

**AGENDA**  
**CITY OF DAYTON, MINNESOTA**  
**12260 So. Diamond Lake Road, Dayton, MN 55327**  
**Tuesday, February 4, 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 January 7th, 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.*

**COUNCIL UPDATE**

**STAFF UPDATE**

**REGULAR MEETING**

6:45 **B.** Park Improvement Projects 2024 Presentation

7:00 **C.** Elsie Stephens Park RFP Presentations

7:00 1. RFP: Damon Farbor

7:20 2. RFP: HKGI

7:40 3. RFP: MSA

**NOTICES AND ANNOUNCEMENTS**

Next Park Commission Meeting: March, 4th, 2025

**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 JANUARY 7, 2025 PARKS COMMISSION MEETING**  
**CITY OF DAYTON, MINNESOTA**

**I. CALL TO ORDER at 6:30 PM**

Present: David Pikal, Brad Cole, John Knutson, and Keri Lingard

Absent: Kaia Chambers

City Council Member Present:

Also in attendance: Public Works Superintendent, Marty Farrell; City Engineer, Jason Quisberg

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

**MOTION:** Lingard motioned, seconded by Knutson, to approve the agenda as presented. Motion carried unanimously.

**IV. CONSENT AGENDA**

A. Approval of Park Commission Minutes from December 3, 2024.

**MOTION:** Lingard motioned, seconded by Knutson to approve the consent agenda as presented. Motion carried unanimously.

**V. OPEN FORUM**

No one present for open forum.

**VI. COUNCIL UPDATE**

There was no Council member present to give an update.

**VII. STAFF UPDATE**

Farrell stated that construction for the Elsie Stephens Park bridge will begin at the end of January. The bridge fabrication project will be completed by mid-April, and the project will be completed by the end of May 2025. The RFP's for the updated Elsie Stephens Master Plan were sent out in December and due back by January 17. The plan is to have the Parks Commission interview the top three

contenders during the February 4, 2025, meeting. Hopefully, the contract will be awarded on February 25, 2025.

Farrell stated that Paul Kangas will present proposals to the Parks Commission, based on the feedback from the last meeting, at the February 4, 2025, meeting. Once approved, the plan is to present it to City Council and request approval to send out for bids. Farrell suggested that it would be good to invite members from the Parks Commission to attend the City Council Meeting on February 25, 2025, at 6:30 p.m. as the Council may have questions about what is included and excluded.

Farrell stated that the CDAA has requested that batting cages be installed at McNeil Park. The CDAA provided some funding, and the City applied for the Hennepin County Youth Sports Grant. The City was awarded \$12,400 towards the project. The batting cages should be installed in the fall of this year. Farrell stated that the dugouts are substantially completed with only the fencing left to do.

The quarterly meeting with Three Rivers Park District is set for Thursday, January 9, 2025. Farrell will focus on Goodin Park and the Water Trail. The hope is to work together on the project.

Farrell stated that the original person who was hired to replace Higgins resigned before she started the position. The City has now hired Elizabeth. Her start date is Monday, January 13, 2025.

Knutson stated that people are using the outdoor ice rinks. Farrell stated that the rain and warm weather is causing some problems right now.

## **VIII. REGULAR MEETING**

### **B. Tree USA Update: John Knutson**

Knutson passed out a handout to the Commissioners. Knutson stated that he chose the variance without a "Tree Advisory Board" because the City does not have one. Knutson gave a concrete example of the Fire Department coordinating with the Arborist with tree trimming needs once the ladder truck arrives.

Knutson stated that he first wants to make sure that the Parks Commission thinks the paperwork is okay, then send it to the City Attorney to review, and then on to City Council to approve.

Pikal suggested that the document should probably go to the City Arborist before it goes to the City Attorney.

Knutson stated that to be considered a “Tree City” Dayton has to meet certain standards (requirements). The most difficult standard to meet is having a specific Tree Ordinance. The thing that makes it so difficult is the legal aspect.

Knutson stated that the remaining standards are: 1) A Tree Department (Public Works); 2) A Community Forestry Budget of at least \$2 per capita; and 3) Arbor Day Observance.

#### C. Lone Gardens, Pineview Meadows Trail Update

Quisberg came forward and stated that the Parks Commission identified priority trail segments. The connection between Lone Gardens and Pineview Meadows was selected to be constructed first.

The trail connection has an estimated cost of \$585,000, the trail crossing has an estimated cost of \$412,000, with an estimated total project costing approximately \$997,000.

Quisberg stated that there are three options: 1) Construct now with a pedestrian median crossing at Vinewood; 2) Construct in 2029 with a crossing near the potential future round-a-bout; or 3) Construct the trail from Berkshire Lane to Vinewood Lane (trail only with no crossing) in 2025 and coordinate crossing with the County project in 2029.

Discussion ensued.

Quisberg stated that to construct the trail and crossing in 2025, the estimated cost is \$997,000. To construct the trail and crossing in 2029, the estimated cost of the project will be \$632,000. Quisberg asked the Parks Commission to consider if it is worth \$365,000 to gain crossing and connection four years earlier.

Additional discussion ensued.

Cole would like to see the complete project move forward in 2025.

Lingard stated that at the very least, the dead-end trail should move forward in 2025.

Knutson is in favor of a full connection, and not in favor of dead-ending it. Knutson believed it is well worth the extra money spent.

Pikal asked Farrell if there is enough money in the Trail Fund to get the project completed in 2025. The answer is yes.



Pikal is in favor of moving forward with the entire project in 2025.

**MOTION:** Lingard motioned to move forward with the entire project in 2025, seconded by Cole. Motion carried.

#### D. Park Commission Goal Setting and Prioritization for 2025 Discussion

Farrell stated that Staff would like some direction from the Parks Commission as to what goals to address for the upcoming year.

Knutson asked if there is a simple map of the trail system throughout the City. The answer is yes.

Knutson clarified that he'd like to see something posted on the Parks page of the City website that is simple and specifically designed to show the residents exactly where the Parks and Trails are located throughout the City and exactly what amenities each offers.

Discussion ensued.

Lingard asked the status of signage. Farrell stated that the Council is considering re-branding.

Additional discussion ensued.

Pikal stated that after not getting a lot done in 2024, he'd like to see progress with the Area 21 Park project, Lone Gardens, Elsie Stephens Park, and the Trail Connection Project discussed previously in the meeting. Pikal would also like to see a major focus on the Master Plan for Trails while also directing some attention to the Master Plan for Parks.

Cole voiced his agreement with Pikal's statement and added the Brayburn Trails and Sundance Neighborhood Park Phase I. Farrell stated that these two projects are the Area 21 Park project.

Lingard stated that she believes land acquisition for parks is a priority to her over the push to complete Elsie Stephens Park.

Additional discussion ensued.

Cole and Pikal both agreed that their number one priority is the connectivity of the Trail System.

Knutson stated that his number one priority is to execute on the current projects, increasing the amount of land for parks is number two, a Work Session/Joint Meeting would be number three, and he believes there is value

in a prepared report that could be posted to the City's website that clearly states the Parks Commission's goals and outcomes.

Lingard brought up the fact that the Parks Commissioners cannot communicate outside the confines of an official meeting, and she asked if a Work Session could be scheduled for the purpose of planning for the Work Session with City Council.

Pikal suggested that two Parks Commission Work Sessions may be necessary.

There was consensus for the March Parks Commission Meeting to be in the format of a Work Session.

## **IX. NOTICES AND ANNOUNCEMENTS**

E. Next Park Commission Meeting will be Tuesday, February 4, 2025.

## **X. ADJOURNMENT**

**MOTION:** Lingard motioned, seconded by Knutson, to adjourn the meeting at 7:54 p.m. Motion carried.

Respectfully submitted,

Sandra Major, Recording Secretary  
*TimeSaver Off Site Secretarial, Inc.*

**PRESENTER:** Martin Farrell/Paul Kangas

**ITEM:** 2025 Parks Improvement Package Update Presentation

**PREPARED BY:** Martin Farrell

**BACKGROUND:** Paul Kangas has been working on developing designs from the initial concepts presented to the Park Commission and Council. The projects included are the Area 21 Park, Lone Gardens upgrades and Elsie Stephens Phase 3. These plans are separate from the irrigation and bridge projects that have been bid and contracts awarded.

**CRITICAL ISSUES:** Make recommendations for Council Approval

**BUDGET IMPACT:** None

**RECOMMENDATION:** None.

**ATTACHMENT(S):** Update memo from Paul Kangas

**2025 Parks Improvement Package Update**

January 30, 2025

**CURRENT STATUS**

The IOA consultant team is actively working on the Bid Package, but progress is slightly delayed past original schedule due to a variety of reasons. Subconsultant coordination (irrigation and civil) and internal workload impacts have caused the delays. The project is simply taking longer than expected.

Our current plan allows us to get back on schedule authorizing bidding at the 2/25 Council Meeting with a bid due date of March 27<sup>th</sup>. If absolutely necessary, we can extend the bid date a few weeks as the 5/1 construction start may be optimistic depending on Spring weather. Some of the questions posed below MAY impact the schedule.

**OUTSTANDING QUESTIONS:****1. Does the Park Commission feel a 95% formal review of the Bid Package would be beneficial to the process?**

- The previous schedule had a 95% review as part of the 2/4/25 Parks Commission meeting. The CD Package is currently not ready for that review. Adding a formal review at the March meeting would delay the bidding process more significantly than highlighted above.

**2. Should any planned expansion to the performance area at Elsie Stephens Memorial Park be removed entirely from the 2025 Bid Package?**

- It was IOA's understanding the Council would be reviewing the previous information where the Parks Commission discussed the prioritization of ESP park amenities. Of primary importance was the scale/scope of the proposed performance area expansions. That did not happen. Therefore, we have not received direct and formal feedback from the Council following the Park Commission's recommendations.
- Based on previously stated opinions by Council members, we have concerns that the priorities recommended by the Parks Commission are not in line with the City Council priorities. This creates a difficult position for the Consultant team. Construction documentation in a low bid, public project scenario must be clear and concise to achieve strong bid results. We do not have clear and concise direction at this time.
- We also have consistently recommended that improvements in this area are premature given the expressed desire and plans to update the ESP Master Plan. The recent RFP for that updated master plan, to be reviewed and approved at the 2/4/2025 meeting, could significantly alter the direction of the Elsie Stephens Park design. It is our opinion that the performance area, and surrounding acreage, are critical elements that should be re-examined in the Master Plan.

- Our recommendation is to delay any improvements to the stage and performance area until the Master Plan has been complete. While that delays progress for the expanded performance function, it maximizes the opportunity to explore additional site amenities and how that will relate back to the ultimate vision for the park.

### 3. Review current bid alternates for Construction Documents

A series of bid alternates are proposed to be included in the 2025 PIP Bid Package to allow for educated decisions to be made on the value of different park amenities. It also allows the City to strategically adjust the contract amount to fit within the proposed funding. We will highlight the affected project areas at the meeting. The current alternates being included are as follows:

#### A. PSA #21 BID ALTERNATES

##### **PSA-A – ADD Limestone Seat/Retaining Wall and Landscaping at Play Area**

This alternate adds rectangular limestone seat blocks and landscaping on the south side of the playground. The Base Bid would be turfgrass seeding in this area and does not significantly impact the Base Bid total.

##### **PSA-B – ADD Concrete Edger at Volleyball Court**

This alternate adds a vertical concrete edger as the outer boundary of the volleyball court. Work includes excavation, forming, and placing of the concrete edger. The Base Bid is not significantly impacted by this alternate.

##### **PSA-C – ADD Cornhole Play Element**

This alternate adds two permanent cornhole goals with surrounding concrete walkway. Work includes procurement and setting of the goals and concrete paving with base. The Base Bid is not significantly impacted by this alternate.

#### B. ELSIE STEPHENS PARK BID ALTERNATES

##### **ESP-A – ADD West Parking Lot**

This alternate adds the west parking lot a 10' wide asphalt trail, compacted base, and a 14' W x 30' L pedestrian bridge and concrete abutments for the Three Rivers Park District Regional Trail connection that will parallel River Road. If not accepted, the base bid should include turfgrass seeding of the alternate project area.

##### **ESP-B – ADD Gate at Historic Park Entrance**

This alternate adds a decorative steel swinging gate at the east, historic park entrance. The work includes concrete footings, and fabricating and installing the gate assembly. The Base Bid is not significantly impacted by this alternate.

##### **ESP-C – ADD Stone Seat & Retaining Wall at Picnic Shelter**

This alternate adds a stone veneer retaining wall and exterior fireplace element on the north side of the picnic shelter. The Base Bid is not significantly affected by this alternate.

##### **ESP-D – ADD Decorative Masonry Entry Features**

This alternate adds decorative stone entry monuments to the entrance of the picnic shelter. The Base Bid is not significantly affected by this alternate.

**PRESENTER:** Martin Farrell

**ITEM:** Elsie Stephens Park Master Plan Update RFP, Respondent Presentations and Q/A

**PREPARED BY:** Martin Farrell

**POLICY DECISION / ACTION TO BE CONSIDERED:** Select Finalist(s) for Council Presentation Q/A

**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 is recommending an update of the Master Plan, and requesting proposals documents from interested Landscape Architects.

Staff Advertised for Proposals (RFP) on December 26 2024, with proposals due on January 17 2025. Staff received 6 proposals, Staff reviewed the proposals for compliance to the RFP and reduced the contenders to 3 finalists for Park Commission to Interview. Staff would like to present the Park Commission's recommendations in February 2025, with a tentative project start date of March 2025.

**CRITICAL ISSUES:** Make recommendations for Council Approval

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

**RECOMMENDATION:** None.

**ATTACHMENT(S):** RFP Document, Proposals from Damon Farber, HKGi, MSA.



## Request for Proposal (RFP) for Elsie Stephens Park master plan update

### **Description of proposal**

This document constitutes a Request for Proposal (RFP) from qualified individuals and organizations to help update the existing master plan for Elsie Stephens Park, the proposal should integrate existing park development and future needs into a cohesive and strategic park design. This request is an offer by the City of Dayton to purchase, in accordance with the terms and conditions of this RFP, the services proposed by the successful vendor(s), by contract as needed.

The Respondent shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide services to the City of Dayton as follows:

- Develop a master plan that integrates existing park amenities and future amenities into a cohesive and strategic master plan.
- City of Dayton is looking to select a full-service vendor, to re-develop the existing master plan to provide a strategic plan that includes but is not limited to a phasing plan, budget expectations, amenity and equipment recommendations.
- We are looking to receive a proposal that will include information about your business, your experience in developing parks, examples of completed projects with references, and a timeline to complete development of such a plan and the associated costs.

### **City of Dayton Mission Statement**

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.

### **About Dayton**

The City of Dayton is located along the shores of the Crow and the Mississippi Rivers and is shared between Hennepin and Wright County. We are a progressively growing community with a population of approximately 11,000. Dayton is located along the I-94 corridor and is only 20 minutes from downtown Minneapolis, and 30 minutes from downtown St. Paul.

City Hall Information  
12260 S. Diamond Lake Road  
Dayton, MN 55327  
Phone (763) 427-4589

The City of Dayton purchased the property for Elsie Stephens Park a number of years ago with the intention of making this a premier park, with amenities that will attract visitors to the City. The site is a little over 21 acres with river frontage on the Mississippi River. This park has trail connection to Cloquet Overlook Park, which is a segment of a proposed regional trail, there is also an underpass connection to a 22-acre park at the River Hills neighborhood.

#### Park Address

Elsie Stephens Park  
14430 Dayton River Road,  
Dayton MN55327

### **Scope of Work**

The City of Dayton is seeking a Landscape Architect to provide professional park design, development and implementation services. The successful proposal shall fully coordinate all services under an Agreement with City Staff. The intent of this project is to develop a premier, destination park in the City of Dayton:

- Create a unique park, that incorporates and enhances the original master plan.
- Develop a phasing plan for implementation of the amenities and facilities in the plan.
- Provide cost estimates and timelines for the various phases of development.
- Designs must incorporate completed park improvements from the three Phases completed or scheduled.
- Designs must maximize the natural aspects of this unique riverfront location.

The Respondent will provide the City of Dayton with consulting services as mutually agreed upon and described in a proposal statement of work which will govern any particular assignment that is engaged upon under this RFP.

The Statement of Work shall be drafted as an engagement letter between the parties setting forth the following:

- A complete and detailed description of the type(s) of services to be rendered by the Vendor.
- The applicable billing rates for the services to be rendered.
- Any additional terms and conditions to which the parties may agree.

## **1 Process and Requirements**

- Vendors will submit their proposals within the timeframe indicated. The City of Dayton is committed to selecting the most competitive offer. Our evaluation will be geared to identify those proposals which offer the best combination of expertise and value. The City of Dayton will not, however, base its evaluation solely on price.
- No extension to the submittal date will be granted on an individual basis. If the City determines that the timeframe it has established for this RFP is inadequate, it may at its option extend the submission deadline to all offerors.



- Vendors agree that their proposals are an agreement to provide services at a stipulated rate to the City of Dayton. Those rates will be reflected in the Statement of Work engagement letter. All pricing schedules quoted in response to this RFP, must remain in effect for the duration of the contract if awarded.

## **2 Contract Terms and Conditions**

- The City of Dayton reserves the right to award all, part or none of this solicitation.
- This contract does not create an employment relationship. Individuals performing services required by the contract are not employees of the City. Vendor's employees shall not be considered employees of the City for any purpose and as such shall not be eligible for benefits accruing to City employees.
- Travel and Travel reimbursement is not authorized for this acquisition.
- This purchase is not subject to any sales tax. An exemption certificate will be furnished upon request.
- The vendor shall be paid upon submission of proper invoices to the City at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment.
- All billing and subsequent payments must be in arrears.
- No oral statement, facsimile, mail or other notification issued by the vendor shall modify or otherwise effect the terms, conditions, or specifications stated in this purchase order unless accepted in writing by the City.
- The vendor shall have the capability, experience and expertise to provide the City of Dayton with services in accordance with the requirements set forth herein and consistent with the representations made in the submission under this RFP.

## **3 Proposal Format**

- a. Five bound hard copies and 2 digital copies of each proposal shall be submitted to the City of Dayton.
- b. The City of Dayton will not provide any reimbursement for any cost associated with the development or presentation of a proposal.
- c. Failure to include any of the following information may have an adverse impact on the evaluation of a proposal.
- d. Vendors shall complete all of section 4. The vendor should respond to the main themes of each of the outlined areas in Section 4 in a comprehensive, and succinct, narrative that addresses the City's core needs as outlined above. The vendor should provide corresponding examples, sample work products or references as requested. The Selection Committee may request additional detailed responses to individual questions during the oral presentation phase.
- e. Inclusion of client information or references that reflect upon the offerors consulting expertise or experience is desirable.
- f. Proposal should be prepared in a standard 8 1/2 x 11 format and adequately bound.

- g. Table of Contents and an executive summary of the proposal should be included.
- h. A fee schedule for work proposed under the RFP should be included.

## **4 Evaluation and Selection Criteria**

If an award is made as a result of this RFP, it will be awarded to the vendor(s) whose proposal is most thorough and advantageous to the City of Dayton, including price as well as demonstrated technical ability, overall expertise and recommendations.

The following factors will be considered during the assessment process:

- The vendor's overall ability, capacity and skill to provide the service required.
- The vendor's reputation and experience.
- The vendor's staffing plan and commitment to respond to issues and questions for the length of the contract.
- Quality of current or previous projects.
- Previous experience in similar municipal branding campaigns.
- Technical ability and customer service approach.
- Cost.
- Any other reason deemed proper by the City of Dayton.

## **Proposal Details**

### **Company Details**

- Company name and parent company name.
- Ownership structure.
- Years in operation.
- Mailing address.
- Primary phone.
- Fax number.
- Website URL
- Primary point of contact, (name, title, phone and e-mail address).
- Biographies of primary team members who would be engaged in this project.
- Total number of employees.
- Please provide a comprehensive pricing and/or rate sheet for all potential services you might provide under this RFP should you be selected as a service provider.

Are there any potential conflicts with existing vendor client base and this RFP.

### **Capabilities and Experience**

- List all capabilities.
- List all experience you have with similar master plan development projects.
- Provide detail on any specific industry or type of work your firm specializes in.
- Provide three detailed case studies of similar park development projects.

### **Park Master Plan development**

- Tell us the process that you would use to develop the park master plan for Dayton:
  - Provide a detailed description of your work plan.
  - Detailed list of tasks to be accomplished and the amount of budget hours for each task and sub-task.
- Identify deliverables and provide numbers of revisions that are included.
- Detail the technical needs and systematic implementation that would be needed.
- Detail project management from your company.
- Level of staff participation.
- Meetings identified through work plan with staff and a master plan development subcommittee.
- Outline analytical metrics that will be integrated into measuring the success of the plan.

### **RFP Deadline**

Completed proposals relating to the RFP must be received by the City of Dayton on or before January 17 2025 at 12.00 noon. All proposals with the appropriate required information must be submitted in a sealed package. The outside of the package must contain the name of the submitting vendor, the due date and name of the project.

