



Environment and Natural Resources Trust Fund

2026 Request for Proposal

General Information

Proposal ID: 2026-455

Proposal Title: City of Biwabik Recreation Area Phase 2

Project Manager Information

Name: Jeff Jacobson

Organization: City of Biwabik

Office Telephone: (218) 865-4183

Email: administrator@cityofbiwabik.com

Project Basic Information

Project Summary: Phase 2 proposed improvements include installing new water mains, buried power, sanitary sewer lift station upgrades, and an ATV trail reroute at Embarrass Lake campground.

ENRTF Funds Requested: \$2,250,000

Proposed Project Completion: June 30, 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): 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.

The proposal seeks to address several critical issues at the Embarrass Lake campground, a popular destination for both visitors and local users. The current electrical, water, and sewer systems are inadequate, leading to frequent disruptions and inconvenience for campers.

The internal roadway is in poor condition, making it difficult for RVs and trailers to navigate, detracting from the overall visitor experience. The deteriorating state of the road can cause damage to vehicles and create accessibility issues, discouraging potential visitors. Additionally, the roadway will need to be excavated for utility work, presenting an opportunity to replace the road and significantly improve its condition. This dual-purpose approach will upgrade the utility systems and enhance the roadway, making it safer and more accessible.

The beach area is bordered by a deteriorating retaining wall, posing safety risks and diminishing the site's aesthetic appeal. This wall is crucial for preventing erosion and maintaining the beach area's integrity, making its replacement essential.

By addressing these issues, the project aims to enhance the campground's functionality and appeal, making it a more attractive and sustainable destination for tourists and residents. Improving these facilities will boost visitor satisfaction and promote the campground as a safe and enjoyable place for everyone.

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 proposed solution aims to comprehensively address the critical issues at Embarrass Lake campground, enhancing its functionality and appeal. Proposed work includes:

Upgrading Utility Systems: Installing new electrical, water, and sewer infrastructure to meet current and future needs of the campground. This will reduce disruptions and ensure a safe, comfortable experience for campers. Modernizing these systems is crucial for preventing outages and potential safety hazards.

Reconstructing the Internal Roadway: Reconstructing and improving the internal roadway to facilitate easier navigation for RVs/trailers. This will enhance accessibility and prevent vehicle damage, improving the overall visitor experience. The current condition of the road poses risks to vehicles and creates accessibility issues. The roadway will also be excavated for utility work, presenting an opportunity to replace it and significantly improve its condition.

Replacing the Retaining Wall: Replacing the deteriorating retaining wall at the beach area with a new, durable retaining wall. This will prevent erosion, enhance safety, and improve the aesthetic appeal of the site. The existing wall is crucial for maintaining the integrity of the beach area.'

These improvements will make the campground a more attractive and sustainable destination, supporting the local economy and preserving the natural beauty of the area.

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 project outcomes include upgrading the electrical, water, and sewer (lift station) systems, rehabilitating the internal roadway, and replacing the existing retaining wall. These improvements will protect and conserve Embarrass Lake by preventing erosion and ensuring safe infrastructure. The preservation of natural resources is achieved through sustainable water, sewer, and power systems, reducing environmental impact and promoting eco-friendly practices. Enhancing the campground's amenities will attract more visitors, promoting outdoor recreation and appreciation of the

natural environment. Overall, the project supports the conservation and enjoyment of Minnesota's natural resources, ensuring their protection for future generations.

Activities and Milestones

Activity 1: Project Feasibility (Project Ordering Resolution or Letter)

Activity Budget: \$5,000

Activity Description:

Objective: Approve the resolution to initiate the project design for the proposed improvements at Embarrass Lake campground.

Tasks Involved:

Drafting the Resolution: Prepare a detailed resolution document outlining the scope, objectives, and benefits of the proposed improvements.

Presentation for Approval: Present the resolution to the Council for approval.

How Tasks Will Be Accomplished:

Collaborate with experts to draft a comprehensive resolution document.

Prepare a presentation to support the resolution and present to the Council for approval.

Specific Outcomes:

A well-prepared resolution document.

Clear identification of project benefits and mitigation measures.

Successful presentation of the resolution.

Approval of the resolution, allowing the project design to proceed.

By approving this resolution, the project design will move forward, ensuring that improvements are made while addressing community concerns and enhancing the campground's appeal.

