



City of Milnor

Established in 1883

PO Box 70 - Milnor, North Dakota 58060-0070

City Shop: 701-427-5261 City Auditor: 701-427-5272 Fax: 701-427-5292

To Whom It May Concern:

Please find attached the Grant Application submitted by the City of Milnor and written by myself, Carol Peterson for the City of Milnor. This grant was written for a Wildlife Observation Deck on Storm Lake in Milnor, North Dakota. This application was emailed on April 17, 2019 to outdoorheritage@nd.gov and a hard copy mailed. If you have questions or concerns, please call me at 701-427-9414. Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink that reads "Carol Peterson".

Carol Peterson
Economic Development Coordinator
PO Box 70
Milnor, ND 58060
milnoreconomicdev@hotmail.com
Phone: 701-427-9414

A handwritten signature in blue ink that reads "Terry Dusek".

Terry Dusek, Mayor

Outdoor Heritage Fund Grant Application



Instructions

After completing the form, applications and supporting documentation may be submitted by mail to North Dakota Industrial Commission, ATTN: Outdoor Heritage Fund Program, State Capitol – Fourteenth Floor, 600 East Boulevard Ave. Dept. 405, Bismarck, ND 58505 or by e-mail to outdoorheritage@nd.gov. It is preferred that both a hard copy and electronic copy are submitted.

You are not limited to the spacing provided, except in those instances where there is a limit on the number of words. If you need additional space, please indicate that on the application form, answer the question on a separate page, and include with your submission.

The application and all attachments must be received or postmarked by the application deadline. You will be sent a confirmation by e-mail of receipt of your application. You may submit your application at any time prior to the application deadline. Applicants are strongly encouraged to submit applications prior to the deadline for staff review in order ensure that proposals will be complete when submitted on deadline date. Incomplete applications may not be considered for funding.

Please review the back of this form to determine project eligibility, definitions, budget criteria, and statutory requirements.

Project Name - **Storm Lake Wildlife Observation Deck**

Name of Organization - **City of Milnor, North Dakota**

Federal Tax ID# - **45-6002124**

Contact Person/Title - **Carol Peterson, Economic Development Coordinator**

Address - **PO Box 70; 408 Main Street**

City - **Milnor**

State - **North Dakota**

Zip Code - **58060**

E-mail Address - **milnoreconomicdev@hotmail.com**

Web Site Address (Optional) - **https://www.milnornd.com/**

Phone - **701-427-5272**

Fax # (if available) - **701-427-5292**

List names of co-applicants if this is a joint proposal: **N/A**

MAJOR Directive:

Choose only one response

- Directive A.** Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;
- Directive B.** Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;
- Directive C.** Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and
- Directive D.** Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

Additional Directive:

Choose all that apply

- Directive A.**
- Directive B.**
- Directive C.**
- Directive D.**

Type of organization:

Political Subdivision

Abstract/Executive Summary.

Summarize the project, including its objectives, expected results, duration, total project costs and participants. (no more than 500 words)

Storm Lake Wildlife Observation Deck

Storm Lake is located on the west edge of Milnor in Sargent County, North Dakota. The lake is divided into three pods. The north pod, located on the north side of 3rd Avenue, is the Storm Lake National Wildlife Refuge. The middle pod is on the south side of 3rd Avenue and the north side of ND Highway # 13, and the south pod is on the south side of Highway # 13. The middle pod and south pod are not part of the wildlife refuge. These lakes are a natural habitat for birds migrating each spring and fall.

Our project is to build a 12' x 24' wildlife observation deck next to Storm Lake's middle pod on the northeast corner of the lake on property owned by the City of Milnor. This area borders old Highway # 13 which is an unused prairie road (used for walking) and 2nd Street. The location has a clear view of the lake.

Wildlife Observation Deck: 12' x24' wood composite deck with aluminum railing and balusters and vertical aluminum cable rails at 42 height (commercial height). The deck will have railing on three sides, with the fourth side open for access. The joists under the deck will raise the platform a few inches but we plan to slope the gravel to allow for adequate access. Deck will be positioned with part of the deck positioned on the old highway/prairie road (which is a flat surface) and part of the deck over the down slope of this road with adequate pilings and structure to support the deck. We plan to leave the shoreline undisturbed except for foundation support. There will be a bench for seating. We will put four cement filled pipe bollards near the deck to protect the deck area. Our goals and expectations are that the observation deck will encourage people to enjoy the outdoors, getting more exercise and observing wildlife.

