

**AGENDA**  
**CITY OF DAYTON, MINNESOTA**  
**12260 So. Diamond Lake Road, Dayton, MN 55327**  
**Tuesday, October 7, 2025**  
**REGULAR MEETING OF THE PARKS COMMISSION: 6:30 P.M.**

**To Participate in the Meeting, Please see [www.cityofdaytonmn.com](http://www.cityofdaytonmn.com) 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 September 2nd, 2025
- 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.*
- 6:40      **COUNCIL UPDATE**
- REGULAR MEETING**
- 6:50            B.    Elsie Stephen's Park Master Plan
- NOTICES AND ANNOUNCEMENTS**
- 7:30            E.    Next Park Commission Meeting: Tuesday, November 4th, 2025
- 7:35      **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 SEPTEMBER 2, 2025, PARKS COMMISSION MEETING**  
**CITY OF DAYTON, MINNESOTA**

**CALL TO ORDER**

Pikal called the August 4th meeting of the Dayton Parks Commission to order at 6:33 PM.

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

Absent:

City Council Member Present: Scott Salonek

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

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA**

Pikal called for any additions, changes, or deletions to the agenda.

*Motion by Lingard, seconded by Chambers, to approve the agenda as proposed. Motion carried unanimously.*

**CONSENT AGENDA**

**A. Approval of Park Commission Minutes from August 4th, 2025**

Lingard noted that there was a mistake in the consent agenda, pointing out that it incorrectly stated Chair Knutson called the August 4th meeting to order when it was Chair Dave Pikal.

Pikal acknowledged the correction and asked staff to make note of the error.

*Motion by Lingard, seconded by Senst, to approve the meeting notes from the August 4th, 2025. Motion carried unanimously.*

**OPEN FORUM**

Pikal called for comments from the public. There were no participants online or in the room.

**COUNCIL UPDATE**

Salonek provided an update on park-related matters.

Salonek also shared a story about resident Lori Hanson who has been picking up garbage along roads and parks in Dayton since 2020. Hanson has collected 246 bags of trash and will be featured in an upcoming city communicator.

Farrell provided additional updates for parks, water trails, and upcoming events.

**REGULAR MEETING**

**B. Elsie Stephens Park Master Plan, Update and Concepts**

Eleanor Brandt from MSA presented an update on the Elsie Stephens Park Master Plan. Brandt summarized the community engagement process, which included steering committee meetings, stakeholder meetings, an online survey (134 unique household responses representing over 400 people), and a pop-up concept review during the car show at Elsie Stephens.

Key findings from the public engagement:

- Most respondents were in the 35-44 age range or had household members in the 0-5 and 6-11 age ranges
- Most visitors currently walk or drive to the park

- Current park activities enjoyed by visitors include walking, jogging, nature observation, community events, and river access
- Top requested amenities were restroom facilities (highest priority), water play features, pavilion/shelter, native landscaping, nature walk, and playground equipment
- Many comments emphasized maintaining the park's natural setting while enhancing river access and adding more trails

Brandt presented two concept designs:

- Concept 1 featured natural play, parking for 120 vehicles plus 40 additional spaces, natural surface trails and boardwalks, expanded amphitheater seating with shade and electric for the stage, and reuse of the existing corn crib
- Concept 2 focused on increased parking capacity (approximately 220 spaces) and different arrangements of the amenities

The Commission discussed the concepts and provided feedback:

- Restroom additions would address the highest priority need
- Parking capacity versus maintaining the park's natural character
- Merits of a large indoor facility versus maintaining the outdoor focus of the park
- Concerns about having enough parking for large events but others preferred using grass overflow parking on event days rather than paving more of the park

Decker noted that indoor event space is currently limited in the city, with the Activity Center only holding 173 people

The Commission agreed that maintaining the unique character of the park was important, particularly the farm elements like the silos, while ensuring adequate restroom facilities. The Commission indicated a preference for Concept 1 with modifications for additional parking.

### **C. DNR Landing Design Concepts**

Eleanor Brandt presented the design concept for the Crow Mississippi Public Water Access, which is under DNR jurisdiction. The plan includes additional parking spaces, storm water management, trailer pull stalls, and lighting.

