



Environment and Natural Resources Trust Fund

2026 Request for Proposal

General Information

Proposal ID: 2026-321

Proposal Title: Otter and Campbell Lakes Accessible Recreational Opportunities Project

Project Manager Information

Name: Michael Stifter

Organization: City of Hutchinson

Office Telephone: (320) 234-4212

Email: mstifter@hutchinsonmn.gov

Project Basic Information

Project Summary: Hutchinson is requesting ENRTF funding to construct five ADA-compliant fishing piers around Otter and Campbell Lakes and construct a parking lot at the southern end of Otter Lake.

ENRTF Funds Requested: \$615,000

Proposed Project Completion: October 31, 2028

LCCMR Funding Category: Education and Outdoor Recreation (C)

Project Location

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

Region(s): Central

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

Region(s): Central

When will the work impact occur?

During the Project and In the Future

Narrative

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

Otter and Campbell Lakes within the City of Hutchinson are crucial water bodies that provide an important recreational opportunity for residents and visitors. The proximity of the lakes to the Luce Line State Trail and the South Fork of the Crow River, a State Water Trail, highlights the importance and popularity of these lakes for fishing and boating.

Otter Lake is surrounded by multiple public parks and campgrounds. Currently, these public spaces lack safe and accessible fishing piers and parking areas.

The deficiency of public access to Otter and Campbell Lakes prevents these public resources from reaching their full potential. There are accessibility concerns, limiting the usage of these lakes for the public, including the local underserved communities in MPCA-identified Environmental Justice Areas of Concern (EJAC). An EJAC community is defined as an area where at least 40% of the population is living 185% below the federal poverty level.

Additionally, the lakes themselves are subject to significant sedimentation. They have slowly filled with sediment due to high loads in the South Fork of the Crow River. Reduced fish habitat and fisheries capacity has limited the recreational capacity of the lake.

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 Hutchinson is applying for ENRTF funding to address the lakes' accessibility issues and increase access to environmental recreation. To improve accessibility, Hutchinson proposes the construction of five ADA-compliant fishing piers around Otter and Campbell Lakes and a parking lot at the southern end of Otter Lake.

These improvements will augment accessibility and create recreational opportunities at the public parks surrounding Otter and Campbell Lakes. Fishing piers accessible from the parks will better integrate these community amenities into a seamless waterfront experience. The improvements will also provide greater access and consideration for EJAC communities in the region. Lower-income individuals have limited access to the diverse recreational opportunities lakes offer relative to those with access to boats or waterfront property. This project seeks to ensure that all Hutchinson residents who want to enjoy these lakes have that opportunity.

The improvements will be completed entirely on land currently owned by the City of Hutchinson. Additional phases of this lake revitalization project included permitting and preliminary design for upstream stream restoration and sediment basin design to reduce sediment loads. Future work, funded by 2021 Bonding Proceeds and city funding, will include in-lake habitat restoration and sediment delta removal.

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 enhance the value of two state natural resources—Otter Lake and Campbell Lake. These lakes help to define the culture of the City of Hutchinson and are important to the larger region as well. This project will offer additional recreational opportunities for citizens and visitors. Other phases of the project will support local biodiversity by providing crucial habitat for fish and other wildlife. This project will preserve and enhance the lake for future generations by improving access to shoreline fishing, stabilizing the riverbank upstream, and removing in-lake sediment that has built up over the past century.

Activities and Milestones

Activity 1: Pre-Design and Design of Fishing Piers at Otter and Campbell Lakes and a Parking Lot at Otter Lake

Activity Budget: \$90,000

Activity Description:

Final design and engineering will include all necessary design work to develop construction plans for the fishing pier and parking lot installation. All piers and the proposed parking lot will be designed to be compliant with ADA standards. Permits that will be required for this project will include MNDNR public waters, MNWCA, US Army Corps of Engineers 404, and MPCA NPDES. The engineer will complete all bid specifications for the public RFP process.

Activity Milestones:

Description	Approximate Completion Date
Selection of Consultant	August 31, 2026
Survey	August 31, 2026
Natural Resources Delineation	August 31, 2026
Pre-Design Review	September 30, 2026
Consultation with SHPO	September 30, 2026
Permitting Review	November 30, 2026
Approval of Draft Plans	December 31, 2026
Approval of Final Plans and Specifications	February 28, 2027
Advertisement for Bid	February 28, 2027

Activity 2: Pre-Construction

Activity Budget: \$35,000

Activity Description:

This activity includes contractor selection, finalizing any required permits, conducting pre-construction meetings, project staking, contractor mobilization, and site preparation.

