**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, 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:

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.

**NO CONSIDERATION:**

In addition to those specific items in law that are ineligible for funding, in the absence of a finding of exceptional circumstances by the Industrial Commission, the following projects will NOT receive consideration for funding:

- 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 Budget Form 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 Budget Form 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 Budget Form 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.

Application Deadline
Applications for this grant round cycle are due on March 1, 2016 at 5:00 p.m. CT. All information, including attachments, must be submitted by that date. See instructions below for submission information.

Instructions
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 or print it and mail it to the address noted in the next 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. 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 Minot Park District Foundation

Federal Tax ID# 47-0792436

Contact Person/Title Elly DesLauriers/Director of Marketing & Development

Address 420 3rd Ave SW
City Minot
State ND
Zip Code 58702
E-mail Address elly@srt.com
Web Site Address www.minotparks.com
Phone 701-857-4136
Fax # 701-857-4769

List names of co-applicants if this is a joint proposal

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

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

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

**Type of organization:**
- O State Agency
- x Political Subdivision
- O Tribal Entity
- O Tax-exempt, nonprofit corporation.

**Project Name** Woodland Trail Phase Two

**Abstract/Executive Summary.** *(no more than 500 words)*

The growing population in Minot and the surrounding area brings challenges along with opportunities to the Minot Park District. Not only is our number of current users growing, but we are also seeing new users interested in recreational trails similar to the one proposed with this project. This project also opens up opportunities to introduce children and young adults to the wonders of nature.

We need to get children and families outside. We need them to become engaged with the great outdoors. Studies have shown that decreased time outdoors has a negative impact on the health and wellness of youth. Childhood obesity rates have doubled, accompanied by an incremental hundred-billion-dollar cost to our health care system. Decreased time outdoors has also led to declining creativity, concentration, and social skills. The hope is to offer a wider variety of fitness trails and amenities to get all generations outdoors and increase their activity. This trail offers them access to an area of land that is currently inaccessible. The opportunities to study the outdoors, easy access to fishing, and to connect with this type of land within city limits are rare. Phase one of the project created an environment that provides a safe place to play, learn and study. We hope to grow that area with phase two of the project.

The trails will be maintained for year round use, making it not only a great location for hiking and exploring in the summer months but also a great location for cross-country skiing when the snow begins to fall. Phase one of the trail completed in 2015 has seen many users. It is a popular location for runners, hikers as well as a great spot for birders. We had a great
response from our citizens with the completion of phase one of the project and they are eager for the completion of phase two.

Project Duration:

We anticipate bidding out phase two of the centennial trail project in the spring of 2016 with project completion in the fall of 2016.

Amount of Grant request $228,000.00

Total Project Costs $305,000.00
(Note that in-kind and indirect costs can be used for matching funds)

A minimum of 25% Match Funding is required. Amount of Matching Funds $77,000.00
Please indicate if the matching funds will be in-kind, indirect or cash.

Source(s) of Matching Funds

We have $34,000 committed from the Minot Area Community Foundation. The Minot Park District has also committed $43,000 to the project. The estimated value of the 30 acre parcel of land is $750,000. That estimate comes from our public land dedication ordinance that was adopted by the City of Minot in 2014. Attached with the grant application is a copy of estimate.

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 on Page 1 of this application.

Narrative

Organization Information –

The mission of the Minot Park District is to provide rewarding leisure and educational experiences for our community and region. We currently maintain 23 parks with amenities, trail systems, and sports complexes (including a baseball complex, soccer complex, ice arena, zoo, outdoor pool, splash park, and dog park). We maintain over 700 acres of public property with buildings and facilities, and we strive to keep everything well maintained.
The Minot Park District is a political subdivision of the State of North Dakota. It was created by the City of Minot with Ordinance #50. The Ordinance was passed on August 28, 1911 and reads as follows:

The Park District of the City of Minot heretofore created by the council in accordance with and under the provisions of the appropriate laws of the State then in existence, the laws now being embodied in chapters 40-49 in the North Dakota Century Code, is hereby continued.

The first board was elected on September 26, 1911, and officially seated on October 3, 1911. The board consists of five elected commissioners on three-year terms.