Please submit the proposal material to:  
Martin Farrell  
City of Dayton  
12260 South Diamond Lake Road  
Dayton MN 55327

Vendor questions due date.

Please forward any questions via e-mail to: [mfarrell@cityofdaytonmn.com](mailto:mfarrell@cityofdaytonmn.com) by January 9, 2025. Responses will be provided by January 13 2025 to all respondents. Questions will not be considered unless submitted via email. Telephone calls or personal visits to the City of Dayton offices are prohibited during the solicitation and evaluation process.

Proposals submitted after the due date and time will not be considered, no exceptions.

Schedule of RFP process and project timeline

Issue Date: December 12, 2024.

Proposal Due: January 17 2025 AT 12.00 noon.

Staff review proposals and schedule interviews by January 24, 2025.

Selected proposals Interview with Park Commission February 4 2025.








Selected Proposal Final Interviews with City Council: February 11, 2025 (tentative).

Finalize contract and award: February 25, 2025 (tentative).





## LEGEND

-  Existing Trees
-  Open Lawn
-  Prairie/Meadow
-  New Trail
-  Existing/Proposed Structures
-  Garden Area
-  Parking

## PREFERRED CONCEPT

STEPHEN'S FARM MASTER PLAN  
City of Dayton, Minnesota

July, 2016  
15659







## LEGEND

- 1 Year Round Event Center
- 2 The Patio
- 3 Veteran's Memorail Space & Garden
- 4 Outdoor Performace Area
- 5 Seasonal Docks and Fishing Pier
- 6 Parking with Stormwater Enhancements
- 7 Overflow Parking Area
- 8 Existing Boathouse
- 9 Playground Area
- 10 Enhanced Horse Barn
- 11 Existing Silos
- 12 Picnic Area with Shelter
- 13 Outdoor Classroom
- 14 Relocated Historic School House Building
- 15 Carry-In Boat Access
- 16 Restored Prairie
- 17 Trail
- 18 Regional Trail Along Dayton River Road
- 19 Proposed Trail Underpass
- 20 Existing Stairs
- 21 Existing Overlook
- 22 Existing Parking
- 23 Existing Shelter and Playground
- 24 851 OHWL
- 25 200' Structure Setback

## PREFERRED CONCEPT

STEPHEN'S FARM MASTER PLAN  
City of Dayton, Minnesota

July, 2016  
15659







## LEGEND

- 1 Year Round Event Center (reception space for 250-300 people)
- 2 The Patio (utilize historic residence footprint and chimney. Provide arbors and seating with views to the river)
- 3 Veteran's Memorail Space & Garden
- 4 Outdoor Performace Area
- 5 Performance Platform
- 6 Seasonal Docks and Fishing Pier
- 7 Parking with Stormwater Enhancements
- 8 Overflow Parking Area
- 9 Existing Boathouse
- 10 Playground Area (utilize barn footprint and stone wall)
- 11 Enhanced Horse Barn (potential uses are city office space, picnic shelter, trail head, storage)
- 12 Existing Silos (climbing wall, viewing/overlook opportunity)
- 13 Picnic Area with Shelter (maintain existing farm house location for new shelter structure)
- 14 Outdoor Classroom
- 15 Relocated Historic School House Building (rental space for canoe, kayak, cross country ski and snow shoes)
- 16 Carry-In Boat Access
- 17 Restored Prairie
- 18 Trail
- 19 Regional Trail Along Dayton River Road
- 20 Proposed Trail Underpass
- 21 Added Turn Lane and Access Enhancements
- 22 Entry Signage
- 23 Enhance Existing Drainage Way
- 24 Existing Stairs

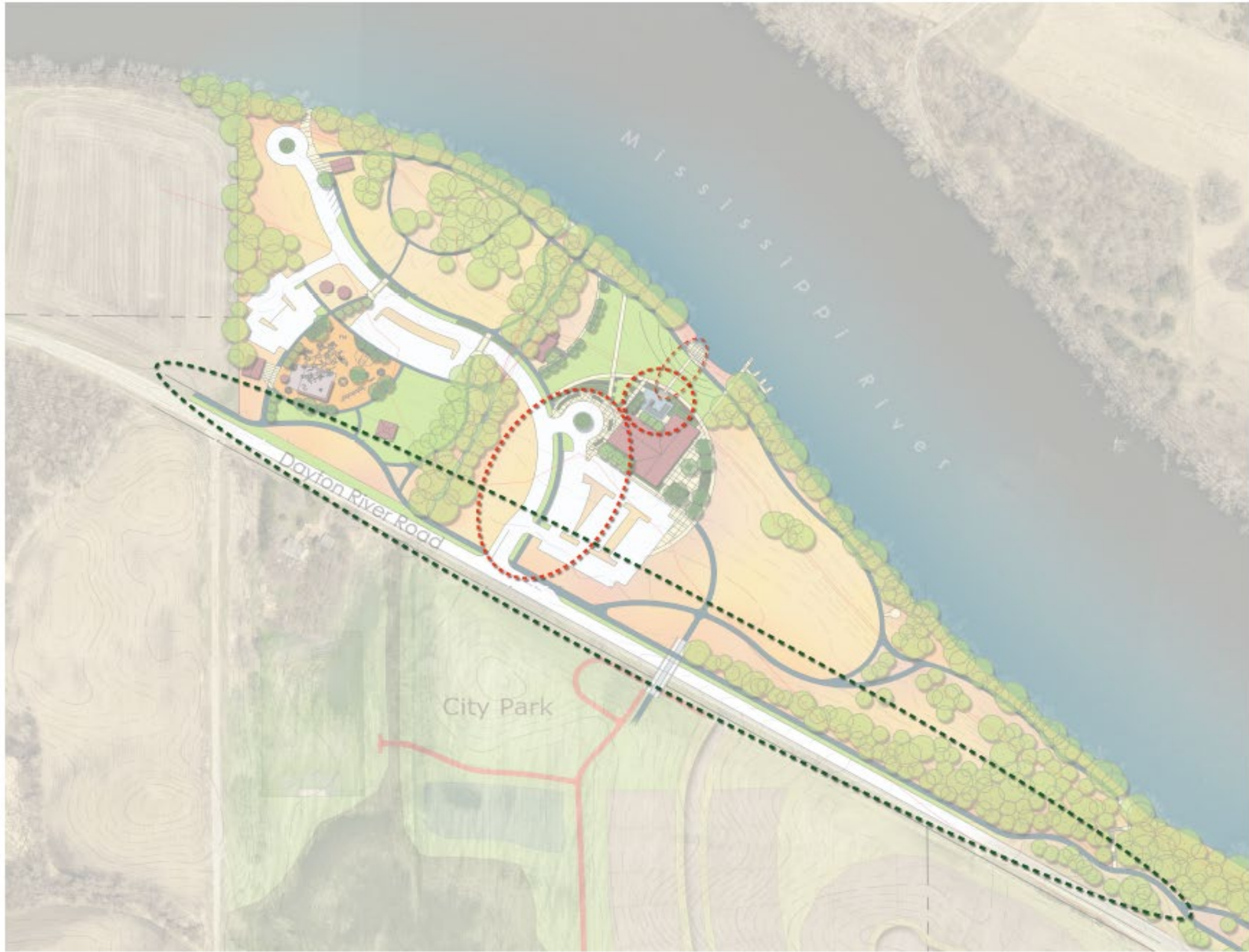
## PREFERRED CONCEPT

STEPHEN'S FARM MASTER PLAN  
City of Dayton, Minnesota

July, 2016  
15659



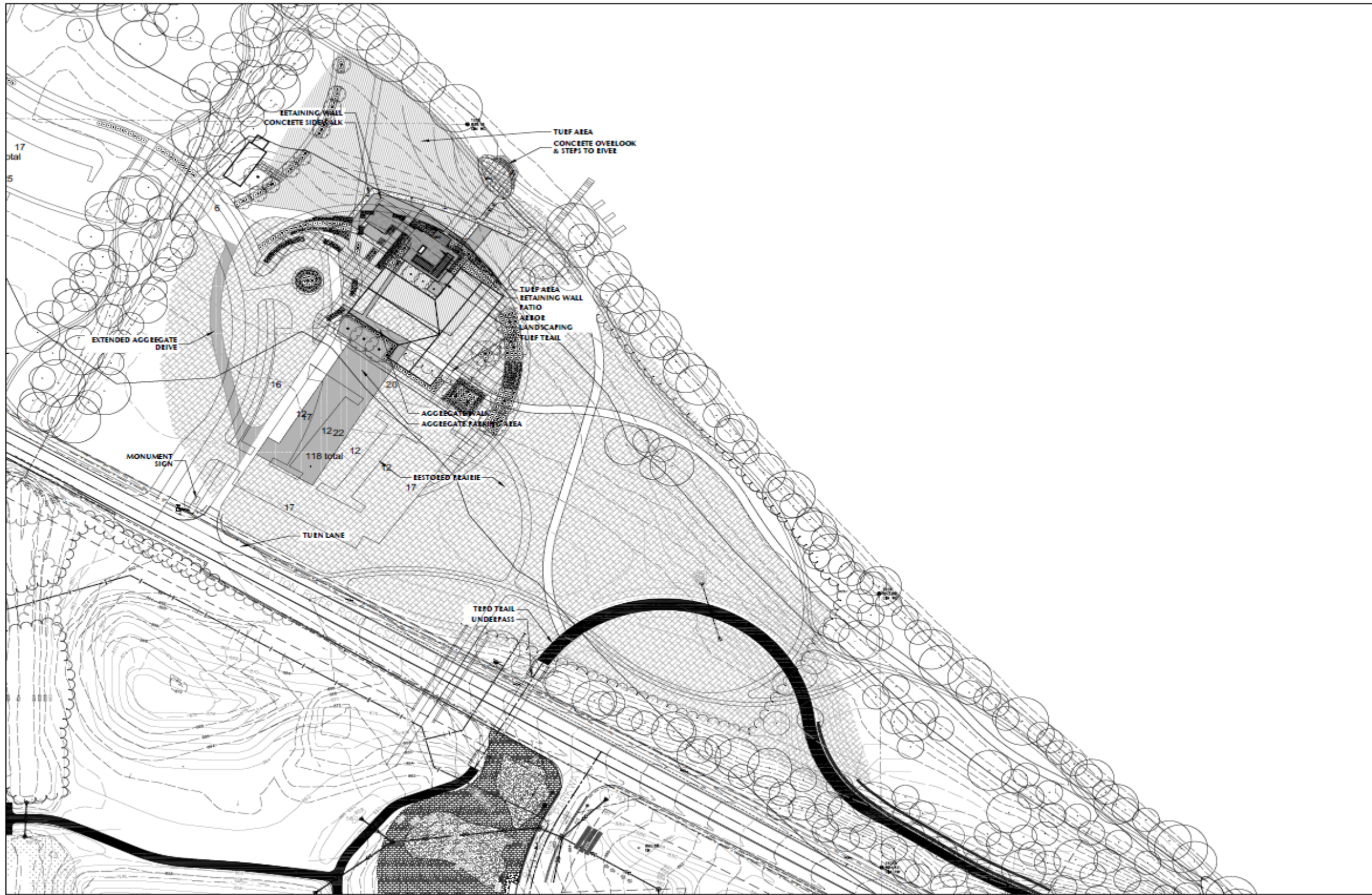




## LEGEND

- Phase 1 -  
Parking, Park Entrance Road, The Patio, Trails  
to Access the River
- Phase 2 -  
Regional Trail Connections
- Phase 3 -  
The plan is set up to add any of the remaining  
park elements as funding allows





# STEPHENS FARM PHASE 1 IMPROVEMENTS

XX

CITY OF DAYTON

XX

## CADD QUALIFICATION

CADD files prepared by the Consultant for this project are the property of the Consultant and shall not be used for any other project without the written approval of the Consultant. The Consultant shall not be responsible for the use of the CADD files for any other project without the written approval of the Consultant. The Consultant shall not be responsible for the use of the CADD files for any other project without the written approval of the Consultant.

## SUBMITTAL/REVISIONS

REVISION	DATE	DESCRIPTION
1	02-20-18	DRAFT PLAN
2		
3		
4		
5		
6		
7		
8		
9		
10		

## PROFESSIONAL SIGNATURE

.....

## QUALITY CONTROL

Laucke Project No.  
Project Lead  
Drawn By  
Checked By

## SHEET INDEX

SHEET	DESCRIPTION
L1-1	SITE LAYOUT
L1-2	
L1-3	
L1-4	
L1-5	
L1-6	
L1-7	
L1-8	
L1-9	
L1-10	

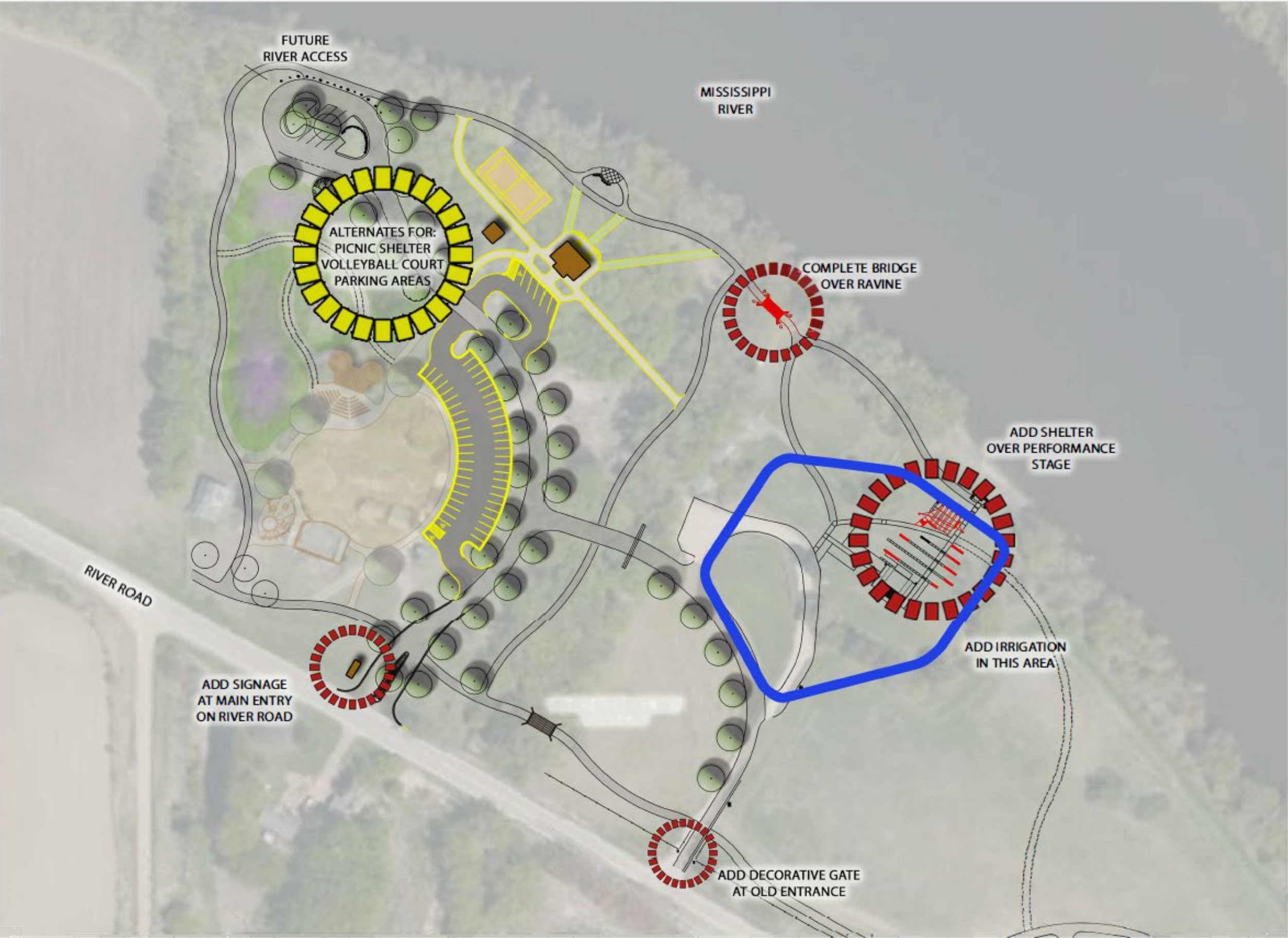
## LANDSCAPE PLAN

L1-1





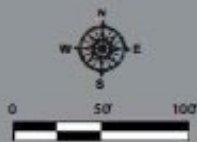




ELSIE STEPHENS  
MEMORIAL PARK  
PHASE III

DAYTON, MN

MARCH 18, 2024



PHASE III  
PREFERRED  
ELEMENTS



Proposal for

# ELSIE STEPHENS PARK MASTER PLAN UPDATE

JAN 17

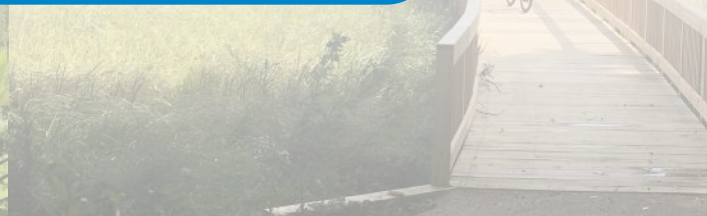
20  
25

**DF/ DAMON FARBER LANDSCAPE ARCHITECTS**

**WITH H+U CONSTRUCTION & DESIGN TREE**

Submitted to:

**CITY OF DAYTON**





- 01 Cover Letter
- 02 Company Details
- 03 Capabilities & Experience
- 04 Park Master Plan Development

January 17, 2025

Martin Farrell  
**CITY OF DAYTON**  
12260 South Diamond Lake Road  
Dayton MN 55327

Dear Mr. Farrell,

We are excited to present our proposal to update the master plan for Elsie Stephens Park, providing a strategic vision with phasing, cost estimates, and recommendations that underscore the park's unique riverfront natural features.

As a landscape architecture and planning studio with a strong presence in Minnesota and Wisconsin, Damon Farber is committed to creating innovative, sustainable, and community-driven designs that connect people to place, and enhance the natural environment. We are excited about the opportunity to collaborate with the City of Dayton to fully realize this premier destination park that reflects the city's mission and meets the evolving needs of its growing community.

Elsie Stephens Park, with its stunning riverfront location along the Mississippi River and its proximity to existing and proposed regional trails, offers tremendous potential to become a vital civic asset. Our approach will honor the site's unique natural features while integrating the community's aspirations for this park as a gathering space, a destination, and an extension of the city's commitment to preserving its rural character.

Our design process is built on three core values: Curious, Collaborative, and Caring. These values guide every project we undertake and are fundamental to our master planning approach. Through curiosity, we will deeply explore the site's potential, its history, and the city's needs, ensuring that our design provides innovative solutions. Collaboration will be key as we engage with city staff, local residents, and other stakeholders, incorporating their perspectives to create a plan that is both visionary and practical. Lastly, caring is at the heart of everything we do, and we are dedicated to delivering a park plan that reflects the values and priorities of the Dayton community.

Our proposal will integrate the completed and planned improvements, propose a phased development approach for future amenities, and incorporate sustainable practices that maximize the riverfront's natural beauty. We will provide clear cost estimates and timelines for each phase, ensuring a strategic and fiscally responsible implementation plan.

Our goal is to create a cohesive and flexible park design that supports both immediate needs and long-term growth, with a focus on making Elsie Stephens Park a destination that attracts visitors and serves the residents of Dayton for generations to come.

We look forward to the opportunity to work with the City of Dayton on this exciting project. Should you have any questions or require further information, please do not hesitate to reach out. Thank you for considering our proposal, and we are excited to explore the possibilities for Elsie Stephens Park together.

Sincerely,

Chuck Evens, Associate Principal  
Damon Farber Landscape Architects  
310 South 4th Avenue, Suite 7050, Minneapolis, MN 55415

cevens@damonfarber.com / 612.332.7522



## 02 / COMPANY DETAILS



Damon Farber Landscape Architects is a landscape architecture and planning studio with roots in Minnesota and Wisconsin. Our portfolio embodies the breadth of the landscape architecture profession, and we approach design through a process that is deeply collaborative, curious, and caring. Our studio was founded on the idea that the best solutions are created through teamwork. We strive to learn more about the people we work with, the places we work in, and the communities we serve. Landscape architecture can and should make the world a better place, and we strive to meet this ideal in our practice.

Damon Farber's multifaceted firm strengths include inspiring design, community leadership and engagement, cultural landscapes, campus planning, extraordinary graphic abilities, disciplined materials research, and fiscal responsibility. For over 43 years, our portfolio has consistently reflected a composed clarity and strong contribution to the built environment.

