



Environment and Natural Resources Trust Fund

2027 Request for Proposal

General Information

Proposal ID: 2027-540

Proposal Title: Fergus Falls Multiuse Recreational Building

Project Manager Information

Name: Klara Beck

Organization: City of Fergus Falls

Office Telephone: (218) 332-5428

Email: klara.beck@fergusfallsmn.gov

Project Basic Information

Project Summary: Design and construction of a multiuse recreational facility on city-owned property bordering Pebble Lake, transforming an underutilized seasonal asset into a year-round outdoor recreation destination.

ENRTF Funds Requested: \$1,720,000

Proposed Project Completion: May 31, 2029

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): NW

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

Region(s): NW

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.

Despite significant natural assets, including a public beach, proximity to the Central Lakes State Trail, and areas of native prairie restoration, the subject property, comprised of approximately 143 acres of city-owned land, sits largely dormant for most of the year. No facilities exist to support winter use, the site lacks equipment rental infrastructure and programming space suitable for all season outdoor recreation. The city owns the property but its current infrastructure lack the ability to support year round use. This is a missing opportunity in a community like Fergus Falls, with a healthy population of approximately 14,188 people. We have long, snowy winters, and are seeking access to outdoor recreation on our public land. The proposed facility and its related infrastructure would help close the accessibility gap by creating opportunities for year-round site activation for cross country skiing, trail access, snow showing and other winter activities. A warming house, equipment rental program, accessible restrooms, and flexible programming space would convert an underleveraged public asset into a place where all residents can experience the outdoors with barriers to entry significantly lowered.

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 design and construction of a multiuse recreational facility on city-owned property bordering Pebble Lake will transform an underutilized seasonal-only asset into a year-round destination for natural resource-based outdoor recreation.

The project includes construction of a building to serve as an equipment rental center, winter warming house, restroom facility, and flexible programming space. Outdoor infrastructure will include an ice-skating surface that converts to patio space in warmer months, bike racks for bike rentals and bike visitors, and parking improvements. These investments may include the purchase of outdoor recreational equipment, will activate the site as a year-round recreational hub supporting cross-country skiing, snowshoeing, and skating in winter, and encourage access to adjacent destinations like the public beach at Pebble Lake and the Central Lakes State Trail.

Equipment rentals will lower barriers to participation by eliminating the need for visitors to own their own gear, making outdoor recreation accessible to a broader range of community members. Programming hosted in the facility will deepen users' connection to the landscape, including the city's native prairie restoration areas underway on the property.

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 will increase public engagement with Pebble Lake and existing native prairie restoration areas on site, fostering a greater understanding and long-term stewardship of Fergus Falls' unique lakes-and-prairies topography and enhancing habitat visibility of pollinators and waterfowl. By removing barriers to access and activating the property year-round, the facility will meaningfully expand the number of Fergus Falls residents, particularly youth and underserved community members, who may regularly experience and develop connection to Minnesota's natural resources.

Activities and Milestones

Activity 1: Pre-Design/ Design

Activity Budget: \$202,000

Activity Description:

Complete all planning, design, and pre-construction requirements necessary to prepare the project for bidding and construction. City will solicit and select a qualified design and architectural consultant through a competitive procurement process. Prior to consultant selection, the city will enroll in the Minnesota B3 Guidelines Tracking Tool, as required for projects of this scale. The consultant will lead predesign and design work, including site assessment, design development, and construction documents. During design, consultant will host an open house.

Concurrent activities will include consultation with the Minnesota State Historic Preservation Office (SHPO) and permit coordination. The activity concludes with an approved set of construction documents and a completed competitive bid process. Success will be evaluated by adherence to budget and schedule, appropriate adjustments to project based on public input from the open house, & quality of design documents.