Farrell explained that this is primarily a DNR project with limited city input. The kayak landing will be located at the top of the original landing with a beach landing that provides year-round boat access to the Crow.

Pikal noted the plan included light poles and portable toilets but asked about trash receptacles. Brandt indicated she would check on the trash receptacle placement.

Construction for this project is expected in 2026, coinciding with the Elsie Stephens project.

### **C. West Mississippi River Regional Trail, alignment follow up discussion**

Farrell explained that they needed to revisit the trail alignment discussion to create an "ultimate" alignment that ignored current homes and structures, following only natural topography. This would be in addition to the more realistic alignment previously approved that worked around existing properties.

The Commission expressed discomfort with drawing an alignment through existing homes but understood the long-term planning purpose. After discussion, the

Commission worked together to draw an alignment that followed natural topography while still being somewhat respectful of existing structures.

The consensus alignment generally followed the river's edge where possible, incorporated bridges at steep slope areas, went behind the tree farm property, and utilized city-owned land where available. The Commission noted that this was a hypothetical exercise for very long-term planning (potentially 50 years in the future) and that the previously approved alignment remained their preferred near-term option.

### **NOTICES AND ANNOUNCEMENTS**

Pikal announced the next Parks Commission meeting would be held on Tuesday, October 7th, 2025.

Salonek noted he would not be in attendance at the next meeting.

### **ADJOURNMENT**

*Motion by Senst, seconded by Chambers, to adjourn. Motion carried unanimously.*

The meeting was adjourned at 7:33 PM.

**PRESENTER:** Eleanor Brandt

**ITEM:** Elsie Stephens Park Master Plan, Update and Concepts

**PREPARED BY:** Martin Farrell/Eleanor Brandt

**POLICY DECISION / ACTION TO BE CONSIDERED:** Council Recommendation

**BACKGROUND:** The Master Plan for Elsie Stephens Park was an effort developed between 2016 and 2018, with Staff, Council, Contract Landscape Architects, and a Steering Committee. The project was refined over several meetings and with input from all of the participants at the various stages of development. The City is currently in Phase 3 of the development of the Park, with various elements being installed including, trails and river overlooks, landscaping, bridges, performance area with seating and power, patio, decorative lighting, and trail link into Cloquet Overlook Park, part of the Three Rivers Park District Mississippi Regional Trail.

The City Council has requested that future phases be identified along with costs and an approximate timeline for the additional phases. Staff recommended an update of the Master Plan, and conducted an RFP requesting proposal documents from interested Landscape Architects. Staff received 6 proposals, and reviewed each of them for compliance to the RFP and reduced the contenders to 3 finalists for Park Commission to Interview.

City Council Awarded the Contract for the project to MSA at their regular council meeting on 02-25-2025. Since contract award MSA has conducted meetings and data gathering from Staff, Community representatives, Commission & Council representatives, and residents. MSA presented initial Concepts based on the direction given. Concepts were presented at the 9-2-2025 Park Commission meeting for review and comments.

Subsequent to the 9-2-2025 concept presentation, further refinements have been included based on feedback received, we are close to the final version of the concept and are not anticipating major changes to the Concept. Staff intend to present the finalized concept to the City Council at the 10-14-25 regular meeting for their approval.

**CRITICAL ISSUES:** None

**BUDGET IMPACT:** Funded from Capital Fund 405

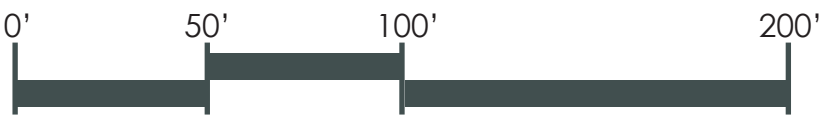
**RECOMMENDATION:** Recommend for Council Approval