When it comes to challenges facing our communities and our planet, *we lean in.*



### Location

- > 310 4th Ave S, Suite 7050  
Minneapolis, MN 55415
- > 612-332-7522

### Website URL

- > [www.damonfarber.com](http://www.damonfarber.com)

### Primary Point of Contact

- > Chuck Evens, Associate Principal
- > [cevens@damonfarber.com](mailto:cevens@damonfarber.com)
- > 612.332.7522

### Firm Facts

- > Established 1981
- > 43 Years In Service
- > Ownership: Thomas Whitlock, ASLA.
- > S-Corporation
- > 12 Landscape Architects
- > 8 Landscape Architects-In-Training
- > 2 Administrative
- > 1 LEED Accredited Professional
- > 1 SITES Accredited Professional
- > 1 Certified Playground  
Safety Inspector(CPSI)

### Planning & Design Expertise

- > Landscape Architecture
- > Urban Design and Planning
- > Master Planning
- > Site Design
- > Cultural/Historic Landscapes
- > Recreational and Park Planning
- > Site Inventory & Analysis
- > Design Visioning & Illustrations
- > Environmental Sustainability
- > Construction Documents  
& Specifications
- > Design & Maintenance Guidelines
- > Signage & Wayfinding
- > Cost Estimating
- > Construction Administration

## 02 / COMPANY DETAILS

▼ RIVERFRONT PARK - MANKATO



▼ SPRING LAKE REGIONAL PARK



### Chuck Evens, PLA Principal Landscape Architect **DF/**



Chuck is an experienced Landscape Architect and Associate Principal at Damon Farber - he's grounded by small-town roots - and driven by a passion for uncomplicated pragmatic design. Consistently

throughout his nearly 25 years of practicing, Chuck seeks a balance of vision and practicality to his work. A natural problem-solver - he has cultivated a strong understanding of construction modalities and enthusiastically embraces the planning and implementation phases as a collaboration between client, contractor, & design team. This in turn fuels his optimism for landscape architecture & placemaking.

Recently Chuck led a team in partnership with the City of Minnetonka to develop the new \$8m Ridgedale Commons - a new award winning 2-acre park that hosts the city's farmer's market and upcoming concerts. Chuck also led design teams for creative play areas at the award winning \$6m Trane Park in La Crosse Wisconsin and \$1m Baker Creative Play Area - part of the Three Rivers Park System. His fearless can-do attitude helps him tackle complex issues with both confidence and candor.

#### Credentials

- > Registered Landscape Architect: MN 50575
- > Leadership Twin Cities 2018/19 Graduate
- > Saint Paul Parks & Recreation Comprehensive Plan Update Taskforce Former Member
- > St. Paul Academy & Summit School: Parent Volunteer
- > Summit Hill Neighborhood: Resident Volunteer

#### Education

- > BA Environmental Design - North Dakota State University
- > BA Landscape Architecture - North Dakota State University
- > European Study Abroad Program

#### Awards

- > 2024 ASLA MN Honor Award, Crane Lake Preserve
- > 2024 ASLA MN Design Award, Boathouse at Lebanon Hills Regional Park
- > 2022 ASLA MN Honor Award, Trane Park - La Crosse, WI
- > 2022 ASLA WI Honor Award, Trane Park - La Crosse, WI
- > 2021 ASLA MN Planning Award, Ridgedale Commons - Minnetonka, MN
- > 2021 ASLA MN Design Award, The Commons - Minneapolis, MN
- > 2017 ASLA MN Design Award, Carlton Science Center, 3M World Headquarters
- > 2015 ASLA Design Award, University of St Thomas Anderson Student Center, Monahan Plaza, Anderson Athletic & Recreation Complex, Fowler Veranda, and Quadrangle Renovation
- > 2014 ASLA Design Award of Excellence, University of Minnesota Cardiovascular and Cancer Research Building
- > 2013 ASLA Planning Award, Lifetime Fitness Landscape Design Guidelines
- > 2013 Best Place for Live Music by Southern MN Scene - Vetter Stone Amphitheater, Mankato, MN

#### Relevant Experience

- > Spring Lake Regional Park Lakefront Development - Scott County & Three Rivers Park District, MN
- > Baker Regional Park - Creative Play Area Renovation- Three Rivers Park District
- > Ridgedale Commons - Minnetonka, MN
- > Trane Park - All Ages & All Abilities, La Crosse, WI
- > The Commons - Downtown Minneapolis, MN
- > Crane Lake Preserve - Minnetonka, MN
- > Excelsior Commons - Excelsior, MN
- > Maple Grove Central Park - Maple Grove, MN
- > Riverfront Community Park - Mankato, MN
- > Vetter Stone Amphitheater at Riverfront Park - Mankato, MN
- > Lebanon Hills Regional Park Boathouse - Dakota County, MN
- > Grams Regional Park Master Plan & Phase 1 - Sherburne County, MN
- > Bridgeview Regional Park - Sherburne County, MN



## 02 / COMPANY DETAILS

▼ BAKER REGIONAL PARK



▼ GRANITE FALLS MEMORIAL PARK MASTER PLAN



### Rachel Baudler Blaseg, PLA, ASLA Project Manager **DF/**



Rachel Baudler Blaseg, a registered landscape architect with over fifteen years of experience, blends artistic vision with a commitment to enriching public spaces.

Passionate about collaborative design, she fosters connections and dialogue to create meaningful environments. Since joining Damon Farber in 2013, Rachel has contributed to award-winning projects at national, regional, and local levels, spanning a diverse range of scales and complexities, from large-scale public projects and master planning efforts to memorial installations. Notable projects in her portfolio include the Baker Park Creative Play Area, Central Park in Maple Grove, and the Minnetonka Parks, Open Space, and Trail System Plan.

In addition to her practice, Rachel serves as President of ASLA-MN, where she leads initiatives to advance the landscape architecture profession in Minnesota. She is also a guest juror at the University of Minnesota College of Design, where she has taught studio and graphic representation courses, engaging with future professionals. Rachel holds a Master of Landscape Architecture from the University of Minnesota and degrees in Environmental Studies and Sociology from UC Santa Cruz.

#### Credentials

- > Registered Landscape Architect: MN 59086
- > President, ASLA-MN
- > Adjunct Professor, Studio & Computer Visualization Courses - University of Minnesota College of Design, 2012-present

#### Education

- > Master of Landscape Architecture - University of Minnesota
- > BA Environmental Studies and Sociology - University of California Santa Cruz

#### Awards

- > American Society of Landscape Architects Minnesota:
  - > Excelsior Commons Park, Merit Award 2024
  - > Trane Park - All Ages & All Abilities, Honor Award 2022
  - > Memorial to Survivors of Sexual Violence, Award of Excellence 2021
  - > Burnsville Center: Redefining the Suburban Mall, Merit Award 2019
  - > Ridgedale Public Realm Guidelines, Merit Award 2018
  - > Sandy Hook Memorial, Merit Award 2018
  - > Weisman Art Museum Plaza, Merit Award 2012
- > Delta Alliance Young Professionals Award, U.N. Conference for Sustainable Design
- > ASLA-MN Student Honor Award
- > University of Minnesota Landscape Architecture Capstone Honor Award
- > Wayne Grace Award, Council of Landscape Architectural Registration Board

#### Relevant Experience

- > Baker Regional Park - Creative Play Area Renovation - Three Rivers Park District
- > Trane Park - All Ages & All Abilities, La Crosse, WI
- > Warroad Point Regional Park, Warroad, MN
- > Albert Plaza - West St. Paul, MN
- > The Blake School - Middle School & Athletic Facility Improvements - Hopkins, MN
- > Northfield Bridge Square Park - Northfield, MN
- > Water Works - Minneapolis, MN
- > Maple Grove Central Park - Maple Grove, MN
- > Excelsior Commons Park - Excelsior, MN
- > Sheridan Park - Minneapolis, MN
- > University of Minnesota Child Development Center - Minneapolis, MN
- > Minnetonka Parks, Open Space and Trail System Plan - Minnetonka, MN
- > Grams Regional Park - Sherburne County, MN
- > Northfield Parks and Recreation Capital Improvement Plan - Northfield, MN
- > Midtown Greenway - Minneapolis, MN
- > Bluffview Community Park - Bluffview, WI



## 02 / COMPANY DETAILS

▼ NORTHFIELD BRIDGE SQUARE PARK



▼ BRIDGEVIEW REGIONAL PARK



### Rachel Peterson Landscape Designer DF/



Since completing her Master of Landscape Architecture degree at the University of Minnesota, Rachel has kept her design work rooted in the human experience. Drawing from her background in biology and psychology, she is inspired by the connections that the built environment can create between people as well as with our surroundings. Rachel is fascinated by the roles that narratives play in the landscape and is constantly exploring ways in which landscape design can disclose existing stories and construct new ones. From concept sketches to built work, she keeps these narratives at the forefront of her process.

Rachel is passionate about play in the landscape and strives to weave elements of joy into the narratives of her designs. Based on her experience working on playgrounds, schools and, campuses, she has developed the ability to craft joyful experiences in a multitude of forms. While Rachel's work is functional and detail-oriented, she is dedicated to creating spaces that foster connection, joy, and meaningful interaction.

#### Credentials

- > Guest reviewer College of Design UMN
- > Published in *\_SCAPE Magazine* - Winter 2021

#### Education

- > Masters of Landscape Architecture - University of Minnesota
- > Bachelor of Science - Biology - Concordia College Moorhead

#### Relevant Experience

- > Mendota County Park Playground - Middleton, WI
- > Northfield Bridge Square Park - Northfield, MN
- > Bde Maka Ska Pavillion - Minneapolis, MN\*
- > Park Spanish Immersion Elementary Playground - St. Louis Park, MN\*
- > Central Community Center Playground - St. Louis Park, MN\*
- > Higher Ground Academy Student Plaza - St. Paul, MN\*
- > Jie Ming Mandarin Immersion Academy Outdoor Classroom & Student Drop Off - St. Paul, MN\*
- > EPIC Systems Corporate Campus - Master Planning and Custom Landscape Features - Verona, WI\*
- > Hillcrest Master Plan - St. Paul, MN\*
- > Littleton Epic Campus CTC - Littleton, Colorado\*
- > University of Minnesota St. Paul Student Center - St. Paul, MN
- > University of Delaware - Newark, Delaware
- > St. Norbert College of Business Plaza - De Pere, WI
- > Boston Scientific Campus Master Plan - Arden Hills, MN
- > Crystal Blue Line Station Area Plan - Crystal, MN

## 02 / COMPANY DETAILS



### COST ESTIMATING CONSULTANT

5555 W 78th St Suite A,  
Minneapolis, MN 55439

#### References

**Kate Lamers, Design Project Manager**  
Minneapolis Park and Recreation Board (former)  
612-756-5833 | klamers@tlallicollaborative.com

**Kelly O'dea, Recreation Director**  
City of Minnetonka  
952-939-8360 | kodea@minnetonkamn.gov

#### Firm Overview

H+U Construction provides preconstruction and construction management services for public and private sector entities across the Midwest. Our preconstruction services include estimating, value engineering, design review, and schedule development. Over the past 10 years, H+U Construction has estimated and managed over \$50M of Park and Recreation construction. This experience makes us uniquely qualified to serve as the estimator for this project.

#### Services

- > Cost estimating
- > Construction management
- > Construction consulting
- > General contracting

#### Staff Breakdown

- > Cost Estimators - 3
- > Project Managers - 7
- > Assistant PMs - 5
- > Site Managers - 14
- > Marketing & Admin - 3
- > Project Executives - 3

### Joe Uhlhorn

#### H+U CONSTRUCTION Cost Estimator



Joe has over 15 years of construction industry experience and serves as a partner in H+U Construction. He holds a Bachelor's degree in Finance and Economics from the University of St. Thomas, and has

estimated and led more than \$600 Million in construction projects, serving as a Cost Estimator, Preconstruction Manager, and Project Manager during his 8-years at H+U Construction, including several award-winning parks and recreation projects. Joe is a hands-on leader, who has not only led, but also managed several of H+U's past park and recreation projects including park projects located in urban environments. Joe has provided preconstruction and estimating services to several park projects working alongside DF/. Joe's approach to estimating this project will analyze costs, constructability, and impacts during construction.

#### Education

- > Bachelor of Science in Finance and Economics, University of St. Thomas - Saint Paul, MN

#### Years with H+U Construction

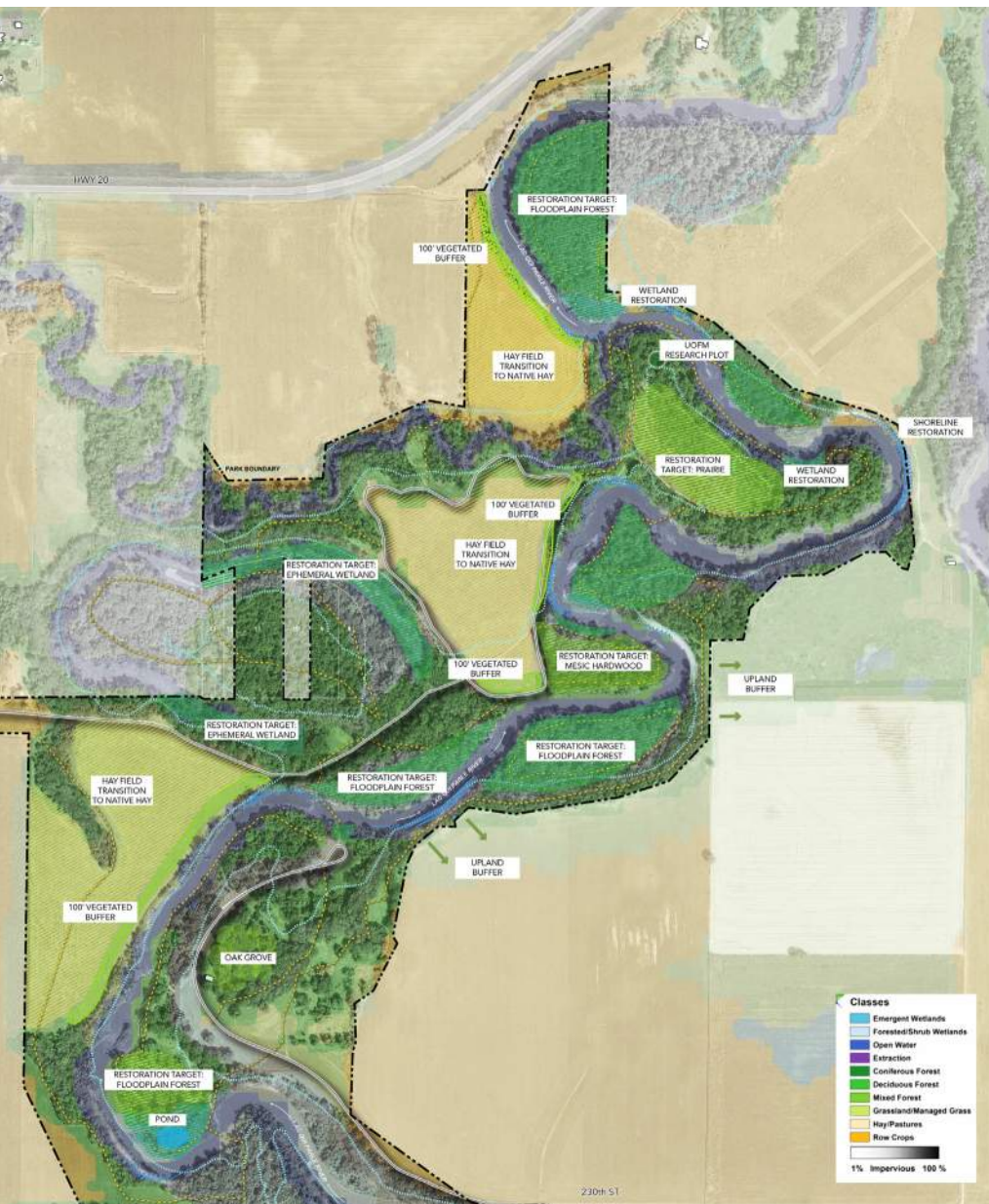
- > 8 years

#### Relevant Experience

- > Loring Green Condominiums Renovation
- > MPRB, Water Works Park
- > City of Minnetonka, Ridgedale Commons + Crane Lake Preserve
- > Three Rivers Park District, Mississippi Gateway Regional Park Redevelopment
- > Washington County, Ravine Landing at Cottage Grove Ravine Regional Park
- > City of Bloomington, Bryant + Tretbaugh Park Renovation



## 02 / COMPANY DETAILS



LAC QUI PARLE COUNTY PARK MASTER PLAN

POSITION	2025 HOURLY RATE
Principal / Owner	\$227.00
Design Principal	\$215.00 - \$207.00
Senior Associate	\$195.00 - \$170.00
Associate	\$157.00 - \$136.00
Landscape Designer	\$131.00 - \$120.00
Drafter 1	\$ 68.00
Drafter 2	\$ 47.00
Administrative Staff	\$115.00
H+U Cost Estimator	\$150.00

## 03 / CAPABILITIES & EXPERIENCE

Damon Farber Landscape Architects is a highly experienced landscape architecture and planning firm known for its innovative, sustainable designs that connect people to place. We have a strong presence in Minnesota and Wisconsin, and specialize in creating thoughtful, community-driven landscapes that enhance natural environments and foster social connectivity.

### DAMON FARBER CAPABILITIES

- > Site Analysis & Assessment
- > Master Planning
- > Environmental & Ecological Planning
- > Conceptual Design
- > Programming and Event Design
- > Community Engagement
- > Recreational and Active Design
- > Inclusive and Universal Design
- > Cultural & Historic Preservation
- > Schematic Design
- > Design Development
- > Construction Documents
- > Phasing & Implementation Planning
- > Cost Estimation & Budgeting
- > Wayfinding and Signage
- > Permitting and Regulatory Compliance
- > Construction Administration

### CLIENTS WE'VE WORKED WITH

Our portfolio includes a diverse range of projects, from urban to rural parks and regional trails, reflecting our ability to design spaces that are both functional and inspiring. Partial list of communities and park districts that we have successfully collaborated with:

- > Minneapolis Park & Recreation Board
- > Three Rivers Park District
- > City of Maple Grove
- > City of Excelsior
- > Sherburne County Parks
- > Scott County Parks
- > City of Warroad
- > City of Minnetonka
- > La Crosse Parks, Recreation, & Forestry
- > Dakota County Parks & Trails
- > Dane County Parks & Recreation
- > Ramsey County Parks & Recreation
- > Washington County Parks & Trails

### CAPABILITIES OF OUR CONSULTANTS

#### H+U CONSTRUCTION:

##### *COST ESTIMATING CONSULTANT*

As part of our comprehensive approach to park master planning, our scope of work includes detailed cost estimating to ensure that the project is both financially feasible and aligned with the client's budget expectations. Accurate cost projections are essential to informed decision-making and project success.

We are pleased to continue our long-standing partnership with H+U Construction, a trusted collaborator on numerous planning and design initiatives, including several park projects. Their expertise and hands-on experience in construction provide valuable insight throughout the design process, ensuring that our cost estimates are realistic and reflective of current market conditions.

To provide the most precise and up-to-date cost information, we make it a priority to involve a contractor in the cost estimating process from the outset. This collaborative approach allows us to incorporate real-time data on materials, labor, and market trends, which helps mitigate potential risks and unexpected cost overruns.

#### DESIGN TREE:

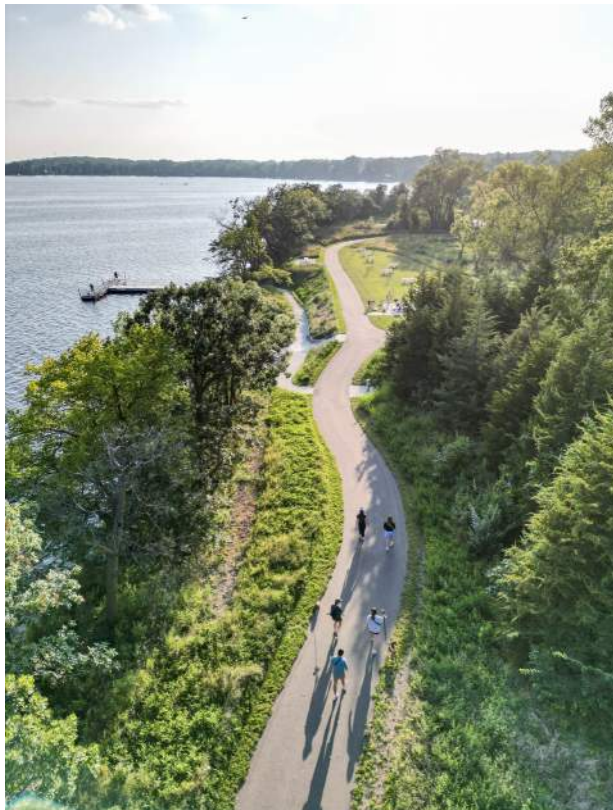
##### *CIVIL ENGINEERING CONSULTANT*

We have not included a budget for civil engineering consulting in our master planning scope and fee proposal, as we believe it is not required for the updated master plan. However, should these services become necessary, we have Design Tree Engineering on standby and can engage them under an additional services agreement.



