



# Environment and Natural Resources Trust Fund

## 2024 Request for Proposal

### General Information

**Proposal ID:** 2024-300

**Proposal Title:** City of Moose Lake - Campground Improvements

### Project Manager Information

**Name:** Ellissa Owens

**Organization:** City of Moose Lake

**Office Telephone:** (218) 485-4010

**Email:** eowens@ci.mooselake.mn.us

### Project Basic Information

**Project Summary:** Expansion of Moose Lake Campground adding 21 campsites to accommodate recreational vehicles and tent campers. New campground office/garage will be constructed and both existing bathhouses will be upgraded.

**Funds Requested:** \$3,563,000

**Proposed Project Completion:** November 30, 2026

**LCCMR Funding Category:** Land Acquisition, Habitat, and Recreation (G)

### 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

## Narrative

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

In the 1960's, the City of Moose Lake had the foresight to construct a City owned campground and City Park, on the pristine shores of Moosehead Lake, that would provide recreational opportunities for the public for many years to come. In 2021, the campground experienced nearly 1300 stays, comprised of 885 unique campers, with an extensive waiting list for utilization of the 23 seasonal sites.

The overwhelming popularity of the City campground warrants expansion into City owned land to provide an additional 21 campsites. With this, the campground will need to replace one of the current shower facilities, and upgrade the other, to comply with current MDH requirements. In addition, the "office" is part of an old garage that doesn't provide adequate operating room or storage.

Moose Lake is a unique City in Minnesota in that the properties in the City are only 30% taxable / 70% nontaxable, versus the reverse percentage breakdown present in most communities. The campground has provided the City with an additional means of generating revenue to compensate for this obstacle. Increasing the capacity of the campground will provide additional recreational opportunities for campers in Minnesota and further aid the City in generating revenue.

### **What is your proposed solution to the problem or opportunity discussed above? Introduce us to the work you are seeking funding to do. You will be asked to expand on this proposed solution in Activities & Milestones.**

The City of Moose Lake is applying to the LCCMR for funds to expand the existing City of Moose Lake Campground, located on the tranquil shores of Moosehead Lake with nearly 280 acres. The expansion seeks to add 21 new campsites accommodating both recreational vehicles and tent campers. One new restroom/shower facility and a camp office/storage garage will be constructed at the campground to serve campground users. In addition, an existing shower facility will be renovated to help accommodate the new campsites and bring the facility to current standards. City utilities (water, sewer, electrical) will be extended to the new campsites.

The Moose Lake Campground currently serves tourists from throughout the region, Minnesota, the U.S., and Canada with 13 tent sites and 71 recreational vehicle sites. The City of Moose Lake is upgrading the sidewalk on 4th Street to provide campers with an improved connection to both State Trails. The City of Moose Lake, and the surrounding areas, are very limited in camping sites and the existing sites available are always occupied. The total estimated cost of this project is \$3,700,000. The City of Moose Lake is requesting \$3,700,000 from the ENRTF.

### **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 completion of this project provides additional, enhanced, outdoor recreation opportunities for residents and tourists through increased access to campground sites on Moosehead Lake. The campground is adjacent to the City park providing campers access to a swimming beach, picnic area, pavilion, and is conveniently located 4 blocks from the Willard Munger and Soo Line Trails.

Net income generated from admissions to the campground, resulting from trust fund contributions, may be reinvested into the campground's long-term operations and maintenance as described in the work plan approved by the Legislative-Citizen Commission on Minnesota Resources according to Minnesota Statutes, section 116P.10.

## Activities and Milestones

### Activity 1: Project Construction Engineering

**Activity Budget:** \$667,000

**Activity Description:**

Construction Engineering includes preliminary and final design, bidding, construction administration, onsite observation, staking, and material testing.

**Activity Milestones:**

Description	Approximate Completion Date
Construction Engineering Start	July 31, 2024
Construction Engineering Completed	November 30, 2025

### Activity 2: Project Construction

**Activity Budget:** \$2,896,000

**Activity Description:**

Construction of 21 new campsites and associated roadway and utilities. Construction of a new campground office and storage building. Upgrades to both existing bathhouses to accommodate new campsites and meet all current DOH requirements. (See Attached Visual)

**Activity Milestones:**

Description	Approximate Completion Date
Project Bid	January 31, 2025
Construction Start	May 31, 2025
Construction Completed	November 30, 2025

## Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
General Contractor Hired Through Competitive Bidding Process	General Contractor	Project Construction	Yes
Consulting Engineer - Hired Through Qualifications Process	Consulting Engineer	Project Management, Design, Project Administration, and Construction Administration	Yes

## 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 work be funded?**

The operation and maintenance of all phases of this project is under the auspices of the City of Moose Lake. Moose Lake is committed to provide all necessary funds to operate and maintain the campground for a minimum of twenty years. Net income generated from admissions to the campground will be reinvested into the campground's long-term operations and maintenance. The city will annually evaluate the condition and operations of the campground. Seasonal maintenance (mowing, weed control, winterizing, etc.) will be a line item in the City of Moose Lake's annual budget.

