

**AGENDA**  
**CITY OF DAYTON, MINNESOTA**  
**12260 S. Diamond Lake Road, Dayton, MN 55327**  
**Tuesday, May 5, 2026**  
**REGULAR MEETING OF THE PARKS COMMISSION: 6:30 P.M.**

**To Participate in the Meeting, Please see [www.daytonmn.gov](http://www.daytonmn.gov) Calendar for Zoom Invitation.**

- 6:30     **CALL TO ORDER**
- PLEDGE OF ALLEGIANCE**
- 6:30     **APPROVAL OF AGENDA**
- 6:30     **CONSENT AGENDA**     *These routine or previously discussed items are enacted with one motion. Minutes can be approved by those absent from meeting.*
- A.    Approval of Park Commission Minutes from April 07, 2026
- 6:35     **OPEN FORUM**     *Limited to 3 minutes for non-agenda items; state your name and address; No action will be taken and items will be referred back to staff and/or Council.*
- COUNCIL UPDATE**
- REGULAR MEETING**
- 7:00            B.    Park Passport Discussion
- 7:30            C.    Open House Discussion (5/13/26 5:00 p.m. - 7:00 p.m.)
- NOTICES AND ANNOUNCEMENTS**
- D.    Next Park Commission Meeting: Tuesday, June 2, 2026
- 8:00     **ADJOURNMENT**

The City of Dayton's mission is to promote a thriving community and to provide residents with a safe and pleasant place to live while preserving our rural character, creating connections to our natural resources, and providing customer service that is efficient, fiscally responsible, and responsive.

**MINUTES OF THE APRIL 7, 2026, PARKS COMMISSION MEETING**  
**CITY OF DAYTON, MINNESOTA**

**CALL TO ORDER**

Pikal called the City of Dayton Parks Commission meeting to order for April 7, 2026.

Present: David Pikal, Luke Senst, Brad Cole, and Kaia Chambers

Absent: Keri Lingard

City Council Member Present: Scott Salonek

Also in attendance: Public Works Superintendent, Marty Farrell; Community Development Director, Jon Sevald

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

*Motion to approve the agenda as presented was made by Chambers, seconded by Senst. The motion carried.*

**CONSENT AGENDA**

**A. Approval of Park Commission Minutes from March 3, 2026**

*Motion to approve the consent agenda was made by Senst, seconded by Chambers. The motion carried.*

**OPEN FORUM**

No members of the public were present to speak.

**COUNCIL UPDATE**

Salonek provided a brief update.

**REGULAR MEETING**

**B. Commission Park Tour**

The Commission discussed scheduling the annual park tour and agreed to split it into two separate outings to cover parks on both the north and south sides of the city. The June 2 meeting will serve as the first tour, visiting Goodin Park and Dayton Farms Park. A second tour, tentatively in August, will include Elsie Stephens Park. The decision to visit Goodin Park was driven in part by a request from Lingard to assess a potential future boat launch location.

**C. Date for PCM Goals Meeting with City Council**

The Commission selected May 26, 2026 at 5:30 PM as the date for a joint work session with the City Council. Farrell will prepare printed materials, including the updated parks summary document, the Diamond Lake illustration, and a large-format trail route map.

Additionally, the Commission discussed the upcoming Public Works Night on Wednesday, May 13, where the Commission traditionally hosts a booth. Farrell stated in place of the prior passport/scavenger hunt format, a quick game at the booth or information is suggested. The Commission discussed introducing a new summer-long Parks Passport photo challenge, encouraging residents—particularly families—to visit all city parks, photograph themselves at park signs, share on social media with a city hashtag, and submit completed entries for a prize. The program would run from May 13 through August 31, with participants invited to a fall Parks Commission meeting for recognition. Farrell will research what other communities are doing and the group will finalize details at the May meeting. A parks map for the booth was also requested.

#### **D. Elsie Stephens Park 3 Update**

Farrell reported that MSA has been engaged to handle project documentation, with Council approval already secured. The primary pending decision is the selection of a stage cover design and size. Two vendors were presented: Poligon and a Northland Recreation offering a wave-style structure. Poligon quoted approximately \$260,000 for an 8-post design and approximately \$140,000 for a 4-post design at 36' x 34'. The wave-style vendor quoted approximately \$107,000 for a 20'x30' unit, with a comparable larger size also exceeding \$250,000.

Salonek expressed a preference for the 4-post design, citing that the 8-post configuration would interfere with the space. Discussion regarding an extended overhang over the dance floor concluded that it likely was not necessary, as concerts typically occur in the evening when the sun is already to the west, and the stage faces south. The overall project target is to remain near \$300,000 when complete. Acoustic considerations related to roof coverage were raised and addressed, with Farrell noting that a sound engineer was consulted and that modern directional speaker systems are not expected to cause echo issues.