**ATTACHMENT(S):** MSA Concept, and Cost Estimates



# Elsie Stephens

City of Dayton, Minnesota  
Oct 2025



## LEGEND

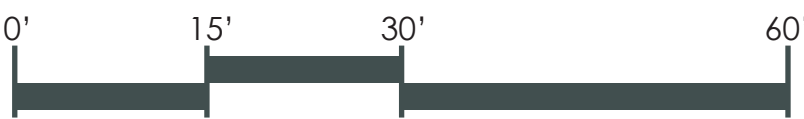
### existing

- |    |                       |    |   |
|----|-----------------------|----|---|
| 1  | Parking               | 9  | Existing structure re-use                       |
| 2  | Pedestrian Bridge     | 10 | Open-Air Shelter                                |
| 3  | Pedestrian Tunnel     | 11 | Prairie/Low-Mow Grass                           |
| 4  | Stormwater            | 12 | Walking Loop w/ Fitness Stations & Mile Markers |
| 5  | Overlook              | 13 | Nature Trail                                    |
| 6  | Amphitheater          | 14 | Picnic Area                                     |
| 7  | Seating Area          | 15 | Seating area with interactive art               |
| 8  | Stepped Kayak Launch  | 16 | Shade Sails Stage Area                          |
| 9  | Emergency Access/Exit | 17 | Drop-off  |
| 10 | Open-Air Shelter      | 18 | Ropes course style play area                    |
| 11 | Prairie/Low-Mow Grass | 19 | Restroom & Water Fountain                       |

### proposed

- |   |  |    |   |
|---|--|----|---|
| 1 | Parking                                | 20 | Elevated boardwalks                     |
| 2 | Integrated stormwater system           | 21 | Park Sign                               |
| 3 | Pergola with seating                   |    | Concrete Pads                           |
| 4 | Farmhouse inspired pavilion & restroom |    | Asphalt Paths                           |
| 5 | River Overlook                         |    | Aggregate Paths                         |
| 6 | Playground                             |    | Vehicular Circulation                   |
| 7 | Splashpad                              |    | Electrical, Water, and Sanitary Service |
| 8 | Bioluminescent sidewalk                |    | Lighting                                |





