



## Environment and Natural Resources Trust Fund

### 2026 Request for Proposal

#### General Information

**Proposal ID:** 2026-562

**Proposal Title:** Littlefork Public RV Campground

#### Project Manager Information

**Name:** Holly Hoy

**Organization:** City of Littlefork

**Office Telephone:** (218) 278-6710

**Email:** cityadministrator@littleforkmn.gov

#### Project Basic Information

**Project Summary:** The proposed project will transform an abandoned gravel quarry into a campground with RV and tent campsites, ponds, a swimming beach, utilities, a playground, and amenities to enhance visitor experience.

**ENRTF Funds Requested:** \$2,500,000

**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): 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 City of Littlefork has acquired a forty-acre tract of property that was formerly used as a gravel quarry. This acquisition provides a unique opportunity to develop the property into a campground aimed at attracting more tourists and enhancing outdoor recreation for both residents and visitors. The city's goal is to create a destination that appeals to RV campers and off-trail vehicle enthusiasts, leveraging its strategic location along the Blue Ox State ATV Trail.

Located just off US Highway 53 in northeastern Minnesota, Littlefork is well-positioned to draw visitors who are already traveling to the region for its numerous outdoor activities, including fishing, boating, camping, hunting, kayaking, canoeing, bird watching, hiking, bicycling, snowshoeing, and skiing. The development of this campground will capitalize on the high traffic volume and the area's natural attractions.

By developing this property, Littlefork aims to boost local tourism, support the local economy, and provide residents with improved access to recreational activities. The project will enhance the overall visitor experience and foster a stronger sense of community and well-being. This initiative reflects the city's commitment to promoting outdoor recreation and preserving the natural beauty of the region for future generations.

**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 project will transform the abandoned gravel quarry into a vibrant campground, offering a variety of outdoor recreation activities for people of all ages. This initiative aligns with the public purpose of protection, conservation, preservation, and enhancement of Minnesota's natural resources in several ways:

**Protection and Conservation:** The renovation of the existing ponds and the creation of a new beach will protect and conserve the natural water bodies, ensuring they are used sustainably for recreational purposes. These enhancements will prevent erosion and promote water conservation efforts.

**Preservation:** By repurposing the old gravel quarry, the project preserves the land and gives it new life, turning a previously unused site into a valuable community asset. This transformation supports the preservation of natural landscapes and promotes environmental stewardship.

**Enhancement:** Adding amenities such as a camp office/shower/restroom facility, playground, dock, and utilities will enhance the visitor experience, encouraging outdoor activities and appreciation of the natural environment.

**Connectivity:** The campground's proximity to the Blue Ox State ATV Trail provides access to other area communities, businesses, and tourist attractions, enhancing recreational opportunities and supporting regional tourism.

Overall, the project outcomes will contribute to the protection, conservation, preservation, and enhancement of Minnesota's natural resources.

**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 transforming an abandoned gravel quarry into a campground, enhancing outdoor recreation while protecting and conserving natural resources. Renovated ponds and a new beach will prevent erosion and promote water conservation. Repurposing the quarry preserves the land and supports environmental stewardship. The campground's amenities, including trails and ATV access, encourage outdoor activities and appreciation of nature. These improvements will boost local tourism, support the economy, and ensure the protection and enjoyment of Minnesota's natural resources for future generations, fostering a sustainable and vibrant community.

## Activities and Milestones

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

**Activity Budget:** \$10,000

**Activity Description:**

Objective: Approve the resolution to commence the project design for the proposed enhancements of the Littlefork Public RV Campground.

**Tasks Involved:**

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

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

**How Tasks Will Be Accomplished:**

Collaborate with our engineering consultant to draft a thorough resolution document.

Prepare a presentation to support the resolution and present it 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, enabling the project design to proceed.

By approving this resolution, the project design will advance, ensuring that improvements are made 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:** \$209,500

**Activity Description:**

Objective: Initiate the project design for improvements for the Littlefork Public RV Campground.