## 03 / CAPABILITIES & EXPERIENCE

Our expertise in park design and master planning is rooted in a collaborative approach that engages stakeholders, integrates community input, and emphasizes sustainable practices. We excel at developing comprehensive master plans that balance existing conditions with future needs, providing clear phasing strategies, cost estimates, and actionable recommendations. Whether designing a destination park, a regional trail network, or a revitalized public space, our team is dedicated to creating spaces that foster connection, well-being, and environmental stewardship.



### SIMILAR PARK MASTER PLAN PROJECTS:

- > Riverside Park (along the Mississippi River), Minneapolis, MN
- > Central Park, Maple Grove, MN
- > Town Green, Maple Grove, MN
- > Grams Regional Park, Sherburne County
- > Bridgeview Regional Park, Sherburne County
- > Trane Park, La Crosse, WI
- > Warroad Point Regional Park
- > Granite Falls Memorial Park
- > Ridgedale Commons, Minnetonka, MN
- > Excelsior Commons Park, Excelsior, MN
- > Water Works Park, Minneapolis, MN
- > Riverfront Park, Mankato, MN



## 03 / CAPABILITIES & EXPERIENCE



### SPRING LAKE REGIONAL PARK PRIOR LAKE, MN

In collaboration with Scott County Parks and Three Rivers Park District - Damon Farber Landscape Architects was selected to implement the long master-planned lakefront zone of Spring Lake Regional Park. The long anticipated park recently opened this spring. Lakeside amenities include an elevated overlook, shoreline platforms, a fishing pier, kayak launch, and picnic pads all designed to optimize the use of the lake and take advantage of the spectacular views. Natural resource preservation included protection of two on-site wetlands and preservation and protection of desirable hardwood and softwood trees. Native species were reintroduced to the site as part of the restoration process.

#### Project Highlights

- + Waterfront fishing pier, kayak launch, and shoreline platforms
- + Accessible trail network, and boardwalk bridge over wetland
- + Elevated overlook platform at waters edge
- + Natural resource preservation and native species reintroduction
- + Site parking and master planned park building

#### DF/ DAMON FARBER

##### Project Facts

- + Completed: Spring 2024
- + Size: 13 Acres
- + Budget: \$2,370,000

##### Scope of Work

- + Concept Design to Construction Administration

##### Reference

Patty Freeman, General Manager  
Scott County Parks and Trails  
952.496.8752  
PFreeman@co.scott.mn.us



## 03 / CAPABILITIES & EXPERIENCE



### WARROAD POINT REGIONAL PARK WARROAD, MN

Warroad Point Regional Park is a premier community and regional destination at the confluence of the Warroad River and Lake of the Woods. The park is an active waterfront hub for boaters, campers, and community gatherings. Amidst growing use and changing recreational trends, Damon Farber was engaged to develop a master plan to guide future development, support conservation, and celebrate the premier Lake of the Woods location. The plan reclaims culturally and ecologically significant shoreline previously dominated by vehicular use and reorients park programming to prioritize pedestrian access to the lake. Relocated boat launch & parking facilities allow for the addition of pedestrian oriented spaces including boardwalks, fishing piers, overlooks, trails and picnic shelters along the shore. Restored native landscapes celebrate northern ecosystems and contribute to the park's unique identity. Camping areas are improved and relocated for access and privacy. Overnight use is expanded with remote tent sites, yurts and camper cabins.

#### Project Highlights

- + Seeking Regional Park- Special Recreation Feature designation via Greater Minnesota Regional Parks & Trail Commission.
- + A community-led steering committee and public engagement influenced plan development.
- + Park improvements focus on improved and more equitable access to the lake, including new fishing piers, a beach, playground, boardwalks & trails, lakeside gathering areas, improved boat launches, and expanded camping opportunities.
- + Improved circulation defines the park entrance and boundaries, and expands access to pedestrian trails and features

### DF/ DAMON FARBER

#### Project Facts

- + Size: 161 Acres
- + Completed: 2022 (Master Plan)

#### Scope of Work

- + Community Engagement
- + Master Planning

#### Reference

Cyndy Renfrow  
Warroad Community Development  
Phone: 919-645-8839  
Email: crenfrow@wiktel.com



## 03 / CAPABILITIES & EXPERIENCE



### CENTRAL PARK MAPLE GROVE, MN

This reclaimed 40-acre mining site has become a signature community park in the heart of Maple Grove after 30 years in the comprehensive plan. The park provides open space, multi-seasonal recreation options, a cafe, picnic shelters, water play and playgrounds for the growing community.

#### Project Highlights

- + Park building offers space for community events, provides restrooms, food service, and functions as a warm space for the winter skating loop
- + Recreational opportunities include pickleball, basketball, tennis, ice skating, playground, walking & biking trails
- + Formal garden and lawn with raised stage for events and weddings
- + A central lawn provides flexible open space for passive and active recreation and is flanked by a bioswale that will treat and infiltrate stormwater and irrigation runoff
- + Splash pad offers relief from summer heat and affords children an interactive experience with water play
- + Playground includes vibrant and cleverly designed play elements with zones for various aged children, a hillside slide zone, sand play zone, tower zone, swing zone, and a rock climbing wall

### DF/ DAMON FARBER

#### Project Facts

- + Size: 40 acres
- + Budget: \$13,000,000 (PH1)
- + Completed: 2015

#### Reference

Chuck Stifter, Project Manager  
City of Maple Grove, Minnesota  
Phone: 763.494.6503  
Email: cstifter@ci.maple-grove.mn.us



## 04 / PARK MASTER PLAN DEVELOPMENT



Elsie Stephens Park is a valuable community asset in Dayton, MN, offering unique opportunities to create a premier destination park that connects the city's residents to its rich natural and recreational amenities. The City of Dayton seeks to build on the foundation of its existing master plan by incorporating completed improvements, addressing evolving community needs, and enhancing the park's natural features along the Mississippi River.

Our understanding of the project scope includes the following key objectives:

### INTEGRATION AND ENHANCEMENT OF THE ORIGINAL MASTER PLAN

The updated master plan must honor and build upon the original vision for Elsie Stephens Park while reflecting the progress made through completed and scheduled improvements. This integration will ensure a seamless blend of past and future work, creating a cohesive and strategic design.

### STRATEGIC PLANNING FOR FUTURE DEVELOPMENT

A critical aspect of the project is the development of a comprehensive phasing plan to guide future implementation. This plan will outline actionable steps for the design and construction of amenities, supported by updated cost estimates and timelines to align with the City's budgetary and operational goals.

### MAXIMIZATION OF UNIQUE NATURAL FEATURES

With its riverfront location, Elsie Stephens Park offers significant opportunities to enhance natural beauty and ecological value. The updated plan will maximize these features while fostering connections to adjacent parks and trails, such as Cloquet Overlook Park and River Hills Neighborhood Park.

### COMMUNITY-CENTERED DESIGN APPROACH

The success of this master plan depends on meaningful engagement with the Dayton community. The plan will incorporate input from residents, stakeholders, and City

leadership to identify updated priorities and ensure that future amenities align with the community's evolving needs and preferences.

### DELIVERING A PREMIER DESTINATION PARK

The ultimate goal is to deliver a master plan that positions Elsie Stephens Park as a premier regional destination. The updated plan will emphasize the park's role as a space for recreation, relaxation, and community connection, ensuring it meets the City of Dayton's mission to provide a thriving, customer-centered, and environmentally connected community.

#### Key Deliverables:

- > An updated master plan that incorporates completed improvements and enhances the original design.
- > A strategic phasing plan with detailed cost estimates and timelines.
- > Design recommendations that maximize natural features and foster regional connections.
- > Engagement summaries that reflect community input and guide design decisions.

Our approach will blend creativity, strategic thinking, and technical expertise to deliver a visionary yet practical master plan for Elsie Stephens Park.

## 04 / PARK MASTER PLAN DEVELOPMENT

### TASK 1 - REVIEW & DISCUSS PAST PARK PLANNING AND CONSTRUCTION

- > Attend meeting with city staff to review, discuss, and learn about past planning efforts.
- > Discuss what work has been completed at the park and what work is scheduled.
- > Establish goals for the master plan update with staff.
  - > **Timeline:** 1 day
  - > **Deliverables:** Meeting Minutes / Project Goals
  - > **Number of Meetings:** 1
  - > **Budget Hours:** 7
  - > **Fee:** \$1,200

### TASK 2 - INVENTORY AND ANALYSIS

- > Collect and analyze all related documents provided by the city.
- > Collect and review additional existing data, plans, and studies, including natural resources data
- > Prepare site base
- > Analyze regional context
- > Conduct site visit to confirm existing conditions, and identify information gaps
- > Discover unique natural aspects of the site
- > Review natural resources inventory and assessment of the park property
- > Evaluate past plans for stormwater management– and adjust recommendations as needed
  - > **Timeline:** 3 weeks
  - > **Deliverables:** Research Findings, Site Base
  - > **Number of Meetings:** 1 (site visit)
  - > **Budget Hours:** 24
  - > **Fee:** \$3,900

### TASK 3 - PROGRAM CONFIRMATION/ PREPARATION FOR PUBLIC ENGAGEMENT

- > Identify existing and desired park program elements with the city
- > Organize a site visit with city staff
- > Align programming opportunities with natural aspects of the riverfront park
- > Develop meeting materials including preliminary plans, diagrams, photographs, programming alternatives and other tools to assist with engagement.
  - > **Timeline:** 2 weeks
  - > **Deliverables:** Programming Matrix, Open House Materials
  - > **Number of Meetings:** 2 (1 site visit, 1 pre-engagement mtg)
  - > **Budget Hours:** 34
  - > **Fee:** \$5,500

### TASK 4 - OPEN HOUSE - CONCEPTUAL MASTER PLAN

- > Co-host public open house with city staff to engage the public and garner input
- > Gather public input on preferred program elements through open house
  - > **Timeline:** 1 week
  - > **Deliverables:** Final Open House Graphics and Feedback
  - > **Number of Meetings:** 1 (open house)
  - > **Budget Hours:** 16
  - > **Fee:** \$2,700

### TASK 5 - DEVELOP MASTER PLAN

- > **Synthesize** – Public input from the open house will be synthesized to inform the plan.
- > **Design & Articulate Strategic Master Plan** – Revised Master Plan will achieve established goals, build upon past planning efforts, and illustrate a vision that is complementary to already constructed works in the park.
- > **Amenities/Equipment Summary** – The Master Plan will include a list of existing and proposed amenities, and a summary of park equipment/ infrastructure that is being proposed.
- > **Phasing Plan** – Prepare sensible phasing approach that aligns with funding, priorities, and smart construction sequencing.
- > **Cost Analysis** – Develop estimate of probable costs aligned with phasing plan.
- > **Present** – Present the Updated Master Plan for Elsie Stephens Park to Staff and Parks Commission.
- > **Share** - Electronic files of the master plan, and related graphics will be shared for use by the City in grant funding applications.
  - > **Timeline:** 4 weeks
  - > **Deliverables:** Phasing Plan, Updated Master Plan, Cost Estimates
  - > **Number of Meetings:** 2 (mid-point, final presentation)
  - > **Budget Hours:** 115
  - > **Fee:** \$19,700
- > Subtotal: \$33,000
- > Expenses: \$500
- > **Total Fee: \$33,500**

*Our proposal assumes that the as-built drawing for work completed and scheduled to be completed along with the site existing conditions and topographical survey will be available to us in (CAD) .dwg file format.*



**OUR TEAM WOULD LIKE TO  
THANK YOU FOR YOUR CONSIDERATION**



**DF/**



---

# ELSIE STEPHENS PARK MASTER PLAN UPDATE

Dayton, Minnesota

Prepared by



Planning | Landscape Architecture | Urban Design

Proposal for  
Park Master Planning Services  
January 17, 2025



# TABLE OF CONTENTS

**2**    **Company Information**

**11**   **Capabilities & Experience**

**19**   **Approach & Methodology**

**25**   **Budget**

**LUMBERJACK LANDING  
STILLWATER, MINNESOTA**



Martin Farrell, Public Works Director  
City of Dayton  
12260 South Diamond Lake Road  
Dayton MN 55327



800 Washington Ave. N.  
Suite 207  
Minneapolis, MN 55401  
612-338-0800 | [hkgi.com](http://hkgi.com)

RE: Proposal for Elsie Stephens Park Master Plan Update

Dear Mr. Farrell and Members of the Review Committee:

Over the course of its forty-plus year history, HKGi has developed a reputation for providing park planning and design services that emphasize fun and creative ideas for community engagement activities and a planning process that balances a project's feasibility with the unique needs, desires, and vision of local community members. Because a majority of our clients are from the public sector, we understand the need to work within budgetary limitations while still delivering high quality parks, trails, and public spaces that are not only welcoming, attractive places, but also function effectively and allow for efficient maintenance and operations.

We are especially excited about the opportunity to work with the City of Dayton to update the master plan for Elsie Stephens park. Not only does this park offer excellent access to the Mississippi River, but the City also recognizes the important role that parks and open spaces play in the lives of its residents and wishes to ensure that this park can take full advantage of its incredible site. This project will provide important planning direction for the park and represents an opportunity to revisit past planning and create new park improvement initiatives that better fit the site and the community's desires for this park.

For this project we have teamed with Design Tree Engineering (DTE), whose staff will provide civil engineering services. HKGi and DTE have teamed on several recent park planning and improvement projects, and both firms share an emphasis on providing outstanding client service, delivering customized plans based on local community input, and identifying strategies our clients can use to transform plans into premier parks and open spaces that enhance the quality of life in their communities.

As this proposal illustrates, our team brings experience developing long-range park plans for clients throughout the metropolitan region and in greater Minnesota. We have assisted numerous clients in developing long-range plans that enable park improvement projects to compete well for grant funding at both the regional and state level. We strongly believe in an engagement approach that is fun and inspiring for stakeholders and, as a result, builds broad community support for the plan and its long-term implementation initiatives.

We appreciate the opportunity to be considered for this project, and we are eager to learn more about the project and the City's expectations and desires for the planning process. If you have any questions, please don't hesitate to contact us. We look forward to speaking with you.

Sincerely,



A handwritten signature in black ink that reads "Bryan Harjes".

Bryan Harjes, PLA (MN, MI), LEED AP  
Principal in Charge  
612-310-2419 | [bryan@hkgi.com](mailto:bryan@hkgi.com)



A handwritten signature in black ink that reads "Sarah Evenson".

Sarah Evenson, PLA (MN)  
Project Manager  
262-391-7653 | [sarah@hkgi.com](mailto:sarah@hkgi.com)

# COMPANY INFORMATION

GRAMS PARK  
SHERBURNE COUNTY, MINNESOTA



# FIRM PROFILES & KEY STAFF



For more than forty years HKGi has helped communities throughout the Upper Midwest create great places for people to live, work and play. HKGi's landscape architects and planners share their design expertise and passion with clients striving to create quality places. Our community-based approach to planning and design builds on the four key principles that have defined HKGi's practice since the firm's beginning: **collaborate, listen, explore, create.**

## PARK PLANNING & DESIGN

Park and public space design has long been a core HKGi service, with the firm completing hundreds of park, trail, and public space improvement projects. In our site design work we focus on creating welcoming spaces that are not only attractive and exciting places to be, but also function efficiently and provide the community with ecological and public health benefits. Our landscape architecture team has delivered park design projects at all scales and levels of complexity, from regional athletic facilities to neighborhood playgrounds. For this particular proposal, we are highlighting our park projects that address waterfront access and our recreational program design elements.

## DESIGN TREE ENGINEERING + LAND SURVEYING

Design Tree is a multi-discipline engineering firm dedicated to providing elevated service through our internal coordination, passion, and values. We offer expertise in engineering and land surveying services, supporting planning and design processes in both urban and rural settings across the country.

Design Tree Engineering has extensive experience in both private and public sector markets. Our team leverages their expertise from partnering with developers, municipalities, municipal engineering firms, public and governmental entities, and architects to ensure the success of your project.

Our multi-discipline identity fosters a high degree of collaboration within Design Tree Engineering and with our project partners. We promote a culture that maintains a positive workplace where team members are passionate about their work and committed to providing a high level of service. We value our employees, and in turn, they value you, striving to deliver the service you expect and deserve.

**Consultant Role:** Design Tree will provide civil engineering services for this project.

## MAIN OFFICE

800 Washington Ave. N., #207  
Minneapolis, MN 55401  
hkgi.com | 612-338-0800

HKGi is registered as an S-Corporation with the State of Minnesota

## PRINCIPALS

- Bryan Harjes, President
- Brad Scheib, Vice President
- Gabrielle Grinde, Vice President
- Rita Trapp, Vice President

## ASSOCIATES

- Jeff Miller, Senior Associate
- Jody Rader, Associate
- Kevin Clarke, Associate
- Sarah Evenson, Associate

## STAFF

6 Certified Planners  
6 Licensed Landscape Architects  
7 Planners/Urban Designers  
2 Marketing Communications



## LOCATION

800 N Washington Ave.  
Suite 601  
Minneapolis, MN 55305  
www.dte-ls.com  
888-216-1916

## FIRM INFORMATION

Ownership Structure - S Corporation  
Years in Operation - 19  
Total Employees - 32

## SERVICES

Civil Engineering  
Electrical Engineering  
Land Surveying  
Mechanical Engineering  
Structural Engineering





## Park Planning Services

HKGi's landscape architects have developed master plans for parks and trails throughout the State of Minnesota. Our master planning services include:

### COMMUNITY ENGAGEMENT

ESTABLISH A SHARED VISION  
FOR THE PARK

USE INSIGHTFUL CONTEXTUAL  
ANALYSIS TO IDENTIFY KEY  
OPPORTUNITIES & CHALLENGES

EXPLORE POTENTIAL  
CONCEPT DIRECTIONS WITH  
STAKEHOLDERS

PROVIDE RELIABLE COST  
ESTIMATES FOR POTENTIAL  
IMPROVEMENT INITIATIVES

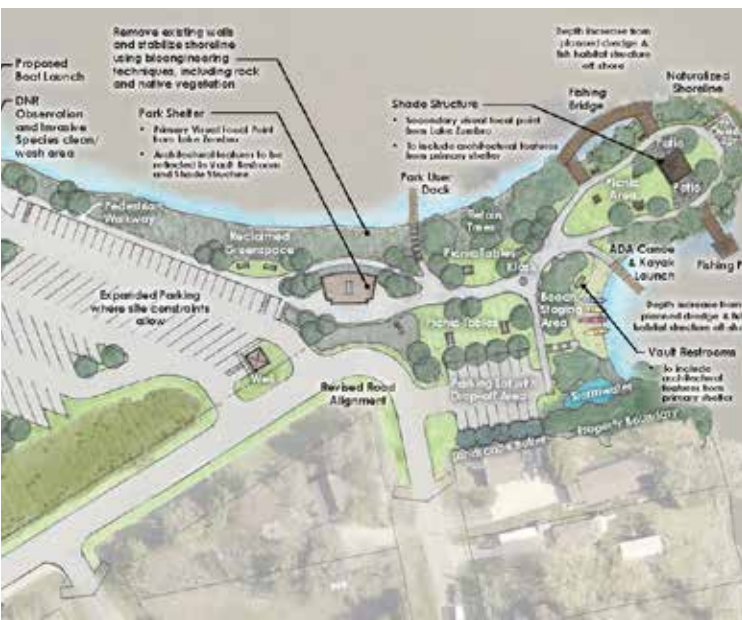
CREATE ACTION-ORIENTED  
IMPLEMENTATION PLANS

DEVELOP STRATEGIES  
TO ACHIEVE THE VISION

Park master planning requires creativity, problem-solving skills, an understanding of the surrounding context, and an ability to engage stakeholders to understand their needs, desires, and vision for their park spaces.