Project Duration: Three weeks

Indicate the intended schedule for drawing down OHF funds.

We would like to start the project as soon as funds are available and weather and ground conditions permitting (2019 building season). The project would take approximately three weeks to complete. We would draw funds at the completion of the project.

Amount of Grant request: \$ 17,725.43

Total Project Costs: \$ 24,013.11

Note: in-kind and indirect costs can be used for matching funds.

Amount of Matching Funds: \$

A minimum of 25% Match Funding is required. Indicate if the matching funds will be in-kind, indirect or cash. Please provide verification that these matching funds are available for your project. Note that effective as of July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose.

Amount of Match	Funding Source	Type of Match
\$ 762.00 (in-kind) \$ 25.68 (cash)	City of Milnor - Cash & In-Kind	<input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Indirect
\$ 2,500.00	North Dakota Game and Fish Department - Cash	<input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Indirect
\$ 17,725.43	North Dakota Outdoor Heritage Fund - Cash	<input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Indirect
\$ 3,000.00	Milnor Community Foundation - Cash	<input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> In-Kind <input checked="" type="checkbox"/> Indirect

Certifications

X I certify that this application has been made with the support of the governing body and chief executive of my organization.

X I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted in the back of this application.

Narrative

Organization Information – Briefly summarize your organization's history, mission, current programs and activities.

Include an overview of your organizational structure, including board, staff and volunteer involvement. (no more than 300 words)

The City of Milnor is a bustling community of growth. In just the last few years we have added 12 new homes, 22 new businesses, eight business expansions, five businesses have changed ownership due to retirements and the Fire Department has finished building a new 9,600 square foot fire hall. We have added a new airport terminal and hanger. built an additional park on Main Street, revamped our golf course and clubhouse and built a 15,750 square foot activity center with library. In the last few years our community has been very progressive bringing in key businesses that families will need such as Sakry Plumbing, Crossroads Electric (an electrical and HVAC company) and Sheyenne Valley Veterinary. Another new business, Tiny Tykes Daycare, is a childcare/preschool with capacity for over 50 children, which is one of the most sought after enterprises families in this region need. This is a very important asset for families and businesses thinking about moving into a community.

Milnor has taken advantage of many programs, grants and State run advisory services. We have used the Renaissance Zone program for over 15 years to encourage growth and renovation, received state funding for infrastructure, and used grants for a new building, fifteen blocks of handicap accessible sidewalk/walking paths, and over 140 newly planted trees. We have received acclamation from the State of North Dakota by being named a "Tree City" and received the award of "City of the Year" from the North Dakota League of Cities.

The City has recently annexed 44 acres into the city limits for commercial and industrial use with approximately 27 acres still available along ND Highway 13. Last year the City purchased 32 acres of land which has been platted into 49 residential lots in our new subdivision on the north side of Milnor. We have recently finished putting infrastructure into these 49 lots and have built a spec home that recently sold.

Our Mission Statement is - The City of Milnor will provide strong leadership, a responsive government and effective services for its citizens that enhances their quality of life. Our citizens are our greatest asset and we provide for the communities needs through quality service and leadership.

Purpose of Grant – Describe the proposed project identifying how the project will meet the specific directive(s) of the Outdoor Heritage Fund Program

Identify project goals, strategies and benefits and your timetable for implementation. Include information about the need for the project and whether there is urgency for funding. Indicate if this is a new project or if it is replacing funding that is no longer available to your organization. Identify any innovative features or processes of your project. Note: if your proposal provides funding to an individual, the names of the recipients must be reported to the Industrial Commission/Outdoor Heritage Fund. These names will be disclosed upon request.