**Survey/Delineation Work**

Task: Conduct site surveys and delineate environmental features.

How: Use professional surveyors and environmental consultants.

Outcome: Detailed site maps and assessments.

**Enrollment in Minnesota B3 Guidelines Tracking Tool**

Task: Ensure compliance with sustainable practices.

How: Register and track project data.

Outcome: Verified adherence to guidelines.

#### Consultation with SHPO

Task: Ensure no impact to historic sites.

How: Engage with SHPO and review plans.

Outcome: Approval from SHPO.

#### Other Permitting/Agency Review

Task: Obtain necessary permits.

How: Submit applications and documentation.

Outcome: Secured permits.

#### Approval of Draft Plans

Task: Finalize preliminary plans.

How: Develop and present draft plans.

Outcome: Approved draft plans.

#### Approval of Final Plans

Task: Finalize detailed plans.

How: Refine and present final plans.

Outcome: Approved final plans.

#### Advertisement for Bid

Task: Solicit contractor bids.

How: Prepare and advertise bid documents.

Outcome: Received bids for contractor selection.

#### Specific Outcomes:

Detailed Site Maps: Comprehensive environmental assessments.

Sustainability Compliance: Verified adherence to B3 Guidelines.

Historic Preservation: Approval from SHPO.

Secured Permits: Necessary permits obtained.

Approved Draft Plans: Preliminary plans finalized/approved.

Approved Final Plans: Detailed plans ready for construction.

Contractor Selection: Received bids for contractor selection.

#### Activity Milestones:

Description	Approximate Completion Date
Enrollment in Minnesota B3 Guidelines Tracking Tool	September 30, 2026
Consultation with SHPO	September 30, 2026
Survey or Delineation Work	October 31, 2026
Approval of Draft Plans	January 31, 2027
Approval of Final Plans	March 31, 2027
Advertisement for Bid	April 30, 2027
Other Permitting/Agency Review	June 30, 2027

### Activity 3: Pre-Construction

**Activity Budget:** \$200,000

**Activity Description:**

Objective: Ensure the successful initiation and completion of the construction phase for the proposed improvements of the Littlefork Public RV Campground.

**Construction Contractor Selected**

Task: Select a qualified contractor.

How: Review bids, evaluate results, and award low-bid contractor.

Outcome: Contractor ready to execute the project.

**Permits Secured**

Task: Obtain necessary construction permits.

How: Submit applications, provide documentation, and follow up with agencies.

Outcome: All required permits secured.

**Pre-construction Meeting**

Task: Coordinate project details and activities.

How: Organize a meeting with the contractor, project team, and stakeholders.

Outcome: Clear understanding of project scope, timelines, and responsibilities.

**Staking, Mobilization, and Site Preparation**

Task: Prepare the site for construction.

How: Stake out the area, mobilize equipment and materials, and perform initial site preparation.

Outcome: Site ready for construction.

**All Construction Funds Legally Secured**

Task: Ensure all necessary funds are secured.

How: Confirm funding sources, finalize agreements, and ensure legal compliance.

Outcome: Financial stability for the project.

**Specific Outcomes:**

Selected Contractor: Qualified contractor ready to execute the project.

Secured Permits: All required permits obtained.

Pre-construction Coordination: Clear understanding of project scope, timelines, and responsibilities.

Prepared Site: Site ready for construction.

Secured Construction Funds: Financial stability ensured.

**Activity Milestones:**

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

**Activity 4: Construction**

**Activity Budget:** \$1,930,500

**Activity Description:**

Objective: Ensure the successful execution and completion of the construction phase for the proposed improvements.

Construction, Oversight, & Administration Begins

Task: Start construction and oversight.

How: Mobilize teams, begin site work, and set up administrative processes.

Outcome: Construction underway with effective oversight.

Change Orders

Task: Manage project scope changes.

How: Review requests, assess impacts, and approve modifications.

Outcome: Approved change orders, ensuring adaptability.

Final Grading

Task: Complete final site grading.