Activity Milestones:

Description	Approximate Completion Date
Select Contractor	March 31, 2027
Secure Permits	April 30, 2027
Pre-Construction Meeting	April 30, 2027
Staking	May 31, 2027
Mobilization	May 31, 2027
Site Preparation	May 31, 2027

Activity 3: Construction of Accessible Fishing Piers and a Parking Lot

Activity Budget: \$450,000

Activity Description:

This activity includes construction materials and construction services for the fishing pier installation and the parking lot adjacent to Otter Lake.

Activity Milestones:

Description	Approximate Completion Date
Construction, Oversight and Administration	August 31, 2027
Change Orders	August 31, 2027
Final Grading	October 31, 2027
Substantial Completion	October 31, 2027

Activity 4: Project Close-Out**Activity Budget:** \$15,000**Activity Description:**

This activity includes final stabilization, punch list items, as-built surveys, and required activities for the LCCMR grant process including notice of funding restriction, certificate of occupancy (or equivalent), ENRTF signage installed, and park re-opening.

Activity Milestones:

Description	Approximate Completion Date
Stabilization	October 31, 2027
Punch List	November 30, 2027
ENRTF Signage Installed	November 30, 2027
As-builts	December 31, 2027
Notice of Funding Restriction Recorded	December 31, 2027
Site Re-Opening	December 31, 2027

Activity 5: Contingency**Activity Budget:** \$25,000**Activity Description:**

Funding for unexpected cost overruns.

Activity Milestones:

Description	Approximate Completion Date
Funding for unexpected cost overruns.	December 31, 2027

Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
Alan Gleisner	Hutchinson DNR	Area Hydrologist	No
Scott Mackenthun	Hutchinson DNR	Area Fisheries Supervisor	No
Ryan Freitag	McLeod SWCD	District Manager	No
Diana Sander	Crow River Organization of Water (CROW)	Watershed Coordinator	No
Gary Forcier	City of Hutchinson	Mayor	No
Chad Czmowski	City of Hutchinson	Councilman	No
Andy Nissen	Hutchinson Waters	Advisory Role	No
Robert Hantge	Hutchinson Waters	Advisory Role	No
Bill Arndt	Local Resident of Hutchinson	Citizen	No
Alex Mienke	US Army Corps of Engineers	Project Manager	No
Dolf Moon	City of Hutchinson	Parks and Recreation Director	No
Matt Jaunich	City of Hutchinson	City Administrator	No
Brett Carlson	USDA NRCS	District Conservationist	No
Marco Graziani	MPCA	Pollution Control Specialist	No

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?

Future phases of the project will include additional recreational improvements, the deepening of Campbell Lake and the northern portion of Otter Lake, and the installation of fish habitats in Otter and Campbell Lakes. Funding for the larger project will come from eligible grants received, State and Federal allocations, and from the City of Hutchinson. Once this project is completed, the City of Hutchinson will be responsible for maintaining the lakes' fishing piers and public shorelines.

Project Manager and Organization Qualifications

Project Manager Name: Michael Stifter

Job Title: Public Works Director at City of Hutchinson

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

Mr. Stifter's career in facilities management extends back three decades. In the 90s this experience began with management of various forms of student housing at 4 different universities. Over the course of 17 years at the University Wisconsin-River Falls he was promoted from housing management roles to Director, then Executive Director of Facilities Management. In this role Mr. Stifter was responsible for a comprehensive facilities management

department consisting of grounds, maintenance, custodial, engineering, administrative, heating plant, postal, and central stores/storeroom services. He assisted the campus planner with capital budget development and was involved in Strategic Planning, Master Planning, and Integrated Planning activities on a regular basis.

In 2016 he took the position of Public Works Director at the City of River Falls. In 2023 he moved from River Falls to Hutchinson, retaining the role of Public Works Director. At Hutchinson, he plans, programs, directs and evaluates all public works operations related to engineering, streets/alleys, water/wastewater/stormwater systems, airports, cemeteries, urban forestry, and HATS facilities.

In addition to his extensive experience in facilities and public works management, Mr. Stifter does part-time work as a financial coach. He has a passion for helping clients to develop financial literacy and sustainable money habits. The fact that he spends his free time guiding clients towards financial responsibility, not to mention his decades of directly applicable experience, make Mr. Stifter an excellent candidate for management of an ENRTF-funded project.