The Council is expected to provide final guidance on size and design at the next council meeting. Farrell added the goal is to place an order as soon as possible, as engineered drawings take 6–12 weeks and construction and delivery require an additional 20-plus weeks. The target is to complete the structure before November 1. Farrell noted that concrete work, ADA-compliant path routing, retaining walls, soil borings, and permitting requirements—given the site's proximity to the Mississippi River—must all be coordinated, with efforts to minimize disruption to the summer concert schedule, which begins June 5. Funding inquiries are underway with Hennepin County Youth Sports Grants, and the CDA has expressed interest in cost-sharing.

#### **E. Snow Mobile Trail Connections**

Farrell introduced snowmobile trail connectivity as a discussion item, noting the importance of identifying and preserving trail corridors before further development eliminates viable routes. The goal is to potentially connect Dayton to Otsego via a designated snowmobile corridor. Farrell indicated he would invite representatives from Northwest Trails to present at a future meeting. Commission members expressed unanimous support for retaining the trails, emphasizing the recreational and community value. No direct cost to the city today was identified. Northwest Trails currently performs all grooming at no charge. The Commission agreed to bring this item forward for formal discussion at the August meeting, with a presentation from trail stakeholders. The possibility of multi-season use of the corridors—such as mountain biking—was also noted.

A brief discussion followed regarding the parks and recreation donation policy document, which Farrell distributed for informational purposes, relating to memorial bench donations.

#### **NOTICES AND ANNOUNCEMENTS**

**F. Next Park Commission Meeting: Tuesday, May 05, 2026**

#### **ADJOURNMENT**

*Motion to adjourn the meeting Chambers, seconded by Cole. Motion carried unanimously.*

The meeting was adjourned at 7:16 PM.

**PRESENTER:** Martin Farrell

**ITEM:** Park Passport Discussion

**PREPARED BY:** Martin Farrell

**POLICY DECISION / ACTION TO BE CONSIDERED:** Review and discuss Park Passport program and provide input to enhance program

**BACKGROUND:** The Commission discussed the creation of a Park Passport program at the April 7, 2026, Parks Commission meeting. Staff has prepared a draft for your review and welcomes your input to further refine and enhance the program.

The City will provide a list of 8–10 parks to visit throughout Dayton as part of a “Park Passport” experience. At each location, participants will find a Park Passport sign featuring a QR code. Scanning the code will direct them to a Microsoft Forms page where they can check-in, answer questions, and complete a fun, park-specific challenge.

To make the experience more interactive, each park can feature a unique activity such as a photo prompt, mini scavenger hunt, fitness challenge, or trivia question related to the park.

Once participants scan the QR code from the park sign, they will be directed to a short form asking to select the date they attended the park and their name and email. Please note, the city is only collecting this for tracking purposes of the program and as a follow up to provide the prize.

The following questions are specific to that park location. One question will ask them to identify the park symbol displayed on the sign, serving as verification of their visit. A second question will focus on a unique feature of the park (for example, “How many swings are located at this park?”). After completing the questions, participants will submit their responses to receive credit for that park.

Each park will feature a brief Park Challenge designed to encourage engagement and exploration. Examples of potential challenges include:

- Photo challenges (e.g., nature selfie or family photo at the park) With their permission we could use this for future marketing
- Mini scavenger hunts
- Movement-based activities
- Park-specific trivia questions
- Playground obstacle course activities (designed to be ADA-accessible where possible)

These challenges are intended to be quick, inclusive, and enjoyable for participants of all ages.