How: Perform grading for proper drainage and site prep.

Outcome: Site graded to specifications, ready for landscaping.

Substantial Completion

Task: Achieve substantial completion.

How: Conduct inspections, finalize major tasks, and prepare for handover.

Outcome: Project substantially complete, ready for final touches.

Construction, Oversight, & Administration Ends

Task: Conclude construction and oversight.

How: Finalize tasks, complete administrative processes, and close out the project.

Outcome: Construction phase completed, project ready for use.

Specific Outcomes:

Initiated Construction: Construction underway with effective oversight.

Managed Changes: Approved change orders ensuring adaptability.

Graded Site: Site graded to specifications.

Substantial Completion: Project substantially complete, ready for final touches.

Completed Construction: Construction phase concluded, project ready for use.

**Activity Milestones:**

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

## Activity 5: Close-Out

**Activity Budget:** \$150,000

**Activity Description:**

Objective: Ensure the successful completion and operational readiness of the proposed improvements.

**Stabilization**

Task: Ensure site stability post-construction.

How: Implement erosion control measures, stabilize soil.

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 notice of funding restriction.

How: Prepare and file documentation.

Outcome: Legal compliance.

**Certificate of Occupancy/Equivalent Obtained**

Task: Obtain certificate of occupancy or equivalent.

How: Submit documentation, pass inspections.

Outcome: Legal authorization for use.

**Signage Installed with ENRTF Language/Logo**

Task: Install signage with ENRTF language/logo.

How: Design, produce, and install signage.

Outcome: Visible acknowledgment of ENRTF support.

**Open for Intended Use**

Task: Open the site for public use.

How: Ensure facilities are operational.

Outcome: Site ready for visitors.

**Ongoing Reporting**

Task: Maintain reporting requirements.

How: Collect data, prepare reports, and submit to authorities.

Outcome: Continued compliance/transparency.

**Specific Outcomes:**

Stabilized Site: Reduced erosion.

Completed Punch List: Minor tasks finished.

Approved As-builts: Accurate documentation.

Obtained Certificate of Occupancy: Authorization for use.

Installed Signage: ENRTF acknowledgment.

Opened Site: Ready for visitors.

**Activity Milestones:**

Description	Approximate Completion Date
Stabilization	July 31, 2028
Punch List Items	October 31, 2028
As-builts Approved	October 31, 2028
Notice of Funding Restriction Recorded	October 31, 2028
Certificate of Occupancy or Equivalent Obtained	October 31, 2028
Signage Installed with ENRTF Language or Logo	October 31, 2028
Open for Intended Use	October 31, 2028
Ongoing Reporting	October 31, 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 City of Littlefork will manage all operation and maintenance costs for the campground's lifespan. Revenues generated from the campground will be reinvested into the facility for renovations and expansions. Additionally, the city will allocate funds in the annual budget dedicated to the campground, ensuring necessary repairs and upkeep are completed. This approach guarantees ongoing efforts are funded and results are implemented effectively. If further work is needed, it will be financed through these reinvested revenues and budget allocations, ensuring the campground remains well-maintained and continues to serve the community.

## Project Manager and Organization Qualifications

**Project Manager Name:** Holly Hoy

**Job Title:** City Administrator/Clerk-Treasurer

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

Holly Hoy is the City Administrator/Clerk-Treasurer for Littlefork, with a robust background in public administration and project management. She holds a Bachelor's degree in Public Administration and an MBA, equipping her with a solid foundation in managing municipal operations and strategic planning.

With over 15 years of experience in municipal government, Holly has developed strong skills in administration, budgeting, and strategic planning. She has successfully overseen various projects, demonstrating her ability to coordinate complex initiatives and ensure they are completed on time and within budget. Her proficiency with project management tools allows her to effectively track progress, manage resources, and mitigate risks. Holly's meticulous approach has earned her a reputation for reliability and efficiency.

