



## Environment and Natural Resources Trust Fund

### M.L. 2021 Approved Work Plan

#### General Information

**ID Number:** 2021-329

**Staff Lead:** Michael Varien

**Date this document submitted to LCCMR:** August 27, 2021

**Project Title:** Voyageurs National Park Crane Lake Visitors Center Project

**Project Budget:** \$2,700,000

#### Project Manager Information

**Name:** Jim Janssen

**Organization:** Town of Crane Lake

**Office Telephone:** (218) 993-1303

**Email:** jim@voyagaire.com

**Web Address:** <http://www.cranelaketwp.com/>

#### Project Reporting

**Date Work Plan Approved by LCCMR:** August 26, 2021

**Reporting Schedule:** December 1 / June 1 of each year.

**Project Completion:** June 30, 2024

**Final Report Due Date:** August 14, 2024

#### Legal Information

**Legal Citation:** M.L. 2021, First Special Session, Chp. 6, Art. 6, Sec. 2, Subd. 09n

**Appropriation Language:** \$2,700,000 the first year is from the trust fund to the commissioner of natural resources for an agreement with the city of Crane Lake to design and construct an approximate 4,500 to 7,000 square-foot visitor center building to serve as an access point to Voyageurs National Park. A fiscal agent or fiscal management plan must be approved in the work plan before any trust fund money is spent. A copy of a resolution or other documentation of the city's commitment to fund operations of the visitor center must be included in the work plan submitted to the Legislative-Citizen Commission on Minnesota Resources.

**Appropriation End Date:** June 30, 2024

## Narrative

**Project Summary:** Crane Lake Township is applying for LCCMR funds to construct up to a 7,000 square foot Visitors Center to serve as an access point to the Voyageurs National Park.

**Describe the opportunity or problem your proposal seeks to address. Include any relevant background information.**

Water is the defining feature of Voyageurs National Park(VNP). The remoteness of the Park calls for the best effort by Park officials to provide access that enhances the visit of guests to the Park. Access and tourism expansion was the long-term promise that the Park would provide increasing economic opportunities for local residents while preserving a national treasure and developing recreational and educational opportunities for our citizens and guests. In three of the entrance points, a quality Park Service visitor center exists, enhancing the entrance point to the Park, providing safety and instruction, boat ramps and access, and educational displays and programs. The only entrance point without a Park presence is the gateway site at Crane Lake. When the Park was developed decades ago, the community of Crane Lake was promised a center. It is time to fulfill that vision. Crane Lake Township received a previous \$950,000 LCCMR grant to acquire the land for the Visitors Center and amenities. In 2020 the Township was awarded a \$3.1 million LCCMR grant to construct a campground. The land has been acquired and the 2020 award is waiting for Legislative approval.

**What is your proposed solution to the problem or opportunity discussed above? i.e. What are you seeking funding to do? You will be asked to expand on this in Activities and Milestones.**

The Township of Crane Lake is requesting LCCMR funds to construct up to a 7,000 square foot Visitor Center that will include a visitor entrance area, theater, meeting room, gift shop, restrooms with showers, parking, infrastructure (roads, water, electrical, etc.) and will include exhibit space for native wildlife as well as Township/National Park Service/Staff and other potential offices.

**What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources?**

The successful outcomes this initiative/project will include the following:

The construction of the new Visitors Center will increase level of visitation into Crane Lake and at resorts, guest houses, campers, houseboats and VNP. Enhanced day-use access into VNP from Crane Lake. Easy water access for private boaters. New land-accessed camping for VNP and area visitors. Public lakeshore recreation for residents and visitors. Community center with public docking, highly visible from entry to town. Year-round point of contact for VNP visitors in Crane Lake. Capacity to link these functions by trails to other communities. Physical solutions that benefits all parties.