The Storm Lake Observation Deck will:

1. Encourage outdoor recreation and use of green space by enhancing experiences.
2. Encourage appreciation of wildlife and the wonderful wildlife habitat we have in our state. We will be using a natural asset of our community and using it to benefit our citizens.
3. Create an area for adults and children to rest when walking and/or biking.
4. Create a safe area for adults and children with a deck made of a non-skid surface that is maintenance free. The railing and balusters will be maintenance free powder coated aluminum at a commercial height of 42". The cable will be made of a smooth aluminum, and installed vertically which give a low rail profile (easy to see through) and yet does not allow children to climb on the sides. Cable will be installed properly (by professionals) so as not to allow children or pets to fit between spacing.
5. Create the deck on a specific timetable in the building (summer) months of 2019.

Is this project part of a Comprehensive Conservation Plan? Yes No

If yes, provide a copy with the application.

Note: Projects involving buildings and infrastructure will only be considered if part of a Comprehensive Conservation Plan. Please refer to the "Definitions" section at the back of the form for more details.

Management of Project – Provide a description of how you will manage and oversee the project to ensure it is carried out on schedule and in a manner that best ensures its objectives will be met.

Include a brief background and work experience for those managing the project.

The project will be managed by our City Staff. Our City Public Works Department will be fulfilling duties to level and gravel the area of the deck. We will monitor the daily work progress of the contractor and have an individual available each day as work is progressing to answer questions and resolve any problems or issues as they arise.

Project Oversight Personnel: Ryan Smith, Superintendent Of City Public Works (10 years experience). Terry Dusek, Mayor (8 years experience in City Government and 30 years experience in banking) and Carol Peterson, Economic Development Coordinator (10 years experience)

Financial Oversight: Milnor City Auditor, Jennie Bixby (City Auditor for 3 years) and Terry Dusek, Mayor (8 years experience in City Government and 30 years experience in banking).

Pre-Construction - Project development will include soliciting estimates and bids, researching and preparing grants. Milnor Public Works (MPW) personnel will pick up bollards in Fargo. Order sign.

Construction - Select contractor. Prepare work site. On-site construction observation and oversight of work site, working closely with contractor. Install bollards (MPW) Install sign (MPW).

Post Construction - Evaluating project for quality and completeness. Pay contractor and all bills at project completion.

Evaluation – Describe your plan to document progress and results.

Please be specific on the methods you will utilize to measure success. Note that regular reporting, final evaluation and expenditure reports will be required for every grant awarded.

We, (City of Milnor) will chose a contractor that has a history of good workmanship, a quality product and good business ethics. We will work closely with the contractor, evaluating progress and quality of work. The finished project will be evaluated for workmanship and product and that all details are accomplished. We will keep a line of communication open with the contractor until all work is completed. We will keep all emails, plans, invoices, and other paperwork organized and filed for easy access and reporting.

Financial Information

Project Budget – Use the table below to provide an itemized list of project expenses and describe the matching funds being utilized for this project.

Indicate if the matching funds are in the form of cash, indirect costs or in-kind services. The budget should identify all other committed funding sources and the amount of funding from each source. **A minimum of 25% match funding is required.** An application will be scored higher the greater the amount of match funding provided. (See Scoring Form.)

Certain values have been identified for in-kind services as detailed under "Budget Information" at the back of this form. Refer to that section and utilize these values in identifying your matching funds.

NOTE: No indirect costs will be funded. Supporting documentation for project expenses, including bids, must be included or application will be considered incomplete.

Project Expense	OHF Request	Applicant's Match Share (Cash)	Applicant's Match Share (In-Kind)	Applicant's Match Share (Indirect)	Other Project Sponsor's Share	Total Each Project Expense
1. Leveling, prep, pick up bollards (Fargo) install bollards & sign, oversight of job, clean -up	\$ 0	\$ 0	\$ 612.00	\$ 0	\$ 0	\$ 612.00
2. Sign		\$ 25.68	\$ 0	\$ 0	\$ 0	\$ 25.68
3. Contracted Labor & Materials	\$16,900.00	\$ 0	\$ 0	\$ 0	\$5,500.00	\$22,400.00
Bollards & Cement	\$ 566.23	\$ 0	\$ 0	\$ 0	\$ 0	\$ 566.23
4. Gravel	\$ 259.20	\$ 0	\$ 0	\$ 0	\$ 0	\$ 259.20
5. Office	\$ 0	\$ 0	\$ 150.00	\$ 0	\$ 0	\$ 150.00
Total Costs	\$17,725.43	\$ 25.68	\$ 762.00	\$ 0	\$ 5,500.00	\$24,013.11

Note: Costs for seeding, fencing, pipelines, wells, and cover crops cannot exceed NRCS Field Office Tech Guide without justification. Projects involving perimeter fencing must follow NRCS eligibility standards.

