



Minnesota Department of Transportation  
**SAFE ROUTES TO SCHOOL**  
**INFRASTRUCTURE GRANT APPLICATION**



1. CONTACT INFORMATION  
Refer to guidance

**1A. Local Project Manager**

1st Name  Last   
 Organization  Title   
 Address:   
 City  State  Zip   
 Phone Number  E-mail

**1B. Sponsor (if different from Local Project Manager above)**

1st Name  Last   
 Organization  Title   
 Address:   
 City  State  Zip   
 Phone Number  E-mail

2. BACKGROUND  
Refer to guidance

**2A. Project Information**

Project title/short description   
 Project location City  County  Mn/DOT District   
 ATP (required for projects within an ATP area)

**2B. School(s)**

School Name	Student Population	Grades	Students to Benefit	School Contact
Garlough Environmental Magnet	415	K-4	100	Sue Powell
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**2C. Roadway Information**

Roadway Name	Road Authority (town, city, county, state)	Contact Person
Wentworth Ave CSAH 8	Dakota County	Dan Patterson
Bellows Street	City of West St. Paul	Matt Saam
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**3A. Identify the existing SRTS plan that the proposed infrastructure project stems from:**



Minnesota Department of Transportation  
**SAFE ROUTES TO SCHOOL**  
**INFRASTRUCTURE GRANT APPLICATION**



**3B. If there is no plan with the proposed project, describe your planning process.**

One notable change from the 2010 SRTS Plan is ISD 197's enforcement of its policy restricting bus service to students living beyond a ¼ mile radius of school or across a hazardous roadway. Since the district had not been enforcing this policy, almost all students were automatically receiving busing to and from school. Beginning with the 2013-2014 school year, the district began enforcing this policy by only allowing bus drivers to transport students registered as meeting this policy. The district also created a pay-to-ride policy, whereby those who live within the walkable area could pay to ride the bus on an annual or seasonal basis. In addition to reducing busing costs, the policy enforcement is hoped to encourage students to walk or bike to school.

In addition to the attached SRTS Plan for Garlough Environmental Magnet School, the City of West St. Paul completed a city-wide Pedestrian and Bicycle Master Plan in 2011. Stakeholder and community involvement were key components of the planning process to better understand existing conditions, partnership opportunities, and community needs and desires. In addition to three open houses, residents were encouraged to complete an online pedestrian and bicycle questionnaire. The study found that while the city has the potential to become a haven for pedestrians and bicyclists, the city lacks a city-wide connected pedestrian and bicycle network. The Wentworth Avenue and Bellows Street trail/sidewalk project proposed as part of this SRTS Plan were identified as needed routes in the city-wide pedestrian and bicycle network. In particular, Wentworth Avenue was identified as one of four main east-west routes needing to be enhanced for pedestrians and bicyclists.

Both the City of West St. Paul and Garlough Environmental Magnet School have been using the 2010 SRTS Plan and the 2011 Pedestrian and Bicycle Master Plan to guide implementation initiatives to encourage walking and biking to school. Implementation initiatives completed or in process include:

- Dakota County's construction of the North Urban Regional Trail (NURT) underpass of Charlton Street in 2014. While the NURT needs a number of underpasses, the Charlton Street underpass will be constructed first because it improves safety for students. In addition to supporting biking and walking to school from the south, the underpass will provide a safer route for the Walk from School Days and support the school's activities at Dodge Nature Center.
- 2012 construction of a trail on the south side of Kraft Road from Charlton Street to Garlough Park as part of a road reconstruction project.
- Continuation of the bi-monthly Walk from School Days where all students walk through Dodge Nature Center to Marie Avenue to board buses.
- School patrol program started in the spring of 2013.
- Elimination of parked cars in the front parking area and driveway to permit pedestrian and bicyclist use of driveway to reach Charlton Street.
- Installation of an additional bike rack.
- Continuation of after-school biking and hiking clubs.
- Piloting of a Walking School Bus program.

**3. PLANNING AND SUPPORT**  
 Refer to guidance



Minnesota Department of Transportation  
**SAFE ROUTES TO SCHOOL**  
**INFRASTRUCTURE GRANT APPLICATION**



**4A. Describe your existing infrastructure problem(s). Describe your proposed project and explain how it addresses the problem(s). Attach plan layout of the project and typical sections.**

The 2010 SRTS Plan found that less than one percent of students walked and no students biked to school. Given that over a third of students live within the ¼ mile walking/biking attendance area, there are opportunities to increase the number of students walking or biking to school. While Garlough School has made some strides in increasing parents' comfort with walking and biking, an investment in infrastructure is also needed as 60% percent of households in the parent survey indicated the lack of trails or sidewalks affected their decision on whether to allow their children to walk or bike to school.

For students living in one of the more than 600 units of high-density housing to the north of Garlough School, the incomplete pedestrian network makes it unsafe to walk or bike to school. Currently students are able to travel safely from Garlough School to the north along Charlton Street. However, at Wentworth Avenue (CSAH 8), there are not trail or sidewalk connections to the east until one-quarter of a mile north at Thompson Avenue. As a result, students must walk on the street in traffic on Wentworth Avenue (CSAH 8), a minor arterial roadway with traffic volumes of 5,500 vehicles daily.

The importance of and need for a pedestrian facility along Wentworth Avenue was also demonstrated by a pedestrian demand analysis conducted by Dakota County. This analysis ranked the Wentworth Avenue trail gap in the top three segments for pedestrian demand anywhere in Dakota County. This analysis was based on population density, proximity to destinations such as shopping, schools and parks, income levels, employment density, and traffic volumes.

In addition to a trail along Wentworth Avenue, this SRTS application is proposing the construction of a 1,280 foot sidewalk along Bellows Street. Bellows Street is a primary route into the high-density housing area located between Wentworth and Thompson Avenues east of Charlton Street. Bellows Street was also listed as a needed pedestrian and bicycle route in the 2011 Pedestrian and Bicycle Master Plan. A sidewalk is the preferred treatment since Bellows Street is a local access route rather than a community-wide travel route like Wentworth Avenue.

As shown in the attached plan and recommended in the SRTS plan, this project will include the construction of an 8-foot bituminous trail for 840 feet on the north side of Wentworth Avenue (CSAH 8) from Charlton Street to Bellows Street. It also will include a 5-foot sidewalk for 1,280 feet on the west side of Bellows Street from Wentworth to Thompson Avenues. Typical sections based on state standards are attached.

**4. PROJECT INFORMATION**  
 Refer to guidance



Minnesota Department of Transportation  
**SAFE ROUTES TO SCHOOL**  
**INFRASTRUCTURE GRANT APPLICATION**



Indicate the construction year of your proposed project:

**4B. Explain how the project will be ready for construction in 2015/2016.**

The City of West St. Paul and Dakota County are prepared to meet the proposed schedule included in Appendix D for the construction of the SRTS project in 2016. City of West St. Paul and Dakota County Transportation staff have evaluated the project and found it to be straight-forward and therefore feasible for construction in the timeframe required. The City and County are aware that this will involve the preparation of NEPA documents by November of 2015, final construction plans by April of 2016, and the establishment of a construction engineering agreement by July of 2016.

The project will involve the acquisition of right-of-way along Wentworth Avenue across properties involving four property owners. The City is not anticipating this right-of-way acquisition to be a significant issue. The process will begin as is typical with negotiations with property owners but will rely on the condemnation process if necessary. The City's past experience with the process of acquiring right-of-way for a trail is that it can be finished within a 6 to 9 month timeframe, even if condemnation is required. As shown in the plan layout, Bellows Street already includes a sufficient right-of-way or a dedicated right-of-way easement, so additional right-of-way is not needed for the Bellows Street sidewalk component of the proposed project.

Since the community is already developed, Staff is confident that there are no environmental impacts, including wetlands, historic properties, or endangered species, that will impede project development. Once constructed, the trail and sidewalk will connect to other pedestrian and bicycle components of the overall system.

The City of West St. Paul and Dakota County have an established working relationship for construction projects such as this. The City of West St. Paul will be leading the project. Dakota County will own the trail segment on Wentworth Avenue, while the City of West St. Paul will own the sidewalk on Bellows Street. As is the case along other County roads, the City of West St. Paul will maintain and operate all improvements by standard agreement with Dakota County.