Organization: City of Hutchinson

Organization Description:

The City of Hutchinson is situated about 50 miles west of the Twin Cities metro area. As of 2023, Hutchinson had a total population of 14,629 according to the US Census (ACS 5-year). Otter and Campbell Lakes, which are fed by the South Fork Crow River, are the most prominent geographical features of the city. The river and the long, skinny eastern segment of Otter Lake that it becomes, bisect the city along Highway 7. In Hutchinson, a home-rule charter city, the City Council is the governing authority. The mayor, Gary Forcier, serves as the chair of the council though he does not ultimately have greater authority than the other council members. Matt Jaunich is the city administrator whose primary function is to provide supervision over all municipal departments.

The proposed restoration project will be led by the Sustainability and Natural Resources team, housed in the Public Work and Engineering Department. The City of Hutchinson values its many natural resources and is committed to protecting, preserving, and restoring the environment for its citizens and future generations. The Sustainability and Natural Resources team oversees the city's forestry program, advises on energy production, and oversees water quality at the lakes.

Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
Personnel								
							Sub Total	-
Contracts and Services								
							Sub Total	-
Equipment, Tools, and Supplies								
							Sub Total	-
Capital Expenditures								
							Sub Total	-
Acquisitions and Stewardship								
							Sub Total	-
Travel In Minnesota								
							Sub Total	-
Travel Outside Minnesota								
							Sub Total	-
Printing and Publication								
							Sub Total	-
Other Expenses								

		Parking Lot Construction	Includes construction materials and construction services for one parking lot to increase access to outdoor recreation					\$125,000
		Pre-Design/Design	Final design and engineering will include all necessary design work to develop construction plans for the fishing pier and parking lot installation.					\$90,000
		Pre-Construction	Includes contractor selection, finalizing any required permits, conducting pre-construction meetings, project staking, contractor mobilization, and site preparation.					\$35,000
		Project Close Out	Includes final stabilization, punch list items, as-built surveys, and required activities for the LCCMR grant process					\$15,000
		Contingency	Funding for unexpected cost overruns.					\$25,000
		Fishing Pier Construction	Includes construction materials and construction services for one ADA-compliant fishing pier to increase access to outdoor recreation					\$65,000
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		Fishing Pier Construction	Includes construction materials and construction services for one ADA-compliant fishing pier to increase access to outdoor recreation					\$65,000
							Sub Total	\$615,000
							Grand Total	\$615,000

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
State				
			State Sub Total	-
Non-State				
Cash	2021 Bonding Proceeds	Sediment reduction and stream bank restoration upstream of Otter Lake. On-going, completion by December 2024.	Secured	\$3,100,000
Cash	City of Hutchinson Bonds/Cash	Stormwater retrofits to reduce sediment and nutrients from Urban Stormwater.	Secured	\$2,500,000
Cash	City of Hutchinson Bonds/Cash	Inflation	Secured	\$60,000
			Non State Sub Total	\$5,660,000
			Funds Total	\$5,660,000

Total Project Cost: \$6,275,000

This amount accurately reflects total project cost?

Yes

Attachments

Required Attachments

Visual Component

File: [200b3b16-647.pdf](#)

Alternate Text for Visual Component

The layout shows the proposed fishing piers and parking lot. One pier is located on the north side of Otter Lake, two are on the east side, and two are on the west side. The parking lot is near one of the piers on the west side of Otter Lake....

Financial Capacity

Title	File
Hutchinson Financial Statement and Audit	4454cb9c-be7.pdf

Board Resolution or Letter

Title	File
Hutchinson LCCMR Resolution	0010c370-55f.docx

Supplemental Attachments

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

Title	File
Previous Funding Award Grant Agreement	484cad1-89a.pdf
Project Informational Handout	7bdc3422-ecc.pdf
Budget Addendum	4c21ce7f-dad.pdf
Capital Construction Project Questionnaire	fa472a89-115.pdf

Administrative Use

Does your project include restoration or acquisition of land rights?

No

Do you understand that travel expenses are only approved if they 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, 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:

N/A

Do you understand that a named service contract does not constitute a funder-designated subrecipient or approval of a sole-source contract? In other words, a service contract entity is only approved if it has been selected according to the contracting rules identified in state law and policy for organizations that receive ENRTF funds through direct appropriations, or in the DNR's reimbursement manual for non-state organizations. These rules may include competitive bidding and prevailing wage requirements

N/A