

Outdoor Heritage Fund Grant Application

Submitted To:

North Dakota Industrial Commission
Outdoor Heritage Fund Program
State Capitol, 14th Floor
600 East Boulevard Avenue, Dept. 405
Bismarck, ND 58505

Submitted By:

Nelson County Park Board
210 B Avenue West, Department 201
Lakota, ND 58344

Prepared By:



Chase Building
516 Cooper Avenue, Suite 101
Grafton, ND 58237

November 27, 2013

Paul Retzlaff, Chair
11995 19th St. NE
Aneta, ND 58212
701-326-4235

NELSON COUNTY
JOB DEVELOPMENT AUTHORITY

Dawn Keeley, Executive Director
516 Cooper Ave.
Grafton, ND 58237
701-352-3550

November 27, 2013

Wade Moser, Chairman
Outdoor Heritage Fund Advisory Board
ND Industrial Commission
State Capitol – Fourteenth Floor
600 East Boulevard Ave. Dept. 405
Bismarck, ND 58505

RE: Stump Lake Park - Outdoor Heritage Fund Grant Application

Dear Chairman Moser:

On behalf of the Nelson County Park Board, please find enclosed a grant application to support two recreational improvements to Stump Lake Park. Stump Lake Park is a 166-acre county park. These improvements include the purchase and installation of playground equipment near the new Stump Lake Café and the resurfacing of an existing tennis/volleyball court with a total estimated cost of \$50,000. The Park Board respectfully requests \$20,000, or 40 percent of the total cost, from the Outdoor Heritage Fund. Matching funds have been committed by the Park Board and tentatively committed by the ND Parks and Recreation Department.

In 2013, the Board Park opened the doors to a new café facility which includes restaurant, pub, meeting room, and shower and laundry facilities. The new facility was necessary due to ongoing flood damage caused by the ever-increasing waters of Devils Lake. The Park Board invested approximately \$500,000 into this facility and now seeks to improve amenities in this area of the Park with the installation of playground equipment. The proposed project also includes the resurfacing of an existing tennis/volleyball court. The current surface is aged and in disrepair.

Demand for the facilities at Stump Lake Park has increased significantly over the past few years. The Park is home to 130 seasonal recreational vehicles and has a waiting list of 75 additional units. The Park has over 20,000 annual visitors with 200 to 300 daily non-camper visitors and up to 4,000 visitors for special events. A number of private housing subdivisions and campgrounds have been developed and the City of Tolna has added lakeside amenities (across the Lake from the Park) to encourage additional traffic in the area. The proposed Park improvements will enhance the tourism and recreation amenities in Nelson County.

Kindly,



Dawn M. Keeley
Executive Director

**Outdoor Heritage Fund Grant Application
Nelson County Park Board
Stump Lake Park 2014 Improvement Project**

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Outdoor Heritage Fund Grant Application

The purpose of the North Dakota Outdoor Heritage Fund is to provide funding to state agencies, tribal governments, political subdivisions, and nonprofit organizations to:

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

Directive D. Conserve natural 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:

- A. Litigation;
- B. Lobbying activities;
- C. 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;
- D. The acquisition of land or to encumber any land for a term longer than twenty years; or
- E. 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.

Application Deadline

Applications for the first grant round cycle are due on **December 2, 2013 at 5:00 p.m. CST.** All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions

It is our intent to have this form available on line. However, until that on-line form is available we are asking that you submit your application as a Word document. Please download this Word document (available on the Industrial Commission/Outdoor Heritage Fund Program website at <http://www.nd.gov/ndic/outdoor-infopage.htm>) to your computer and provide the information as requested. You are not limited to the spacing provided except in those instances where there is a limit on the number of words. After completing the application, save it and attach it to an e-mail and send it to outdoorheritage@nd.gov .Then submit the Word document as noted in the following paragraph.

Attachments in support of your application may be sent 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 . 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. Early submission is appreciated and encouraged to allow adequate time to review your application and ensure that all required information has been included. Incomplete applications may not be considered for funding. **Any item noted with an * is required.**

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 tentatively scheduled for the week of January 13, 2014. 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.