## Project Location

**What is the best scale for describing where your work will take place?**

Region(s): NE

**What is the best scale to describe the area impacted by your work?**

Statewide

**When will the work impact occur?**

During the Project

## Activities and Milestones

### Activity 1: Construction of the Visitors Center

**Activity Budget:** \$2,410,000

**Activity Description:**

General contractor will be responsible for site preparations, parking areas, utility extensions, center construction, road access, ADA requirements and coordination with the engineering/architectural firm and the Township Board. The Township of Crane Lake intends to construct up to a 7,000 square foot Visitor Center that will include a visitor entrance area, theater, meeting room, gift shop, restrooms with showers, parking, infrastructure and will include exhibit space (Indoor or Outdoor Funded Locally) for native wildlife as well as Township/National Park Service/Staff and other potential offices.

**Activity Milestones:**

| Description   | Completion Date   |
|---|-------------------|
| Competitive Bid to Select a General Contractor to Construct the Visitors Center | March 31, 2022    |
| Contractor Selected and Project Bid Awarded to Construct the Visitor Center     | April 30, 2022    |
| Begin the Construction of the Visitor Center                                    | June 30, 2022     |
| Visitor Center Completed and Approved by the Township                           | December 31, 2023 |
| Visitor Center Opens to the Public  | April 30, 2024    |

### Activity 2: Architectural and Engineering Design and Construction Administration

**Activity Budget:** \$275,000

**Activity Description:**

The project engineer and architect will be responsible for Visitor Center site design, project administration, construction administration, plans/specifications, bidding documents, survey, onsite observation, public meeting, permitting, staking, landscaping, environmental review, archeological evaluation and material testing. It was planned to complete some of the site design for the Visitors Center with the 2020 LCCMR Award but all of that money will now be used for the construction and design of the campground only.

**Activity Milestones:**

| Description   | Completion Date   |
|---|-------------------|
| Architect Selected Through a Qualifications Process   | October 31, 2021  |
| Draft site design, architectural plans and construction administration plan and completion of design and plans. | January 31, 2022  |
| Township Approval of Site Design, A&E Plans and Project Management Plan   | February 28, 2022 |
| All Needed Permits Secured  | March 31, 2022    |
| Begin Oversight and Construction Administration   | June 30, 2022     |
| Construction Administration Completed and Work Approved by the Township   | December 31, 2023 |

### Activity 3: St. Louis County will Serve as the Fiscal Agent

**Activity Budget:** \$15,000

**Activity Description:**

St. Louis County will hold all financial documentation, pay and receive all money related to the LCCMR grant on behalf of Crane Lake Township. All fiscal documentation will be available by request. St. Louis County will only be reimbursed for time spent on this project.

**Activity Milestones:**

| Description  | Completion Date   |
|--|-------------------|
| St. Louis County Will Be The Fiscal Agent Throughout The Project | December 31, 2023 |

## Project Partners and Collaborators

| Name   | Organization                                    | Role                                  | Receiving Funds |
|--|---|---------------------------------------|-----------------|
| US Forest Service Staff  | US Forest Service                               | Site and Amenities Advisor            | No              |
| Bob DeGross - Superintendent - Contact 218-283-6606, degross@nps.gov, 360 Hwy 11 East, International Falls, MN 56649 | Voyageurs National Park (National Park Service) | Visitor Center Occupant/Funder/Leasee | No              |
| St. Louis County Staff   | St. Louis County                                | Fiscal Agent                          | Yes             |

## Dissemination

**Describe your plans for dissemination, presentation, documentation, or sharing of data, results, samples, physical collections, and other products and how they will follow ENRTF Acknowledgement Requirements and Guidelines.**

Description: Upon receipt of a signed grant agreement, the Township will issue a press release announcing the project, the plans for the construction of the Visitors Center, and will include special thanks and acknowledgement to the Minnesota Environment and Natural Resources Trust Fund for their assistance.

Crane Lake Township shall use their web site to disseminate project updates through commentary, photos of progress of project, and status updates. On the webpage, an acknowledgement will be located at the bottom of the page that states "Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR)".

At the project site, in at least two (2) locations, signage will be constructed approximately 30 days prior to construction and shall remain until completion of the project in order to identify project name, scope, and parties that funded the project. Permanent signs/plaques will be designed and erected at the Visitors Center acknowledging the Minnesota Environment and Natural Resources Trust Fund. These signs will include the verbiage "Funding for this project was provided by the Minnesota Environment and Natural Resources Trust Fund as recommended by the Legislative-Citizen Commission on Minnesota Resources (LCCMR)" as well as the Minnesota Environment and Natural Resources Trust Fund logo.

