



Environment and Natural Resources Trust Fund

2025 Request for Proposal

General Information

Proposal ID: 2025-060

Proposal Title: Littlefork Public RV Campground

Project Manager Information

Name: Sonja Pelland

Organization: City of Littlefork

Office Telephone: (218) 278-6710

Email: lttlfork@hotmail.com

Project Basic Information

Project Summary: This project consists of the design and construction of a new campground with necessary amenities for the City of Littlefork.

ENRTF Funds Requested: \$2,500,000

Proposed Project Completion: June 30, 2026

LCCMR Funding Category: Land Acquisition, Habitat, and Recreation (G)

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?

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.

The City of Littlefork has recently acquired a forty acre tract of property that was formerly used for a gravel quarry. The city will be developing this piece of property to attract more tourists to their city to enjoy the region's numerous outdoor recreation activities and to also enhance outdoor activities for the residents of the city and residents located in surrounding communities. The city's intent with this campground is to appeal to RV campers as well as to serve campers looking for off trail vehicles opportunities as it is located along the Blue Ox State ATV Trail. The campground will be equipped with an ATV wash station and loading ramp to accommodate the ATV users. The campground is also located just off of US Highway 53 in northeastern Minnesota which sees large volumes of traffic that visit this region to spend time in the outdoors fishing, boating, camping, hunting, kayaking, canoeing, bird watching, hiking, bicycling, snowshoeing, cross country skiing, visiting resorts and staying in cabins.

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.

This new campground will include over thirty new camp sites that will be designed to accommodate RV camping vehicles and traditional tent campers. This abandoned gravel quarry site does include two ponds that will be renovated and modified for recreational uses including a city swimming beach, paddleboat usage and fishing opportunities. The campground will also include a camp office/shower/restroom facility to serve campers. Water, sewer and electrical utilities will be constructed at the campground as well as a playground for young campers and a dock for water access. Additional amenities include parking areas, ADA sidewalks, signage, security fencing and gates, fire rings, picnic tables, benches and traffic control.

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 specific outcomes of this project will include a variety of outdoor recreation activities that will be available for people of all ages. The new beach and fishing pond are great examples of preserving and enhancing the states natural resources by enhancing and modifying an old gravel quarry into new uses. The access to the adjacent ATV Trail gives campers the ability to access other area communities, businesses and tourist attractions as the Blue Ox Trail which links with other existing regional trails.

Activities and Milestones

Activity 1: Campground Design and Construction Administration

Activity Budget: \$750,000

Activity Description:

Activities include site evaluation, permitting, engineering design, construction of administration, construction observation, environmental review and wetlands review and delineation.

Activity Milestones:

Description	Approximate Completion Date
Engineer Selected Through a Competitive Process	September 30, 2023
All Permits Secured	March 31, 2025
Begin site design, engineering plans and specifications completed.	May 31, 2025
Begin project oversight and construction administration.	June 30, 2025
Construction Administration completed and work approved by the city.	June 30, 2025

Activity 2: Campground Construction

Activity Budget: \$1,750,000

Activity Description:

Construction of the campground and necessary amenities. The amenities include RV sites, tent sites, parking areas, ATV loading ramp and wash station, campground office/shower building, storage building, playground, restroom facility, septic/holding tanks, beach area, docks, water, sewer and electrical utilities, bituminous roads, concrete walks, signage, pavement markings, traffic control, landscaping, fire rings, gates, picnic tables, benches and fencing (See Attached Visual).

Activity Milestones:

Description	Approximate Completion Date
Competitive bid to select a General Contractor to construct the campground and amenities	April 30, 2024
Contractor selected and project bid awarded to construct the project	May 31, 2024
Begin the construction of the campground	June 30, 2024
Campground completed and approved by the city.	June 30, 2025
Campground opens to the public	June 30, 2025

Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
City Mayor and City Administrator	City of Littlefork	Project Administration	No
Campground Manager	City of Littlefork/Private Manager	Campground Manager	Yes
Paul Nevanen	Koochiching Economic Development Authority	Public Relations	No
Bruce Beste	Voyageur Country ATV	Trail Liaison	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 City of Littlefork will be responsible for all operation and maintenance costs for the life of the campground. The city will be reinvesting all revenues derived from the campground back into the facility for all renovations and expansions. The city will also include dollars in their annual budget that will be dedicated to the campground to ensure all necessary repairs and upkeep are completed.