The development of the City's 2011 Pedestrian and Bicycle Master Plan involved extensive public processes. The community has routinely expressed the need for enhanced neighborhood connectivity so this project is not anticipated to be controversial. As with any construction project, a public hearing process will be included as part of the City Council's authorization process.

The City of West St. Paul is currently implementing a federal 2013 Surface Transportation Program (STP) grant for improvements on the Robert Street Corridor.

4. PROJECT INFORMATION  
 Refer to guidance



Minnesota Department of Transportation  
**SAFE ROUTES TO SCHOOL**  
**INFRASTRUCTURE GRANT APPLICATION**



**5. PROJECT COSTS**  
Refer to guidance

6. Provide a cost breakdown of project components listed. Attach a detailed engineer's estimate for the construction project. Minimum project cost is \$100,000.

	20% Local/Other sources	80% Requested SRTS	Totals
<b>Pre-Construction</b>			
Preliminary Design	2,200.00	8,800.00	11,000.00
<b>Construction</b>			
Construct Engineering	3,800.00	15,200.00	19,000.00
Project Cost	25,300.00	101,200.00	126,500.00
<b>Totals</b>	31,300.00	125,200.00	156,500.00

Please identify the source of the 20% local funding

General Funds/Bonding

**6. FOLLOW-UP**

Schools benefitting from this project agree to conduct and submit a parent survey and student travel tally after the project is completed

Agree

**INSTRUCTIONS**  
Refer to guidance

The SRTS Application Form is a Formatta form and is designed to be completed on your local workstation. The procedure is to download the form and instructions from the Mn/DOT Safe Routes To School website <http://www.dot.state.mn.us/saferoutes/index.html> and save it to your local system. You will also need a small, free application called 'Filler' that allows you to open and complete the form. Filler is available here: <http://www.dot.state.mn.us/stateaid/formatta/FillerSetupNR.exe>. As you download Filler, accept the License Agreement. Accept the Default Destination Location. After the software installs a blank Registration form appears. Ignore this form by clicking the X to close. You will only need to download and installed filler once for each workstation.

Please try to be brief and concise when completing the application. Do not include non-relevant information or attachments.

When the electronic application is completed please ensure that you have saved it to your local drive or server. Send the completed electronic application attached to an e-mail to [SafeRoutes.DOT@state.mn.us](mailto:SafeRoutes.DOT@state.mn.us)

Use the US mail to send 8 copies of the printed application, maps, plan sheets, typical section, surveys, letters of concurrence, and resolutions to:

Mao Yang  
MnDOT State Aid Division  
395 John Ireland Blvd, Mail Stop 500  
St. Paul, MN 55155

Electronic and paper copies of the applications are due to Mn/DOT State Aid Division by January 31, 2014 at 12pm.

If you have questions about the program or application please submit them to:

[SafeRoutes.DOT@state.mn.us](mailto:SafeRoutes.DOT@state.mn.us)  
or call 651-366-3827

# **Garlough Environmental Magnet School Safe Routes to School Infrastructure Grant Application Appendices**

- City of West St. Paul Resolution (includes agreement to maintain facility)
- Safe Routes to School Comprehensive Plan for Garlough Environmental Magnet School (includes tally & surveys)
- West St. Paul Pedestrian and Bicycle Master Plan Excerpts
- Existing Conditions
- Proposed Project
- Plan View
- Typical Section
- Letter of Concurrence from Garlough Environmental Magnet School
- Letter of Concurrence from City of West St. Paul
- Cost Estimate

**CITY OF WEST ST. PAUL  
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. 14-08**

**A RESOLUTION AUTHORIZING SUBMISSION OF THE CITY' S 2015 SAFE  
ROUTES TO SCHOOL INFRASTRUCTURE GRANT APPLICATION FOR TRAIL,  
SIDEWALK, AND CROSSWALK IMPROVEMENTS NEAR GARLOUGH  
ENVIRONMENTAL MAGNET SCHOOL**

**WHEREAS**, the federal Safe Routes to School (SRTS) program seeks to enable and encourage children to walk and bicycle to school; and

**WHEREAS**, Safe Routes to School Infrastructure Grant provides 80 percent reimbursement for approved projects with the local governments providing a 20 percent local match; and

**WHEREAS**, the Federal Highway Administration (FHWA) requires that projects constructed with federal transportation funds be operated and maintained for the useful life of the improvement and that the use of right of way or property ownership acquired as part of the projects not be changed without prior approval from the FHWA; and

**WHEREAS**, the City of West St. Paul is the sponsoring agency for Safe Routes to School projects detailed below and will operate and maintain these projects in conformance with FHWA; and

**WHEREAS**, the proposed SRTS project would install an 8-foot bituminous trail on the north side of Wentworth Avenue from Charlton Street to Bellows Street, a 5-foot sidewalk on the west side of Bellows from Wentworth to Thompson Avenues, and crossing improvements along Charlton at Kraft Road and Wentworth Avenue; and

**WHEREAS**, the proposed improvements were specifically identified in the 2010 Safe Routes to School Plan for Garlough Environmental Magnet School; and

**WHEREAS**, the Superintendent for Independent School District 197 and the principal of Garlough Environmental Magnet School fully support the grant application.


**NOW, THEREFORE, BE IT RESOLVED**, the City Council of the City of West St. Paul hereby authorizes submission of the City's 2015 Safe Routes to School Infrastructure Grant application for Garlough Environmental Magnet School.

Passed by the City Council of the City of West St. Paul this 27<sup>th</sup> day of January, 2014.

Ayes:

Nays:

Attest:



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John A. Zanmiller, Mayor



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Chantal Doriott, City Clerk



Dakota County  
Safe Routes to School

DAKOTA  
31  
COUNTY



# Safe Routes to School Comprehensive Plan

**Garlough Environmental Magnet School**

**City of West St. Paul  
Dakota County, MN**

**December 2010**

Prepared by:



Kimley-Horn  
and Associates, Inc.



**SHIP**  
*Statewide Health Improvement Program*

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



## Project Background

The Statewide Health Improvement Program (SHIP) aims to help Minnesotans live longer, healthier lives by reducing the burden of chronic disease. The Dakota County Public Health Department received SHIP funding to work with community partners to develop and implement programs to improve nutrition, increase physical activity, and reduce tobacco use in schools, workplaces, community settings, and healthcare sites. As part of this effort, comprehensive Safe Routes to School (SRTS) plans have been developed for 17 schools in Dakota County that seek to increase walking and biking to school through the following means:

- **Education** – Teaching children to walk and bike safely.
- **Encouragement** – Developing programs that get children excited about walking or biking to school, such as walk/bike incentive programs or Walk to School Day. May also include methods that help parents and guardians feel comfortable letting their child walk or bike, such as walking school buses or adult crossing guards.
- **Enforcement** – Having law enforcement support, such as speed zone enforcement or increased patrols, along the designated routes to school.
- **Engineering** – Identifying infrastructure barriers to walking and biking, such as sidewalk/trail gaps, hazardous crossings, or the need for secure bicycle parking.
- **Evaluation** – Measuring the effectiveness of the various components of the SRTS project.

The following sections describe the development of a Safe Routes to School Plan for Garlough Environmental Magnet School (GEMS) in the City of West St. Paul, Dakota County, Minnesota.

## Existing Conditions

Garlough is one of five elementary schools in District 197 serving the West St. Paul, Mendota Heights, and Eagan communities in the Twin Cities suburbs. Garlough Environmental Magnet is located on Charlton Street at Marie Avenue, in the City of West St. Paul. The school is located across Charlton Street from the Dodge Nature Center, a 320-acre environmental education and restoration habitat. The remaining areas around the school are primarily residential.

