIELD
 FIREMAN'S PARK
 2008 HIGHWAY 175
 HUBERTUS, WI 53033

DATE: 05/29/2018

REV:



PROPOSED CRACK REPAIRS

THESE SPECIFICATIONS & DRAWINGS ARE PROPERTY OF MUNSON, INC. & MAY NOT BE REPRODUCED, COPIED OR USED FOR COMPETITIVE BIDS WITHOUT PRIOR WRITTEN PERMISSION



MUNSON FENCE DIV.
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www.munsoninc.com

MUNSON, INC.

VILLAGE OF RICHFIELD
 FIREMAN'S PARK
 2008 HIGHWAY 175
 HUBERTUS, WI 53033

DATE: 05/29/2018

REV:

Proposal

12601 W. Silver Spring Road * Butler, WI 53007
 Phone: (262) 395-4050 * Fax: (262) 330-5004
 sales@armstrongpaving.com
 www.armstrongpaving.com



PROPOSAL SUBMITTED TO Jen		PHONE 262-628-2260	DATE 08/20/2019
STREET 4128 Hubertus Road		JOB NAME Tennis Courts	
CITY, STATE AND ZIP CODE Hubertus, WI 53033		JOB LOCATION Village of Richfield	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We propose to furnish all labor and materials necessary to perform the following work:

TENNIS COURT BUDGETS

BID #1. REPAIR TWO TENNIS COURTS AND MINOR FENCE REPAIRS

- Remove or roll back sections of fence on west and east fence lines.
 - Remove approx. 5 line posts and 2 gate posts on both sides. Remove concrete slab on west side.
 - Install approx. 10 new line posts and 4 gate posts in new concrete footings.
 - Reinstall fence fabric, as before.
 - Power-wash courts surface to remove dirt and debris, as possible.
 - Wire rout random and joint cracks.
 - Seal larger cracks with hydraulic cement, followed up with court patch binder on remaining cracks.
 - Patch low areas greater than 1/8" deep to reduce puddles, as possible. Not all puddles will be gone, due to other wavy and uneven surface.
 - Apply 2 coats of sand textured acrylic resurfacer, base coats.
 - Apply 2 coats of Plexipave Color System; Standard Colors.
 - Stripe masked white lines.
- BUDGET PRICE \$35,400.00 - 37,900.00**

NOTE:

*** Cracks will reopen and should be maintained, as needed. No Warranty on crack repairs.

OPTION: CONVERT ONE TENNIS COURT TO TWO PICKLEBALL COURTS

- Install two pair of net posts set in concrete footings and new pickleball nets.
 - Install 4' high fence between courts and between tennis and pickleball courts.
- BUDGET ADD \$15,750.00 TO BID #1.**

BID #2. REBUILD TWO TENNIS COURTS INCLUDING NEW FENCE/APPROX. 120' X 109'

- Strip and remove existing fence and framework.
 - Strip and remove existing asphalt surface.
 - Add up to 40 tons of new stone to existing base.
 - Laser grade and compact stone base.
 - Pave 2" compacted binder course, Type 19 mm mix design. Pave 1 1/2" compacted surface course, 9.5 mm mix.
 - Install new 10' high galvanized fence system, approx. 450'.
 - Install two 4' x 7' single gates. Corner & gate posts to be 3" O.D. Line posts 2 1/2" O.D., top rail 1 5/8" and bottom tension wire.
 - Install new Douglas net posts and center tie-downs in concrete footings. Install new Douglas nets.
 - Saw relief-cuts at net line and between courts.
 - Apply 2 coats of sand textured acrylic resurfacer.
 - Apply 2 coats of Plexipave Color System.
 - Stripe masked white lines.
- BUDGET PRICE \$83,500.00 - \$89,000.00**

We propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

dollars (\$ _____).

Payment to be made as follows:

TERMS: NET 10 DAYS. 1.5% PER MONTH INTEREST ON ALL ACCOUNTS 10 DAYS PAST DUE.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Work Compensation Insurance. **Notice of Lien Rights on back.**

Authorized Signature _____

Terry P. Kuhlerbeck

This proposal void in 30 days and covers above area and specs only.

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. I fully understand and agree with the terms and conditions on the back of this proposal.