- Great River Park Complex Master Plan | Benton and Stearns Counties, MN
- Civic Campus Concept Plan and Improvements | Chanhassen, MN
- Lake Byllesby Regional Park Master Plan | Dakota County, MN
- Woodland Trails Regional Park Master Plan | Elk River, MN
- Jim Bell Park Master Plan | Farmington, MN
- Rambling River Park Master Plan | Farmington, MN
- Community Park Concept Plan | Fridley, MN
- Byllesby Regional Park Master Plan | Goodhue County, MN
- Nielsen Preserve Park Master Plan | Goodhue County, MN
- Recreation Area Regional Park Master Plan | Grand Marais, MN
- Lake Rebecca Park Master Plan | Hastings, MN
- Vista Pines Neighborhood Park | Inver Grove Heights, MN
- Hok Si La Regional Park Master Plan | Lake City, MN
- Village Park Concept Plan and Site Design | Maple Grove, MN
- Mississippi Gorge Regional Park Master Plan | Minneapolis, MN
- Nokomis-Hiawatha Regional Park Plan | Minneapolis, MN
- Northeast Park Master Plan | Minneapolis, MN
- Prairie Park Master Plan & Improvements | Otsego, MN
- Ashwood Park Master Plan & Improvements | Otsego, MN
- He Mni Can-Barn Bluff Regional Park Master Plan | Red Wing, MN
- Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park Master Plan | Sherburne County, MN
- Beaver Lake Park and CSAH 28 Concept Plan | Steele County, MN
- Baker Park Reserve Master Plan | Three Rivers **Park District, MN**



## **Bryan Harjes** PLA (MN, MI), LEED AP Principal in Charge [bryan@hkgi.com](mailto:bryan@hkgi.com)

### **Years of Experience: 26**

#### **Education**

Master of Landscape Architecture and  
Bachelor of Environmental Design,  
University of Minnesota

#### **Registration**

Landscape Architect, Minnesota,  
License No. 42954; Michigan License No.  
3901001779

#### **Awards**

2021 ASLA-MN Honor Award for  
Planning and Urban Design - Minnehaha  
Parkway Regional Trail Master Plan

2018 ASLA-MN Merit Award for Planning  
and Urban Design - St. Louis River  
Estuary National Water Trail Master Plan  
- Duluth-Superior

2014 APA-MN Innovation in Planning  
Award and 2013 ASLA-MN Merit Award  
for Analysis and Planning - Great River  
Passage, Saint Paul



### **Introduction**

Bryan will provide leadership for the planning team by serving as the Principal in Charge. In these roles he will provide quality control services, planning guidance and advice, and oversight to ensure the project stays on schedule and on budget.

Bryan has provided leadership and services on several park planning and improvement projects, including recent park projects in Minneapolis, Rochester, Fridley, Chanhassen, Olmsted County, and Dakota County.

He is a creative planner who excels at working with stakeholders to generate ideas, evaluate planning and design concepts, and integrate stakeholder preferences into final plan initiatives. His list of award-winning projects attests to his creativity and his technical knowledge and skill.

### **Relevant Project Experience**

- Thompson County Park Ph. 2 Improvements | Dakota County, MN
- Soldier's Field Memorial Park Master Plan and Improvements | Rochester, MN
- Lumberjack Landing Park Master Plan | Stillwater, MN
- Minnehaha Parkway Regional Trail Master Plan | Minneapolis, MN
- Nokomis-Hiawatha Regional Park Plan | Minneapolis, MN
- Springbrook Nature Center | Fridley, MN
- Community Park Concept Plan | Fridley, MN
- Eckert Blufflands Long Range Park Plan | St. Croix County, WI
- Vista Pines Neighborhood Park | Inver Grove Heights, MN
- Oxbow Nature Center Improvements | Olmsted County, MN
- County Park Master Planning | Olmsted County, MN
- Chester Woods Amphitheater Improvements | Olmsted County, MN
- Civic Campus Concept Plan and Improvements | Chanhassen, MN





## **Sarah Evenson** PLA (MN)

Project Manager

sarah@hkgi.com

### **Years of Experience: 14**

#### **Education**

Master of Landscape Architecture and  
Bachelor of Environmental Design -  
University of Minnesota

#### **Registration**

Landscape Architect, Minnesota  
License No. 53008

#### **Awards**

2021 ASLA Honor Award in Planning  
and Urban Design, Minnehaha Parkway  
Regional Trail Master Plan, Minneapolis

2019 MN APA Excellence in Community  
Engagement Award, 2040 Community  
Plan, Red Wing

2015 MN APA Excellence in Community  
Engagement Award, Great River Passage  
Interpretive Plan, Saint Paul

### **Introduction**

As Project Manager for the consultant team, Sarah will provide leadership and will serve as the primary contact for City of Dayton staff. She will coordinate all of the consultant team's work on the master plan and will collaborate with City staff to develop and facilitate community engagement activities.

Sarah has led or contributed to park master plans throughout the metropolitan region as well as in other communities throughout the state. She has also led and contributed design service on several park improvement projects, and she is a creative designer with an eye for innovative ideas. Her creativity and knowledge of the design and implementation phase will be valuable in developing an updated park master plan that includes an effective and useful strategic plan the City can use to develop Elsie Stephens Park into a premier destination for the community.

### **Relevant Project Experience**

- Thompson County Park Master Plan and Ph. 2 Improvements | Dakota County, MN
- Miesville Ravine Park Reserve Master Plan and Improvements | Dakota County, MN
- Soldier's Field Memorial Park Master Plan and Improvements | Rochester, MN
- Lake Byllesby Regional Park Master Plan | Dakota County, MN
- Byllesby Regional Park Master Plan | Goodhue County, MN
- Hok Si La Regional Park Master Plan | Lake City, MN
- Nokomis-Hiawatha Regional Park Master Plan | Minneapolis, MN
- Park Master Planning | Olmsted County, MN
- He Mni Can-Barn Bluff Regional Park Master Plan | Red Wing, MN
- Eckert Blufflands Park Master Plan | St. Croix County, WI
- Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park Master Plan | Sherburne County, MN
- Lumberjack Landing Park Master Plan | Stillwater, MN





## Hannah Schmitz

Landscape Design & Visualization

[hannah@hkgi.com](mailto:hannah@hkgi.com)

**Years of Experience: 7**

### Education

Bachelor of Landscape Architecture,  
Iowa State University, 2018

### Awards

2020 Ubuilt Design Award - Frisco Public  
Library - Frisco, TX

### Introduction

Hannah will provide landscape design and visualization services for this project. She will contribute to all phases of the project, and the visual communications materials she creates will assist in evaluating master plan directions and will help stakeholders envision potential plan initiatives.

Hannah has provided similar services on park plans and improvements for communities throughout the region. Her portfolio includes developing concepts and designing improvements that will provide access to the Mississippi River at Carrick's Landing in Otsego as well as concept planning and improvement design for parks in Rochester, Fridley, Maple Grove, and Prior Lake.

Hannah is skilled at creating renderings and plan graphics that bring design concepts to life and help staff, stakeholders and decision-makers envision potential plan initiatives. She is also an experienced AutoCAD technician, creating landscape bases and details for design documentation.

### Relevant Project Experience

- Carrick's Landing Improvements | Otsego, MN
- Soldier's Field Memorial Park Improvements | Rochester, MN
- Minnesota River Bluffs Regional Trail | Chaska, MN
- North Commons Park Improvements | Minneapolis, MN
- Civic Campus Concept Plan and Improvements | Chanhassen, MN
- Lakefront Park Master Plan and Playground Improvements | Prior Lake, MN
- Commons Park Concept Plan & Improvements | Fridley, MN
- Village Park Concept Plan and Site Design | Maple Grove, MN
- Eckert Blufflands Master Plan | St. Croix County, WI





## Aimee Hackett

Graphic Design & Engagement

[aimee@hkgi.com](mailto:aimee@hkgi.com)

### Years of Experience: 6

#### Education

B.S., Landscape Architecture, Arizona State University

#### Awards

Williams Family Scholarship, received scholarship twice

Nominated for Herberger Institute for Design and the Arts Design Excellence Student Award

Selected for Student Presentation at 2016 ACEC Annual Roads and Streets Conference

### Introduction

Aimee will provide graphic design services in support of the engagement and public communications for this project.

Aimee is a key contributor to many of HKGi's projects. Her work enhances the ability of community members to recognize and participate in engagement activities and also results in reader-friendly report documents and communications materials. Her work includes community engagement materials, infographics, engagement summaries, online materials, and plan reports.

Aimee's graphic design also helps to clearly and concisely convey key themes and messages to project stakeholders and decision-makers. Appealing, professional-quality documents help enrich community support, can be used to market opportunities to potential funding organizations.

### Relevant Project Experience

- Thompson County Park Master Plan and Ph. 2 Improvements | Dakota County, MN
- Miesville Ravine Park Reserve Master Plan | Dakota County, MN
- Eckert Blufflands Park Master Plan | St. Croix County, WI
- Great River Park Complex Master Plan | Benton and Stearns Counties, MN
- Mississippi Gorge Regional Park Master Plan | Minneapolis, MN
- Park Improvement Planning | Otsego, MN
- Lakefront Park Master Plan | Prior Lake, MN
- Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park Master Plan | Sherburne County, MN
- Beaver Lake Park and CSAH 28 Concept Plan | Steele County, MN
- Lumberjack Landing Park Master Plan | Stillwater, MN







## **GRIFFIN DEMPSEY** PE

### Civil Project Engineer

#### **Years of Experience: 6**

#### **Education**

Bachelor of Science in Environmental Engineering, University of Minnesota

#### **Registration**

Professional Engineer #61633, State of Minnesota

#### **Introduction**

Griffin is a licensed Civil Engineer with 6 years of design and project management experience. His clear communication, attention to detail, and personal approach contribute to the delivery of successful projects. He utilizes his experience delivering on public and private development projects to design a cost-effective solutions. Griffin is no stranger to “summer slam” education projects, with a variety of summer parking lot, field, and facility reconstruction projects under his belt.

Griffin’s project responsibilities will include being the point of contact and project manager for the Civil Engineering work scope.

#### **Relevant Project Experience**

- Miesville Ravine Improvement - Dakota County, MN
- Wakan Tipi Awanyankapi / Bruce Vento Nature Center - St. Paul, MN
- Minneapolis American Indian Center - Minneapolis, MN
- Endazhi Nitaawiging Trust for Public Land - Red Lake, MN
- SPPS Multi-Site Maintenance - St. Paul, MN
- VINE Faith in Action Community Center - Mankato, MN

# CAPABILITIES & EXPERIENCE



Little Prior Lake  
**LAKEFRONT PARK MASTER PLAN**  
**PRIOR LAKE, MINNESOTA**



# Thompson County Park Master Plan & Phase 2 Improvements

## DAKOTA COUNTY, MINNESOTA



HKGi led a multi-disciplinary consultant team through the master planning process for Thompson County Park in West St. Paul. This popular 58-acre park includes a vibrant community lodge and active recreational amenities such as a fishing pier, play area, and a loop trail. The park also provides picnic facilities and features a variety of landscapes and natural resources such as wetlands, woods, and a savanna. The objectives for this master planning process focused on visitor needs and the visitor experience, natural resource management, cultural and historical interpretation, a business and operational analysis, and potential recreational development.

HKGi is currently leading the second phase of park master plan implementation. HKGi's design team compiled cost estimates and supporting information on more than a dozen potential implementation projects and facilitated discussions to set priorities and make decisions about which projects to pursue in this phase.

After helping the client win an LCCMR grant, our team is now preparing for bid a new sensory garden trail, daylighted stream corridor, and pollinator plantings with interpretation.

### CLIENT

Dakota County

### HIGHLIGHTS

- Expanded community center and parking
- Recreational improvements include trails, community gardens, paddle launch, nature play
- Natural resource restoration and conservation initiatives are designed to also serve as passive recreational amenities

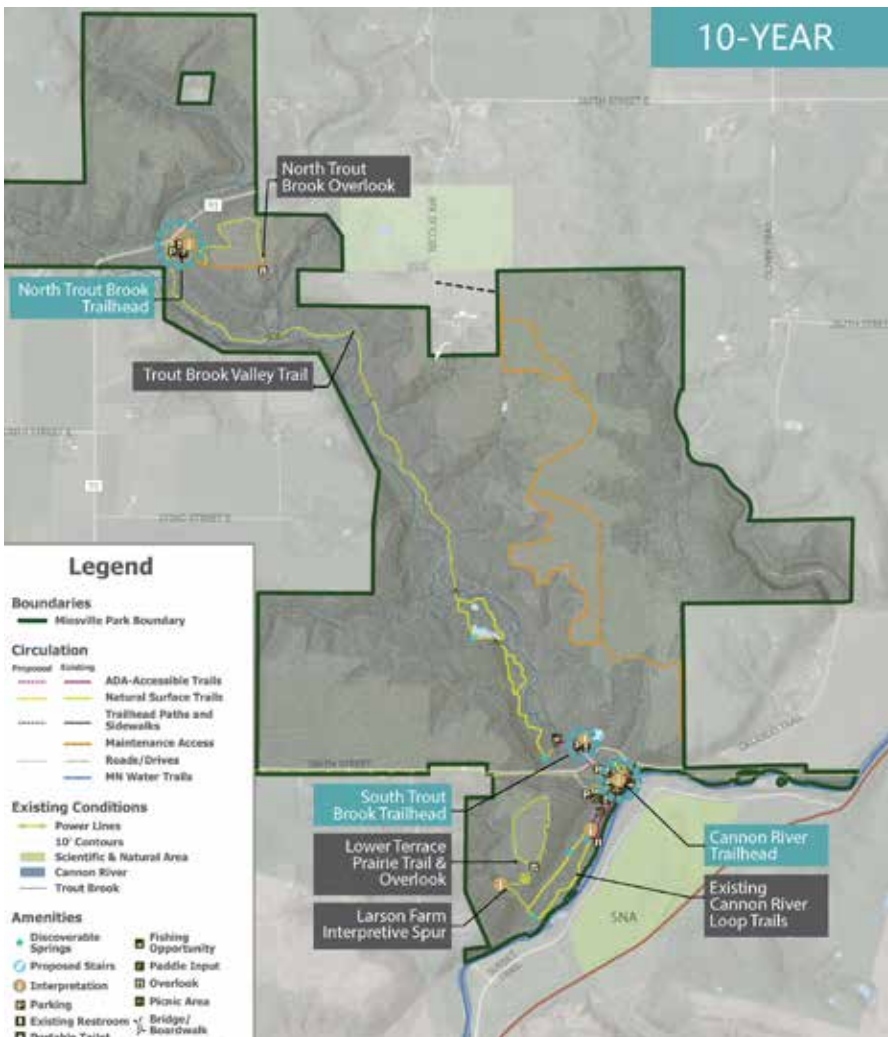
### REFERENCE

Christina Johnson, Project Manager  
Dakota County  
christina.johnson@co.dakota.mn.us  
651-438-4672



# Miesville Ravine Park Reserve Master Plan & Improvements

## DAKOTA COUNTY, MINNESOTA



HKGi provided leadership for a park master planning process for this natural resource-based park. The 1,850-acre park features high-quality landscapes and cultural resources along the Cannon River. This plan provides guidance for preserving the park reserve's natural resources, while also identifying improvements to enhance the visitor experience and provide access to some of the park's features.

In order to minimize impacts on sensitive resources like trout streams, prairie flora, and bluffs within the park reserve, the master plan takes a cautious approach to park development, establishing a 10-year development timeframe for improvements to existing park elements and a long-term development timeframe for more significant expansion of park amenities.

HKGi and Design Tree Engineering are currently collaborating with Dakota County staff and stakeholders to design the initial phase of implementation projects. These projects include new trails and trailhead improvements, an ADA-accessible water access, new entry drives and parking, a new pedestrian bridge, and picnicking grounds along the Cannon River.



### CLIENT

Dakota County

### HIGHLIGHTS

- Addresses preservation and restoration of highly-sensitive natural and cultural resources
- Long-term implementation strategies intended to enable park restoration efforts to mature

### REFERENCE

Lil Leatham, Project Manager  
Dakota County  
lil.leatham@co.dakota.mn.us  
651-891-7159

# Soldier's Memorial Field Park Master Plan & Improvements

## ROCHESTER, MINNESOTA



Improvements to this park include a host of enhancements to the aquatic facilities (top left), a new nature play area (bottom left), a new playground with resilient surfacing (bottom right), and a new basketball court (top right).

HKGi led the initial development and the update of the master plan for this signature park near downtown Rochester. For the master plan update, HKGi created both a short-term and a long-term development plan to help the City transition uses in the park over time as current uses are phased out and replaced by program elements more in line with changing recreational demands.

Following completion of the master plan, HKGi led the design and implementation of the first phase of park improvements, which includes updates to the park's aquatic facilities; a new nature play area; new basketball courts; new restroom facilities; improvements to an existing play area; a new East Playground overlooking the Zumbro River, and improvements to the Riverwalk connecting the park directly to the downtown area.

HKGi provided leadership for a design team that included architecture, aquatics, and civil, mechanical, electrical, and structural engineering consultants.

### CLIENT

City of Rochester

### HIGHLIGHTS

- Construction completed on Phase 1 improvements in Fall, 2024

### REFERENCE

Mike Nigbur  
Park & Forestry Division Head  
City of Rochester  
507-328-2541  
[mnigbur@rochestermn.gov](mailto:mnigbur@rochestermn.gov)



## Springbrook Nature Center | *Fridley*

**Services:** Master Plan and  
Design & Construction

After creating a master plan for this 127-acre park and environmental education center, HKGi provided design and construction administration services for a host of improvements, which included a new entry plaza, internal trail connections, and site design for a new visitor's center, nature play area, and outdoor amphitheater.

As the lead for phase 2 site work, HKGi provided construction administration services and worked closely with vendors and contractors during installation. The design effort also included a focus on sustainability, including a LEED™ project checklist and use of porous pavers and other best practices to enhance the site's sustainability.



## Grams Park | *Sherburne County*

**Services:** Concept Planning  
and Design & Construction

HKGi provided planning and design services for a new nature play area at Grams Regional Park. The new play area is sited in a new location so tree removal will not be necessary and the health of a beautiful heritage oak nearby can be more easily maintained.

Features include an active nature play area with a Storywalk path and an emphasis on ADA-accessibility and inclusive play elements. The project also includes internal trail work, parking improvements, and the design and construction of a Romtec picnic shelter. HKGi's designers worked closely with county staff and vendors to source play elements and installation to stay within the project's modest budget. Grand opening was July, 2024.





## Oxbow Nature Center | Olmsted County

**Services:** Park Master Planning, Nature Center Concept Planning, and Design & Construction

HKGi has provided leadership for major improvements to Oxbow Regional Park/ Zollman Zoo and the Oxbow Nature Center. Initially, HKGi developed a park master plan, then was retained to lead a design team on the development of a concept plan and, ultimately, site design for improvements to the nature center.

HKGi worked with the County and its stakeholders to explore concept alternatives and the character for potential improvements. The HKGi team delivered construction cost estimates for each concept, along with revenue and operations and maintenance cost estimates, which enabled County leaders to understand potential budgetary impacts during the decision-making process. Once a preferred concept was identified, HKGi continued to engage staff and stakeholders through each design phase.



## Chester Woods Amphitheater | Olmsted County

**Services:** Park Master Plan, Concept Planning and Design & Construction

HKGi led a multidisciplinary design team and worked with County Parks staff to design a new amphitheater at Chester Woods Regional Park. The amphitheater emerged as one of the key improvements in the Chester Woods Park Master Plan that HKGi developed for the County. That master plan was leveraged by the County to secure grant funding from the Greater Minnesota Regional Park and Trail Commission.

Site design for the amphitheater followed the original concept from the park master plan, with some revisions to accommodate slight changes in the program and project parameters.





## Lumberjack Landing | Stillwater

**Services:** Master Planning and Design and Construction

HKGi led a multi-disciplinary team to develop a master plan for a new park fronting the St. Croix River on 15-acres immediately north of downtown Stillwater and the Lift Bridge. The park will provide much-needed access to the St. Croix River for non-motorized watercraft, such as canoes and kayaks and will also feature fishing piers, internal trails and connections to the adjacent Brown's Creek State Trail.

HKGi is currently providing design services to implement some of the master plan's key short-term initiatives including an ADA accessible canoe/kayak launch and trail connection.

Both the planning and design phases have required significant engagement and coordination with federal, state, and county agencies to ensure compliance with Wild and Scenic River requirements, state trail connection standards, and county site requirements.



## Carrick's Landing | Otsego

**Services:** Concept Planning and Design and Construction

After completing Otsego's Parks and Recreation System Plan, HKGi was retained to design several improvements, including a new kayak/canoe launch on the Mississippi River at Carrick's Landing. HKGi worked with staff to develop concepts for the launch and access trail and to submit concept designs to several agency stakeholders for their review. Improvements include kayak and canoe access on an ADA accessible dock, a picnic shelter, a river overlook, a short boardwalk, wayfinding and interpretive signage, and new opportunities for shoreline fishing. The riverbank will also be restored with native trees and shrubs. Construction is currently underway.





## Lakefront Park | Prior Lake

**Services:** Master Planning  
and Playground Design

Lakefront Park is a popular park near downtown and Lower Prior Lake that offers something for just about everyone. The 126-acre park features trails and a beach to a bandstand and lots of play and athletic facilities. The City retained HKGi to conduct a master planning process to help City leaders understand what improvements residents and stakeholders would like to see and to identify potential costs to replace aging facilities and reconfigure key elements.