Activity Milestones:

Description	Approximate Completion Date
Project Ordering (Resolution or Letter)	July 31, 2026

Activity 2: Pre-Design / Design

Activity Budget: \$72,000

Activity Description:

Objective: Develop detailed project plans/design, ensuring regulatory compliance and stakeholder alignment.

Survey/Delineation Work

Task: Map and assess the project area.

How: Conduct field surveys, delineate project boundaries.

Outcome: Detailed maps and data sets.

Consultation with SHPO

Task: Ensure compliance with historical preservation.

How: Engage with SHPO, conduct site assessments.

Outcome: SHPO approval, protection of cultural resources.

Other Permitting/Agency Review

Task: Obtain necessary permits and approvals.

How: Submit applications, coordinate reviews.

Outcome: Secured permits, regulatory compliance.

Approval of Draft Plans

Task: Finalize preliminary project plans.

How: Develop, review, and revise draft plans.

Outcome: Approved draft plans.

Approval of Final Plans

Task: Finalize detailed project plans.

How: Refine and complete final plans, obtain sign-offs.

Outcome: Fully approved final plans.

Advertisement for Bid

Task: Solicit bids from contractors.

How: Prepare bid documents, publish advertisements.

Outcome: Receipt of competitive bids, contractor selection.

Specific Outcomes:

Accurate Project Mapping: Provides detailed understanding of site features for effective design.

Historical Preservation Compliance: Ensures protection of cultural resources and adherence to legal requirements.

Regulatory Compliance: Secures necessary permits and approvals, preventing delays.

Refined Project Plans: Integrates stakeholder feedback for comprehensive and well-rounded design.

Qualified Contractor Selection: Guarantees the project is executed by skilled professionals.

Activity Milestones:

Description	Approximate Completion Date
Survey/Delineation Work	August 31, 2026
Consultation with SHPO	September 30, 2026
Other Permitting/Agency Review	October 31, 2026
Approval of Draft Plans	December 31, 2026
Approval of Final Plans	January 31, 2027
Advertisement for Bid	February 28, 2027

Activity 3: Pre-Construction

Activity Budget: \$103,500

Activity Description:

Objective: To ensure the successful execution of the project by selecting a qualified contractor, securing permits, preparing the site, and ensuring financial stability.

Construction Contractor Selected

Task: Choose a qualified contractor for project execution.

How: Advertise for bids, review bids, award low-bid contractor.

Outcome: Selection of a skilled contractor.

Permits Secured

Task: Obtain all necessary permits for construction.

How: Submit applications, coordinate reviews.

Outcome: Secured permits and regulatory compliance.

Pre-Construction Meeting

Task: Ensure stakeholders are aligned and prepared for construction.

How: Organize meeting, discuss plans and timelines.

Outcome: Clear understanding of project scope and coordination.

Staking, Mobilization, and Site Preparation

Task: Prepare the site for construction activities.

How: Stake out the area, mobilize equipment, conduct site preparation.

Outcome: Accurate site layout and ready-to-start construction site.

All Construction Funds Legally Secured

Task: Ensure all necessary funds are available for project completion.

How: Secure funding through grants or other sources; ensure legal compliance.

Outcome: Guaranteed availability of construction funds.

Specific Outcomes:

Accurate Project Mapping: Ensures precise understanding of site features for effective design.

Regulatory Compliance: Secures necessary permits and approvals, avoiding delays.

Qualified Contractor Selection: Ensures project is executed by capable professionals.

Financial Stability: Guarantees the availability of funds for project completion.

Activity Milestones:

Description	Approximate Completion Date
Construction Contractor Selected	April 30, 2027
Permits Secured	May 31, 2027
Pre-Construction Meeting	May 31, 2027
All Construction Funds Legally Secured	May 31, 2027
Staking, Mobilization, and Site Preparation	June 30, 2027

Activity 4: Construction

Activity Budget: \$1,994,500

Activity Description:

Objective: Execute the construction phase, ensuring the project is built according to plans, on time, and within budget.

Construction, Oversight, & Administration Begins

Task: Start construction and ensure proper oversight.

How: Mobilize teams and equipment, establish management protocols.

Outcome: Successful start of construction and effective oversight.

Change Orders

Task: Manage project modifications.

How: Review and approve change orders, adjust plans and budgets.