## *Student Data*

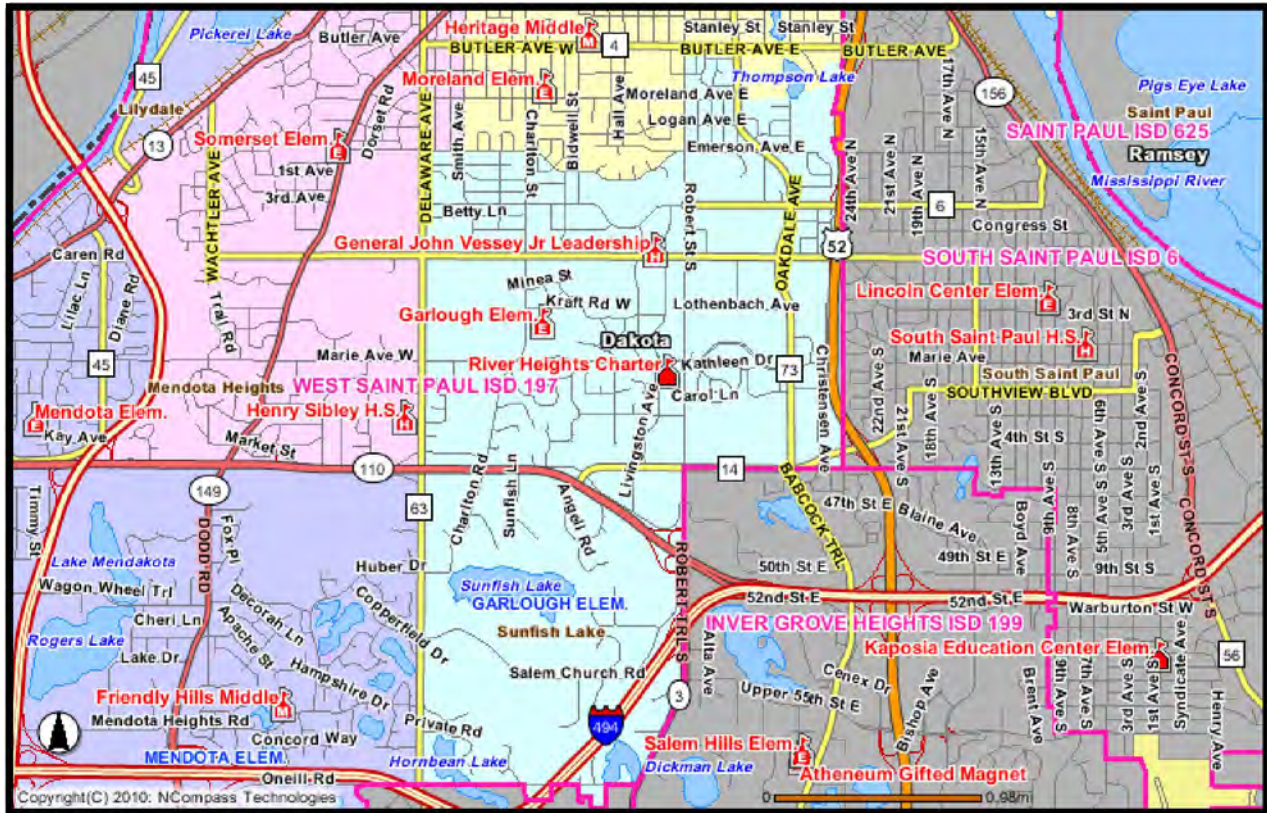
Currently, there are approximately 400 students in kindergarten through 4<sup>th</sup> grade at Garlough Environmental Magnet School (2009-2010 school year) and the school day runs from 7:45 am to 2:15

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



pm. The attendance area for Garlough, as shown on the map below, is primarily within the City of West St. Paul, but covers a large area including that also includes the City of Sunfish Lake and a very small area of Inver Grove Heights. In addition, 10 to 20 percent of the students live outside the attendance area.



Source: [www.isd197.org/se3bin/clientgenie.cgi](http://www.isd197.org/se3bin/clientgenie.cgi)

District 197 has a ¾-mile walk area for elementary schools as a general policy, but all students at Garlough are provided bus transportation based on the roadway crossings and lack of sidewalks. Less than 10 students currently live within the neighborhoods immediately around the school (the area bounded by Charlton Street, Wentworth Avenue, Robert Street, and Marie Avenue). A full breakdown of the Garlough student distribution (2010-2011 school year) is shown on the map on the following page.







# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



## *Safe Routes to School Activities*

Garlough holds Walk From School days every other Friday, where the buses park on Marie Avenue west of Charlton Street and all students walk to the buses. In addition, there is a biking club for 3<sup>rd</sup> and 4<sup>th</sup> graders and a hiking club one day a week.

With kindergarten to 4<sup>th</sup> grade students (no 5<sup>th</sup> or 6<sup>th</sup> graders) and bus transportation provided for all students in the attendance area, the school does not currently have a school patrol. However, the school does use patrol flags when crossing students to Dodge Nature Center.

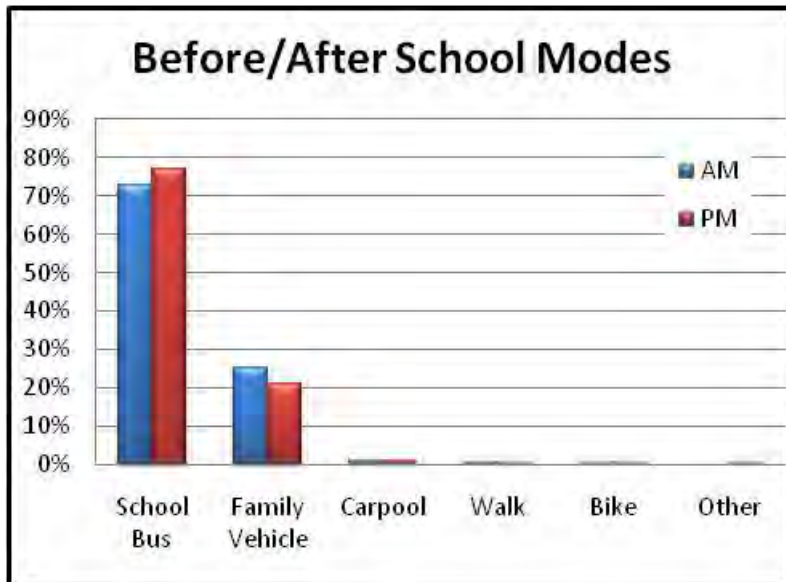
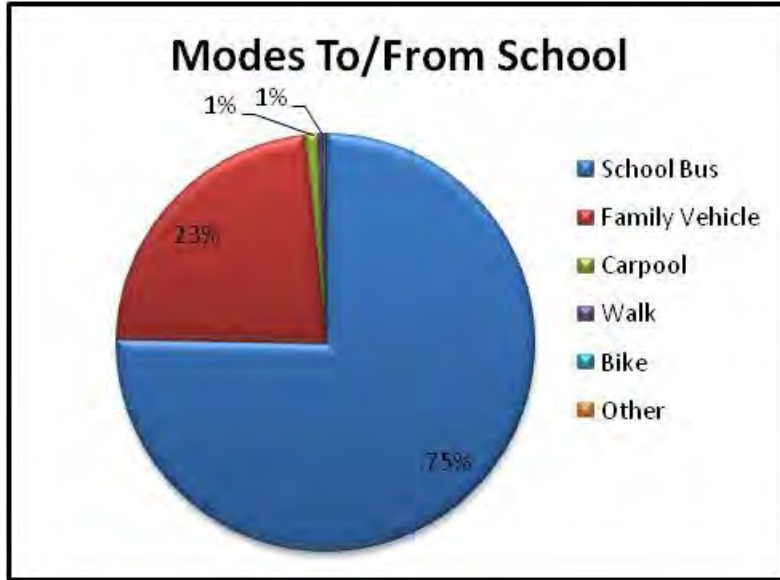


*Students walking with a parent home from school along Charlton Street.*

In-classroom tallies of students' arrival and departure modes were conducted at Garlough during October 2010. As shown in the charts below, less than one percent of students currently walk to school and only one student reported biking to school. The most predominant mode is school bus, however nearly a quarter of students are driven to/from school. The tallies also showed slightly more students rode the bus in the afternoon compared to the morning.

