



Environment and Natural Resources Trust Fund

2026 Request for Proposal

General Information

Proposal ID: 2026-543

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: \$674,000

Proposed Project Completion: October 31, 2027

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):

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.

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: \$10,000

Activity Description:

Construction Engineering includes preliminary and final design, bidding, construction administration, onsite observation, staking and material testing. All activities checked as part of the ENRTF Capital Construction Project Questionnaire Section 3 checklist in the Feasibility/Community Engagement and Pre/Design & Design categories are included in this activity.

Activity Milestones:

Description	Approximate Completion Date
Construction Engineering Start	July 31, 2026
Construction Engineering Completed	October 31, 2027

Activity 2: Project Construction

Activity Budget: \$664,000

Activity Description:

Reconstruction of 3rd Street Park and associated parking improvements. Upgrades to improve ADA accessibility to park. (See Attached Visual) All activities checked as part of the ENRTF Capital Construction Project Questionnaire Section 3 checklist in the Pre-Construction, Construction, and Close-Out categories are included in this activity.

Activity Milestones:

Description	Approximate Completion Date
Project Bid	January 31, 2027
Construction Start	June 30, 2027
Construction Complete	October 31, 2027

Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
Russel Haberman	Essentia - Orange Places Project	Planner	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?

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
Personnel								
							Sub Total	-
Contracts and Services								
General Contractor Hired Through a Competitive Bid Process	Service Contract	General Contractor Will Be Responsible For Constructing the park				0		\$664,000
Design Consultant	Service Contract	The City will hire a consulting engineering firm provide final design and contract administration services on behalf of the City for the project.				0		\$10,000
							Sub Total	\$674,000
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	\$674,000

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	City of Proctor Local Sales Tax, City Parks budget, and possibly additional non-profit organizations interested in the project.	(25% non-ENRTF) money to be used for design and construction of the park. Money will be used to hire City Engineer (SEH) to assist with final design and construction administration. Additionally, funds will be used to help pay for a contractor to build the park.	Secured	\$226,000
			Non State Sub Total	\$226,000
			Funds Total	\$226,000

Total Project Cost: \$900,000

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
City of Proctor Financial Statements	9952ea0f-28f.pdf

Board Resolution or Letter

Title	File
City's Resolution of Support for the 3rd Street Park	b8892755-6b1.pdf

Supplemental Attachments

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

Title	File
Budget Addendum	d5b1cefa-9dc.pdf
Constructiion Project Questionnaire	59be83cf-d80.pdf
Orange Places Project Report	13036d43-894.pdf
Exhibit of Proposed Park Amenities	cfb4782d-88f.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:

Tyler Yngsdal, PE - City Engineer (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