Name of Organization *	Nelson County Park Board
Federal Tax ID# *	45-6002228
Contact Person/Title *	Dawn Keeley, Executive Director
Address *	Nelson County Job Development Authority 516 Cooper Avenue, Suite 101
City *	Grafton
State *	ND
Zip Code *	58237
E-mail Address *	dkeeley@nd.gov
Web Site Address (Optional)	www.Stump LakePark.com
Phone *	701-352-3550
Fax # (if available)	701-352-0315

MAJOR Directive: (select the Directive that best describes your grant request)*

Choose only one response

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

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

Additional Directive: (select the directives that also apply to the grant application purpose)*

Choose all that apply

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

Directive B. Improve, maintain, and restore water quality, soil conditions, plant diversity, animal systems and to support other practices of stewardship to enhance farming and ranching;

Directive C. Develop, enhance, conserve, and restore wildlife and fish habitat on private and public lands; and

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

Type of organization: (select the category that describes your organization)*

State Agency

Political Subdivision

Tribal Entity

Tax-exempt, nonprofit corporation, as described in United States Internal Revenue Code (26 U.S.C. § 501 (c))

Project Name* Stump Lake Park 2014 Improvement Project

Abstract/Executive Summary. An Executive Summary of the project stating its objectives, expected results, duration, total project costs and participants.* (no more than 500 words)

Introduction

The Nelson County Park Board (Park Board) proposes two recreational improvements at Stump Lake Park (Park) which includes the purchase and installation of playground equipment and resurfacing the existing tennis and volleyball court. These improvements are consistent with the goals of the Park Board to continually to maintain and improve the recreational amenities as outlined in the Park's 2009 Master Plan.

The popularity of the Park has grown substantially during the past several years and is the main tourism and recreation attraction within Nelson County. The popularity of the Park and Stump Lake has enhanced the economy of Nelson County through increased traffic. Several housing subdivisions and private campgrounds have and are currently being developed surrounding Stump Lake. The City of Tolna, across the lake from the Park, has also recently added lakeside improvements to support recreational and tourism development in the area.

Due to extended flooding impacts of Devils Lake at the Park, the Park Board was forced to replace its café and shower facility at a higher elevation. In May 2013, the Park Board opened the doors on a new Café and shower facility (at the cost of approximately \$500,000) which is located near the Pioneer Village on the north end of Stump Lake Park. The Café includes a restaurant, pub, meeting and event room, laundry facilities, and additional restrooms and showers.

In September 2013, a Veterans Memorial was added near the Café. The Café had a very successful first season and increased it increased daily traffic to the Park. The Park Board would like to enhance this area of the Park with the addition of a new playground area located near the Café which would allow individuals to dine at the café and be in close proximity to their children on the playground.

Objectives/Results

- To install playground area near the Stump Lake Park Café and Pioneer Village
- To resurface existing tennis and volleyball court due to deteriorated condition and potential liability

Duration

- May 1, 2014 construction start date
- September 30, 2014 project completion
- The project is dependent upon the weather (early or late spring)

Participants

- Nelson County Park Board
- North Dakota Parks and Recreation Department
- Outdoor Heritage Fund

Project Cost

Total Project Cost:	\$50,000
Amount of Grant request	\$20,000
Total Project Costs	\$50,000
Amount of Matching Funds	\$30,000 - cash

Source(s) of Matching Funds

- \$ 5,000 Nelson County Park Board – special project fund
- \$25,000 ND Parks and Recreation Department (Outdoor Recreation Facilities Grant – See Attachment A)

Certifications *

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

■ I certify that if awarded grant funding none of the funding will be used for any of the exemptions noted on Page 1 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 Park Board is a division of Nelson County has been in existence for over thirty years. The Board is comprised of seven members including five Nelson County Commissioners. Park Board Members include: Odell Flaagan, Maynard Loibl, Dan Marquart, Bert Elgin, Don Fougner, Ron Houdek, and Bruce Ellertson. The Park Board employs Park Managers, Dwight and Sandy Elfman, as well as Groundskeeper Jim Hatlestad. Volunteers are enlisted for special functions and programs by the Park Board and Nelson County Historical Society (Historical Society).