Outcome: Efficient handling of changes and maintained project scope.

Final Grading

Task: Complete final site grading.

How: Perform grading for proper elevation and drainage, prepare for landscaping.

Outcome: Properly graded site ready for final steps.

Substantial Completion

Task: Achieve substantial project completion.

How: Conduct final inspections, address punch list items.

Outcome: Verified substantial completion and resolved issues.

Construction, Oversight, & Administration Ends

Task: Finalize construction and conclude oversight.

How: Complete documentation and reporting, conduct project closeout.

Outcome: Successful project closeout and comprehensive documentation.

Specific Outcomes:

Accurate Project Mapping: Ensures precise understanding of site features for effective design.

Regulatory Compliance: Secures necessary permits and approvals, avoiding delays.

Qualified Contractor Work Execution: Ensures project is executed by capable professionals.

Financial Stability: Guarantees the availability of funds for project completion.

Activity Milestones:

Description	Approximate Completion Date
Construction, Oversight, & Administration Begins	June 30, 2027
Change Orders	October 31, 2027
Final Grading	October 31, 2027
Substantial Completion	October 31, 2027
Construction, Oversight, & Administration Ends	June 30, 2028

Activity 5: Close-Out

Activity Budget: \$75,000

Activity Description:

Objective: Finalize the project, ensuring all aspects are completed, documented, and ready for use.

Stabilization

Task: Ensure site stability post-construction.

How: Implement erosion control, stabilize soil and landscape.

Outcome: Reduced erosion risk.

Punch List Items

Task: Complete remaining minor tasks.

How: Conduct inspections, finalize items.

Outcome: Fully finished project.

As-Builts Approved

Task: Finalize and approve as-builts.

How: Review, update, and submit drawings.

Outcome: Accurate documentation.

Notice of Funding Restriction Recorded

Task: Record funding restriction notice.

How: Prepare and submit notice.

Outcome: Compliance with requirements.

Signage Installed with ENRTF Language/Logo

Task: Install funding acknowledgment signage.

How: Design, produce, and install signage.

Outcome: Visible ENRTF acknowledgment.

Open for Intended Use

Task: Open site for use.

How: Prepare site, announce opening.

Outcome: Ready for visitors.

Ongoing Reporting

Task: Provide continuous updates.

How: Collect data, monitor usage, submit reports.

Outcome: Continuous oversight.

Specific Outcomes:

Stabilized Site: Reduced erosion risk.

Completed Punch List: Fully finished project.

Approved As-Builts: Accurate documentation.

Recorded Funding Restriction: Compliance with requirements.

Installed Signage: ENRTF acknowledgment.

Open for Use: Ready for visitors.

Ongoing Reporting: Continuous oversight.

Activity Milestones:

Description	Approximate Completion Date
Stabilization	October 31, 2027
Punch List Items	June 30, 2028
As-builts Approved	June 30, 2028
Notice of Funding Restriction Recorded	June 30, 2028
Signage Installed with ENRTF Language or Logo	June 30, 2028
Open for Intended Use	June 30, 2028
Ongoing Reporting	June 30, 2028

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 results will be implemented through the completion of infrastructure upgrades, roadway rehabilitation, and retaining wall replacement. The City of Biwabik will budget annually for ongoing maintenance and repairs of the campground's infrastructure and amenities. The City's Capital Improvement Plan will include planning for necessary maintenance and upgrades to ensure the long-term sustainability of the improvements. Any additional work required after project completion will be funded through this annual budgeting process and the Capital Improvement Plan, ensuring continuous support for the protection, conservation, and enhancement of Embarrass Lake's natural resources.

Other ENRTF Appropriations Awarded in the Last Six Years

Name	Appropriation	Amount Awarded
City of Biwabik Recreation	M.L. 2023, , Chp. 60, Art. 2, Sec. 2, Subd. 09k	\$1,306,000

Project Manager and Organization Qualifications

Project Manager Name: Jeff Jacobson

Job Title: City Administrator

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

Jeff Jacobson, the City Administrator of Biwabik, brings a wealth of experience and expertise to the proposed project. With over 18 years of service in his current role, Jeff has demonstrated exceptional leadership and management skills, overseeing a wide range of capital projects that have significantly improved the city's infrastructure.