As Clerk-Treasurer, Holly is responsible for the city's financial management, including budgeting, financial reporting, and ensuring fiscal accountability. Her expertise in financial planning ensures that projects are financially viable and sustainable. She has a proven track record of securing funding through grants, which is crucial for municipal projects. Holly's ability to identify and secure grant opportunities has significantly contributed to the city's development.

Holly is also known for her community engagement efforts. She values involving the community in project planning and execution, fostering trust and collaboration between the city administration and residents. Her approachable and responsive nature makes her a respected leader in the community.

In addition to her professional achievements, Holly is actively involved in local organizations and initiatives that promote community well-being and environmental sustainability. Her dedication to public service and her passion for improving the quality of life in Littlefork make her an invaluable asset to the city.

**Organization:** City of Littlefork

**Organization Description:**

The City of Littlefork is a small, welcoming community nestled in the curve of the Littlefork River in northern Minnesota. With a population of approximately 542 residents, Littlefork is known for its strong sense of community, family values, and small-town hospitality. The city prides itself on maintaining a wholesome lifestyle, rich in cultural history, and is deeply committed to preserving the environment while fostering a progressive approach to local business.

Littlefork offers a variety of amenities and services to its residents, including community education and recreation programs, camping facilities, and a responsive local government. The city is home to the iconic Jackpine Savage, a local landmark that symbolizes the community's spirit and resilience. Residents and visitors alike can enjoy the scenic beauty of the area, with opportunities for outdoor activities and water conservation efforts being a priority. The city also hosts various seasonal events and festivals that celebrate its unique heritage and bring the community together.

The City of Littlefork values transparency and community involvement, regularly updating residents on council meetings, local news, and upcoming events through its official website. This commitment to open communication helps foster a strong connection between the city administration and the community it serves.

## Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
<b>Personnel</b>								
							Sub Total	-
<b>Contracts and Services</b>								
Engineer hired through a competitive process	Service Contract	Campground design, permitting, observation and construction administration				10		\$710,000
General contractor hired through a competitive process	Service Contract	The general contractor will be responsible for all aspects of the project construction				40		\$1,790,000
							Sub Total	\$2,500,000
<b>Equipment, Tools, and Supplies</b>								
							Sub Total	-
<b>Capital Expenditures</b>								
							Sub Total	-
<b>Acquisitions and Stewardship</b>								
							Sub Total	-
<b>Travel In Minnesota</b>								
							Sub Total	-

<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>\$2,500,000</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>				
Cash	Bonding Bill	Matching funds will be used to cover remaining portion of project construction costs	Potential	\$2,500,000
			<b>State Sub Total</b>	<b>\$2,500,000</b>
<b>Non-State</b>				
			<b>Non State Sub Total</b>	-
			<b>Funds Total</b>	<b>\$2,500,000</b>

**Total Project Cost: \$5,000,000**

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

Yes

## Attachments

### Required Attachments

#### *Visual Component*

File: [fc53adf3-661.pdf](#)

#### *Alternate Text for Visual Component*

The exhibit illustrates the conceptual layout for improvements at the Littlefork Public RV Campground, including RV/tent sites, a beach area, playground, campground office/shower building, restroom facilities, ATV wash station, loading ramp, and connections to the Blue Ox ATV Trail. It also highlights parking areas and stormwater management features....

#### *Financial Capacity*

Title	File
2024 Financials_City of Littlefork	<a href="#">244cdf06-f47.pdf</a>
Audit Report_December 31 2023_City of Littlefork	<a href="#">d5c24751-a1e.pdf</a>

#### *Board Resolution or Letter*

Title	File
Council Resolution_Signed	<a href="#">7367eda5-785.pdf</a>

### Supplemental Attachments

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

Title	File
Capital Construction Project Questionnaire	<a href="#">6d957b3b-0b0.pdf</a>
Capital Construction Budget Addendum	<a href="#">09ff26d4-9e3.xlsx</a>

## 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 Littlefork requests to reinvest revenue generated (total amount TBD based on occupancy) 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:**

Jason Chopp - 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