



# Environment and Natural Resources Trust Fund

2025 Request for Proposal

## General Information

**Proposal ID:** 2025-255

**Proposal Title:** City of Proctor 3rd Street Park

## Project Manager Information

**Name:** Jessica Rich

**Organization:** City of Proctor

**Office Telephone:** (218) 628-6264

**Email:** jrich@proctormn.gov

## Project Basic Information

**Project Summary:** Redeveloping the 3rd Street Park into a vibrant community gathering space serving residents of Proctor. A new basketball court, pavilion, and green gathering spaces will be constructed.

**ENRTF Funds Requested:** \$875,000

**Proposed Project Completion:** October 31, 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?**

Region(s): NE

**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 2002, the Proctor School District transformed a middle school recess yard into a community recreation center. In 2015, the City of Proctor assumed ownership of the property, preserving it as the 3rd Street Park. Nestled within a residential neighborhood, this park spans 21,000 square feet and is surrounded on 3 sides by City streets. However, the current state of the park presents challenges. The deteriorating pavement hosts one basketball court and three pickleball courts, rendering them less usable. Residents have expressed dissatisfaction due to the lack of green space, amenities, restrooms, and dedicated seating or gathering areas. In 2023, the City of Proctor partnered with Essentia Health's Community Health Department to pilot the Orange Places Project. This initiative aims to create functional, beloved community spaces that address mental and social well-being. Through public outreach and conceptual planning, the vision for revitalizing the 3rd Street Park emerged, promising enhanced recreational opportunities for Proctor's residents. A copy of the Orange Places Project report is attached.

### **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 Proctor seeks funding from the LCCMR to transform the 3rd Street Park into a vibrant community gathering space. The proposed enhancements will boost park usage by introducing green spaces and essential amenities. These improvements include a vegetated buffer between the park and nearby residential lots, relocation of the fence-enclosed basketball court to the west side, and the addition of accessible paths. On the east side, visitors will find a pavilion with sheltered picnic tables, park signage, decorative lighting, and ornamental trees. A new row of boulders will be installed along the alley to minimize snow accumulation from clearing. Trash cans, a portable bathroom, and off-street parking stalls will further accommodate park-goers. We kindly request \$800,000 from the ENRTF to bring these improvements to fruition.

### **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?**

This project will provide additional and enhanced outdoor recreation opportunities for residents living in Proctor. The project will result in a reduction of impervious area and increased green space. This will allow for vegetation, tree planting, and onsite stormwater management.

The 3rd Street Park is strategically situated within a network of other recreational facilities, including an elementary school, three churches, a County Fairground, and a Community Center—all within a 0.5-mile walking distance. The revitalization will transform this park into a vibrant hub, fostering community well-being, encouraging physical activity, and create a welcoming environment for all residents and visitors.

## Activities and Milestones

### Activity 1: Project Construction Engineering

**Activity Budget:** \$175,000

**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, 2025               |
| Construction Engineering Completed | October 31, 2026            |

### Activity 2: Project Construction

**Activity Budget:** \$700,000

**Activity Description:**

Reconstruction of 3rd Street Park and associated parking improvements. Upgrades to improve ADA accessibility to park. (See Attached Visual)

**Activity Milestones:**

| Description           | Approximate Completion Date |
|-----------------------|-----------------------------|
| Project Bid           | January 31, 2026            |
| Construction Start    | June 30, 2026               |
| Construction Complete | October 31, 2026            |

## 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 Proctor. Proctor is committed to provide all necessary funds to operate and maintain the park for a minimum of twenty years. The city will annually evaluate the condition and operations of the park. Seasonal maintenance (mowing, weed control, winterizing, etc.) will be a line item in Proctor's annual budget.

## Project Manager and Organization Qualifications

**Project Manager Name:** Jessica Rich

**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 Proctor under the direction of the Mayor/City Council and City Staff. Additional project management and over-site will come from the consulting engineer. Jess Rich (City Administrator), Chad Ward (Mayor), Rick LaLonde (Public Works Director) 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 Proctor is governed by a Mayor and four council members. With a staff of 28 full-time and 3 seasonal employees, the City provides a wide range of services including public safety, fire department, public works, water, sewer, and parks and recreation. The City also operates the several City Parks, a public golf course, and a liquor store; municipal electric operations are provided by the Proctor Public Utility Commission. Their staff includes a City Administrator, Director of Finance and Accounting, Marketing and Communications Manager, Utilities Operations Manager, Public Works Director and Parks Supervisor, Utility Commission, fire chief and police chief.