Throughout his tenure, Jeff has successfully managed over \$20,000,000 in capital projects. His extensive portfolio includes street and utility reconstruction, water and wastewater facility upgrades, and electrical system enhancements. These projects have required meticulous planning, coordination, and execution, showcasing Jeff's ability to handle complex and multifaceted initiatives.

Jeff's qualifications are further highlighted by his deep understanding of municipal operations and his commitment to community development. His experience in managing large-scale projects ensures that he is well-equipped to oversee the proposed improvements at the Embarrass Lake campground. His familiarity with the city's infrastructure needs and his proven track record of delivering successful projects make him an ideal candidate to lead this initiative.

In addition to his technical expertise, Jeff is known for his collaborative approach, working closely with city officials, contractors, and community stakeholders to ensure projects are completed on time and within budget. His ability to foster strong relationships and communicate effectively with all parties involved is crucial for the successful implementation of the proposed project.

Overall, Jeff's extensive experience, proven leadership, and dedication to enhancing the city's infrastructure make him highly qualified to manage the proposed improvements at the Embarrass Lake campground. His expertise will ensure that the project is executed efficiently, meeting the needs of both visitors and local residents while preserving the natural beauty of the area.

Organization: City of Biwabik

Organization Description:

The City of Biwabik is a small, vibrant community located in Northern St. Louis County, Minnesota. With a census population of 969, Biwabik is known for its close-knit community and welcoming atmosphere. Despite its small size, the city plays a significant role as a tourism and recreation destination, attracting visitors year-round.

During peak winter and summer seasons, Biwabik's population can easily double, thanks to its appealing recreational amenities and natural beauty. The city offers a variety of outdoor activities, including skiing, snowboarding, hiking, fishing, and boating, making it a popular spot for both locals and tourists.

Biwabik is committed to maintaining and enhancing its infrastructure to support its residents and the influx of seasonal visitors. The city administration, led by experienced professionals, focuses on community development and sustainable growth. This dedication is evident in the numerous capital projects undertaken to improve the city's facilities and services.

Overall, the City of Biwabik is a dynamic community that balances small-town charm with the demands of a bustling tourist destination. Its commitment to providing high-quality amenities and preserving its natural resources makes it an attractive place to live and visit.

Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
Personnel								
							Sub Total	-
Contracts and Services								
Engineer hired through a competitive process	Service Contract	Firm will be responsible for design and construction administration. The engineer will be selected through a qualifications based selection process.				4		\$410,000
General Contractor hired through a competitive bidding process	Service Contract	The general contractor will be responsible for all aspects of project construction.				20		\$1,840,000
							Sub Total	\$2,250,000
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								
							Sub Total	-
							Grand Total	\$2,250,000

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	Iron Range Resources & Rehabilitation	Feasibility, pre-design/design, construction	Potential	\$750,000
			Non State Sub Total	\$750,000
			Funds Total	\$750,000

Total Project Cost: \$3,000,000

This amount accurately reflects total project cost?

Yes

Attachments

Required Attachments

Visual Component

File: [cf7e7412-d07.pdf](#)

Alternate Text for Visual Component

The graphic depicts Phase 2 improvements at Embarrass Lake campground, including new water mains, sanitary sewer (lift station) upgrades, buried power lines, and an ATV trail reroute. It also shows the removal and replacement of the existing retaining wall, which will enhance the site's safety and aesthetic appeal....

Financial Capacity

Title	File
2024 Financial Report - Biwabik	c2853673-e2d.pdf
Account Balances 2024 - Biwabik	91cb391b-f49.pdf
City of Biwabik Audit_2023	f566b9db-286.pdf

Board Resolution or Letter

Title	File
Council Resolution_Signed	b8d6bf41-7d1.pdf

Supplemental Attachments

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

Title	File
Capital Construction Budget Addendum	e7e6a340-430.xlsx
Capital Construction Project Questionnaire	1511336f-a72.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?

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 (1) the source and estimated amounts of any revenue and (2) how you propose to use those revenues:

Yes, the City of Biwabik requests to reinvest revenue generated (approximately \$150,000 per season) from campsite rentals and other amenities to be used to cover ongoing operations and maintenance costs. This reinvestment

will ensure the sustainability and functionality of the upgraded infrastructure, maintaining high standards of service and safety for visitors.

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 Reid - Short Elliott Hendrickson, Inc. (SEH)

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

Yes, I understand