Signature _____

Date of Acceptance: _____

BRICKS R US

Engraved Bricks and Tiles



Product	Image	Size	4 x 8	8 x 8	12 x 12
Finished Bricks		4 x 8 x 2 1/4	\$19.00	\$29.50	
		8 x 8 x 2 1/4			
Belden Bricks		4 x 8 x 2 1/4	\$19.00	\$29.50	
		8 x 8 x 2 1/4			
Standard Bricks		3 5/8 x 7 5/8 x 1/2 (Modular)	\$19.00		
		3 5/8 x 7 5/8 x 2 1/4			
Concrete Bricks		4 x 8 x 2 3/8	\$24.00	\$34.50	\$39.50
		8 x 8 x 2 3/8			
		12 x 12 x 2 3/8			
Alfagres Tiles		4 x 8 x 1/2	\$19.00	\$29.50	\$32.00
		8 x 8 x 1/2			
		12 x 12 x 1/2			
Quarry Tiles		3 5/8 x 7 5/8 x 1/2 (Similar to 4 x 8)	\$19.00	\$29.50	
		7 5/8 x 7 5/8 x 1/2 (Similar to 8 x 8)			
Marble Tiles		4 x 8 x 1/2	\$36.00	\$40.00	\$45.00
		8 x 8 x 1/2			
		12 x 12 x 1/2			
Granite Tiles		4 x 8 x 1/2	\$41.00	\$45.00	\$50.00
		8 x 8 x 1/2			
		12 x 12 x 1/2			
Souvenir Brick		1.5 x 3 x 1/2	\$10.00	\$13.00	
		3 x 3 x 1/2			

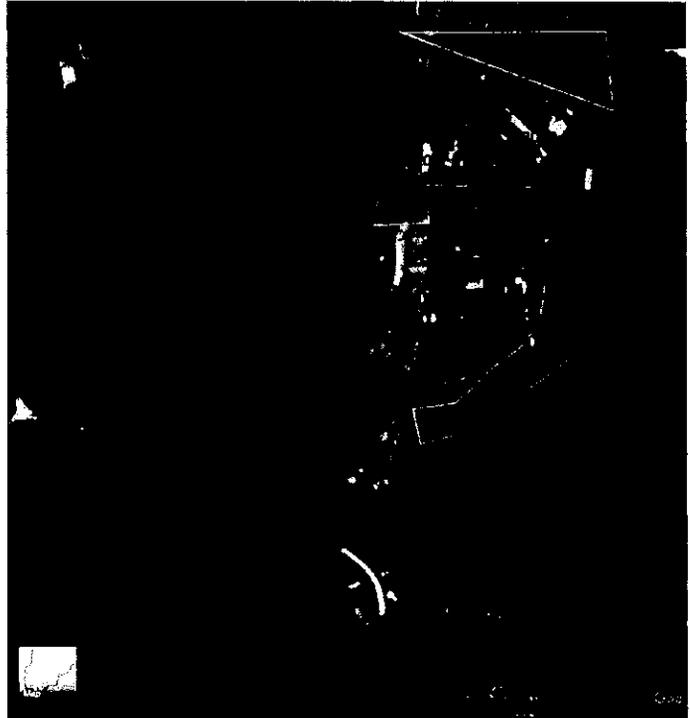
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General Park Operations Report for January 2020

Park Commission Members,

As a part of my position as Village Administrative Services Coordinator, I want to make sure that I have an on-going dialogue with everyone on the Park Commission about General Park Operations. It is important to me that I solicit feedback from this Commission to gain not only a greater personal/professional relationship with each and every one of you, but also attempt to cultivate ideas or suggestions you have on ways we can improve our wonderful network of parks throughout the Village. These types of suggested improvements are always welcome! **The knowledge you each have of our park system and from your personal backgrounds is an invaluable resource that I intend on tapping into.**

- ✓ **Tree Removal.** DPW has removed trees in Nature Park primarily in the areas outlined to the right designated as the 2020 and 2021 regions. In total, approximately 30 trees were removed in conjunction with the Richfield Historical Society members. It is estimated an additional 100 trees will be removed to complete both the west and south 2020 regions as well as the 2021 area. It is the hopes of DPW Supervisor Thicke all EAB trees in Nature Park are removed within these target areas by the end of 2020.
- ✓ **Port-A-John.** In December the Village Board authorized staff to enter into a three (3) year agreement with Port-A-John for portable toilet facilities in all parks and at both the Bark Lake and Wild Marsh Boat Launches.
- ✓ **Hill and Gully Snowriders.** On Saturday, January 18th the Hill and Gully Snowriders will have their annual vintage show and ride event in Nature Park.
- ✓ **Heritage Park Path Clearing.** DPW will do minor tree trimming to the west of soccer field 7 (northwest field) along the walking path during the winter months.
- ✓ **Leases to farm public land.** The two (2) License Agreements to Farm Public Land have been signed by Mr. Herb Lofy and Mr. Terry Kohl. Each agreement requires a signature, payment, and proof of insurance for the use of the property.



Respectfully Submitted,

Jen Keller
Administrative Services Coordinator