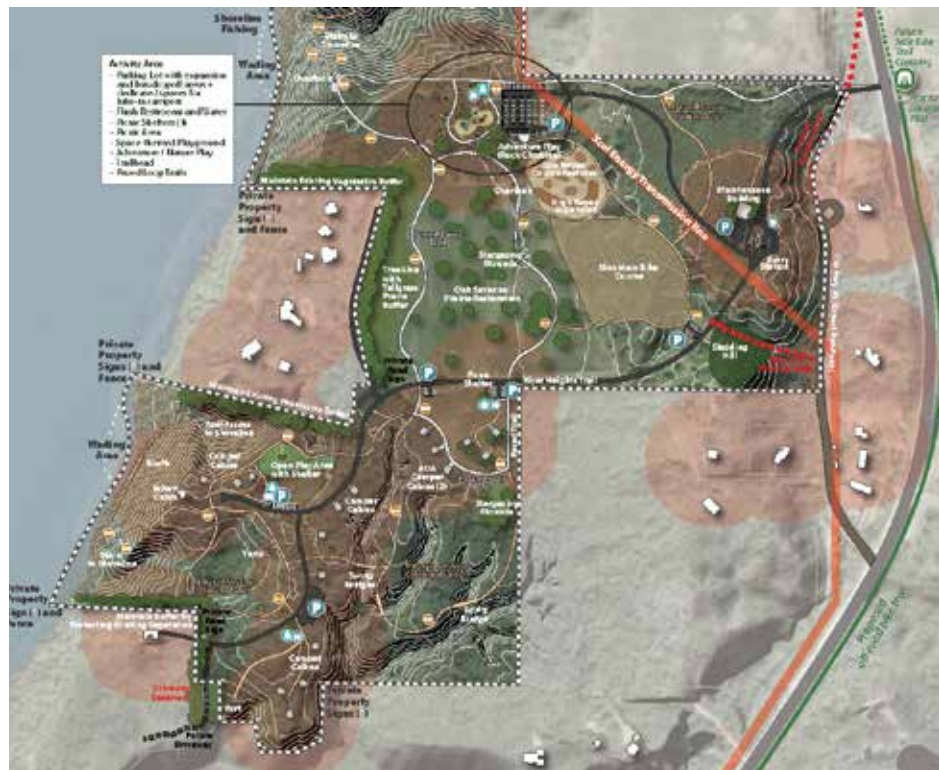
The Master Plan identifies 24 improvement initiatives, including a mix of new program elements, improvements and upkeep of existing facilities, and some reorganizing of the park's layout to address issues such as accessibility and conflicting uses in proximity to one another. HKGi has subsequently provided design services for the development of a new sensory and accessible playground.



## Eckert Blufflands County Park | St. Croix County (WI)

**Services:** Park Master Planning

HKGi led a planning process for a new park on what was formerly private land on the Wisconsin side of the St. Croix River. The planning team conducted an inventory of existing conditions for the 167-acre project area and then conducted initial engagement with the community. This analysis and input was used to identify potential issues and opportunities for development of the park and then provided a foundation for the creation of three park concepts. While each concept included similar program elements such as trails, scenic overlooks, landscape preservation and restoration, and fishing access, each concept featured a different emphasis and level of impact to the site. The final master plan identifies and prioritizes implementation initiatives, funding strategies, and phases for park development and construction.





BFE: 994

WARM WHITE TREE  
UPLIGHTS (2)

RIVER OVERLOOK

POURED IN PLACE SAFETY  
SURFACING

PLAY EQUIPMENT  
PROVIDED BY OWNER

EXISTING 2-5  
EQUIPMENT

BENCH WITH  
CONCRETE

# APPROACH & METHODOLOGY

PLAYGROUND

EXISTING PLAY  
EQUIPMENT

PAVED PLAZA

EMERGENCY VEHICLE  
ACCESS RECONSTRUCT  
WALK AT 12 FT WIDTH  
WITH VEHICULAR  
SECTION

**SOLDIER'S MEMORIAL FIELD PARK  
ROCHESTER, MINNESOTA**

10 FT BITUMINOUS TRAIL



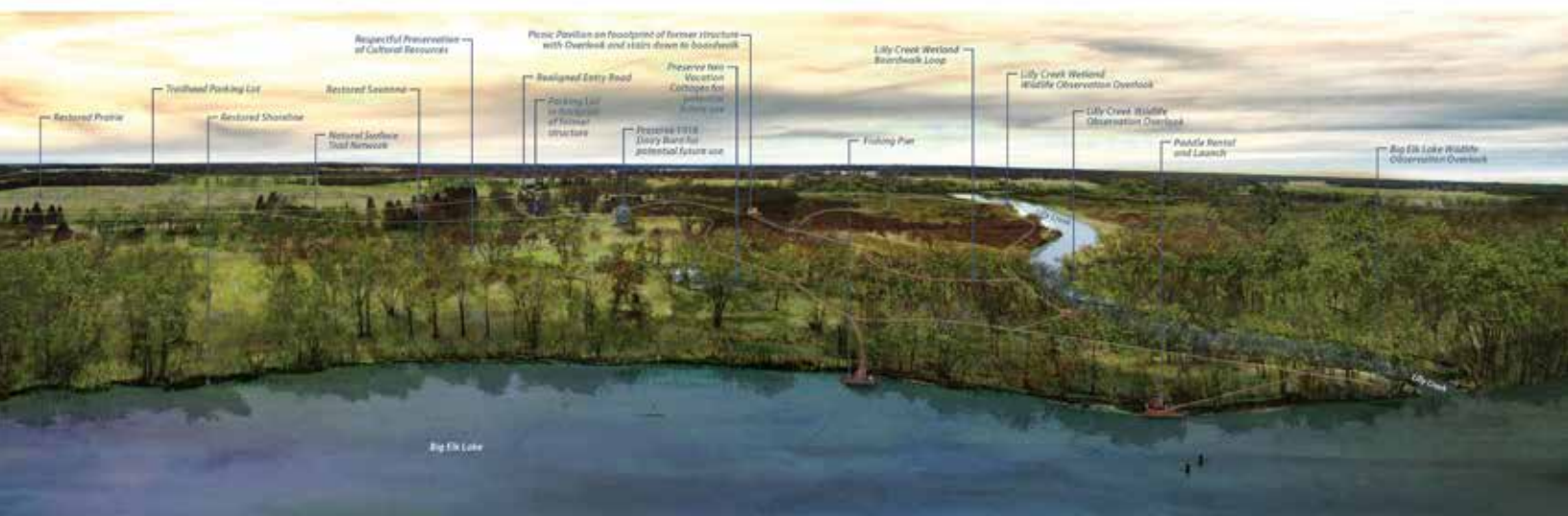
# UNDERSTANDING

A legacy project for the City of Dayton, Elsie Stephens Park represents an opportunity to honor the previous landowner, embrace the Mississippi River, and reimagine a future for this crown jewel of the Dayton park system. The city is seeking a team of skilled consultants to develop a vision for the park that balances recent improvements from a past visioning process and integrates new thinking to create a destination for the residents of Dayton. This updated master planning effort must:

- Balance recent improvements from the past master plan but also investigate new ideas for park amenities based on a community and stakeholder engagement and lessons learned from past phases of implementation.
- Develop a strategy for implementation that provides the most cost-effective roadmap for achieving the goals of the community and stakeholders.
- Identifies the desired amenities and facilities and provides accurate cost estimates and project sequencing of the improvements.
- Embrace the Mississippi River and design a user experience that is uniquely Dayton.

The updated master planning process is the first step in realizing the vision for Elsie Stephens Park. The 21-acre park has the opportunity to draw visitors from beyond the City's boundaries. Right-sizing programmatic uses and balancing natural resource preservation and recreational needs will be paramount during the park's "re-visioning". Connecting with the community and key stakeholders will be critical in setting the parameters and expectations for the park's future plan, helping to determine what elements of the park should be reimaged and what elements must remain. Ultimately this master plan update will:

- Create an integrated and strategic park design that merges the best of existing park development, natural resource preservation, and new features into a collective vision for the park.
- Develop a detailed phasing plan that responds to user needs, utilities and infrastructure demands, and available budget.
- Provide a list of park amenities and equipment recommendations, by phase, throughout the park.
- Outline a project delivery strategy that provides the best value for the City of Dayton.



HKGi conducted a master planning process for Two Inlets at Bdé Heháka - Omashkooz Zaaga'igaans Regional Park in Sherburne County. Objectives for this planning process included embracing the lake, honoring the legacy of the previous landowners, and respecting the area's Indigenous heritage by identifying low-impact improvements that protect and conserve the park's extraordinary landscape.

# APPROACH

HKGi has a long-history of park master planning and implementation. Frequently we are called upon to vision undeveloped parkland into a signature community park space, but we are also very skilled at existing park assessment and rehabilitation based on programming, user demand, and aging infrastructure. We will use these skills to create a unified vision and achievable implementation plan for Elsie Stephens Park.

We will begin by understanding the context of the past master planning and park improvement efforts. This context will provide critical lenses for evaluation of the current park conditions and help identify and transition away from past master planning and park improvements that have fallen out of favor. We will ask questions, test ideas, and frame up potential scenarios with City staff, elected and appointed officials, and the broader community; however, engagement with each of these groups will be carefully catered. We envision beginning with a thorough discussion with staff, asking targeted questions, that will allow us to eliminate the non-starters when having community conversations.

We have a long history of waterfront park improvements (Carrick's Landing in Otsego, Lumberjack Landing in Stillwater), community and regional scale destination park master planning (Thompson County Park and Miesville Park Reserve in Dakota County), and nature center design (Springbrook Nature Center in Fridley, Oxbow Nature Center/Zollman Zoo in Olmsted County). Our master planning work is focused on implementation, and ensuring the recommendations directly align with the project goals and aspirations of the communities we work in, and of course, match project budgets.

We have targeted an approximate 6-7 month master planning update effort to evaluate the park conditions, explore ideas for new investment, develop a preferred vision for the park, and provide a roadmap for implementation. With adoption of this refined vision for the park, the city can quickly move towards the next phase of design over the winter of 2025/2026 to be ready for construction in the 2026 season.



HKGi master planning and improvement projects: Carrick's Landing in Otsego (top left); Springbrook Nature Center in Fridley (top right); Oxbow Nature Center in Olmsted County (bottom left); Thompson County Park in Dakota County (bottom right).



# WORK PLAN

## Task 1: Understand What Exists

The initial task sets the foundation for the subsequent master planning effort. Beginning with a Kickoff Meeting and Site Tour with City Staff (or the Master Plan Development Sub-Committee) we will gain insights into past project objectives, new information learned during recent implementation efforts, and the best strategy for connecting with the community. Key to this task is to establish what areas of the park must remain and be connected to, which areas are considered “designed” and must be integrated, and what areas are open for interpretation during this update.

This task will also include our first round of engagement with elected and appointed officials and the broader community. This will serve as a project reset as we establish the parameters and guide a visioning session on the overall project goals and aspirations.

Key subtasks include:

- 1.1 Kickoff Meeting & Site Tour (Master Plan Development Sub-Committee)
- 1.2 Collect Background Mapping & Data
- 1.3 Review Background Materials & Past Plans
- 1.4 Develop a Site Analysis Graphic
- 1.5 Establish Parameters for Change Areas
- 1.6 Meet with City Staff (Master Plan Development Sub-Committee) to review park parameters
- 1.7 Joint meeting with City Council/Planning Commission/Parks Commission (Existing Conditions, Park Parameters, Goals & Aspirations)
- 1.8 Online engagement (Existing Conditions, Park Parameters, Goals & Aspirations)
- 1.9 Summarize Engagement and Meetings

## Task 2: Explore the Possibilities

Based on the information gathered in Task 1, the second task in the master planning effort will explore ideas for the park. We will utilize precedents, design vignettes, and concept plan graphics to illustrate the potential opportunities for park features and amenities. Each of these design alternatives will also have diagrams to illustrate potential construction sequencing or phasing and will directly tie to cost estimates for each phase. We will review these initial ideas with Master Plan Development Sub-Committee and refine prior to sharing the alternatives at another joint workshop with the City Council, Planning Commission, and Parks Commission. Following feed back from the joint workshop, we will refine the materials for a community open house and subsequent online engagement window for residents and stakeholder to provide feedback.

Key subtasks include:

- 2.1 Collect Precedents
- 2.2 Develop Concept Alternatives (w/ High level costs + phasing)
- 2.3 Conduct Design Review Workshop with Master Plan Development Sub-Committee
- 2.4 Revise Concepts based on City Staff feedback
- 2.5 Conduct Joint meeting with CC/PC/Parks Commission (Concept Alternatives)
- 2.6 Revise Concepts for Community Open House + Online
- 2.7 Conduct Community Open House (Concept Alternatives)
- 2.8 Online Engagement (Concept Alternatives)
- 2.9 Summarize Engagement & Meetings (analytics and concept summary to guide preferred recommendations)

### Task 3: Converge on a Preferred Plan

Task three evaluates the feedback from task two to create a singular preferred direction for the park. The preferred master plan will graphically illustrate future improvements, their tie back to the existing park elements, and how the project will be phased to meet overall project budget parameters.

In addition to these elements our team will provide recommendations for project delivery depending upon the desired features for the park. For example, state contract-procured playground or splash pad features, the potential for a general contractor to lead larger scale features such as park buildings, or design bid or design build approaches to achieve the best value for the City of Dayton.

Additionally, our team will lead another workshop with elected and appointed officials to review the preferred plan and showcase the project phasing and recommend delivery methods for key features and overall project costs. Then, as the plan becomes more refined, share the draft master plan in-person at an open house as well as online for additional engagement opportunities.

Key subtasks for Task 3 include:

- 3.1 Prepare Preferred Master Plan Document
- 3.2 Refine Cost Estimate
- 3.3 Prepare Phasing Plan

- 3.4 Recommendations for Delivery Method
- 3.5 Master Plan Development Sub-Committee Meeting to review draft Master Plan Document
- 3.6 Conduct Joint meeting with CC/PC/Parks Commission
- 3.7 Conduct Community Open House (Preferred Plan)
- 3.8 Online Engagement
- 3.9 Summarize Engagement & Meetings

### Task 4: Seek Approvals

The final master planning task develops the final master plan report identifying all the key features and amenities, a detailed cost estimate by phase, and recommendations for project delivery. We will present the final report to the Parks Commission, provide materials for City Staff to update the planning Commission, and finally present the final recommendations to the City Council.

Key subtasks include:

- 4.1 Prepare final master plan
- 4.2 Review with Master Plan Development Sub-Committee
- 4.3 Present Master Plan to Parks Commission
- 4.4 Materials for Staff Presentation to PC
- 4.5 Present Master Plan to City Council
- 4.6 Project Closeout

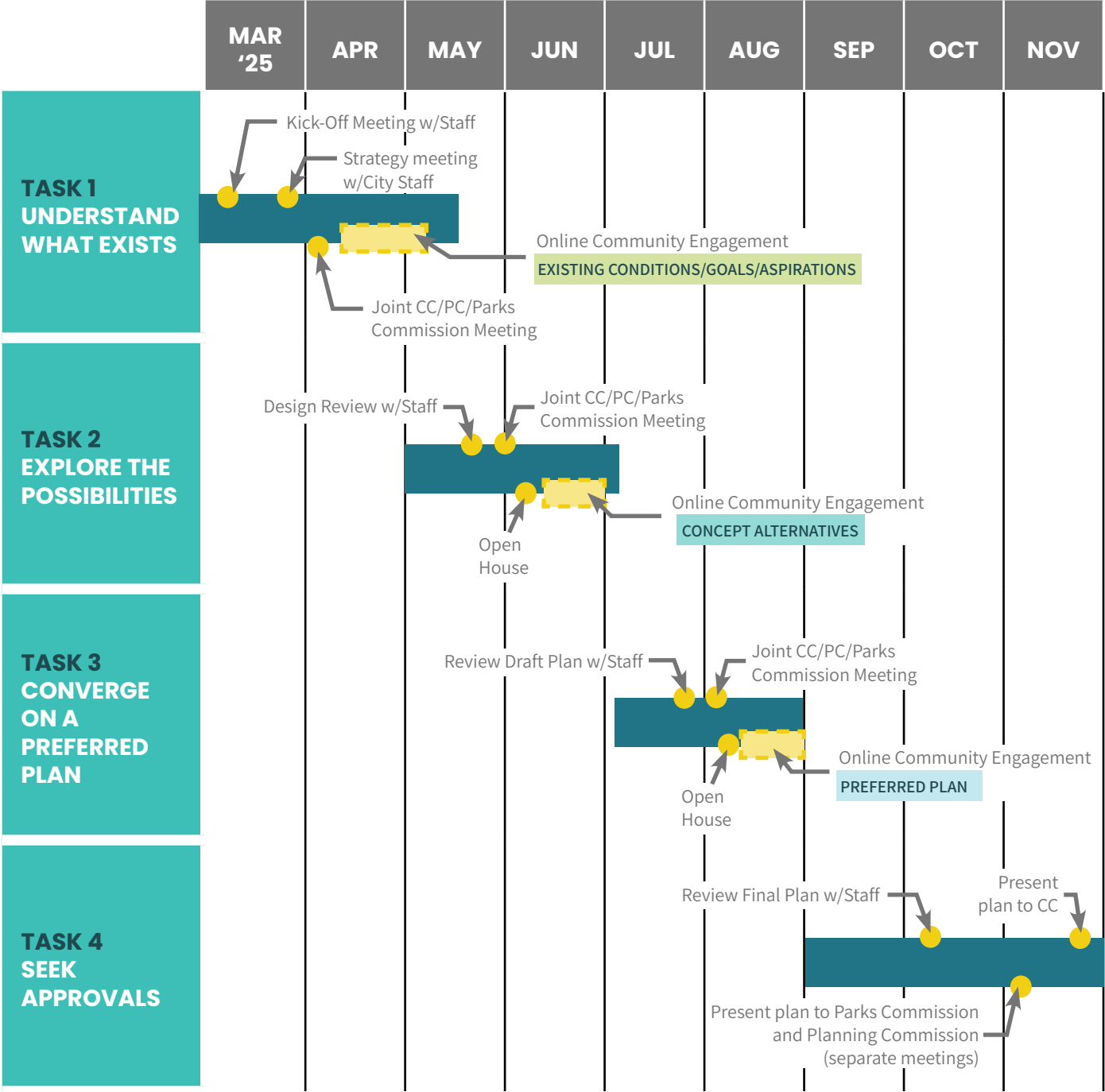


In Steele County, HKGI worked with County staff and community members to explore and identify three different concepts for improving Beaver Lake Park. Concept exploration enabled stakeholders and decision-makers to thoroughly explore varying levels of improvements and investments.



# PROJECT TIMELINE

The table below outlines our anticipated timeline for conducting the work plan presented earlier in this proposal. If the HKGi team is selected to conduct this project, one of our first tasks will be to confirm this schedule or modify it to best fit the City’s needs and the needs of the project. We will also work with City staff to add detailed dates, as appropriate, for the milestones illustrated below.



# BUDGET

OXBOW NATURE CENTER  
OLMSTED COUNTY, MINNESOTA



# COST PROPOSAL

## FEE PER TASK PROPOSAL

The table below contains our proposed fee per task to conduct the work plan contained in this proposal. We have also include cost estimates for the optional tasks included for consideration at the end of the work plan. Costs for the optional tasks will vary depending on the desired scope.

	FEE
<b>TASK 1 UNDERSTAND WHAT EXISTS</b>	<b>\$18,800</b>
<b>TASK 2 EXPLORE THE POSSIBILITIES</b>	<b>\$21,800</b>
<b>TASK 3 CONVERGE ON A PREFERRED PLAN</b>	<b>\$21,400</b>
<b>TASK 4 SEEK APPROVALS</b>	<b>\$9,900</b>
<b>NOT-TO-EXCEED TOTAL FEE</b>	<b>\$71,900</b>

## HOURS PER STAFF PER TASK

	HARJES	EVENSON	SCHMITZ	HACKETT	DEMPSEY	TOTAL
<b>TASK 1 UNDERSTAND WHAT EXISTS</b>	14	26	44	16	26	126
<b>TASK 2 EXPLORE THE POSSIBILITIES</b>	12	38	80	16	14	160
<b>TASK 3 CONVERGE ON A PREFERRED PLAN</b>	10	34	66	28	20	158
<b>TASK 4 SEEK APPROVALS</b>	2	20	32	0	16	70
<b>TOTAL</b>	<b>38</b>	<b>118</b>	<b>222</b>	<b>60</b>	<b>76</b>	<b>514</b>

## 2025 HOURLY RATES

HKGi Hourly Rates	
Principal	\$200-290
Associate	\$150-200
Senior Professional	\$110-160
Professional II	\$90-135
Professional I	\$50-90
Technical	\$50-90
Design Tree Engineering Hourly Rates	
Principal	\$240
Engineer/Land Surveyor IV	\$200
Engineer/Land Surveyor III	\$175
Engineer/Land Surveyor II	\$155
Engineer/Land Surveyor I	\$130
Technician IV	\$155
Technician III	\$140
Technician II	\$115
Technician I	\$100
Administrative Assistant	\$80





Planning | Landscape Architecture | Urban Design

**SPRINGBROOK NATURE CENTER  
FRIDLEY, MINNESOTA**



# PROPOSAL TO PROVIDE

## Elsie Stephens Park Master Plan Update



### Prepared for:

City of Dayton  
January 17, 2025







## TABLE OF CONTENTS

<b>LETTER OF INTEREST</b>	<b>1</b>
<b>COMPANY DETAILS</b>	<b>2</b>
Executive Summary	2
Company Information	4
Staffing Plan, Commitment, and Capacity	5
<b>CAPABILITIES AND EXPERIENCE</b>	<b>10</b>
Capabilities	10
Experience	12
References	16
<b>PARK MASTER PLAN DEVELOPMENT</b>	<b>17</b>
Work Plan, Technical Ability, and Customer Service Approach	17
Timeline to Complete Development	19
<b>FEE SCHEDULE</b>	<b>20</b>
Cost	21



60 Plato Boulevard E., Suite 420  
St. Paul, MN 55107  
(612) 548-3132  
[www.msa-ps.com](http://www.msa-ps.com)

January 17, 2025

Martin Farrell, Public Works Director  
City of Dayton  
12260 South Diamond Lake Road  
Dayton, MN 55327

Re: Proposal to Provide Elsie Stephens Park Master Plan Update

Dear Martin,

The Elsie Stephens Park Master Plan Update is a critical initiative for the City of Dayton, aimed at transforming the park into a premier destination for residents and visitors that integrates existing amenities with future developments. This project is essential for creating a cohesive and strategic park design that aligns with the City's mission to promote a thriving community and enhance connections to natural resources. By selecting a full-service vendor, the City seeks to develop a comprehensive plan that includes phasing, budget expectations, and recommendations for amenities and equipment, making sure the park meets the needs of residents and future growth of the community.