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

The flood of 2011 greatly impacted the Minot Park District’s capabilities to provide new recreational opportunities while substantial repairs are being made to existing park facilities. This, in conjunction with the rapid population growth has placed a significant pressure on the supply and demand of outdoor recreation opportunities in Minot.

We were granted funds from the Outdoor Heritage Fund in April of 2014 for phase one of the project. That phase was completed in October of 2015. We do know phase one of the trail has been successful based on the number of vehicles and citizens that can be seen using it. The trail is actively used by birding enthusiasts as well as a fishing hot spot. The location of the trail makes it useful for all four of the beautiful seasons in North Dakota.

The trail is groomed for cross country during the winter months. In the spring it is a great location to see many forms of wildlife. When the summer sun hits, the trees provide great shade for a stroll through the wilderness without leaving the city limits. In the fall as the leaves turn colors the trail provides a beautiful setting for a run or walk. The first phase of the project has been a success with a variety of users. Phase one of the Woodland Trail came in under the Opinion of Cost which resulted in the Minot Park District Foundation returning $128,244.86 back to the Outdoor Heritage Fund.

Phase two of the project meets both directives A & D. Specific items for Directive A includes trail development and providing safe access with the EZ Dock system additional woodland area that is currently inaccessible. Specific items for Directive D include the careful on-site layout of the trail loops to ensure conservation of existing vegetation. Signage and wayfinding features in combination with the network of nature trails and pedestrian facilities will offer a fully functional passive park for recreational purposes.

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.

The Minot Park District will oversee phase two the Centennial Park Woodland Trail. The District has a lot of experience with projects of this size including the completion of phase one of the trail in
October of 2015. We also gained experience with trails of this size with the Bison Trail, which is a two mile mowed nature trail south of Minot off Highway 52.

Throughout the flood recovery process, we have gained much experience in project management and keeping projects on schedule through communication with our architecture and engineering firms, and contractors. We value project timelines and maintaining a strict schedule for the benefit of our community and the park system.

Evaluation – Describe your plan to document progress and results.

We will be following the Outdoor Heritage Fund grant reporting process as we did with phase one of the trail. This includes regular reporting of financials and photos to show the progress of the trail. We will also schedule meetings with the contractors to get status updates of the work that has been completed, the work that is in process and the work that is left to complete.

We are very confident phase two of the trail will go as smooth as phase one. The end result has been spectacular with great usage from a wide variety of individuals. We feel the Outdoor Heritage Fund can be extremely confident in their decision to support the Woodland Trail. The citizens are grateful for another exciting opportunity to enjoy the outdoors right in their own backyards.

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. Note that a minimum of 25% match funding is required.

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. Effective July 1, 2015 no State General Fund dollars can be used for a match unless funding was legislatively appropriated for that purpose. 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

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

Once the project is complete, the ongoing management of Centennial Park Woodland Trail and Souris River Recreational Access Plan will be the responsibility of the Minot Park District. The growing population in Minot and the surrounding area bring challenges along with opportunities to the Minot Park District. The trails will be maintained by our staff for year round use.
Partial Funding –

If the project is partially funded we will continue to look for additional grant funding to complete the project. With the completion of phase one our users are anxious for the addition of phase two. Our hope is to have the phase two completed in the fall of 2016.

Partnership Recognition - If you are a successful recipient of Outdoor Heritage Fund dollars, how would you recognize the Outdoor Heritage Fund partnership?

We are so grateful for the partnership with the Outdoor Heritage Fund. In phase one of the project we included the Outdoor Heritage Fund on Signage for the project as well as the press release to promote the ribbon cutting. We also sent invitations to all the members of the Outdoor Heritage Fund to the ribbon cutting event. The Outdoor Heritage Fund was mentioned in all of our media coverage for the project. Attached with the grant application is the press release and a photo of the signage for phase one of the Woodland Trial. If awarded we would use the same methods to recognize our wonderful partnership with the Outdoor Heritage Fund.