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



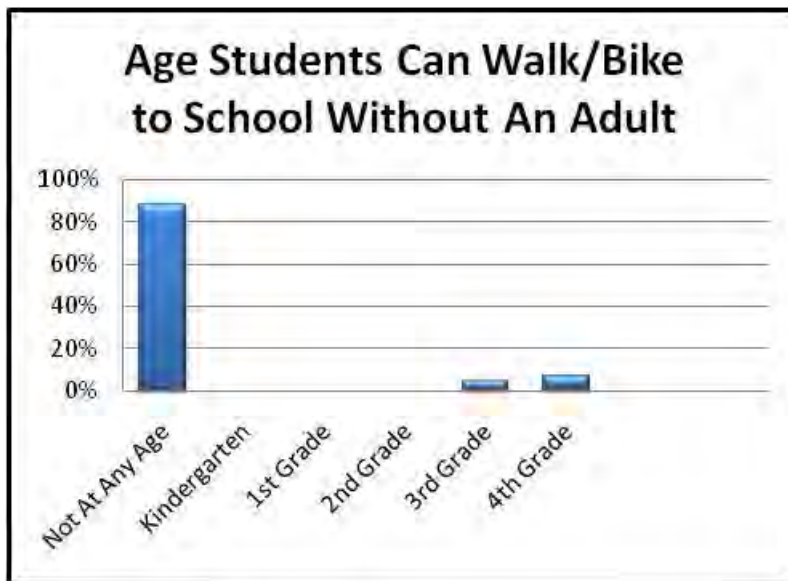
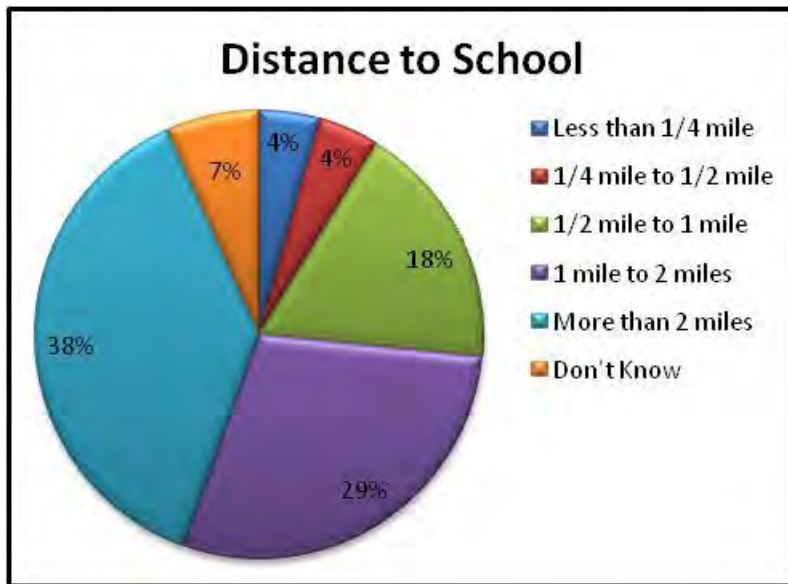
A parent survey of concerns and attitudes related to walking and biking was also conducted in October 2010, with approximately 50 responses. More than 50 percent of the respondents reported that they live more than 1 mile from school, which is consistent with the data provided by District 197. In addition to distance, traffic volumes/speeds and weather were the key factors that parents cited as influencing their decision to walk or bike. Improvements that they listed that would increase walking and biking

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



were sidewalks/pathways and intersection safety. The charts below show some of the other key results from the survey. A sample of the parent comments from the survey is also included in the Appendix.



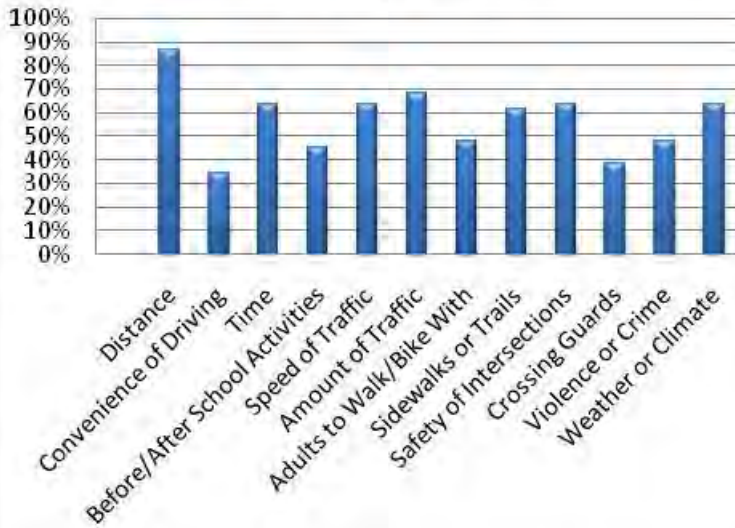


# Dakota County Safe Routes to School

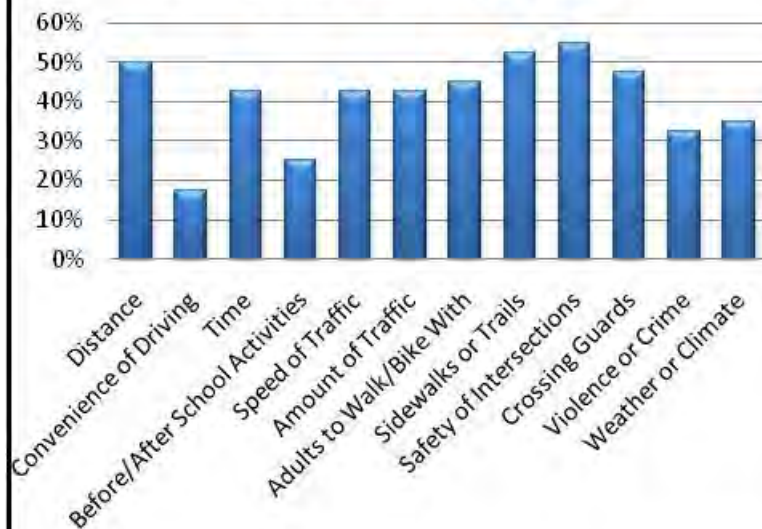
DAKOTA  
**31**  
COUNTY



## Factors Affecting Decision to Walk/Bike



## Improvements That Would Increase Walking/Biking





# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



## *Infrastructure*

The sidewalk and trail network around Garlough consists of the sidewalk on the east side of Charlton Street as well as the trails in Garlough Park and Marthaler Park. However, the other roadways adjacent to the school generally do not have sidewalks. The city has attempted to add sidewalk on past street repaving projects, but was not successful due to lack of property owner support.



*Trail connection from the Garlough Environmental Magnet parking lot to Garlough Park.*

There are not currently any designated school crossings on the roadways surrounding the school, but there is a marked trail crossing of Kraft Road from Garlough Park to Marthaler Park and marked crosswalks at the all-way stop intersection of Charlton Street and Marie Avenue. The bike racks at Garlough are located in the back of the school.

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



*Bike parking behind Garlough Environmental Magnet School.*

A review of the crash history for the past ten years (1999-2008) showed that there has been two pedestrian crashes and one bicycle crash within the area bounded by TH 110, Delaware Avenue, Thompson Avenue, and Robert Street. All the crashes occurred during the summer between 3 PM and 5 PM. Overall, this shows that the neighborhoods around Garlough are relatively safe for walking and biking.

## ***Site Evaluation***

A site evaluation was completed at Garlough Environmental Magnet School in September 2010. The site visits included walking around the site and observing the dismissal process on a typical day. Currently, parents and visitors use the south part of the parking lot and buses use the angled parking spaces immediately in front of the school. Both parking areas are accessed from the same driveway on Charlton Street, which is very wide. Even when there are available spaces in the parking lot, vehicles often park along both sides of the driveway during afternoon pick-up, which causes congestion and conflicts between vehicles, pedestrians, and buses. Also, there is no sidewalk from the roadway to the school building, so pedestrians walk in the driveway.



# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



*Vehicles parked on both sides of the Garlough driveway during afternoon dismissal.*



*Bus and vehicle conflicts in the parking lot during afternoon dismissal.*

There is no sidewalk on the west side of Charlton Street and therefore no crosswalks except at the all-way stop intersections of Marie Avenue and Wentworth Avenue. On the designated Walk Days, students

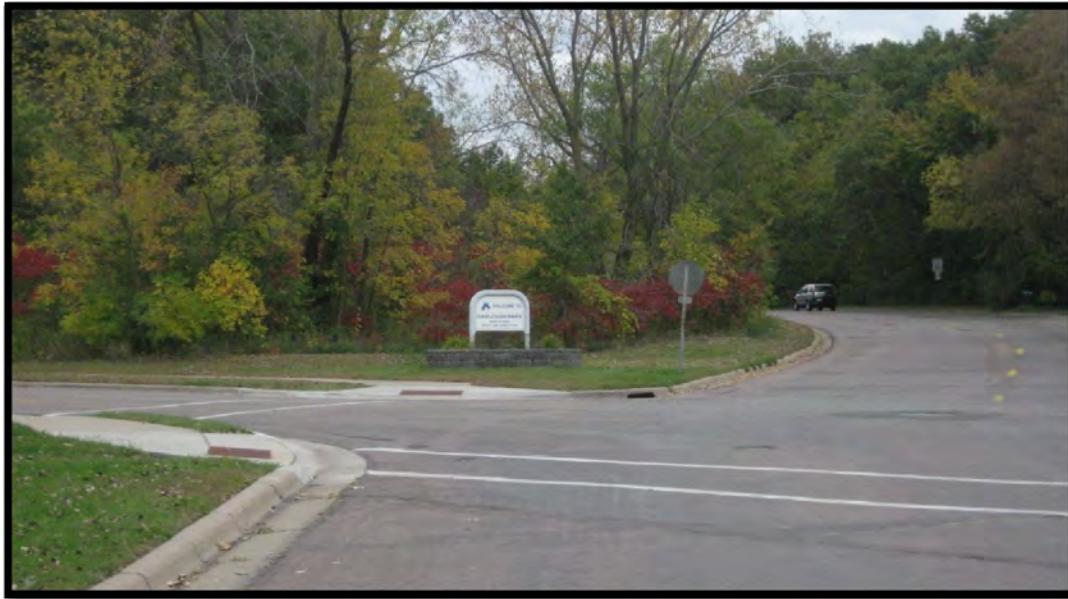


# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



cross Charlton Street mid-block between Kraft Road and Marie Avenue to an unpaved trail in Dodge Nature Center.



*Marked crosswalks at the intersection of Marie Avenue and Charlton Street.*



*Charlton Street crossing currently used by Garlough for Walk From School days.*

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



A project is currently being planned by Dakota County to build a segment of the North Urban Regional Trail (NURT) that will include an underpass of Charlton Street between Garlough Park and Dodge Nature Center and an underpass of Marie Avenue, west of Charlton Street. The new segment of the NURT will connect to the existing trail system in Garlough Park.

## **Existing Issues and Challenges**

In addition to the data collection and site evaluation completed as part of this project, a Safe Routes Working Group was established for Garlough that included teachers, the school principal, the City of West St. Paul, and Dakota County. The role of this group was to identify and discuss barriers to walking and biking to school as well as potential ways to overcome the barriers.

The existing challenges to walking and biking to Garlough Environmental Magnet School are summarized in the following bullets, as well as the Existing Conditions/Issues map at the end of this report:

- Nearly half the students live that attend Garlough live east of Robert Street, which carries approximately 25,000 vehicles per day.
- All students within the attendance area are currently provided bus transportation to and from school.
- Most of the local roadways around the school do not have sidewalks.
- Winter maintenance of both sidewalks and trails are a concern.
- Parking lot congestion due to the volume of parent pick-up and drop-off traffic contributes to the perception that it is not safe to walk or bike to school.
- There is no sidewalk from Charlton Street to the school building, resulting in pedestrians walking in the driveway.
- Lack of designated school crossings on Charlton Street, leading to mid-block crossings between Garlough School and Dodge Nature Center.

## **Recommendations**

Despite the current challenges to walking and biking to Garlough Environmental Magnet School, there are still opportunities to increase the numbers of students walking and biking to school as well as increasing the physical activity of students that don't have the opportunity to walk or bike as transportation. The following recommendations have been developed specifically for Garlough Environmental Magnet School to address the identified challenges to walking and biking. The short-term recommendations are actions that could be implemented during the 2010-2011 school year, while the

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



long-term recommendations may require policy changes, additional discussion and coordination, or significant funding sources. In addition to the recommendations, the group that should take the lead in implementing the recommendation has also been identified.

## ***Short-Term Recommendations***

The short-term recommendations included in this section primarily consist of low-cost improvements that can be implemented in the next six months, although some are dependent on funding availability. The recommendations are generally prioritized in terms of actions that are easiest or most necessary to complete first. The infrastructure recommendations are also summarized on the Recommendations map.

1. Continue the bi-monthly Walk From School days where all students walk through Dodge Nature Center to Marie Avenue to board the buses. Implementation lead – Garlough.
2. Organize a regular (bi-weekly or monthly) walking school bus<sup>1</sup> or bike train for students to walk and bike together as a group to and from school with adult supervision. The walking school bus could be done on one of the Walk From Home days or could be done on the opposing week (i.e., the Walk From Home and Walking School Bus days would be on alternating Fridays). The best potential benefit of this recommendation would be for the 27 percent of students that live just north of Wentworth Avenue and the 6 percent of students that live just south of Marie Avenue. The benefit of a walking school bus would be that the students could cross Wentworth Avenue, Charlton Street, or Marie Avenue as a group, since those are the major roadway crossings. The Charlton Street/Wentworth Avenue and Charlton Street/Marie Avenue crossings should both have adult crossing guards with patrol flags or stop paddles, consistent with the guidelines in the guidelines in the Minnesota Manual on Uniform Traffic Control Devices (MnMUTCD). For adequate adult supervision, the United States Centers for Disease Control and Prevention recommend one adult for every three children ages 4-6 and one adult for every six children ages 7-9. Implementation lead – Garlough.

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<sup>1</sup> A walking school bus is a group of children walking to school with one or more adults. It can be as informal as two families taking turns walking their children to school to as structured as a route with meeting points, a timetable and a regularly rotated schedule of trained volunteers.



# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



3. Install pedestrian or trail crossing signing at the current marked trail crossing on Kraft Road between Garlough Park and Marthaler Park. The crossing already had advance warning signs, but does not have any signing at the crosswalk. Implementation lead – City of West St. Paul.



*Existing advance signing for the trail crossing on Kraft Road (top photo). Marked crosswalk at the trail crossing, but with no signing (bottom photo).*

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



*Example of recommended pedestrian crossing sign (W11-2)  
and down arrow (W16-7P) for a mid-block crosswalk*

4. Create information for parents that communicates the benefits of walking or biking to school, as well as the safety and operations procedures for pick-up/drop-off. Implementation lead – Garlough.
5. Establish a permanent Safe Routes committee at Garlough to provide on-going support and organization for Safe Routes activities, including the regular Walk From School days, walking school bus/adult crossing guard volunteers, and special events such as activities for International Walk to School Month in October and National Bike Month in May. The committee should also continue to communicate and coordinate with City of West St. Paul staff on potential Safe Routes projects and funding opportunities. Implementation lead – Garlough.



# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



6. Expand the existing running/walking club to recess, using a cone- or flag-marked ¼-mile course. The distance students walk or bike to/from school could also be counted towards their total mileage. Students could earn incentives for reaching individual mileage goals, or a traveling “Golden Sneaker Trophy” can be awarded to the class with the highest mileage total each week. Implementation lead – Garlough.
7. Install a second bike rack at the front of the school, which will be more visible and facilitate biking to school for students that ride to school along Charlton Street. Implementation lead – District 197.

## ***Long-Term Recommendations***

The long-term recommendations included in this section primarily consist of higher cost improvements or actions that would require a significant policy change, either of which would be expected to take longer than six months to occur. These recommendations are generally prioritized in order of importance, however funding availability may mean that the highest priority recommendations are not the first to be implemented. The infrastructure recommendations are also summarized on the Recommendations map.

1. Construct sidewalk/trail connection from Charlton Street to the front of the school. Implementation lead – District 197.

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



*Areas for sidewalk connections from Charlton Street to Garlough School along the north side of the driveway (top photo) and the south side of the driveways (bottom photo).*

2. Continue to plan, design, and pursue funding opportunities for construction of the NURT trail near Charlton Street and Marie Avenue. The proposed underpass of Charlton Street will facilitate the daily student trips between Garlough and the Dodge Nature Center. If the trail is not built, the most appropriate location for a school crossing on Charlton Road between Garlough and Dodge Nature Center should be studied. Implementation lead – Dakota County, with support from the City of West St. Paul and Garlough.

