



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Parks and Recreation	Parks and Recreation Director Jacobs	January 26, 2026
PRESENTER(s)	REVIEWED BY:	ITEM #:
Consent	City Administrator/Finance Director Flaherty	3.19 – Grant Writing Proposal

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
X	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff is recommending City Council accept a proposal for Grant Writing services.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
No	No
BACKGROUND/JUSTIFICATION:	
<p>Since the adoption of the Prairie Park Master Plan in August 2024, City staff have been actively strategizing ways to initiate construction of Prairie Park Phase 1. Securing outside funding has been a key focus in advancing the project, and the Minnesota Department of Natural Resources (DNR) Outdoor Recreation Grant presents a strong opportunity to help achieve this goal.</p> <p>Phase 1 of Prairie Park includes the following improvements, as discussed by the Parks and Recreation Commission in June 2025:</p> <ul style="list-style-type: none"> • New open-air park shelter with concession and restroom facilities • Enhanced destination playground • Ballfield updates • Parking lot resurfacing and expansion • Common excavation and general grading • Concrete plazas • Relocated and upgraded Veterans Memorial • New landscaping • New irrigation systems • New tree plantings • Drinking fountain • Resurfacing of existing trails • Stormwater allowance 	

Staff are proposing to apply for the Minnesota DNR Outdoor Recreation Grant during the 2026 funding cycle. The grant application is due on March 31, 2026, with award notifications anticipated in summer 2026. This timeline aligns well with the City's anticipated construction start for Prairie Park Phase 1 in 2027, allowing adequate time for final design, bidding, and coordination should grant funding be awarded.

If successful, the potential grant award could be up to \$500,000, which would significantly offset local costs and help advance Prairie Park Phase 1 toward construction.

Staff also explored opportunities to offset the cost of grant writing services. An application was submitted to the League of Minnesota Cities (LMC) Grant Program to help fund professional grant assistance; however, the City was not eligible for an award as Otsego has previously received the \$5,000 LMC grant. The LMC grant is currently a one-time award per city and is therefore no longer available as a funding source.

To support a competitive application, park planning consultants HKGi have proposed a fee of \$13,500 to provide professional grant writing and application assistance. Additionally, HKGi's familiarity with the Prairie Park project and experience with similar grant programs reduces risk and increases the likelihood of submitting a strong, well-aligned application.

Staff believe pursuing this grant is a cost-effective and strategic approach to advancing a priority park project while leveraging external funding to reduce the City's reliance on local funds.

The Parks and Recreation Commission reviewed the grant writing proposal at its January 20, 2026, meeting and recommended that the City Council consider approval.

SUPPORTING DOCUMENTS ATTACHED:

- **Proposal - HKGi**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to accept the HKGi Proposal for Grant Writing services in the amount of \$13,500 and authorizing staff to apply for the Minnesota Department of Natural Resources Outdoor Recreation Grant.

BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 203 – Park Development	Yes

Proposal



To: Nick Jacobs, Parks and Recreation Director, City of Otsego
From: Gabrielle Grinde, HKGi
Subject: Proposal to assist with writing DNR Outdoor Rec Grant for Prairie Park
Date: January 9, 2026

Dear Nick,

HKGi is pleased to submit this proposal for grant writing services to assist the city in applying for a DNR Outdoor Recreation Grant for recreation components of the Prairie Park Master Plan Phase 1 Implementation. HKGi staff have worked with several cities and counties in Minnesota to collaborate and write DNR and other grant applications.

We understand that the city plans to submit an application for the 2026 MN DNR Outdoor Recreation Program. Eligible projects at Prairie Park include internal park trails, picnic shelter, playground, athletic facilities, and fixed-in-place skate park, while support facilities such as restrooms and parking lots can only be funded as part of a larger project that includes a primary recreation facility. The total project cost must be at least \$100,000. The maximum grant award is \$500,000, with a 50% match.

Proposed Work Plan and Schedule

The following table describes our anticipated tasks and timeline.

Timeline	Task
January-February 2026	<ul style="list-style-type: none">» Review 2026 Outdoor Rec Grant Program Manual.» Work with city staff to determine grant projects.» Develop base maps, graphics, and details required for the grant.» Update cost estimates for proposed grant projects.» Develop written narratives to fill in required sections of the grant application.» Assemble all materials into one PDF for draft submittal.» Coordinate review of grant with city staff before submitting to DNR.
Feb. 28, 2026	<ul style="list-style-type: none">» Submit draft grant application to DNR staff for feedback.
March 2026	<ul style="list-style-type: none">» Receive and review feedback from DNR.» Adjust and edit the final grant application as noted.
March 31, 2026	<ul style="list-style-type: none">» Submit final grant application to DNR.



Proposed Fees

HKGi proposes to accomplish the above-described scope of work for a not-to-exceed fee of \$13,500 including reimbursable expenses. We will bill time on an hourly basis and all expenses for travel or printing will be billed at cost.

We look forward to the opportunity to help the City of Otsego with this important community project.

SINCERELY,

A handwritten signature in black ink that reads "Gabrielle Grinde".

GABRIELLE GRINDE | PLA (MN)

Principal Project Manager
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