Budget Narrative – Use the space below to provide additional detail regarding project expenses.

- 1. City Maintenance - Prepare work site using Bobcat loader, monitor contractor through oversight of worksite, clean-up worksite after project complete and spread gravel. Pick up bollards in Fargo.**
- 2. Purchase sign identifying stakeholders in project.**
- 3. Contract bid for labor and material for deck and benches. (dig and install footings, build deck and rail system and benches.)**
- 4. Install bollards - fill with cement. Gravel in 30' by 20' area in front of deck.**
- 5. City Office - Research and develop project, write grant, solicit contractor and bids. Monitor paperwork, communicate with contractor, make reports, finalize payment.**

Sustainability – Indicate how the project will be funded or sustained in future years.

Include information on the sustainability of this project after OHF funds have been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

The City of Milnor will retain ownership of the observation deck and its future maintenance. We are using quality materials that will have low maintenance. In the event of damage or deterioration, the City will make repairs as needed.

Partial Funding – Indicate how the project will be affected if less funding is available than that requested.

Limited funding will negatively affect the project. The City of Milnor has limited funds for parks and recreation and would not have the funds to build the deck.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership? * There must be signage at the location of the project acknowledging OHF funding when appropriate.

The City of Milnor will recognize the ND Outdoor Heritage Fund, North Dakota Game and Fish Dept. and the Milnor Community Foundation through a sign displayed at the project site, a press release and pictures in our local newspaper, (Sargent County Teller) and information released on the Milnor Facebook page.

<https://www.facebook.com/milnornd>

Awarding of Grants - Review the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm>.

Can you meet all the provisions of the sample contract? Yes No

If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be:

ABOUT OHF:

The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations, with higher priority given to projects that enhance **conservation** practices in this state by:

Directive A. Providing access to private and public lands for sportsmen, including projects that create fish and wildlife habitat and provide access for sportsmen;

Directive B. Improving, maintaining and restoring water quality, soil conditions, plant diversity, animal systems and by supporting other practices of stewardship to enhance farming and ranching;

Directive C. Developing, enhancing, conserving and restoring wildlife and fish habitat on private and public lands; and

Directive D. Conserving natural areas and creating other areas for recreation through the establishment and development of parks and other recreation areas.

EXEMPTIONS

Outdoor Heritage Fund grants may not be used to finance the following:

- Litigation;
- Lobbying activities;

- Any activity that would interfere, disrupt, or prevent activities associated with surface coal mining operations; sand, gravel, or scoria extraction activities; oil and gas operations; or other energy facility or infrastructure development;
- The acquisition of land or to encumber any land for a term longer than twenty years; or
- Projects outside this state or projects that are beyond the scope of defined activities that fulfill the purposes of Chapter 54-17.8 of the North Dakota Century Code.

OHF funds may not be used, except after a finding of exceptional circumstances by the Industrial Commission, to finance:

- A completed project or project commenced before the grant application is submitted;
- A feasibility or research study;
- Maintenance costs;
- A paving project for a road or parking lot;
- A swimming pool or aquatic park;
- Personal property that is not affixed to the land;
- Playground equipment, except that grant funds may be provided for up to 25% of the cost of the equipment not exceeding \$10,000 per project and all playground equipment grants may not exceed 5% of the total grants per year (see Definitions/Clarifications for how this will be calculated);
- Staffing or outside consultants except for costs for staffing or an outside consultant to design and implement an approved project based on the documented need of the applicant and the expenditures may not exceed 5% of the grant to a grantee if the grant exceeds \$250,000 and expenditures may not exceed 10% of the grant to a grantee if the grant is \$250,000 or less (see Definitions/Clarifications for how this will be calculated);
- A building except for a building that is included as part of a comprehensive conservation plan for a new or expanded recreational project (see Definitions/Clarifications for definition of comprehensive conservation plan and new or expanded recreational project); or
- A project in which the applicant is not directly involved in the execution and completion of the project.