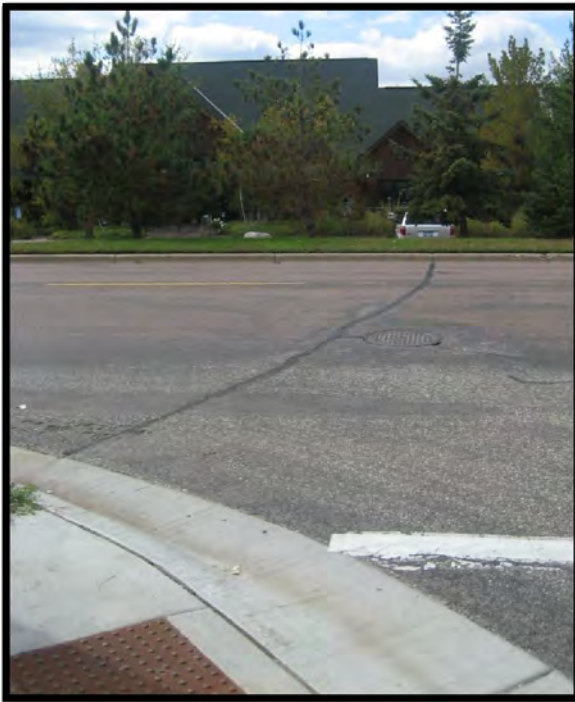


# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



3. Explore opportunities for construction of sidewalk on city streets and county roads as part of street reconstruction or repaving projects. The greatest benefits to Garlough School would be sidewalk along Marie Avenue, Kraft Road, and Wentworth Avenue (County Road 8). In addition, classes currently cross Charlton Street at Kraft Road where there are not pedestrian ramps or sidewalk on the west side of Charlton Street. A pedestrian crossing at the intersection would be a preferred location for students to cross when taking trips to Dodge Nature Center during the school day. Implementation lead – City of West St. Paul and Dakota County, with support from Garlough.



*View of existing Charlton Street crossing at Kraft Road, looking west, with Dodge Nature Center in the background (left photo). View along Kraft Road, looking east, where there is an existing sidewalk gap (right photo).*

4. Designate a Safe Routes coordinator at the district level and each of the individual elementary schools in the district, similar to the way bus transportation is currently coordinated. The district-level coordinator would share information and coordinate Safe Routes activities and best practices among all the District 197 schools. Implementation lead – District 197.

# Dakota County Safe Routes to School

DAKOTA  
31  
COUNTY



## ***Funding and Implementation***

Funding for the various recommended projects may come from a variety of sources depending on the type of project and who is implementing it. Some potential funding opportunities that currently exist and may be used to fund these recommendations include, but are not limited to:

- Statewide Health Improvement Program funds, which are available through several programs administered by Dakota County Public Health:
  - Safe Routes to School grants
  - Active Living grants, which are available to cities in Dakota County, but may be used to fund improvements off school sites
  - Assistance with preparation of infrastructure grant applications. Cities in Dakota County can submit infrastructure projects and the County's consultant will assist in identifying potential funding sources and preparing applications.
- Blue Cross Blue Shield of Minnesota
- Mini-grants through the National Center for Safe Routes to School
- Federal Transportation Enhancement (TE) funds through the Metropolitan Council
- Federal Safe Routes to School funds through the Minnesota Department of Transportation. The federal Safe Routes to School program was originally funded through fiscal year 2009, but Mn/DOT is expected to have another grant solicitation in spring 2011. Future funding will be dependent on passage of the Federal Surface Transportation Reauthorization Bill, which is still being discussed in the United States Congress.

Increased liability of the school, school district, or adult volunteers as a result of encouraging walking and biking to school is a frequent concern when implementing Safe Routes to School programs. In general, encouraging walking and biking to school does not increase the liability of the school or the district. Some tips and guidelines from the National Center for Safe Routes and the Public Health Law Center are included in the Appendix of this report as a reference. Links to additional resources such as an overall Safe Routes to School guide, walking school bus guide, and safety education materials are also provided in the Appendix.

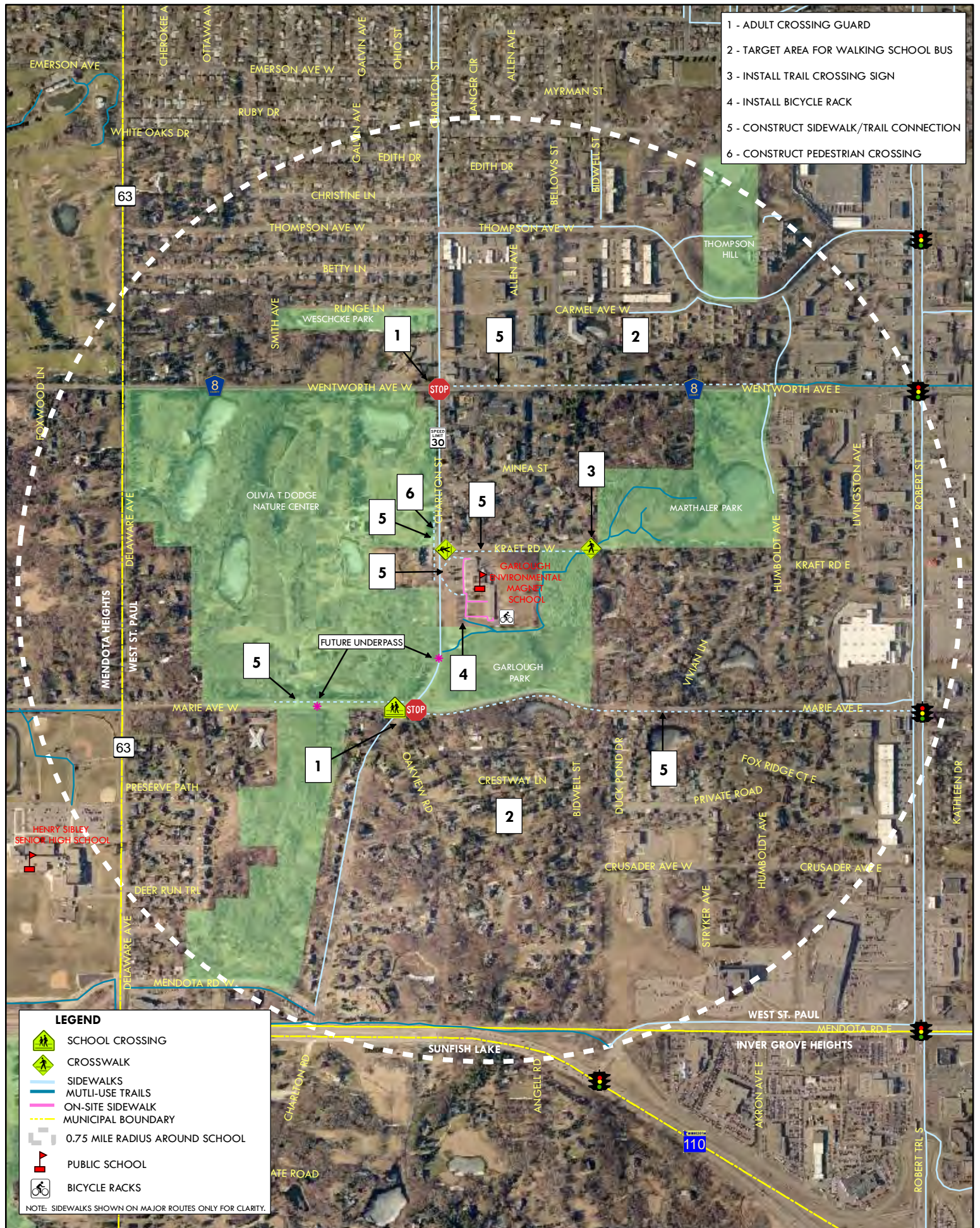
No one of the E's of Safe Routes to School will by itself increase walking and biking, which emphasizes the need for cooperation among school, city, county and other agencies. The process used to develop this plan is only the start of on-going efforts that will be needed to result in cultural changes and significant increases in walking and biking.