MSA Professional Services, Inc. (MSA) is excited to present our proposal for the Elsie Stephens Park Master Plan Update. Our extensive experience with the City of Dayton, particularly through our work on the Water Trail Feasibility Study, has provided us with a deep understanding of the project area and your specific needs. Our familiarity with the trail and boat launch areas, combined with our dedicated team of experts who have previously collaborated on the water trail project, positions us to deliver a seamless and efficient planning process. We are committed to making this project a priority and making sure it meets your expectations.

Leading this project will be myself (Dan Williams), as Project Manager, with local support from Claire Stickler and Eleanor Brant in our St. Paul office. Together, with the rest of our team, we bring a wealth of knowledge in park and waterfront development. Our team is well-equipped to transform your vision into reality, helping to provide a smooth transition from planning to construction. We prioritize clear communication and timely responses to keep the project on track, addressing any challenges proactively. Our comprehensive approach balances your goals with sound engineering principles, aiming to deliver a successful and impactful project for the community.

We appreciate your consideration of our team and qualifications. We welcome the opportunity to further discuss your needs and our approach, fine-tuning our proposal to best fit your project goals. Please do not hesitate to contact me directly at (608) 216-2066.

Sincerely,  
MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read 'Dan J. Williams', written in a cursive style.

Dan Williams, PLA, ASLA, SOBA  
Project Manager, Primary Point of Contact



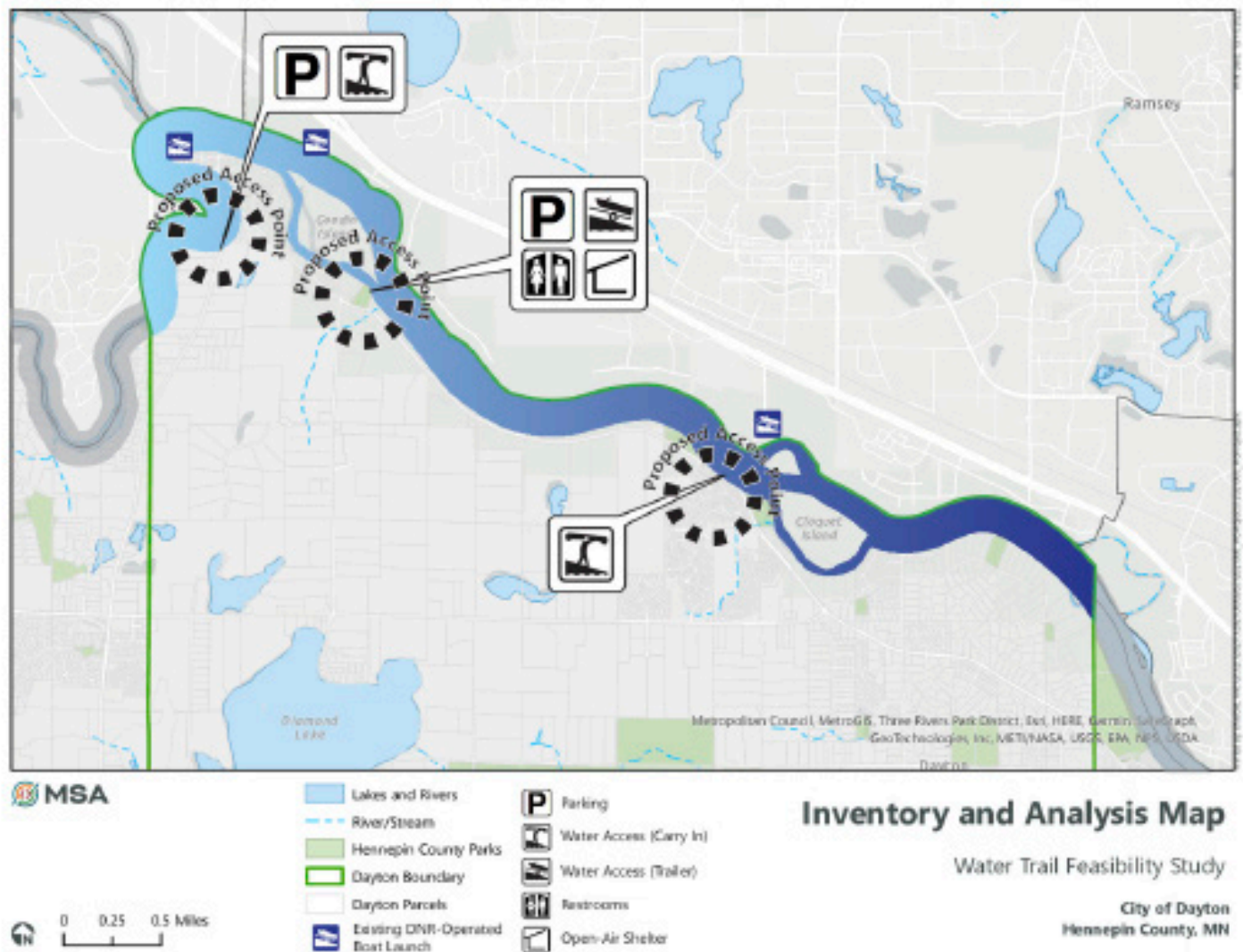
## EXECUTIVE SUMMARY

WHY US? INSIGHTS, EXPERTISE AND VALUE.

### FAMILIARITY AND EXPERIENCE WORKING WITH THE CITY OF DAYTON

#### WATER TRAIL FEASIBILITY STUDY

The City of Dayton and MSA embarked upon a collaborative effort to study and plan for a dedicated water trail. MSA was hired to first conduct a Water Trail Feasibility Study. MSA then developed site conceptual plans including accessible trails and **kayak/canoe launches at Elsie Stevens Park** as well as in Goodin Park. The final report also includes a summary of local feedback, an inventory and analysis, programming and promotional recommendations, funding opportunities, summary of public feedback/input, and the suggested prioritization of water trail improvements based on the final analysis of the corridor. **MSA looks forward to continuing our work on this Elsie Stevens Park Master Plan Update.**



## EXECUTIVE SUMMARY

MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process. **It's more than a project. It's a commitment.**

The following is a high-level summary of our proposal and why the MSA team is the right fit for this project:



**History/Experience with Dayton and this Project.** MSA's work on the City's Water Trail Feasibility Study ideally positions us to seamlessly and swiftly focus our efforts on the Elsie Stephens Park Master Plan Update. We are very familiar with the project area from our previous work with the City on the Water Trail Feasibility Study and boat launch implementation at Elsie Stephens Park. We understand the importance of this park along the Mississippi River corridor and the recreation connections the park provides to surrounding neighborhoods and future development. Our team has a thorough understanding of your needs and expectations. The team we are proposing includes key players and familiar faces from our work on the water trail. Rest assured, we are committed in making this project a priority.



**A Dedicated Project Manager and Local Presence.** The project will be managed by Dan Williams, with local support from Claire Stickler in MSA's St. Paul's office, providing enhanced response times and collaboration opportunities. Dan will be your main point of contact. He truly understands the impact this project will have on the community and his sole focus is the success of your project.



**Award-winning Experience Working on Similar Projects.** Our collective team has vast experience planning and designing park and waterfront projects. This experience includes work on over 100 park projects in recent years and over 75 years of waterfront development experience, including over 30 award-winning projects. Our planners, landscape architects, designers, engineers, and technical staff provide a cohesive, comprehensive team and depth of expertise applicable to our projects. We collaborate with stakeholders to create an ideal blend of engagement that ultimately produces high-quality park and waterfront developments.



**Expertise to Turn Your Vision into a Reality.** We understand this is a "landmark" project for the City of Dayton and are dedicated to partnering with you to turn your vision into reality. Because we are a full-service team, we're able to plan and design with the end in mind, effectively balancing your goals with sound engineering principles and providing comprehensive support from planning through construction to provide continuity and minimize costly overruns.



**Availability, Capacity and Commitment.** We understand the importance of choosing a consultant who is responsive and prioritizes your project, and we are committed to being that partner for you. We will make your project a priority, with a focus on aligning staff with availability to provide timely responses and deliverables. With over 450 employees and 17 offices, MSA has the capacity and flexibility to handle your project efficiently and responsively. In addition to our capacity and availability, we are committed to maintaining effective communication and conducting frequent check-ins to keep you posted on project progress and proactively address potential challenges before they occur.





## COMPANY INFORMATION

### COMPANY NAME AND PARENT COMPANY NAME **MSA Professional Services, Inc. (no parent company)**

Our firm consists of 450+ engineers, architects, planners, landscape architects, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions. While you know the faces behind your projects, we are a team that works as one to support our clients. When you work with MSA, you're not just working with individuals—you're working with all of us.

### OWNERSHIP STRUCTURE

As an employee-owned company, our ESOP structure empowers our employees to take ownership of their work, leading to higher levels of commitment and quality in our services. This model aligns the interests of our employees with those of our clients, promoting long-term partnerships and exceptional project outcomes. Our professionals think like owners because they are owners. When you partner with MSA, your team will be comprised of individuals who are invested in your success and committed to a high standard of performance. We're proud to be 100% employee owned.

### YEARS IN OPERATION

With a legacy that began in 1919 and formal incorporation in 1962, our firm has over 100 years of experience in providing top-notch engineering and consulting services. This rich history underscores our commitment to innovation and reliability.

### MAILING ADDRESS

60 Plato Boulevard E.  
Suite 420  
St. Paul, MN 55107

PRIMARY PHONE  
(612) 548-3132

FAX NUMBER  
(763) 786-4574

WEBSITE URL  
[www.msa-ps.com](http://www.msa-ps.com)

PRIMARY POINT OF CONTACT  
Dan Williams, PLA, ASLA, SOBA, AMI  
Project Manager  
(608) 216-2066  
[dwilliams@msa-ps.com](mailto:dwilliams@msa-ps.com)

BIOGRAPHIES OF PRIMARY TEAM MEMBERS  
See the following pages.

TOTAL NUMBER OF EMPLOYEES  
450+

COMPREHENSIVE PRICING AND/OR RATE SHEET  
Please see the Fee Schedule portion of our proposal for our cost information.

ANY POTENTIAL CONFLICTS OF INTEREST  
We have no potential conflicts of interest with existing vendor client base and this RFP.

## POSITIVE IMPACT

Finding funding for projects is what we do. We know projects and plans are no good to you if they don't work toward implementation. We get creative. And, it's led to securing over \$625 million in grants and low-interest loans to offset costs for our partner communities.

## STAFFING PLAN, COMMITMENT, AND CAPACITY

Our team is staffed to handle the needs of your projects. We are a group of experienced landscape architects, planners, and engineers backed by more than 450 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **We have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**



## Availability and Commitment to Respond to Issues and Questions

**We understand the importance of choosing a consultant who is responsive and prioritizes your project, and we are committed to being that partner for you.** MSA submits this proposal with the commitment that our staff and equipment will be available to accomplish the work in sequence and according to established timetables. Our team has the capacity to handle this project and be responsive to your needs, issues, and questions.

With over 100 years of experience in the consulting industry, MSA has honed strategies for distributing workloads across time and distance, efficiently meeting challenges within the allotted time frames. As a firm with more than 450 employees, we have the capacity to allocate

additional resources as needed to provide timely and effective project completion. Our 17 offices collaborate seamlessly, sharing information and ideas to provide you with innovative solutions. Our proposed project team will have access to our extensive disciplinary expertise throughout the project's duration. Our employees work flexible hours, and workloads are shared across teams to ensure projects are completed efficiently as needs arise.

In addition to our skilled personnel, MSA is committed to leveraging the latest technology. All MSA offices are connected via a high-speed wide-area network (WAN), facilitating the rapid and easy sharing of electronic data between offices.





## Dan Williams, PLA, ASLA, SOBA

PROJECT MANAGER, PRIMARY POINT OF CONTACT

With more than 35 years of waterfront and landscape architectural experience, Dan takes pride in his ability to make every project, large or small, something special. He has managed and directed design for over 30 award-winning projects, including five national recipients. Specifically, his waterfront resume includes rivers, lakes, and coasts, from the Atlantic Ocean to the Pacific Ocean. He is also a co-author of the "ASCE Manuals and Reports on Engineering Practice No. 50: Planning and Design Guidelines for Small Craft Harbors." Dan understands the challenges associated with waterfront projects and has the experience to provide sustainable and cost-effective solutions.

### EDUCATION

B.S., Landscape Architect,  
University of Kentucky

### REGISTRATION & AFFILIATIONS

Professional Landscape  
Architect, WI, CO, IA

American Society of Landscape  
Architects (ASLA)

Society of Outdoor Recreation  
Professionals (SORP)

States Organization for  
Boating Access (SOBA)

Association of Marine Industries  
(AMI)

### AREAS OF EXPERTISE

- Project Management
- Marina/Waterfront  
Planning and Design
- Park Master Plans
- Park Planning

### SELECTED PROJECT EXPERTISE

- Dayton Boat Launch, Dayton, MN
- Bridgeview Park Courtesy Boat Docks, Stillwater, MN
- Vilas Park, Madison, WI
- San Damiano Community Vision and Master Plan, Monona, WI
- Split Rock Lighthouse Trails and Landscape Rehabilitation, Two Harbors, MN
- Ellen Kort Peace Park, Appleton, WI
- Camp Manito-wish Shoreline and Drainage Improvement, Boulder Junction, WI
- Elm Street Plaza, Wisconsin Dells, WI
- John Michael Kohler Art Preserve Sculpture Trail, Sheboygan, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Fairport Harbor Waterfront Development, Fairport Harbor, OH
- Milwaukee Yacht Club Redevelopment, Milwaukee, WI
- Downtown Waterfront Development, Monroe, LA
- Waterfront Master Plan and Town Core Walkability Study, Dillon, CO
- West Baraboo Entrance Signs and Landscape Plan Beach, Baraboo, WI
- Riverfront Park, Sauk City, WI
- Fireman's Park, Verona, WI
- Monroe Transient Marina, Monroe, LA
- Riverfront and Marina, Owensboro, KY
- Fairport Harbor Transient Marina, Fairport Harbor, OH
- Apostle Islands Marina, Bayfield, WI
- Dillon Marina and Park, Dillon, CO
- Beach Drive Resiliency Project, Fox Point, WI
- Pelican Bay Marina MP, Denver, CO\*
- Manitowoc Marina, Manitowoc, WI
- Terrace Mtn. Resort Marina, Raystown Lake, PA
- Port of Dubuque Marina, Dubuque, IA\*
- Alton Marina, Alton, IL\*
- Hoakalei Marina, Awa Beach, HI\*
- Chicago Harborfront Master Plan, Chicago, IL\*
- Hawn's Bridge Marina, Raystown Lake, PA\*
- Ocean Reef Marina, Panama City, Panama\*
- Schwiebert Park Transient Marina, Rock Island, IL
- Tribute Marina, Dallas, TX\*
- Isle of Capri Casino Transient Dock, Bettendorf, IA



**Raine Gardner, PE**  
**PRINCIPAL IN CHARGE**  
**QA/QC**

As a park and recreation senior project engineer, Raine has worked on a variety of projects including recreational parks and trail projects, waterfront development/access, river corridor planning, stormwater, water main, and sanitary sewer design, roadway reconstruction, lake dredging, and streetscaping plans. In addition to project planning and design, Raine has aided in construction management, right of way and easement acquisition, project permitting, wetland mitigation work, and GIS mapping.

#### Education

M.S., Civil Engineering, University of Wisconsin-Madison  
 B.S., Civil Engineering, Michigan Technological University

#### Registration | Certifications

Professional Engineer, MN, MI, WI, IA, OH  
 States Organization for Boating Access (SOBA)  
 Association of Marine Industries (AMI)

#### Selected Project Experience

- Water Trail Feasibility Study, Dayton, MN
- Vilas Park, Madison, WI
- San Damiano Community Vision and Master Plan, Monona, WI
- Ellen Kort Peace Park, Appleton, WI
- Camp Manito-wish Shoreline and Drainage Improvement Project, Boulder Junction, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Lower Miller Park Reconstruction, Omro, WI
- Newport Park and Boat Launch Project, Lake Delton, WI
- Village Forest Park, West Baraboo, WI
- Milwaukee Yacht Club Renovations, Milwaukee, WI
- Fairport Harbor Transient Marina, Fairport Harbor, OH
- Shoreline Resiliency Project, Fox Point, WI
- Oconomowoc Boat Launch, Waukesha, County, WI
- Monroe Transient Marina, Monroe, LA
- Baraboo River Corridor Project, Various Baraboo River Communities, WI
- Apostle Islands Marina, Bayfield, WI
- West Side Park and Leonard-Leota Park Improvements, Evansville, WI



**Claire Stickler, AICP**  
**PLANNER**

Claire serves as a project planner for MSA's Planning + Design Studio and has worked on a variety of engineering and planning-related projects. Claire has experience in facilitating public engagement activities, GIS map creation, and document creation and writing. She assists with planning projects in a variety of capacities and is passionate about community engagement and the connections that she makes with communities, helping them become better places to live, work and play.

#### Education

B.S., Community and Regional Planning, Iowa State University

#### Registration

American Institute of Certified Planners (AICP)

#### Selected Project Experience

- Water Trail Feasibility Study, Dayton, MN
- Parks, Recreation, and Open Space Master Plan, Scandia, MN
- Comprehensive Parks, Recreation, and Trails Master Plan, Austin, MN
- Parks Planning, La Crescent, MN
- Parks and Recreation Assessment, Pine City, MN
- Parks and Recreation Plan and Vision, Hiawatha, IA
- Parks and Recreation Plan and Vision, Durant, IA
- Parks and Recreation Plan and Vision, Riverdale, IA
- Countywide Trail and Recreation Plan, Washington County, IA
- Parks and Recreation Assessment, Pine City, MN
- Comprehensive Plan, Thomson Township, MN
- Comprehensive Plan Update, Hudson, WI
- Downtown Master Plan, Clinton, IA
- Downtown Master Plan, Independence IA
- Comprehensive Plan, Lexington, MN
- Comprehensive Plan Update & Small Area Plan, New Prague, MN
- Comprehensive Plan Update, Hastings, MN
- Comprehensive Plan & Zoning Ordinance Updates, Dassel, MN





**Emily Herold, AICP**  
**Candidate**  
**ASSISTANT PLANNER**

Emily has experience in many disciplines within the planning and design realm, ranging from comprehensive plan production and community engagement to zoning administration. She is passionate about the experiential aspects of design and helping communities improve their built environments on small and large scales.

#### Education

B.D.A., Architecture, University of Minnesota-Twin Cities

#### Registration

American Institute of Certified Planners (AICP) Candidate

#### Selected Project Experience

- Parks, Recreation, and Open Space Master Plan, Scandia, MN
- Comprehensive Parks, Recreation, and Trails Master Plan, Austin, MN
- Parks Planning, La Crescent, MN
- Comprehensive Outdoor Recreation Plan and Comprehensive Plan Updates, Osceola, WI
- Zoning Administration, Lakeland, MN; Afton, MN; Pine City, MN; Shafer, MN; Amery, WI
- Comprehensive Plan Update & Small Area Plan, New Prague, MN
- Unified Development Code, Becker, MN
- Zoning and Subdivision Code Updates, Fairmont, MN
- Comprehensive Plan Update, Hudson, WI
- Comprehensive Plan & Zoning Ordinance Update, Dassel, MN



**Eleanor Brandt, PLA**  
**LANDSCAPE ARCHITECT**

Eleanor brings extensive expertise in parks and trails, cultural sites, construction documents and detailing, and construction administration. She has successfully managed a variety of projects, including the design of parks, signage, and site features; the replacement of trail bridges and enhancements; and the renovation of sports facilities. Eleanor's responsibilities have encompassed everything from conceptual design to construction documents, bidding, and construction administration, demonstrating her comprehensive project management skills and attention to detail.