The mission of the Park Board is to promote recreational and leisure opportunities to all individuals to enrich quality of life. The Park Board and Historical Society continue to demonstrate dedication to preserving the County’s heritage and providing a safe, family oriented recreational Park. The Park consists of 166.4 acres and is located in Nelson County in the eastern part of the prairie of North Dakota. The Park is surrounded on three sides by the waters of Stump Lake and, to the north, a wooded area and adjacent crop land. A portion of the cropland is owned by the Park Board and is used to grow grain for harvest during the Annual Threshing Bee. The Park includes:

- Café and pub
- Five campgrounds which accommodates 130 RVs
- Picnic shelters
- Historic pavilion
- Pioneer Village

- Docking facilities
- Fish cleaning station and bait shop
- Playground, miniature golf and tennis/basketball court near the south end
- Horseshoe pits
- Two baseball diamonds that host numerous games and tournaments
- Paved walking/biking trails

In 1994, the Nelson County Historical Society developed Pioneer Village which includes 15 buildings (i.e., historic houses, church, school, sawmill, etc.). One of the County's oldest and historically significant structures, the large Old Settler's Pavilion, was constructed in 1920 and continues to accommodate roller skating, weddings, family gatherings, dances and cultural events such as art shows and concerts. The Pavilion was placed on the National Register of Historic Properties on June 12, 2010.

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. Please 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.

This project directly relates to Directive D “Conserve natural areas for recreation through the establishment and development of parks and other recreation areas” as the project will add and improve the recreation amenities at the Park. This is a new project at the Park.

Enhanced recreational features will attract more visitors to the Park ensuring continued operation and funds for future improvements. The Nelson County Park Board benefits by generating optimal park revenues to use in upkeep of existing facilities and future development of the park, campgrounds, amenities, and historic/cultural components. Neighboring communities within Nelson County also benefit economically by attracting travelers en route to the park stopping to utilize gas stations, shops, eating establishments and various other services.

The demand for improved amenities at the Park is strong and greatly increased in recent years. On average, 200 to 300 non-campers use the Park daily during the regular May through September season. The three biggest events of the summer are the Polka Fest in June, Fourth of July, and Labor Day weekend. Stump Lake Park holds its Annual Threshing Bee over the Labor Day weekend. These events attract an average of 3,000 to 4,000 daily visitors. During these events, the campgrounds house approximately 1,300 individuals per night. During other weekends, 600 to 900 people camp within the Park. The Park has an average of 20,000 annual visitors. The campgrounds include 130 seasonal leases for recreational vehicles (RVs) and the Park has a waiting list of more than 75 people seeking a seasonal RV lease.

Goals

- To provide additional safe and Americans with Disabilities Act compliant playground
- To resurface tennis courts to provide safe surface (current surface is cracked and in disrepair)
- To enhance the overall Park tourism and recreational amenities

Project Timetable – Playground Equipment

- Order playground equipment February 2014
- Contractor advertise for bids/award for site preparation February/March 2014
- Site preparation May 2014
- Installation of playground equipment June/July 2014

Project Timetable - Tennis Court Repair/Resurfacing

- Contractor advertise for bids/award contract February/March 2014
- Construction start date May 2014

The above timetable would be the planned scenario. Spring weather conditions may alter the construction start date.

Urgency

As provided in Attachment A, the ND Parks and Recreation Department has provided tentative approval of partial funding for this project. This grant application included the same project timetable as outlined above and will expectedly include this timetable in the ultimate grant award. Additionally, the Park Board has scheduled completion of this project, contingent upon available funding, for summer 2014.

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 the Park Board. The County Auditor will assist with the financial management. The Park Board has been in existence for over thirty years. Wesley Davidson, County Auditor, has held this elected position for over thirty years.

To assure management of the project, the following management system will be completed:

- Project timeline/implementation schedule will be developed
- Project binder/files established
- Financial accountability system
- Schedule and conduct progress meetings
- Payments will be approved by the Park Board prior to payment

Evaluation – Describe your plan to document progress and results.*

How will you tell if the project is successful? 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.

- Regular reporting, final evaluation and expenditure reports will be submitted in a timely manner as required.
- Tentative timeline will be established for project work and monitored by the Park Board and County Commission.

- Success of the playground development and tennis court renovation will be established when the recreational facilities are in use, by the persons using the facilities and discussion of the improvements by park visitors.
- The playground and tennis courts are open to all park visitors, thus it would be virtually impossible to keep track of usage unless the areas were fenced in and a counter system installed.