Enlargement Area #1



Enlargement Area #2

LEGEND

existing

1

Amphitheater

2

Pergola

proposed

1

Parking

2

Integrated stormwater system

3

Pergola with seating

4

Farmhouse inspired pavilion & restroom

5

River Overlook

6

Playground

7

Splashpad

8

Bioluminescent sidewalk

9

Existing structure re-use

10

Shade Sails

11

Gabion Basket Seat Wall

12

Seating Area

Concrete Pads

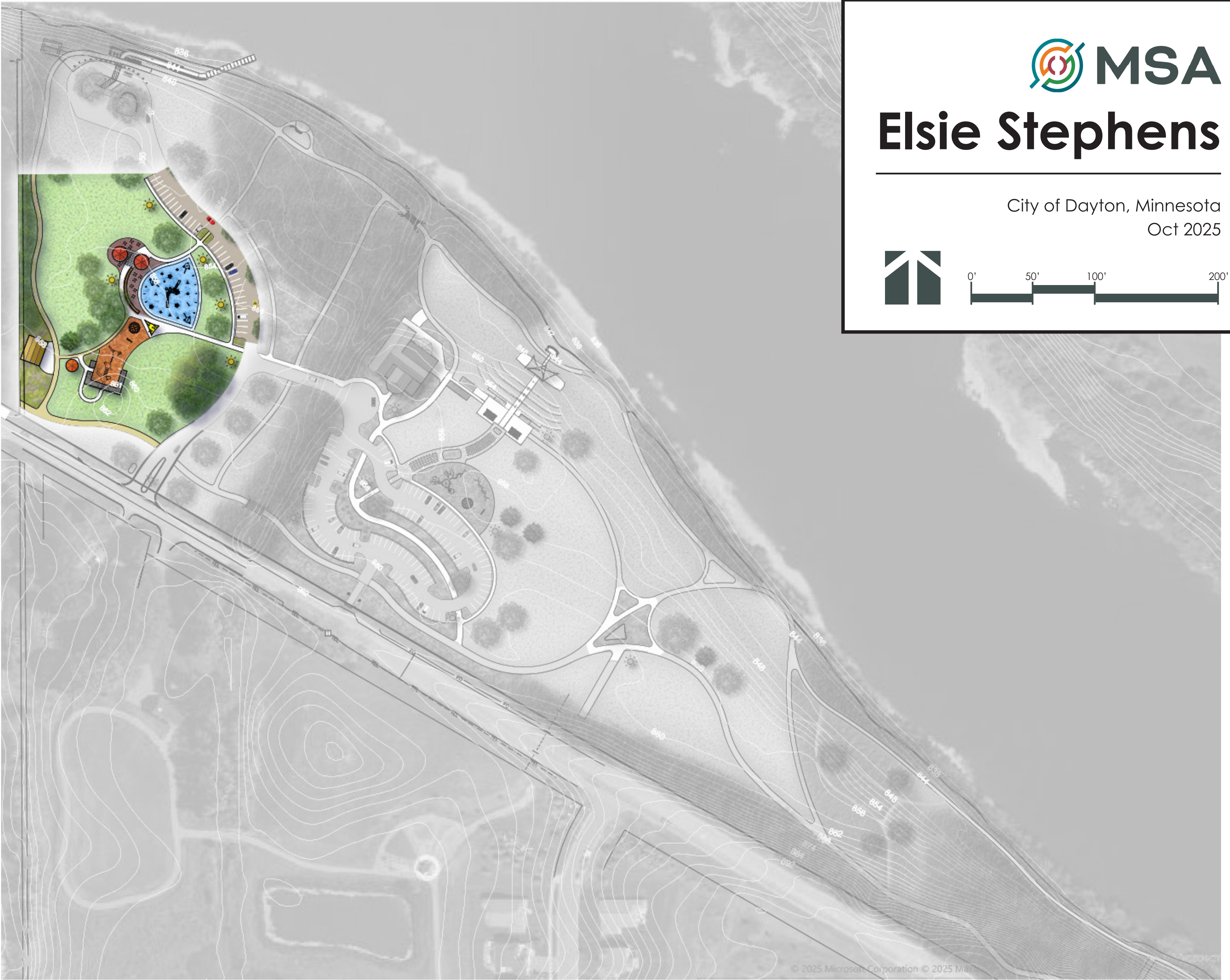
Asphalt Paths

Vehicular Circulation

E W S

Electrical, Water, and Sanitary Service

Lighting



Phase A



Phase B



Phase C



Phase D



Phase E

## Elsie Stephens Parks Master Plan

### PHASE A - SPLASH PAD, PLAY AREA, HISTORIC STRUCTURE RESTORATION

City of Dayton, MN

ESTIMATE YEAR:

2025

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds & Insurance (8%)	1	LS	\$256,000	\$256,000
2	Erosion and Sedimentation Control	1	LS	\$5,000	\$5,000
3	Turf and Site Restoration	5000	SY	\$7	\$35,000
4	Clearing and Grubbing	1	LS	\$2,500	\$2,500
5	5-inch Concrete Sidewalk with Base	9000	SF	\$15	\$135,000
6	5-inch Asphalt Path with Base	4000	SF	\$5	\$20,000
7	New Asphalt Parking (# stalls)	6500	SF	\$5	\$32,500
8	Parking Pavement Markings	1000	LF	\$10	\$10,000
9	ADA Reserved Parking Signs	4	EA	\$400	\$1,600
10	Concrete Curb and Gutter, 30-inch	400	LF	\$25	\$10,000
11	Stamped & Colored Concrete	3,500	SF	\$25	\$87,500
12	Stop Sign	2	EA	\$500	\$1,000
13	Trees	12	EA	\$400	\$4,800
14	Landscaping	2,000	SF	\$5	\$10,000
15	Trash/Recycling Receptacles	6	EA	\$1,500	\$9,000
16	4-Seat Table and Chairs	12	EA	\$2,000	\$24,000
17	6-Foot Bench	8	EA	\$1,500	\$12,000
18	Historical Signage	6	EA	\$1,000	\$6,000
19	Gabion basket seatwall	200	LF	\$150	\$30,000
20	Renovated Silo - Allowance	2	EA	\$50,000	\$100,000
	Pergola Connection	1	LS	\$25,000	\$25,000
21	Barn Renovation - Allowance	1	EA	\$150,000	\$150,000
	Silo Preservation - Allowance	1	EA	\$15,000	\$15,000
22	Stone Foundation Stabilization - Allowance	1	EA	\$25,000	\$25,000
23	Shade Sails	1	EA	\$17,500	\$17,500
24	Playground Structures	1	LS	\$750,000	\$750,000
25	Playground Surfacing	4,000	SF	\$15	\$60,000
26	Splashpad Equipment and Installation	1	LS	\$1,500,000	\$1,500,000
27	Site Lighting	6	EA	\$15,000	\$90,000
28	Electrical Service - Allowance	1	LS	\$30,000	\$30,000
29	Water Service - Allowance	1	LS	\$200,000	\$200,000
30	Sanitary Service - Allowance	1	LS	\$200,000	\$200,000
CONSTRUCTION SUBTOTAL					\$3,855,000
	Contingency	20%			\$771,000
	Design Engineering & Bidding	6%			\$232,000
	Construction Administration	6%			\$232,000
TOTAL COST:					\$5,090,000