The goal of the Industrial Commission is that at a minimum 15% of the funding received for a biennium will be given priority for recreation projects that meet Directive D.

The following projects are not eligible for funding, unless there is a finding of exceptional circumstances by the Industrial Commission include:

- Construction or refurbishment of indoor/outdoor ice rinks,
- Construction or refurbishment of indoor/outdoor athletic courts and sports fields,
- Other substantially similar facilities.
- Infrastructure that is not part of a comprehensive conservation plan.
- Projects not meeting a minimum funding request of \$2,500.

Budget Information

In-kind services used to match the request for Outdoor Heritage Fund dollars shall be valued as follows:

- Labor costs \$15.00 an hour
- Land costs Average rent costs for the county as shown in the most recent publication of the USDA, National Agricultural Statistics Services, North Dakota Field Office
- Permanent Equipment Any equipment purchased must be listed separately with documentation showing actual cost. (For example: playground equipment)
- Equipment usage Actual documentation
- Seed & Seedlings Actual documentation
- Transportation Mileage at federal rate
- Supplies & materials Actual documentation

More categories will be added as we better understand the types of applications that will be submitted. We will use as our basis for these standards other State and Federal programs that have established rates. For example, the North Dakota Nonpoint Source Pollution Management Program has established rates. If your project includes work that has an established rate under another State Program, please use those rates and note your source.

Definitions/Clarifications:

Building - Defined as "A structure with a roof either with walls or without walls and is attached to the ground in a permanent nature."

Comprehensive Conservation Plan - Defined as "A detailed plan that has been formally adopted by the governing board which includes goals and objectives--both short and long term, must show how this building will enhance the overall conservation goals of the project and the protection or preservation of wildlife and fish habitat or natural areas." This does not need to be a complex multi-page document. It could be included as a part of the application or be an attachment.

New and Expanded Recreational Project means that the proposed building cannot be a replacement of a current building. The proposed building must also be related to either a new or expanded recreational project--either an expansion in land or an expansion of an existing building or in the opportunities for recreation at the project site.

Playground equipment calculation - Only the actual costs of the playground equipment (a bid or invoice showing the amount of the equipment costs must be provided) - cannot include freight or installation or surface materials or removal of old equipment, etc.

Staffing/Outside Consultants Costs - If you are requesting OHF funding for staffing or for an outside consultant, you must provide information in your application on the need for OHF funding to cover these costs. For example, if you are an entity that has engineering staff you must explain why you don't have sufficient staff to do the work or if specific expertise is needed or whatever the reason is for your entity to retain an outside consultant. If it is a request for reimbursement for staff time then a written explanation is required in the application of why OHF funding is needed to pay for the costs of that staff member(s)' time. **The budget form must reflect on a separate line item the specific amount that is being requested for staffing and/or the hiring of an outside consultant.** This separate line item will then be used to make the calculation of 5% or 10% as outlined in the law. Note that the calculation will be made on the grant less the costs for the consultant or staff.

Scoring of Grants

Oral Presentation. Please note that you will be given an opportunity to make a ten-minute Oral Presentation at a meeting of the Outdoor Heritage Fund Advisory Board. These presentations are strongly encouraged.

Open Record. Please note that your application and any attachments will be open records as defined by law and will be posted on the Industrial Commission/Outdoor Heritage Fund website.

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. *The ranking form that will be used by the Board is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> .*

Awarding of Grants

All decisions on requests will be reported to applicants no later than 30 days after Industrial Commission consideration. The Commission can set a limit on duration of an offer on each application or if there isn't a specific date indicated in the application for implementation of the project, then the applicant has until the next Outdoor Heritage Fund Advisory Board regular meeting to sign the contract and get the project underway or the commitment for funding will be terminated and the applicant may resubmit for funding. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant.

Responsibility of Recipient

The recipient of any grant from the Industrial Commission must use the funds awarded for the specific purpose described in the grant application and in accordance with the contract. The recipient cannot use any of the funds for the purposes stated under Exemptions on the first page of this application.

If you have any questions about the application or ~~have trouble~~ submitting the application, please contact Andrea Pfennig at 701-328-3786 or apfennig@nd.gov.

Revised: September 14, 2018