Project Manager and Organization Qualifications

Project Manager Name: Sonja Pelland

Job Title: City Administrator/Clerk-Treas.

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

The manager for this project will be the City of Littlefork under the direction of the Mayor and City Council and the City Administrator/Clerk-Treasurer. Additional project management and over-site will come from the consulting engineer. Mayor Mike Fort and City Administrator Sonja Pelland were instrumental in acquiring the property where the campground will be constructed and also in the city planning of this project. The Mayor, City Council and City Staff have many years of experience in managing city projects. They are responsible of all of the day to day activities of the city and are also responsible for overseeing the city departments including services, administration, emergency services, police, fire, parks and recreation, public works, community buildings and the airport. The city government consists of the Mayor and four council members. Littlefork is a public corporation under the laws of Minnesota. Littlefork is a statutory city which operates under Chapter 412 of the Minnesota Statutes, commonly known as the City Code.

Organization: City of Littlefork

Organization Description:

Littlefork is a small city of approximately 553 residents located ten miles south of the Canadian border on US Highway 71 and is the closest route to Voyageurs National Park from the West. The economic base for the area is timber, agriculture, and tourism. Major employers in the area besides 5 major logging operations are the Littlefork Medical Center (40 bed nursing home and assisted living facility), Independent School District 362 - K through 12, Minnesota DNR headquarters, North Star Electric and Green Forest Wood Products. The city has a water/sewer department, a volunteer fire department, a volunteer ambulance department, a grass strip airport. The city is located on the Littlefork River and

has two parks, one has a playground with a softball field and a skating rink, the other has 13 campsites, tennis courts and a disc golf course. Hunting, fishing, canoeing, kayaking, hiking, snowmobiling and ATV riding are popular activities in the area.

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	Professional or Technical Service Contract	Campground design, permitting, observation and construction administration				4		\$740,000
General Contractor hired through a competitive bidding process	Professional or Technical Service Contract	General Contractor will be responsible of all aspects of the project construction				10		\$1,760,000
							Sub Total	\$2,500,000
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	\$2,500,000

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				
Cash	Bonding	construction costs	Potential	\$2,460,000
			State Sub Total	\$2,460,000
Non-State				
In-Kind	In-kind	Volunteer time contributed to the project	Potential	\$40,000
			Non State Sub Total	\$40,000
			Funds Total	\$2,500,000

Total Project Cost: \$5,000,000

This amount accurately reflects total project cost?

Yes

Attachments

Required Attachments

Visual Component

File: [9223c534-732.pdf](#)

Alternate Text for Visual Component

Campground Layout...

Financial Capacity

Title	File
2022 City of Littlefork Annual Audit	82b5b950-74e.pdf

Board Resolution or Letter

Title	File
Resolution 2024-4	5ec6cec9-290.pdf

Supplemental Attachments

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

Title	File
Mayor support letter	c018bb74-944.pdf
Koochiching County support letter	47ae0e58-18e.pdf
KEDA support letter	4a3ab940-190.pdf
Voyageur ATV support letter	a7218aae-3b9.pdf
Big Falls support letter	1d581bf2-be9.pdf
Senator Grant Hauschild support letter	e6383db3-9ee.pdf
International Falls support letter	58e877fb-55d.pdf
Proposed RV Park Site on Blue Ox ATV Trail	adbfd367-97d.jpe
Ranier support letter	218877b3-e3c.pdf

Administrative Use

Does your project include restoration or acquisition of land rights?

No

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, Revenues from the campground will be used for annual operation and maintenance of the campground.

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:

Administrator Sonja Pelland, Mayor Mike Fort, Clerk/Treasurer Kristi Splett, City Council overall