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. 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. 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. *
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 Karlene Fine at 701-328-3722 or kfine@nd.gov

Revised: December 16, 2015
Budget Standard Form

Please use the table below to provide a detailed total project budget that specifically outlines all the funds you are requesting and the matching funds being utilized to fund this project. Please note 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. Match can come from any source (i.e. private sources, State and Federal funding, Tribal funding, etc.) 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. Note 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.)

Please feel free to insert columns and rows as needed. Please include narrative to fully explain the proposed budget.

Note that NO INDIRECT COSTS will be funded from the Outdoor Heritage Fund. Also by law several items are ineligible for funding -- see Exemptions in the Application Form. Effective June 10, 2015 the following guidelines were approved by the Industrial Commission:

NO CONSIDERATION:
In addition to those specific items in law that are ineligible for funding, in the absence of a finding of exceptional circumstances by the Industrial Commission, the following projects will NOT receive consideration for funding:

- 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 below)
- 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 below)
- 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 below)
- A project in which the applicant is not directly involved in the execution and completion of the project.

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<th>Project Expense</th>
<th>OHF Request</th>
<th>Applicant's Match Share</th>
<th>Applicant's Match Share</th>
<th>Applicant's Match Share</th>
<th>Other Project Sponsor's Share</th>
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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.

Referred by OHF Advisory Board: October 17, 2013
Approved by Industrial Commission: October 22, 2013
Revisions recommended by OHF Advisory Board: January 22, 2014
Approved by Industrial Commission: January 29, 2014
Revisions recommended by OHF Advisory Board: May 13, 2014
Approved by Industrial Commission: May 27, 2014
Revisions recommended by OHF Advisory Board: June 3, 2015
Approved by Industrial Commission: June 10, 2015
Typical Parks Fee Analysis

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<tr>
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Proposed Public Land Dedication Fees

**LAND USE:**

- **PROPOSED FEE:**

- **Residential Fees**
  - Single Family (Min. 8,000 sf lot) | $1,000 per DU (Dwelling Units)
  - Multi-Family
    - 3 DU | $335.00 per DU
    - 4 DU to 12 DU | $310.00 per DU
    - over 12 DU | $305.00 per DU

- **Commercial Fees** | $3,000 per Acre (net developable)
October 7, 2015

For Immediate Release

Ribbon Cutting Set for Woodland Trail

The Minot Park District will be holding a ribbon cutting for the new Woodland Trail project. The Woodland Trail is a three quarter mile looped aggregate trail that provides great access for birders and outdoor enthusiasts. The trail also provides recreation opportunities with shoreline fishing or from one of the seasonal fishing piers.

“We are very excited for the completion of the Woodland Trail,” says Ron Merritt, Executive Director, Minot Park District. “It is a project made possible by some great community partners including the Outdoor Heritage Fund and Minot Area Community Foundation.”

“The Industrial Commission was pleased to provide funding for this project as it meets the directives of the Outdoor Heritage Fund to support conservation and greater access for sportsmen,” said Governor Jack Dalrymple. “These projects enhance our quality of life, and we thank the Minot community for their vision in making this area accessible for outdoor activities.” The Industrial Commission, which oversees the Outdoor Heritage Fund, consists of Gov. Dalrymple as chairman, Attorney General Wayne Stenehjem and Agriculture Commissioner Doug Goehring.

The ribbon cutting is set for October 8th at 2pm at the Woodland Trail head. Trail is located just off the Hwy 52 Bypass between Capital RV and the Dakota Bark Park.

www.minotparks.com

https://www.facebook.com/MinotParkDistrict

Minot Park District
Ron Merritt
Executive Director
701-857-4136 or ronrpz@srt.com
www.minotparks.com
Opinion of Cost
Centennial Park Master Plan - Phase 2
North Dakota Outdoor Heritage Grant Application
KLJ Project No. 7411123
3.27.2014

Site Access and Nature Trail Development

<table>
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Total Construction Cost = $235,000
10% Contingency = $23,000
Design Engineering and Construction Administration Fees = $40,000
Administrative and Legal Fees = $7,000

TOTAL = $305,000

*In providing estimates of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing and that the Consultant's estimates of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's estimate of probable construction cost. The Client assumes all liability if using this Probable Construction Cost for determining project feasibility or securing project funding/financing.