**Organization:** City of Proctor

**Organization Description:**

Proctor is a small community of just over 3,000 residents located in Northeastern Minnesota. Proctor is located adjacent to the City of Duluth and City of Hermantown overlooking Lake Superior. Proctor is a popular destination for tourists who enjoy the area's beautiful lakes, rivers and forests. During peak vacation seasons, Proctor 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. The City of Proctor provides golf, ball fields, playgrounds, a museum, race track, and historic landmarks for all to enjoy. Proctor is host to a variety of community events including horse and dog shows at the Dirt Floor Arena, Proctor Speedway events, the South St. Louis County Fair, and the town's own Hoghead Festival. Proctor is proud to host national events such as the ALS Black Woods Blizzard Tour in early February, and the MS 150 Bike Ride in June. Proctor enjoys a healthy local economy with an updated downtown business district, Sports and Event Center, 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>                              |  |   |         |                 |            |       |                   |                  |
| SEH  | Professional or Technical Service Contract | The Engineering Firm Will Be Responsible For Project Design And Construction Administration |         |                 |            | 1     |                   | \$175,000        |
| General Contractor Hired Through a Competitive Bid Process | Professional or Technical Service Contract | General Contractor Will Be Responsible For Constructing the park                            |         |                 |            | -     |                   | \$700,000        |
|  |  |   |         |                 |            |       | <b>Sub Total</b>  | <b>\$875,000</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<br/>Outside<br/>Minnesota</b> |  |  |  |  |  |  |                        |                  |
|   |  |  |  |  |  |  | <b>Sub<br/>Total</b>   | -                |
| <b>Printing and<br/>Publication</b>     |  |  |  |  |  |  |                        |                  |
|   |  |  |  |  |  |  | <b>Sub<br/>Total</b>   | -                |
| <b>Other<br/>Expenses</b>               |  |  |  |  |  |  |                        |                  |
|   |  |  |  |  |  |  | <b>Sub<br/>Total</b>   | -                |
|   |  |  |  |  |  |  | <b>Grand<br/>Total</b> | <b>\$875,000</b> |

Classified Staff or Generally Ineligible Expenses

| Category/Name | Subcategory or Type | Description | Justification Ineligible Expense or Classified Staff Request |
|---------------|---------------------|-------------|--|
|---------------|---------------------|-------------|--|

Non ENRTF Funds

| Category         | Specific Source    | Use  | Status                     | Amount |
|------------------|--------------------|--|----------------------------|--------|
| <b>State</b>     |                    |  |                            |        |
|                  |                    |  | <b>State Sub Total</b>     | -      |
| <b>Non-State</b> |                    |  |                            |        |
| Cash             | City Revenue Bonds | as needed for ineligible items or cost overuns | Secured                    | -      |
|                  |                    |  | <b>Non State Sub Total</b> | -      |
|                  |                    |  | <b>Funds Total</b>         | -      |

**Total Project Cost: \$875,000**

**This amount accurately reflects total project cost?**

Yes



## Attachments

### Required Attachments

#### *Visual Component*

File: [f290768e-2a0.pdf](#)

#### *Alternate Text for Visual Component*

Project Location - In the city limits of the City of Proctor, Minnesota on the corner of 3rd Street and 1st Avenue...

#### *Financial Capacity*

| Title                            | File                             |
|----------------------------------|----------------------------------|
| 2022 Audited Financial Statement | <a href="#">26d6957a-2e9.pdf</a> |

#### *Board Resolution or Letter*

| Title                                    | File                             |
|--|----------------------------------|
| City of Proctor Council Resolution 13-24 | <a href="#">36c3f82c-222.pdf</a> |

### Supplemental Attachments

#### *Capital Project Questionnaire, Budget Supplements, Support Letter, Photos, Media, Other*

| Title                                     | File                             |
|---|----------------------------------|
| Essentia Letter of Support                | <a href="#">b8e4ed14-51e.pdf</a> |
| 3rd Street Park Preliminary Cost Estimate | <a href="#">f5d2185a-d69.pdf</a> |
| 3rd Street Report                         | <a href="#">e3c13375-1db.pdf</a> |
| Park Layout                               | <a href="#">c16feba8-640.pdf</a> |

## Administrative Use

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

No

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

No

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

N/A

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

N/A

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

No

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

No

**Does your project include the pre-design, design, construction, or renovation of a building, trail, campground, or other fixed capital asset costing \$10,000 or more or large-scale stream or wetland restoration?**

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 as "the provision of care, treatment, education, training, instruction, or recreation to children")?**

No

**Provide the name(s) and organization(s) of additional individuals assisting in the completion of this proposal:**

Matt Bolf, SEH Engineering