## Other ENRTF Appropriations Awarded in the Last Six Years

Name	Appropriation	Amount Awarded
Moose Lake - Trunk Highway 73 Trail	M.L. 2021, First Special Session, Chp. 6, Art. 6, Sec. 2, Subd. 09i	\$330,000

## Project Manager and Organization Qualifications

**Project Manager Name:** Ellissa Owens

**Job Title:** City Administrator

**Provide description of the project manager's qualifications to manage the proposed project.**

The overall manager for this project will be the City of Moose Lake under the direction of the Mayor/City Council and City Staff. Additional project management and over-site will come from the consulting engineer. Ellissa Owens (City Administrator), Ted Shaw (Mayor), Phil Entner (City Superintendent) have been overseeing the planning of this project since its initial inception and have many years of experience in overseeing large city construction projects.

The City of Moose Lake is governed by a Mayor and four City Council members. With a staff of 16 full-time and 31 part-time and seasonal employees, the City provides a wide range of services including public safety, public works, water, sewer, and parks and recreation. The City also operates the campground, a public library, a liquor store and a license bureau; municipal electric operations are provided by the Moose Lake Power and Light. Their staff includes a City Administrator, Finance Director, City Superintendent, Police Chief, Deputy Registrar, Library Director, Municipal Liquor Store Manager, Arena Supervisor, and Campground Hosts.

**Organization:** City of Moose Lake

**Organization Description:**

Moose Lake is a small community of 2,800 residents located on a lake in Northeastern Minnesota. Moose Lake is located 43 miles southwest of Duluth and 112 miles north of Minneapolis–Saint Paul. Moose Lake is a popular destination for tourists who enjoy the area’s beautiful lakes, rivers, and forests. During peak vacation seasons, Moose Lake experiences a dramatic increase of people coming to the city as a result of visitors from area resorts and cabins and motorists passing through on their way to northern vacation sites in the Iron Range and the Arrowhead regions.

Moose Lake State Park attracts anglers, hikers, canoeists, swimmers, and campers while the Moose Lake Agate and Geological Center offers informative displays focusing on rocks, minerals and area geology. The Willard Munger State Trail and Soo Line Trail both run through the City of Moose Lake and are easily accessible for campground users. The Munger Trail connects Hinckley and Duluth and offers hiking, bicycling, inline skating, and snowmobiling. The Soo Line Trail provides four wheeling and snowmobiling across the State.

Moose Lake enjoys a healthy local economy with an updated downtown business district, expanded state of the art medical campus, and growing freeway development.

## Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
<b>Personnel</b>								
							<b>Sub Total</b>	-
<b>Contracts and Services</b>								
Engineering Firm Hired Through A Competitive Process	Professional or Technical Service Contract	The Engineering Firm Will Be Responsible For Project Design And Construction Administration				0		\$667,000
General Contractor Hired Through A Competitive Bid Process	Professional or Technical Service Contract	General Contractor Will Be Responsible For Constructing The Campsite and Buildings				-		\$2,896,000
							<b>Sub Total</b>	<b>\$3,563,000</b>
<b>Equipment, Tools, and Supplies</b>								
							<b>Sub Total</b>	-
<b>Capital Expenditures</b>								
							<b>Sub Total</b>	-
<b>Acquisitions and Stewardship</b>								
							<b>Sub Total</b>	-
<b>Travel In Minnesota</b>								
							<b>Sub Total</b>	-

<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>\$3,563,000</b>

Classified Staff or Generally Ineligible Expenses

Category/Name	Subcategory or Type	Description	Justification Ineligible Expense or Classified Staff Request
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Non ENRTF Funds

Category	Specific Source	Use	Status	Amount
<b>State</b>				
			<b>State Sub Total</b>	-
<b>Non-State</b>				
Cash	City Revenue Bond	As Needed For Ineligible Items or Cost Overruns	Potential	-
			<b>Non State Sub Total</b>	-
			<b>Funds Total</b>	-

## Attachments

### Required Attachments

#### *Visual Component*

File: [ea2b7705-cfe.pdf](#)

#### *Alternate Text for Visual Component*

Visual Shows Campground Layout and Building Locations...

#### *Board Resolution or Letter*

Title	File
Resolution 23-02-01	<a href="#">2766cd99-64e.pdf</a>

### Optional Attachments

#### *Support Letter, Photos, Media, Other*

Title	File
Moose Lake Campground Expansion Preliminary Cost Estimate	<a href="#">c6de1824-2d9.pdf</a>
City of Moose Lake Campground Location Map	<a href="#">4a8999a1-d9f.pdf</a>

## Administrative Use

**Does your project include restoration or acquisition of land rights?**

No

**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? If so, describe here:**

Yes, Net income generated from admissions to the campground created as a result of trust fund contributions may be reinvested into the campground's long-term operations and maintenance as described in the work plan approved by the Legislative-Citizen Commission on Minnesota Resources according to Minnesota Statutes, section 116P.10.

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

Yes

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

No

**Does your project include the design, construction, or renovation of a building, trail, campground, or other capital asset costing \$10,000 or more?**

Yes

**Do you propose using an appropriation from the Environment and Natural Resources Trust Fund to conduct a project that provides children's services, as defined in Minnesota Statutes section 299C.61 Subd.7?**

No