St. Louis County will hold all financial documentation, pay and receive all money related to the LCCMR Grant on behalf of Crane Lake. All fiscal documentation will be available by request.

## Long-Term Implementation and Funding

**Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this be funded?**

It is anticipated that additional funding, if needed, will be sought to complete this project including from these potential sources: United State Department of Agriculture (USDA), United State Forest Service (USFS), National Park Service(NPS),

State Bonding, municipal bonding, and other sources. Crane Lake will use the funds to maintain the campground and visitor center.

### Other ENRTF Appropriations Awarded in the Last Six Years

| Name  | Appropriation                         | Amount Awarded |
|---|---------------------------------------|----------------|
| Land Acquisition for Voyageurs National Park Crane Lake Visitors Center | M.L. 2017, Chp. 96, Sec. 2, Subd. 09i | \$950,000      |

## Budget Summary

| Category / Name   | Subcategory or Type                        | Description  | Purpose | Gen. Ineligible | % Benefits | # FTE | Classified Staff? | \$ Amount   |
|---|--|--|---------|-----------------|------------|-------|-------------------|-------------|
| <b>Personnel</b>  |  |  |         |                 |            |       |                   |             |
|   |  |  |         |                 |            |       | Sub Total         | -           |
| <b>Contracts and Services</b>   |  |  |         |                 |            |       |                   |             |
| Architectural/Engineering Firm Hired Through A Qualifications Process | Professional or Technical Service Contract | Architectural/Engineering Firm Will Be Responsible For Design and Construction Administration of the Visitor Center and necessary infrastructure as described in the narrative. Engineering Firm Will Serve as the Project Manager of the Project on the Township's Behalf. Engineering Firm Will Oversee/Complete Environmental/Archeological/Permitting Tasks> |         |                 |            | 6     |                   | \$275,000   |
| General Contractor Hired Through A Competitive Bid Process            | Professional or Technical Service Contract | General Contractor Will Be Responsible For All Aspects Of Project Construction   |         |                 |            | 18    |                   | \$2,410,000 |
| St. Louis County  | Professional or Technical Service Contract | St. Louis County will be the Fiscal Agent for this Project   |         | X               |            | 2     |                   | \$15,000    |
|   |  |  |         |                 |            |       | Sub Total         | \$2,700,000 |
| <b>Equipment, Tools, and Supplies</b>                                 |  |  |         |                 |            |       |                   |             |
|   |  |  |         |                 |            |       | Sub Total         | -           |
| <b>Capital Expenditures</b>   |  |  |         |                 |            |       |                   |             |
|   |  |  |         |                 |            |       | Sub Total         | -           |
| <b>Acquisitions and Stewardship</b>                                   |  |  |         |                 |            |       |                   |             |
|   |  |  |         |                 |            |       | Sub Total         | -           |
| <b>Travel In Minnesota</b>  |  |  |         |                 |            |       |                   |             |
|   |  |  |         |                 |            |       | Sub Total         | -           |

8/30/2021



|                                 |  |  |  |  |  |  |                    |                    |
|---------------------------------|--|--|--|--|--|--|--------------------|--------------------|
| <b>Travel Outside Minnesota</b> |  |  |  |  |  |  |                    |                    |
|                                 |  |  |  |  |  |  | <b>Sub Total</b>   | -                  |
| <b>Printing and Publication</b> |  |  |  |  |  |  |                    |                    |
|                                 |  |  |  |  |  |  | <b>Sub Total</b>   | -                  |
| <b>Other Expenses</b>           |  |  |  |  |  |  |                    |                    |
|                                 |  |  |  |  |  |  | <b>Sub Total</b>   | -                  |
|                                 |  |  |  |  |  |  | <b>Grand Total</b> | <b>\$2,700,000</b> |