**CRITICAL ISSUES:** Review and discuss Park Passport program and provide input to enhance program

**BUDGET IMPACT:** None

**RECOMMENDATION:** Discussion

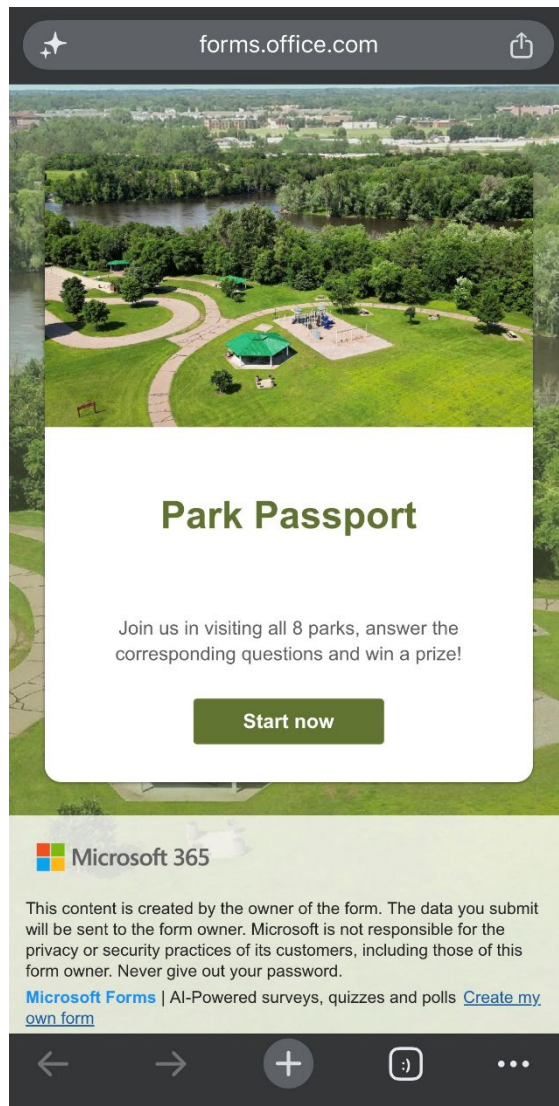
**ATTACHMENT(S):** Park Passport Draft

# Park Passports

## Park Passport Discussion:

The City will provide a list of 8–10 parks to visit throughout Dayton as part of a “Park Passport” experience. At each location, participants will find a Park Passport sign featuring a QR code. Scanning the code will direct them to a Microsoft Forms page where they can check in, answer quick questions, and complete a fun, optional park-specific challenge.

To make the experience more interactive, each park can feature a unique activity such as a photo prompt, mini scavenger hunt, fitness challenge, or trivia question related to the park.



## Seasonal Program

A year-round approach may sound appealing; however, there is a risk of the program losing momentum during the long winter months. Instead, the program could run from May through October to maximize participation and engagement. As a bonus, participants could be surprised in the winter with a “Winter Mini Passport,” featuring seasonal or holiday-themed activities.

## Park Check-In & Questions

Once participants scan the QR code from the park sign, they will be directed to a short form asking to select the date they attended the park and their name and email. Please note, the city is only collecting this for tracking purposes of the program and as a follow up to provide the prize. The following questions are specific to that park location. One question will ask them to identify the park symbol displayed on the sign, serving as verification of their visit. A second question will focus on a unique feature of the park (for example, “How many swings are located at this park?”). After completing the questions, participants will submit their responses to receive credit for that park.

forms.office.com

### Park Passport

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

**Park Check-in**

Please select the park you are at to check-in.

1. Which park are you at?

McNeil Park

[Image of a river and trees]

forms.office.com

### Park Passport

McNeil Park

Park challenge! Find the animal prints and guess what animal it is - hint: (insert hint here)

2. What food is located on this Park Passport sign? (1 Point)

Hotdog

Ice cream

Pizza

Apple

3. What is located north of this park? (1 Point)

Lake

Cemetery

Soccer field

## Park Challenge

Each park will feature a brief Park Challenge designed to encourage engagement and exploration. Examples of potential challenges include:

- Photo challenges (e.g., nature selfie or family photo at the park) With their permission we could use this for future marketing
- Mini scavenger hunts
- Movement-based activities
- Park-specific trivia questions
- Playground obstacle course activities (designed to be ADA-accessible where possible)

These challenges are intended to be quick, inclusive, and enjoyable for participants of all ages.

## Signs

A-Frame or signs would be placed at the parks from May through October. We may need to add water or sand to the bottom of the signs to make sure they are up and visible for that long.

## Prize

Certificate of Completion "Park Explorer" with City of Dayton Kids Parks Patch Explorer Kits (nature journal, crayons, magnifying glass)

**PRESENTER:** Martin Farrell

**ITEM:** City Open House Discussion

**PREPARED BY:** Martin Farrell

**POLICY DECISION / ACTION TO BE CONSIDERED:** City Open House (Wednesday, May 13<sup>th</sup> 5 – 7 pm)

**BACKGROUND:** The Commission discussed at the 4-7-2026 meeting, hosting a table at the City's annual Open House. Staff want to confirm what materials are required and who will be attending. Initial requests for items were 3' x 3' print out of Parks and Trail map, Staff are also replacing the passport from previous years with a game and a small prize to encourage children to the tables.

**CRITICAL ISSUES:** None

**BUDGET IMPACT:** None

**RECOMMENDATION:** Discussion

**ATTACHMENT(S):** None