**Elsie Stephens Parks Master Plan**  
**PHASE B - STAGE & SEATING, PLAY AREA, PARKING**  
**City of Dayton, MN**

ESTIMATE YEAR:

**2025**

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds & Insurance (8%)	1	LS	\$205,000	\$205,000
2	Erosion and Sedimentation Control	1	LS	\$5,000	\$5,000
3	Turf and Site Restoration	5000	SY	\$7	\$35,000
4	Clearing and Grubbing	1	LS	\$5,000	\$5,000
5	5-inch Concrete Sidewalk with Base	12000	SF	\$15	\$180,000
6	5-inch Asphalt Path with Base	4500	SF	\$5	\$22,500
7	New Asphalt Parking (# stalls)	45000	SF	\$5	\$225,000
8	Parking Pavement Markings	3000	LF	\$10	\$30,000
9	ADA Reserved Parking Signs	12	EA	\$400	\$4,800
10	Concrete Curb and Gutter, 30-inch	3000	LF	\$25	\$75,000
11	Stop Sign	4	EA	\$500	\$2,000
12	5" Bioluminescent Pathway with Base	4200	SF	\$18	\$75,600
13	Trash/Recycling Receptacles	8	EA	\$1,500	\$12,000
14	6-Foot Swing Bench	8	SF	\$8,000	\$64,000
15	Stone Seatwall with Base	300	LF	\$400	\$120,000
16	Tensile Shade Structure	800	SF	\$120	\$96,000
17	Stamped and Colored Concrete	1,500	SF	\$25	\$37,500
18	Concrete Stairs	750	SF	\$150	\$112,500
19	Concrete Stage	1,800	SF	\$150	\$270,000
20	Pergola	1	EA	\$20,000	\$20,000
21	Playground Structures	1	LS	\$750,000	\$750,000
22	Playground Surfacing	8,500	SF	\$12	\$102,000
23	Trees	12	EA	\$800	\$9,600
24	Landscaping	15,000	SF	\$12	\$180,000
25	Site Lighting	8	EA	\$15,000	\$120,000
26	Electrical Allowance	1	LS	\$25,000	\$25,000
CONSTRUCTION SUBTOTAL					\$2,784,000
Contingency		20%			\$557,000
Design Engineering & Bidding		6%			\$168,000
Construction Administration		6%			\$168,000
TOTAL COST:					\$3,677,000

## Elsie Stephens Parks Master Plan

### PHASE C - PATHWAYS, BOARDWALKS, SCULPTURE SEATING AREA

City of Dayton, MN

ESTIMATE YEAR:

2025

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds & Insurance	1	LS	\$61,000	\$61,000
2	Erosion and Sedimentation Control	1	LS	\$5,000	\$5,000
3	Turf and Site Restoration	5000	SY	\$7	\$35,000
4	Clearing and Grubbing	1	LS	\$2,500	\$2,500
5	5-inch Concrete Sidewalk with Base	7000	SF	\$15	\$105,000
6	5-inch Asphalt Path with Base	10,000	SF	\$5	\$50,000
7	Compacted aggregate path	500	CY	\$150	\$75,000
8	Concrete Boardwalk, River Overlook	2	EA	\$10,000	\$20,000
9	Concrete Boardwalk, Elevated Boardwalk	750	LF	\$250	\$187,500
10	Prairie Seeding	3,500	SY	\$12	\$42,000
11	Landscaping	6,000	SF	\$5	\$30,000
12	Sculpture Seating Area	1	LS	\$50,000	\$50,000
13	Stairway Restoration - Allowance	2	LS	\$50,000	\$100,000
14	Site Lighting	4	EA	\$15,000	\$60,000
<i>CONSTRUCTION SUBTOTAL</i>					<i>\$823,000</i>
Contingency		20%			\$165,000
Design Engineering & Bidding		6%			\$50,000
Construction Administration		6%			\$50,000
<b>TOTAL COST:</b>					<b>\$1,088,000</b>