Activity Milestones:

| Description | Approximate Completion Date |
|---------------------------------------|-----------------------------|
| SHPO Consultation | August 31, 2026 |
| B-3 Program Signup | September 30, 2026 |
| Funding confirmed/ work plan approved | July 31, 2027 |
| Design consultant selected | July 31, 2027 |
| Public open house | November 30, 2027 |
| Construction Docs Approved | February 28, 2028 |
| Bidding and Contractor Selection | February 28, 2028 |

Activity 2: Pre-Construction and Construction

Activity Budget: \$1,518,000

Activity Description:

Complete all pre-construction and construct site infrastructure, facility, outdoor skating surface, and parking improvements. Construction will include site preparation, staking and mobilization, building construction, outdoor infrastructure installation, final grading, and site stabilization. City will provide ongoing construction oversight and contract administration throughout. The selected contractor must meet prevailing wage and responsible contractor requirements. Progress will be monitored against the approved work plan and budget, with the project manager providing regular updates. Substantial completion is targeted for May 2029.

Activity Milestones:

| Description | Approximate Completion Date |
|---|-----------------------------|
| All funding legally committed | July 31, 2027 |
| Site prep & mobilization; construction begins | May 31, 2028 |
| Substantial Completion | May 31, 2029 |
| Facility Opening | May 31, 2029 |

Dissemination

Describe your plans for dissemination, presentation, documentation, or sharing of data, results, samples, physical collections, and other products and how they will follow ENRTF Acknowledgement Requirements and Guidelines.

During the design phase, the city will host a public open house to share facility plans and gather community input, ensuring the finished facility reflects the needs of Fergus Falls residents. Programming at the facility will actively connect visitors to the site's natural features, fostering stewardship of Pebble Lake, native prairie, and the broader lakes-and-prairies landscape. All city communications related to the project will incorporate the ENRTF logo and required attribution language per ENRTF Acknowledgement Guidelines.

A permanent sign acknowledging ENRTF funding (using logo and thank-you language) will be installed at the building entrance prior to opening. Wayfinding signage will also be installed throughout the site directing visitors to the Central Lakes State Trail trailhead, public beach, native prairie restoration areas, and other key seasonal locations including the skating rink and groomed trails.

The city will track and report year-over-year equipment rental utilization, seasonal visitation, and programming participation as indicators of the facility's success in expanding access to natural resources-based outdoor recreation and will report in the city's annual report. New and expanding partnerships with schools, recreation clubs, and natural resources organizations will be documented annually in the city's annual report.

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 Fergus Falls will own and operate the completed facility as a permanent public amenity. Ongoing operations and maintenance will be funded through the city's general fund, consistent with the city's management of other public assets. Equipment rental revenues are anticipated to offset a portion of operating costs. Public and public-private partnerships (ISD 544, winter recreation clubs, Pebble Lake Golf Club, Prairie Wetlands Learning Center, etc) will be forged to complement and create ongoing programming.

Project Manager and Organization Qualifications

Project Manager Name: Klara Beck

Job Title: Community Development Director

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

Ms. Beck has extensive experience administering public projects and grant-funded initiatives. Her work frequently involves project planning, budgeting, contract coordination, reporting, and compliance with state and federal grant requirements. She has successfully managed projects funded through programs including the National Endowment for the Arts, the State Historic Preservation Office, Lessard Sams Outdoor Heritage Council, and other state and regional funding sources.

Organization: City of Fergus Falls

Organization Description:

The City of Fergus Falls was organized as a municipal corporation in 1872 and operates under a Home Rule Charter. The Charter prescribes a Mayor-Council form of government. The Council exercises the legislative powers of the City and

determines all matters of policy. The City Administrator is the chief administrative officer of the City and is responsible for performing all administrative functions of the City. The City of Fergus Falls is the county seat of Otter Tail County and is located in West Central Minnesota on Interstate 94. The City is situated on the Otter Tail River and has 6 lakes and 28 parks within its boundaries. The City is approximately 15.74 square miles and has a population of approximately 14,188. The City provides a full range of services, including police and fire protection; construction and maintenance of highways, streets, and other infrastructure; and recreational activities and cultural events. Certain sanitation services are provided through Public Works: Waste management, sewage disposal, water department, and storm water operations.