Financial Information

ATTACHMENT: Project Budget – Using the standard project budget format that is available on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm>, please include a detailed total project budget that specifically outlines all the funds you are requesting.*

The project budget should identify all matching funds, funding sources and indicate whether the matching funds are in the form of cash or in-kind services. As noted on the standard project budget format, certain values have been identified for in-kind services. Please utilize these values in identifying your matching funds. **NOTE: No indirect costs will be funded.**

I certify that a project budget will be sent to the Commission*

See Attachment B – Budget

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

Include information on the sustainability of this project after all the funding from the Outdoor Heritage Fund has been expended and whether the sustainability will be in the form of ongoing management or additional funding from a different source.

The County Commission levies three mills for the Park Board. Five campgrounds accommodating 130 RVs produce additional revenue. The Park Board contracts with Park Managers Dwight and Sandy Elfman who are responsible for day to day operation of the campgrounds and a majority of the park maintenance. The Park Board also contracts with grounds keeper Jim Hatlestad. The two groups collaborate on maintenance items and will work together to ensure proper maintenance of the new playground equipment, removal of leaves and branches from the tennis court, and any repairs needed to the fence surrounding the tennis court area. The Nelson County road crew also provides maintenance for road work.

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

If awarded partial funding the project may need to be scaled back. Partial funding would also affect future projects as the cash availability would be reduced for future projects.

Scoring of Grants

All applications will be scored by the Outdoor Heritage Fund Advisory Board after your ten-minute oral presentation. The ranking sheet(s) 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. Applicants whose proposals have been approved will receive a contract outlining the terms and conditions of the grant. Please note the appropriate sample contract for your organization on the website at <http://www.nd.gov/ndic/outdoor-infopage.htm> that set forth the general provisions that will be included in any contract issued by the North Dakota Industrial Commission. Please indicate if you can meet all the provisions of the sample contract. If there are provisions in that contract that your organization is unable to meet, please indicate below what those provisions would be. *

None known at this time

All provisions of the grant agreement will met

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.

ATTACHMENT A

North Dakota Parks and Recreation Department
Preliminary Grant Award Letter
November 20, 2013



Jack Dalrymple, Governor
Mark A. Zimmerman, Director

1600 East Century Avenue, Suite 3
Bismarck, ND 58503-0649
Phone 701-328-5357
Fax 701-328-5363
E-mail parkrec@nd.gov
www.parkrec.nd.gov

COMMUNITY GRANT PROGRAM-OUTDOOR FACILITIES GRANT
Preliminary Approval

November 20, 2013

Katherine Lunde
Red River Regional Council
516 Cooper Avenue, Suite 101
Grafton, ND 58237

Project Name: Stump Lake Park Improvements
Project Sponsor: Nelson County Park Board
Grant Amount: \$25,000.00
Total Project Amount: \$50,000.00

Dear Ms. Lunde:

Congratulations! The North Dakota Parks and Recreation Department (NDPRD) has tentatively approved your application for the Community Grant Program-Outdoor Recreation Facilities Grant. Your project will be sent to the North Dakota Department of Transportation, North Dakota Parks and Recreation Department and the State Historical Society for environmental review. Projects must be approved by these three agencies before funding can be awarded. Once the project is cleared, you will receive an official approval letter along with a project agreement to be signed. The approval letter will identify the project start and completion date.

REMINDER

- Any costs incurred before the start date are not eligible for reimbursement or sponsor match.
- The grant is a 50/50 grant, when bills are submitted for reimbursement, you will receive 50% of the total eligible costs.
- All projects are required to be completed within 18 months of approval.
- Progress reports are to be submitted twice annually (a progress report must be submitted with each reimbursement request). If you are not able to show progress on the project or there is evidence the grant funds will not be used by the project completion date, the North Dakota Parks and Recreation Department will consider rescinding the funds and reallocating them to another project.

The Community Grant Program Manual, progress reports and reimbursement forms can be found on our NDPRD website: <http://www.parkrec.nd.gov/recreation/grants/cgp/cgpoverview.html>.

At this time, if anything has changed since the project application was submitted that would prevent you from completing the proposed project, please let me know by December 2, 2013.