- 1 - ADULT CROSSING GUARD
- 2 - TARGET AREA FOR WALKING SCHOOL BUS
- 3 - INSTALL TRAIL CROSSING SIGN
- 4 - INSTALL BICYCLE RACK
- 5 - CONSTRUCT SIDEWALK/TRAIL CONNECTION
- 6 - CONSTRUCT PEDESTRIAN CROSSING



**LEGEND**

- SCHOOL CROSSING
- CROSSWALK
- SIDEWALKS
- MULTI-USE TRAILS
- ON-SITE SIDEWALK
- MUNICIPAL BOUNDARY
- 0.75 MILE RADIUS AROUND SCHOOL
- PUBLIC SCHOOL
- BICYCLE RACKS

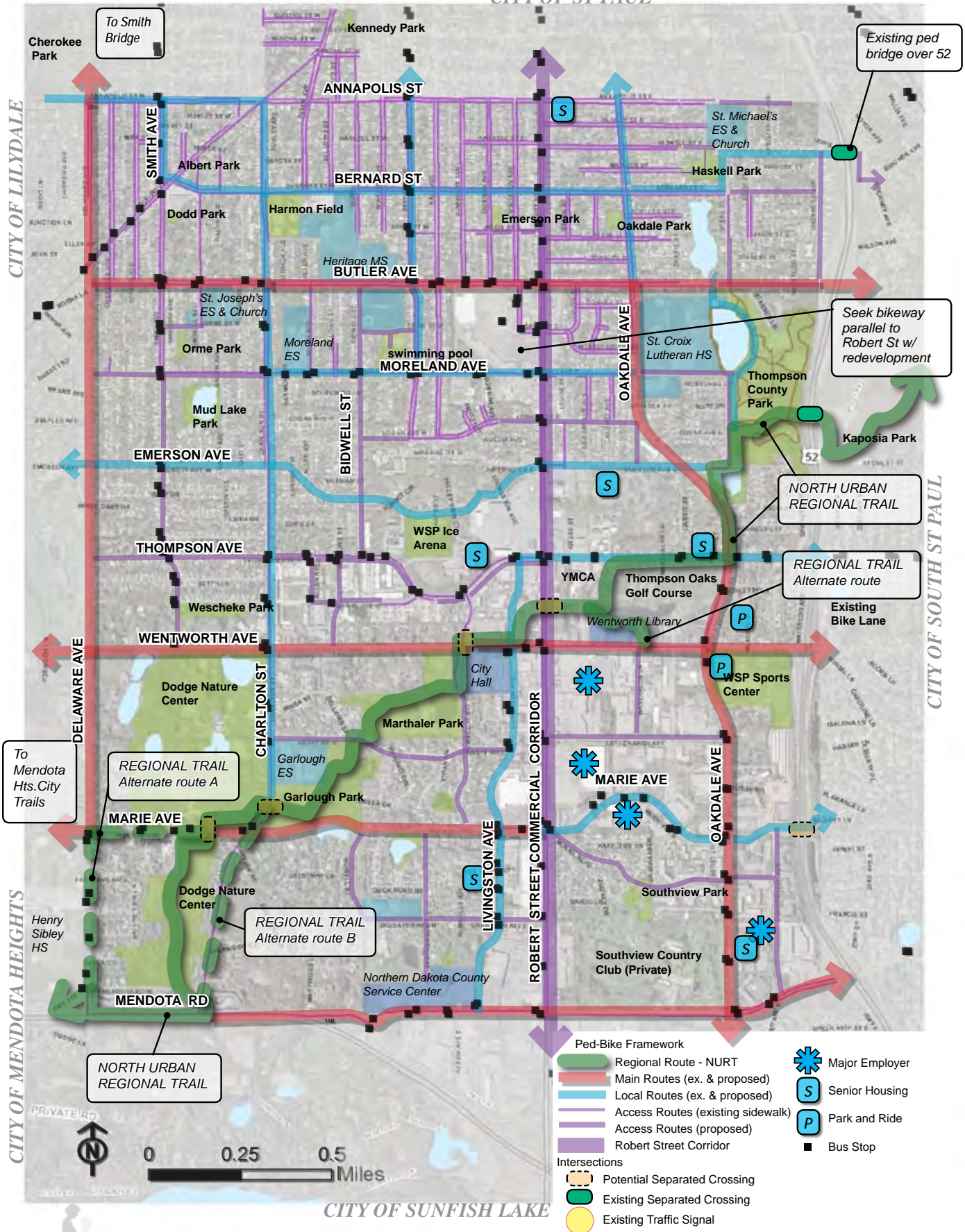
NOTE: SIDEWALKS SHOWN ON MAJOR ROUTES ONLY FOR CLARITY.