Budget Summary

| Category / Name | Subcategory or Type | Description | Purpose | Gen. Ineligible | % Benefits | # FTE | Classified Staff? | \$ Amount |
|---------------------------------------|---------------------|---|--|-----------------|------------|-------|-------------------|--------------------|
| Personnel | | | | | | | | |
| | | | | | | | Sub Total | - |
| Contracts and Services | | | | | | | | |
| TBD | Service Contract | Pre-Design/ Design | | | | 0.6 | | \$202,000 |
| TBD | Service Contract | Pre-Construction/ Construction | | | | 5.75 | | \$1,198,000 |
| TBD | Service Contract | Parking Improvements | | | | 0.5 | | \$90,000 |
| | | | | | | | Sub Total | \$1,490,000 |
| Equipment, Tools, and Supplies | | | | | | | | |
| | Equipment | Artistic Bike Racks (Butterfly and Prairie Grass design) and bikes | Secure bike storage for rental bikes and visitors; bikes for rental | | | | | \$10,000 |
| | Equipment | Recreational Equipment (Cross-country skis, poles & boots; ice skates; snowshoes; kayaks, canoes & paddles) | Eliminating the equipment ownership barrier preventing some residents from accessing outdoor recreation on public land | | | | | \$10,000 |
| | | | | | | | Sub Total | \$20,000 |
| Capital Equipment | | | | | | | | |
| | | | | | | | Sub Total | - |
| Acquisitions and Stewardship | | | | | | | | |
| | | | | | | | Sub Total | - |
| Travel In Minnesota | | | | | | | | |
| | | | | | | | Sub Total | - |

| | | | | | | | | |
|---------------------------------|--|-------------|--|--|--|--|--------------------|--------------------|
| Travel Outside Minnesota | | | | | | | | |
| | | | | | | | Sub Total | - |
| Printing and Publication | | | | | | | | |
| | | | | | | | Sub Total | - |
| Other Expenses | | | | | | | | |
| | | Inflation | Accounting for inflationary costs per MMB's inflation schedule | | | | | \$146,000 |
| | | Signage | Wayfinding signage (will include ENRTF acknowledgements) | | | | | \$2,000 |
| | | Contingency | 5% Contingency for construction expenses | | | | | \$62,000 |
| | | | | | | | Sub Total | \$210,000 |
| | | | | | | | Grand Total | \$1,720,000 |

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 |
|------------------|-----------------------------------|--|----------------------------|--------------------|
| State | | | | |
| | | | State Sub Total | - |
| Non-State | | | | |
| Cash | City of Fergus Falls General Fund | 50% local match to all grant dollars allocated | Secured | \$1,720,000 |
| | | | Non State Sub Total | \$1,720,000 |
| | | | Funds Total | \$1,720,000 |

Total Project Cost: \$3,440,000

This amount accurately reflects total project cost?

Yes

Attachments

Required Attachments

Visual Component

File: [b7a56457-32a.pdf](#)

Alternate Text for Visual Component

The visuals include a regional map showing Fergus Falls within Otter Tail County, a city map showing project location near Pebble Lake and trail connection points, and a site plan showing the proposed building, skating rink, parcel boundaries, beach access, and Central Lakes State Trail....

Financial Capacity

| Title | File |
|---|----------------------------------|
| 2024 City of Fergus Falls Annual Comprehensive Financial Report | 10901a5d-05c.pdf |

Board Resolution or Letter

| Title | File |
|--|----------------------------------|
| City of Fergus Falls LCCMR Resolution_March 2026 | 6b79f328-109.pdf |

Supplemental Attachments

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

| Title | File |
|---|----------------------------------|
| PS4H Letter of Support | 157de816-69f.pdf |
| Fergus Falls Construction Only Budget Addendum | 8fad1e06-e9e.pdf |
| City of Fergus Falls Capital Construction Project Questionnaire | 098cfd71-021.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

Yes, I understand