**Elsie Stephens Parks Master Plan**  
**PHASE D - CLOQUET OVERLOOK IMPROVEMENTS**  
**City of Dayton, MN**

ESTIMATE YEAR:

**2025**

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds & Insurance	1	LS	\$100,000	\$100,000
2	Erosion and Sedimentation Control	1	LS	\$5,000	\$5,000
3	Turf and Site Restoration	5000	SY	\$7	\$35,000
4	Clearing and Grubbing	1	LS	\$5,000	\$5,000
5	5-inch Concrete Sidewalk with Base	5500	SF	\$15	\$82,500
6	5-inch Asphalt Path with Base	24000	SF	\$5	\$120,000
7	New Asphalt Parking (# stalls)	23000	SF	\$5	\$115,000
8	Parking Pavement Markings	1200	LF	\$10	\$12,000
9	ADA Reserved Parking Signs	4	EA	\$400	\$1,600
10	Concrete Curb and Gutter, 30-inch	800	LF	\$25	\$20,000
11	Stop Sign	1	EA	\$500	\$500
12	Trees	12	EA	\$800	\$9,600
13	Landscaping	1,000	SY	\$12	\$12,000
14	Prairie Seeding	25000	SF	\$5	\$125,000
15	Fitness Stations	5	EA	\$5,000	\$25,000
16	Mile Markers	5	EA	\$1,000	\$5,000
17	15'x20' Restroom Building	1	LS	\$120,000	\$120,000
18	15'x20' Open Air Shelter	1	LS	\$20,000	\$20,000
19	Ropes Course Structures	1	LS	\$250,000	\$250,000
20	Playground Surfacing	11,500	SF	\$15	\$172,500
21	Site Lighting	5	EA	\$15,000	\$75,000
22	Electrical Service	1	LS	\$10,000	\$10,000
23	Water Service	1	LS	\$20,000	\$20,000
CONSTRUCTION SUBTOTAL					\$1,341,000
Contingency		20%			\$269,000
Design Engineering & Bidding		6%			\$81,000
Construction Administration		6%			\$81,000
TOTAL COST:					\$1,772,000

**Elsie Stephens Parks Master Plan**  
**PHASE E - PAVILLION**  
**City of Dayton, MN**

ESTIMATE YEAR:

**2025**

ITEM NO.	DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
1	Mobilization, Bonds & Insurance	1	LS	\$291,000	\$291,000
2	Erosion and Sedimentation Control	1	LS	\$5,000	\$5,000
3	Turf and Site Restoration	3000	SY	\$7	\$21,000
4	Clearing and Grubbing	1	LS	\$2,500	\$2,500
5	5-inch Concrete Sidewalk with Base	5000	SF	\$15	\$75,000
6	5-inch Asphalt Path with Base	3000	SF	\$5	\$15,000
7	Trees	15	EA	\$400	\$6,000
8	Landscaping	4000	SY	\$15	\$60,000
9	4-Seat Table and Chairs	40	EA	\$2,000	\$80,000
10	6-Foot Picnic Table	40	EA	\$2,000	\$80,000
11	Block Retaining Wall	300	150	\$100	\$30,000
12	Entertainment Pavillion w/ Restrooms (7,5000 sf)	1	LS	\$3,000,000	\$3,000,000
13	Site Lighting	6	EA	\$15,000	\$90,000
14	Electrical Service	1	LS	\$50,000	\$50,000
15	Water Service	1	LS	\$60,000	\$60,000
16	Sanitary Service	1	LS	\$60,000	\$60,000
CONSTRUCTION SUBTOTAL					\$3,926,000
Contingency		20%			\$786,000
Design Engineering & Bidding		6%			\$236,000
Construction Administration		6%			\$236,000
TOTAL COST:					\$5,184,000