## GARLOUGH ENVIRONMENTAL MAGNET SCHOOL RECOMMENDATIONS



# PEDESTRIAN AND BICYCLE FRAMEWORK MAP

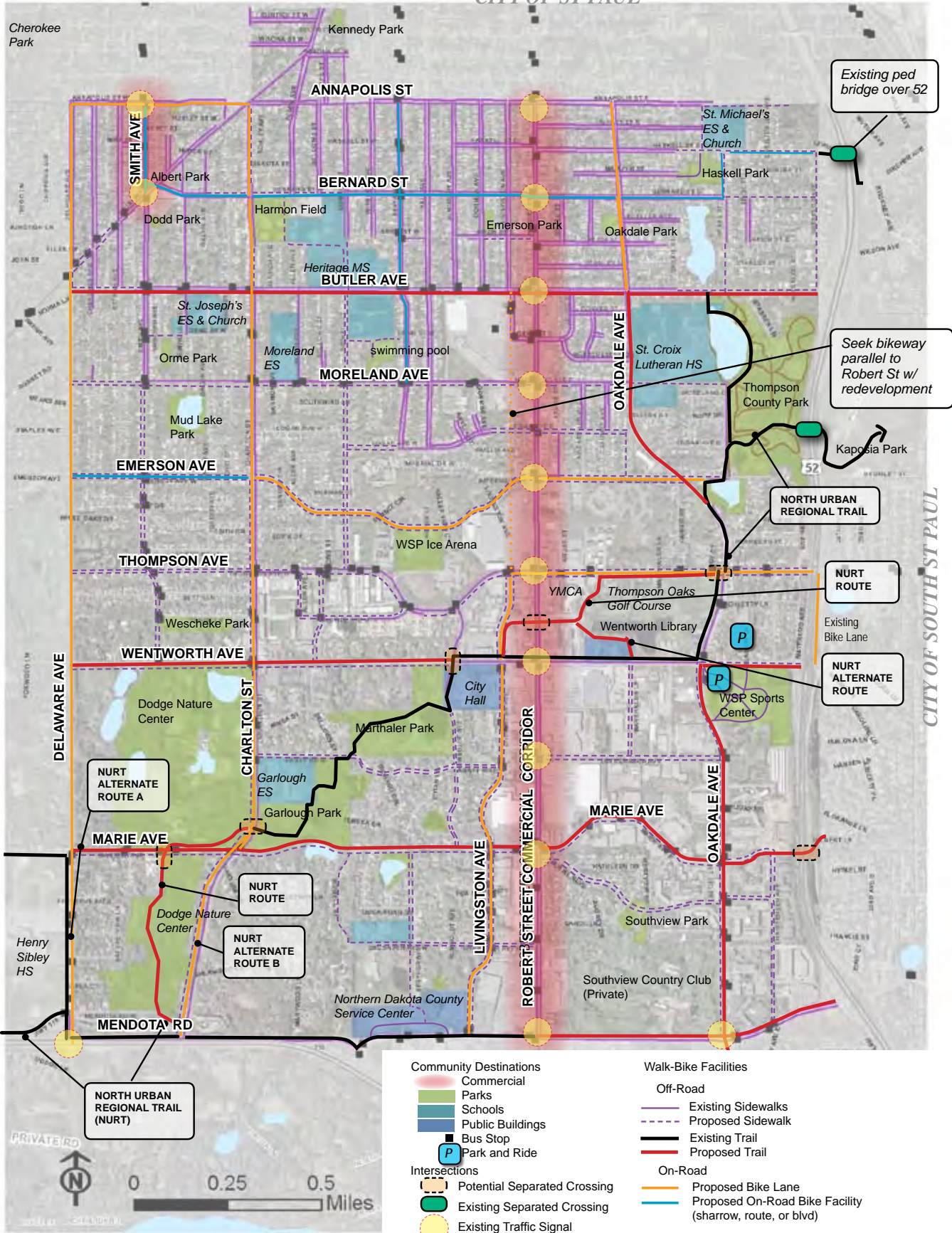
CITY OF ST PAUL





# PEDESTRIAN AND BICYCLE TREATMENT MAP

CITY OF ST PAUL






CITY OF SUNFISH LAKE





**GARLOUGH ENVIRONMENTAL MAGNET SCHOOL EXISTING CONDITIONS**

-  Missing Connections
-  Sidewalks
-  Regional Trails





**GARLOUGH ENVIRONMENTAL MAGNET SCHOOL PROPOSED PROJECT**

- Sidewalks
- Regional Trails
- Proposed Sidewalk
- Proposed 8-foot Trail

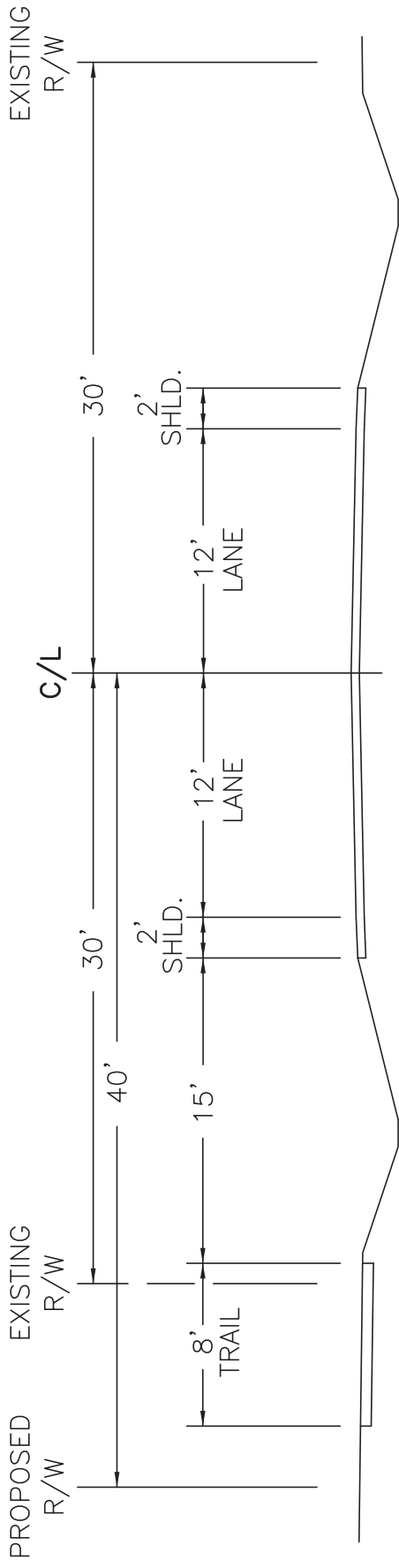




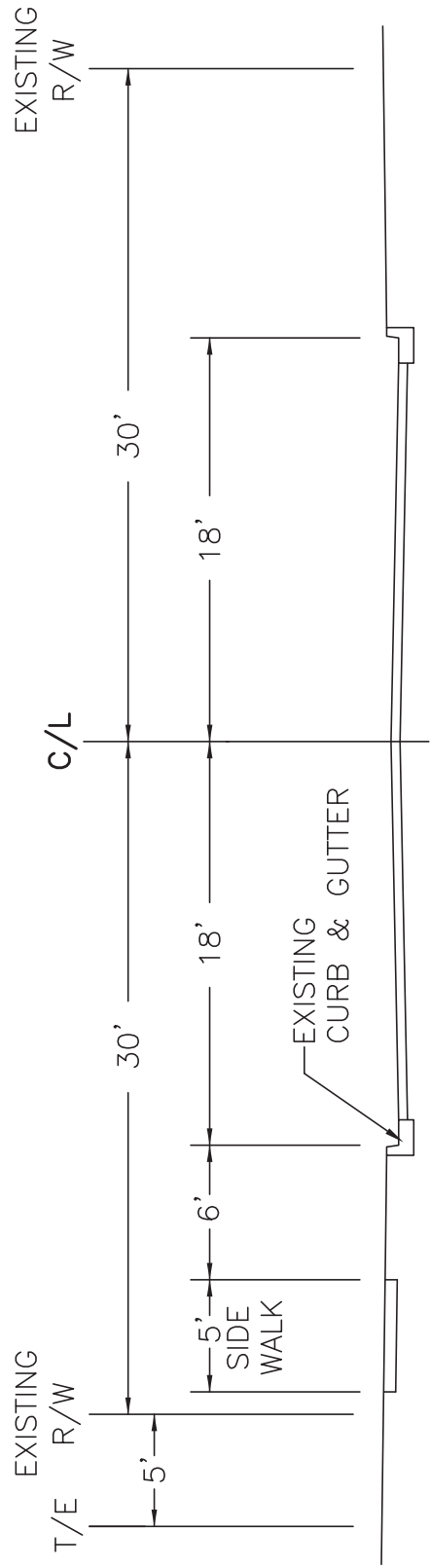
**GARLOUGH ENVIRONMENTAL MAGNET SCHOOL PLAN VIEW**

- Parcels
- Existing Right of Way Easement
- - - Proposed Sidewalk
- - - Right of Way Needed
- - - Proposed 8-foot Trail

# WENTWORTH AVENUE TYPICAL SECTION



# BELLOWS AVENUE TYPICAL SECTION



T/E = TEMPORARY CONSTRUCTION EASEMENT



## GARLOUGH ENVIRONMENTAL MAGNET SCHOOL

1740 CHARLTON STREET - W. ST. PAUL, MN 55118

SUSAN POWELL - PRINCIPAL

PHONE - 651-403-8101 FAX - 651-403-8110

SUSAN.POWELL@ISD197.ORG

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January 28, 2014

Ms. Mao Yang  
State Aid Division  
Transportation Building  
395 John Ireland Boulevard  
Mail Stop 500  
St. Paul, MN 55155

Dear Ms. Yang,

This letter is written to express my support for the Safe Routes to School grant being submitted by the City of West St. Paul. As the principal of Garlough Environmental Magnet School for more than 9 years, I am fully in favor of this request.

ISD 197, Garlough Staff, and Dakota County have been working in partnership for a number of years to support an increase in students' physical activity, including encouraging families to walk and bike to school. As noted in the application, we started a school patrol in the spring of 2013 and continue to hold bi-monthly Walk from School days. While the programming has been successful, providing a safe connection to the housing area north of Wentworth is critical if we are going to see further increase in the number of students walking and biking to school. As requested in the grant application, we will conduct a parent survey and student travel talley after the project is complete.

Thank you for your consideration of this grant request. If you have any questions or comments, please feel free to contact me.

Sincerely,

Sue Powell  
Garlough Environmental Magnet School Principal



January 30, 2014

Ms. Mao Yang  
State Aid for Local Transportation  
Transportation Building  
395 John Ireland Boulevard  
Mail Stop 315  
St. Paul, MN 55155

Dear Ms. Yang,

As the Director of Public Works/City Engineer for the City of West St. Paul, I am in full support of the City's application for a Safe Routes to School Infrastructure Grant. The construction of a trail along Wentworth Avenue (CSAH 8) and a sidewalk on Bellows Street will significantly impact the ability of students and families to safely reach Garlough Environmental Magnet School.

The City has partnered with ISD 197, Garlough Elementary School, and Dakota County for a number of years to improve the ability of families to walk or bike to school. We have recently completed a sidewalk along Kraft Road to serve families living to the east of the school. In 2014, Dakota County will be completing improvements to the North Urban Regional Trail (NURT) that will benefit students living to the south. Given the number of families living in the high density housing area north of Wentworth Avenue, all partners have placed a priority on eliminating the gap on Wentworth and Bellows.

If selected, I will be integrally involved in the project implementation, including securing right-of-way, acquiring needed permits, and overseeing plan design, bidding, and construction.

Thank you for your consideration of our request.

Sincerely,



Matt Saam, P.E.  
City Engineer/Public Works & Parks Dir.

**Cost Estimate for Garlough Environmental Magnet School SRTS  
Infrastructure Project**

<b>Description</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Total Cost</b>
<b>Pre-Construction</b>			
Preliminary Design	1	10%	\$ 11,000
<b>Construction</b>			
Construction Engineering		17%	\$ 19,000
Bituminous Trail (8 foot)	840	\$50	\$ 42,000
Sidewalk (5 foot)	1280	\$50	\$ 64,000
ADA Pedestrian Ramps	5	\$1,200	\$ 6,000
Contingency	1	10%	\$ 14,500
<b>Total</b>			<b>\$ 156,500</b>