## Classified Staff or Generally Ineligible Expenses

| Category/Name                                    | Subcategory or Type                        | Description  | Justification Ineligible Expense or Classified Staff Request   |
|--|--|--|--|
| <b>Contracts and Services</b> - St. Louis County | Professional or Technical Service Contract | St. Louis County will be the Fiscal Agent for this Project | Crane Lake (Population 100) does not have the staff or infrastructure to manage large sums of money therefore we have contracted with St. Louis County to have their auditors assist in administering these funds. |

## Non ENRTF Funds

| Category         | Specific Source | Use   | Status                     | Amount           |
|------------------|-----------------|---|----------------------------|------------------|
| <b>State</b>     |                 |   |                            |                  |
|                  |                 |   | <b>State Sub Total</b>     | -                |
| <b>Non-State</b> |                 |   |                            |                  |
| Cash             | Local Funds     | Will Be Used to Pay for Any Ancillary Costs That are Encountered Related to the Project | Pending                    | \$500,000        |
|                  |                 |   | <b>Non State Sub Total</b> | <b>\$500,000</b> |
|                  |                 |   | <b>Funds Total</b>         | <b>\$500,000</b> |

## Attachments

### Required Attachments

#### *Visual Component*

File: [7e658c31-818.pdf](#)

#### *Alternate Text for Visual Component*

Visual Shows The Visitors Center Layout Including All Amenities...

#### *Board Resolution or Letter*

| Title                 | File                             |
|-----------------------|----------------------------------|
| Additional Resolution | <a href="#">e7801aa3-e1e.pdf</a> |
| Resolution            | <a href="#">aad67d37-475.pdf</a> |

### Optional Attachments

#### *Support Letter or Other*

| Title                     | File                             |
|---------------------------|----------------------------------|
| LCCMR Background Check    | <a href="#">c15b3f43-39c.pdf</a> |
| SLC Fiscal Agent Contract | <a href="#">c276b4bf-fef.pdf</a> |

## Difference between Proposal and Work Plan

#### *Describe changes from Proposal to Work Plan Stage*

Changes were made to activities 1 & 2 to reflect the actual LCCMR award. Budget was adjusted to reflect the actual LCCMR award. Dissemination portion of this work plan was completed. All changes made as directed in the Comments and Revisions Section. Staff comment 416 -Visual Updated and attached. 742 - St. Louis County has agreed to be the Fiscal Agent. Crane Lake resolution is attached. 743 - Originally we thought there would have enough money to do the site work, however as we have more detailed cost estimates, we will need all of the money for the Campground - Remember the original cost estimate goes back to 2019 and costs have gone up. Also remember that we did ask for \$3,600,00 but the award was cut. 745 - This will be one bid. The general contractor will have subcontractors as needed for some of the tasks. On Wednesday, June 22, 2021 the work plan was revised to make changes to include everything in the comments and revisions section. Additional changes/recommendations were made that were identified in LCCMR's Michael Varien in his work plan suggestions emailed on June 1, 2021. Additional changes were made on July 9, 2021 related to changes with the fiscal agent being paid from the LCCMR funds. On July 14, 2021 changes were made to comply with staff recommendations. On August 4, 2021 all changes were made to comply with staff recommendations.

## Additional Acknowledgements and Conditions:

The following are acknowledgements and conditions beyond those already included in the above workplan:

**Do you understand and acknowledge the ENRTF repayment requirements if the use of capital equipment changes?**

N/A

**Do you agree travel expenses must follow the "Commissioner's Plan" promulgated by the Commissioner of Management of Budget or, for University of Minnesota projects, the University of Minnesota plan?**

N/A

**Does your project have potential for royalties, copyrights, patents, or sale of products and assets?**

Yes

**Do you understand and acknowledge IP and revenue-return and sharing requirements in 116P.10?**

Yes

**Do you wish to request reinvestment of any revenues into your project instead of returning revenue to the ENRTF?**

No

**Does your project include original, hypothesis-driven research?**

No

**Does the organization have a fiscal agent for this project?**

Yes, St. Louis County



We will be constructing the Visitor Center and necessary infrastructure as stated in the narrative section of the RFP with LCCMR 2021 Funds



## Voyaguers National Park Visitor Center, Campground & Boat Landing

Crane Lake, Minnesota