Sincerely,

Kevin Stankiewicz
ND Parks and Recreation Department
1600 East Century Avenue, Suite 3
Bismarck, ND 58503
Phone: 701-328-5364
Fax: 701-328-5363
Email: kstankiewicz@nd.gov

.....
Play in our backyard!

ATTACHMENT B

Budget

Nelson County Park Board – Project Budget

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	TOTALS
Tennis Court	\$5,000	\$7,500	\$	\$	\$	\$12,500
Cement (1)	\$	\$	\$	\$	\$	
Labor (2)	\$	\$	\$	\$	\$	
Gravel (3)	\$	\$	\$	\$	\$	
Site prep (4)	\$	\$	\$	\$	\$	
Incidentals (5)						
Playground Equipment	\$15,000	\$22,500	\$	\$	\$	\$37,500
Play System Equipment (1)						
Installation (2)						
Swing set/installation (3)						
Shipping (4)						
Site prep (5)						
Pea rock surface (6)						
Play area border, Shipping (7)						
Total Project Costs	\$20,000	\$30,000	\$	\$	\$	\$50,000

Tennis/Volleyball Court

- 1. Cement \$4,800
- 2. Labor \$5,640
- 3. Gravel \$ 280
- 4. Site prep \$ 280
- 5. Incidentals \$1,500

Verbal quote received from Ray Gourneau, a local cement contractor (701-262-4209)

Playground Equipment

- 1. Play system equipment \$16,535
- 2. Installation \$ 4,134
- 3. Swing set and Installation \$ 2,500
- 4. Shipping \$ 800
- 5. Site prep \$ 200
- 6. Pea rock surface \$ 3,026
- 7. Play area border/shipping \$ 2,222

Three separate estimates have been provided by playground equipment vendors and are on file with the Park Board.

ATTACHMENT C

Project Location Maps/Photos



STUMP LAKE PARK

North Dakota

Stump Lake Park Map

Stump Lake Park

Home

Contact Us

Recreation

Photos

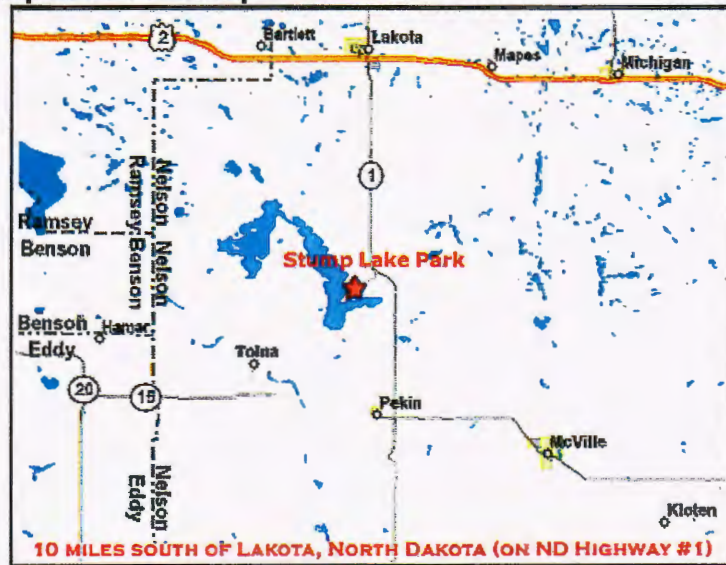
Events Calendar

Links

Stump Lake Village

★ Map to Park

10 miles S. of Lakota
on ND Hwy #1



10 MILES SOUTH OF LAKOTA, NORTH DAKOTA (ON ND HIGHWAY #1)



Map with streets

From Grand Forks



From GF, Fargo & Bismark

Site Design: Gleasondesign.net

- [Stump Lake Park](#) • [Home](#) • [Contact Us](#) • [Recreation](#) • [Photos](#) • [Events Calendar](#) • [Links](#) • [Stump Lake Village](#)
- [Youth Camp](#) • [Sports](#) • [Fishing](#) • [Camping](#) • [Map](#) • [About Us](#) • [Member Application](#) • [Sponsors](#)

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To see all the details that are visible on the screen, use the "Print" link next to the map.

playground site

32nd St NE

Pavilion Rd

Pavilion Rd

© 2013 Google. All rights reserved. This is a satellite image from Google Maps.

Playground site directly northeast of cafe



Current photos of tennis/volleyball court (post-season)