#### Education

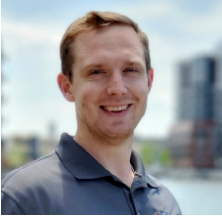
B.S., Landscape Architecture, University of Wisconsin-Madison

#### Registration

Professional Landscape Architect, MN, WI, IL  
Design of SWPPP, MN

#### Selected Project Experience

- Bruce Mine Headframe Park and Trailhead, Chisholm, MN\*
- Balsam Creek Bridge Replacement, Itasca County, MN\*
- Hibbing High School Cheever Field, Hibbing, MN\*



**Lucas Geiger, PLA, ASLA**  
LANDSCAPE ARCHITECT

Lucas is heavily involved in MSA's parks and recreation projects, site developments, and downtown designs. He has taken on a passion for urban planning and design in the hopes of helping communities activate spaces for the good of the public. Lucas' resume includes site inventory and analysis, concept development and master planning, site design and engineering, construction document preparation, and project management. He also leads 3D rendering and design efforts within MSA's Planning + Design Studio.

#### Education

B.S., Landscape Architecture, University of Wisconsin-Madison

#### Registration

Professional Landscape Architect, MN, WI, IL, TX  
American Society of Landscape Architects (ASLA)

#### Selected Project Experience

- Vilas Park, Madison, WI
- Beach Drive Resiliency Project, Fox Point, WI
- Milwaukee Yacht Club Redevelopment, Milwaukee, WI
- Waterfront Master Plan & Town Core Walkability Study, Dillon, CO
- Mandt Park, Stoughton, WI
- Swan Park, Beaver Dam, WI
- Fireman's Park, Verona, WI
- West Side Park and Leonard Leota Park, Evansville, WI
- Centennial Park Improvements, Hartford, WI
- Elm Street Plaza, Wisconsin Dells, WI
- Memorial Park Master Plan, Waverly, IA
- Gramercy Park Master Plan, East Dubuque, IL
- Great Sauk Trail Feasibility Study, Sauk County, WI
- Barron Streetscape Enhancements, Barron, WI



**Kyra Flynn**  
LANDSCAPE DESIGNER

Kyra recently joined MSA as a landscape designer. She has experience with a variety of projects including park design, master planning, educational hubs, planting plans, and splash pad design.

#### Education

B.L.A., Landscape Architecture, University of Wisconsin-Madison  
Environmental Studies Certificate, University of Wisconsin-Madison

#### Selected Project Experience

- Wade Bowl Park, Superior, WI
- Village Green Restrooms and Park Improvements, Oconomowoc, WI
- Fireman's Park Improvements, Campbellsport, WI
- Sauk County Farm Education Hub, Sauk County, WI\*
- Sun Prairie Public Library, Sun Prairie, WI\*

\*Denotes experience with a prior firm.



## CAPABILITIES



FROM START TO FINISH, WE'RE HERE TO HELP

How residents perceive the quality of life within their community can be attributed to the quality of parks and recreational facilities available to them. As new sports emerge, and as the population and age of Americans continues to diversify, the demand for both traditional and non-traditional recreational facilities surges. We look forward to the opportunity to partner with you and your community to make it the best place to live, play, and grow.

By designing with the end in mind, we're able to balance your goals with sound engineering principles – meaning the improvements we envision together are buildable, fundable and align with your short- and long-term priorities. Because we are a full-service team, you'll have access to experts who oversee all parts of the planning, design and construction process – all in-house, and all working in concert to deliver the solutions you seek. And since we're with you each step of the way, we get to know your project on a deep level, and that continuity helps minimize costly overruns and time spent getting new project team members up to speed.

## OUR EXPERTISE | WHAT WE DO

- ADA Audits
- Aerial Solutions
- Aquatic Facilities and Splash Pads
- Architectural Design
- Asset Management
- Athletic Facilities
- Campground Development and Infrastructure Design
- Community/Recreational Centers
- Comprehensive Park and Recreation Plans
- Conceptual Site Plans, 3D Renderings and Virtual Reality
- Educational Programming
- Funding
- Landscape Design
- Infrastructure Survey and Design
- Lighting Design
- Multimedia
- Park and Recreational Grant and Funding Administration
- Park Planning and Design
- Playground Safety Audits
- Public Engagement
- Recreational Trails, Bridges and Boardwalks
- Skate Parks
- Tree Inventories and Assessments
- Waterfront Improvements
- Wayfinding



## VISION PLAN

### SPECIALIZED KNOWLEDGE

#### Delivering Value — MSA's Planning + Design Studio

At MSA, we know every project begins with a clear and consensus-driven vision for the future. Our Planning + Design Studio has helped hundreds of communities and private organizations define their vision, obtain funding and implement improvements they seek. Our Studio members are active in the industry, and, because our planners are part of a multidisciplinary firm, they are able to engage our professional engineers and architects in the planning process to aid in the creation of sustainable, implementable plans—delivering even greater value to our clients.

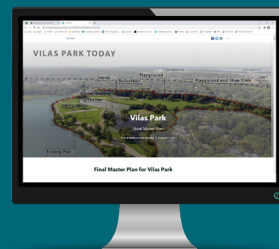
#### Maximizing Funds — Trust Us, We're Experts

We turn every stone in order to find both public and private sources to help you fund your project. We know the ins and outs of a wide variety of programs to help you maximize funding sources, manage timelines, and take care of the details to satisfy the fund requirements. With MSA's support, you can complete the projects you must, and deliver more of the projects you want, all while getting closer to the balanced, sustainable community you've always envisioned. Our dedicated funding specialists bring to the table a broad knowledge base of public funding sources.

## CONSENSUS BUILDING | COMMUNITY RELATIONS | STAKEHOLDER ENGAGEMENT

**Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs.**

At MSA, we believe that when planning a public project, it must be done with the public's advice and input. Our ability to create and implement effective, comprehensive public participation plans is one of the many reasons communities turn to MSA for their public engagement needs. We specialize in working alongside our clients and selecting the best available methods to hear the voices of many citizens through the process. The type and combinations of methods selected will ensure a balance of informing, consulting, involving, collaborating and empowering the public. that have been traditionally underserved.



Click the link below to view an ArcGIS StoryMap for our San Damiano Vision and Master Planning Process:  
<https://bit.ly/41sh9IU>



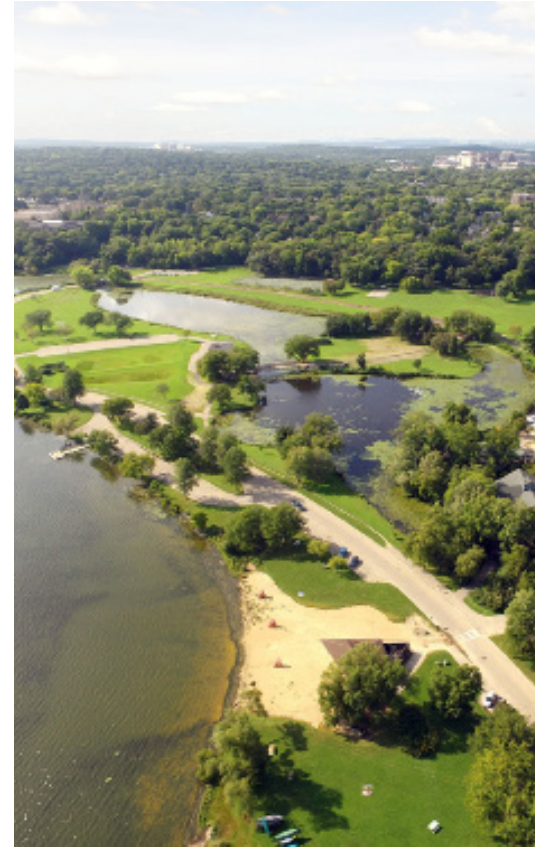


## EXPERIENCE WITH SIMILAR MASTER PLAN DEVELOPMENT PROJECTS

MSA has helped numerous clients meet this growing demand through the planning, development and revitalization of recreational amenities, including parks, waterfront developments, aquatic facilities, multi-use paths and athletic facilities. What makes a successful park and recreation facility or master plan? A successful master plan requires close collaboration with all stakeholders to identify goals and policies for park and recreational planning that fulfill the unique needs of the community. Throughout the development of each of these plans, MSA facilitates several meetings with key stakeholders, including community staff, board members, advisory committees and residents. MSA also hosts community open-house style events and develops surveys specifically geared toward giving residents a platform to provide feedback concerning desired park and recreation improvements. It's important all stakeholders are engaged to reflect a true community-based comprehensive plan.

The below list highlights some of our recent master plan projects. **Projects in orange represent projects we worked on from planning through design:**

- Water Trail Feasibility Study, Dayton, MN
- Parks, Recreation, and Open Space Master Plan, Scandia, MN
- Comprehensive Parks, Recreation, and Trails Master Plan, Austin, MN
- Parks Planning, La Crescent, MN
- Parks and Recreation Assessment, Pine City, MN
- Memorial Park Master Plan, Lexington, MN
- Robinson Park Master Plan, Pine City, MN
- **SouthTown Master Planning and Preliminary Design, Kalona, IA**
- Trails Master Plan, Hiawatha, IA
- Mitchell Park Master Plan, Guthrie Center, IA
- Lowe Park, Marion, IA
- Memorial Park Master Plan, Waverly, IA
- Park Master Plan, Waukon, IA
- **West Side Park and Leonard-Leota Park Improvements and Splash Pad, Evansville, WI**
- Savoy Parks Master Plan, IL
- Barber Park Master Plan, Mahomet, IL
- Kelly Park Master Plan, Arcola, IL
- Park Master Plan, Annawan, IL
- Gramercy Park Master Plan, East Dubuque, IL
- Vilas Park Master Plan, Madison, WI
- Carson Park Master Plan, Eau Claire, WI
- **Fireman's Park, Verona, WI**
- Birch Lake Park and Memorial Park Master Plan, Barneveld, WI
- 22-Acre Park Master Plan, Cottage Grove, WI
- 13-Acre Park Master Plan, Mahomet, IL
- Ervin Park Plan and Improvements, Tuscola, IL
- Hanzen Park Master Plan, Philo, IL
- **Village Forest Park, West Baraboo, WI**
- Park Master Plan, Germantown, WI
- 51 West Park Master Plans, Stoughton, WI
- Racetrack Park Master Plan, Stoughton, WI
- Mandt Park Master Plan, Stoughton, WI
- **Erb Park, Appleton, WI**
- Riverfront Park, Wisc. Rapids, WI
- **Wisconsin Rapids Aquatic Center, Wisconsin Rapids, WI**
- Webb Park, Reedsburg, WI
- Kautzer Park Master Plan Update, Nekoosa, WI
- **Swan Park and Splash Pad, Beaver Dam, WI**
- Baraboo River Corridor Water Trail Planning Project, WI
- Rowe Park Master Plan, Onalaska, WI
- Park Master Plan and CORP, North Freedom, WI
- Ellen Kort Peace Park Master Plan, Appleton, WI
- Park Master Plans, Ripon, WI
- Zingg Park Master Plan, Verona, WI
- Alonzo Park Master Plan, Hortonville, WI
- 51 West Park Master Plans, Stoughton, WI
- Crawford Park Master Plan, Caledonia, WI
- Municipal Zoo Master Plan, Wisconsin Rapids, WI
- Lincoln Park Zoo Master Plan, Manitowoc, WI
- Tee Naasak Park Master Plan, Stoughton, WI



## VILAS PARK MASTER PLAN

MADISON, WI

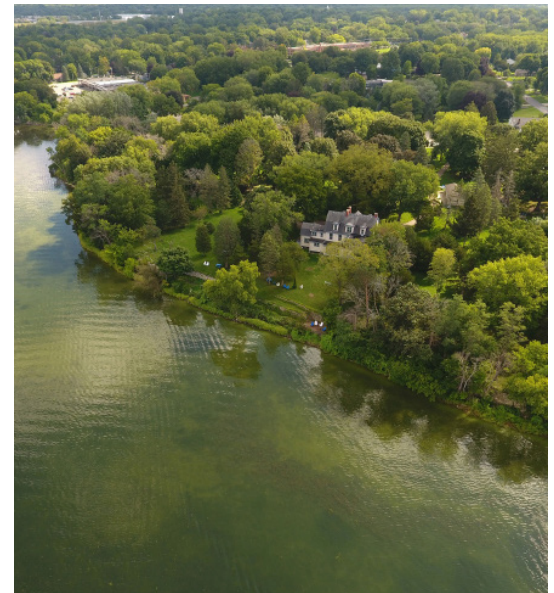
Vilas Park is one of Madison's oldest and well-loved parks. When William and Anna Vilas bequeathed the land to the City of Madison in 1906 "for the uses and purposes of a public park and pleasure ground," they gave the residents of the City a public open space that has well served countless users for over one hundred years. Named for their son, Henry Vilas, the park was designed by a well-known period landscape gardener, O.C. Simonds. His signature prairie landscapes with lagoon systems is still prevalent at Vilas and Tenney Parks in Madison.

Vilas Park is 45 acres along the shore of Lake Wingra. The original landscape was mostly bog land, which has been transformed into a meadow and lagoon open space with play areas, shelter/warming house for winter skating on the lagoon, trails and beach with beach house. A significant consideration for the future is the use of Vilas Park Drive, a collector road that cuts through the park. Originally, the Madison Park and Pleasure Drive Association oversaw the management and plan for Vilas Park in which Simonds planned a carriage path encircling the park. Today, the remnants of the carriage path design is still present in Vilas Park Drive.

MSA worked closely with the Madison Parks Division to gather valuable input from City of Madison staff, neighborhood residents, key stakeholders and potential funding partners to craft a grounded, attractive and implementable Park Master Plan. Significant analysis of the site includes design information such as a tree inventory, sedimentation and runoff, historical and cultural elements and pertinent relevant document review. The Master Plan will guide future park improvements over the next 100 years.

Master Plan link: <https://www.cityofmadison.com/parks/documents/VilasParkMPReportExecSummaryupdate5102021.pdf>





## SAN DAMIANO COMMUNITY VISION AND MASTER PLAN

### MONONA, WI

MSA was selected by the City to develop a community vision and master plan for the San Damiano property. The goals for this plan were simple: transform the San Damiano property into a regional community asset, while also preserving its historical significance. Partnering with Quinn Evans Architects, MSA worked closely with the City of Monona and the Friends of San Damiano, a local interest group, to define a clear, purposeful vision for the future development of the San Damiano property.

**First phase:** MSA performed a detailed site inventory and analysis. The team performed extensive research on the history of the site, archaeological resources, topography, soil conditions, floodplains and wetlands, wind and sun patterns, traffic counts, and vegetation. MSA inventoried each tree on the property, taking photos and recording their size, species, and current condition in an ArcGIS Online database. The purpose of this tree inventory was to provide the City with an interactive guide for future tree maintenance, removals, and plantings.

MSA focused heavily on community/stakeholder engagement through all phases of the planning process; hosting virtual interviews, in-person events, and online surveys allowed the team to gather an abundance of input on the future of the San Damiano property.

**Second phase (concept development):** MSA utilized information gathered through their site analysis research and public engagement efforts to develop three distinct design concepts for the San Damiano property. The main vision for the site, developed

using feedback from initial public engagement activities, is to create a community park with dedicated gathering spaces, more accessible paths, opportunities for passive recreation, and enhanced natural areas.

MSA came up with a final master plan for the site with alternate options. The final master plan includes an access pier from Lake Monona, paved walking paths through the site, a pebble beach, a nature-based play area, community garden beds, a paved parking lot along Monona Drive, and enhanced native planting communities around the site. This plan incorporates the original vision of the project perfectly; it creates opportunities for recreation, education, and community gathering for people of all ages during all four seasons, it preserves the existing natural tranquility of the site, it increases public access to the property and Lake Monona from both land and water, and it honors and celebrates the unique history of the property.

Implementation of this community vision and master plan will be a gradual process, broken down into five phases. A phased approach allows the City to establish a realistic timeline for developing the park, starting with the paving of parking areas and main walkways in Phase 1, introducing additional walkways and landscape improvements in Phase 2, improving and enhancing shoreline conditions in Phase 3, constructing an access pier from Lake Monona and gathering nodes around the site in Phase 4, and finally improving the existing Frank Allis House or replacing it with a new structure in Phase 5.

**ArcGIS StoryMap:** <https://storymaps.arcgis.com/stories/8153714d52ba440ebd0c90b0f1e9b354>



## STILLWATER BRIDGEVIEW PARK COURTESY DOCK

### STILLWATER, MN

The City of Stillwater, MN is looking to create a public courtesy dock at Bridgeview Park as part of the St. Croix River Loop Trail. The 300 – lineal foot dock is to include two fishing/observation piers for public use and side ties for boating access to the Shoddy Mill and Bergstein Warehouse interpretive site and Loop Trail to downtown. The river datum indicates that the elevation at the top of bluff is 692.5' and the low water elevation at 675', for an elevation change of approximately 17.5'. The courtesy dock is planned to be a floating system with steel pile pole anchorage. A gangway system will provide a fully accessible connection from the top of the bluff at the Mill to the floating dock.

MSA is providing upland and bathymetric survey, hydraulic modeling, structural marine engineering, and design. MNDNR and USACE permits will be required for the implementation of the dock and shoreline improvements for gangway and walk connections. MSA is working hand in hand with the regulatory agencies for an inclusively design public pier.



Courtesy dock location - Shoddy Mill (currently under restoration) and Bridgeview Park. St. Croix River and Loop Trail between parking lot and shoreline.



## REFERENCES

The following references are provided to demonstrate our expertise and experience in successfully completing similar projects.

### CITY OF LEXINGTON

#### **Bill Petracek, City Administrator**

P: (763) 784-2792

E: [bill.petracek@cityoflexingtonmn.org](mailto:bill.petracek@cityoflexingtonmn.org)

### CITY OF CHAMPLIN

#### **Daniel Glynn, Parks & Recreation Director**

P: (763) 923-7163

E: [dglynn@ci.champlin.mn.us](mailto:dglynn@ci.champlin.mn.us)

### CITY OF MAPLE LAKE

#### **Scott Hildebrand, City Administrator**

P: (320) 963-3611

E: [cityadmin@ci.maple-lake.mn.us](mailto:cityadmin@ci.maple-lake.mn.us)



## PROJECT UNDERSTANDING

The City of Dayton is seeking to update its Elsie Stephens Park Master Plan to create a cohesive design that integrates both existing and future amenities. This project aims to transform the park into a premier destination that highlights its unique riverfront location along the Mississippi River. The park spans over 21 acres and includes connections to regional trails and nearby parks.

The scope of work shall include the development of a unique park concept that builds upon the original master plan, thorough recommendations for equipment and amenities improvements, and a phased implementation plan with detailed cost estimates and timelines for each phase. The project shall also involve collaboration with City staff, key stakeholders, and community members to help provide the successful development and implementation of the plan.

## PROJECT APPROACH

### PHASE I – INVENTORY AND ANALYSIS

#### Task 1.1 Kick-off and Site Visit/Evaluation

Our team will hold a kick-off meeting with the City to confirm the project schedule and deliverables, as well as identify initial park needs. We will also visit Elsie Stephens Park to document current conditions and conduct an inventory of existing amenities, which will be included in the site analysis section of the master plan report.

#### Task 1.2 Site Analysis

Our team will create site analysis diagrams that highlight the existing conditions, utilities, opportunities and constraints of the park. This analysis will include details on soil conditions, slopes, and environmental factors such as wind and sun exposure. Scaled site plans will be developed and included in the master plan report.

#### Task 1.3 Public Engagement

Our team will hold meetings with City staff, key stakeholders and decision-makers as needed to identify priorities and concerns for the improvement of Elsie Stephens Park. This will include the establishment of the Master Plan Development Subcommittee,

which will meet monthly during the duration of the project to guide the creation of the park concept and master plan report document.

#### Task 1.4 Public Survey

Our team will work with City staff to create a brief public survey based on the goals and objectives identified in the initial visioning meetings. We will provide a link for the City to distribute as preferred, as well as a PDF file to create physical copies as needed.

#### Task 1.5 Pop Up-Meeting

Our team will lead a public open house event early in the process to collect initial park improvement ideas from community members. This task will include promotional materials, such as fliers and social media graphics, that the City can distribute through key channels.

#### Meetings

- Kick-off Meeting
- Public Open House Event

#### Deliverables

- Site analysis in PDF format
- Digital public survey and distribution link
- Open house promotional materials and event activities

### PHASE II – CONCEPT DEVELOPMENT

#### Task 2.1 Develop Concept Plans

Our team will create up to three (3) conceptual plans for Elsie Stephens Park, using insights from City staff, stakeholders, Master Plan Development Subcommittee, and community members to inform recommended improvements. Scaled concept plans will be provided for inclusion in the master plan report.

#### Task 2.2 Public Engagement

Our team will meet with City staff and the Master Plan Development Subcommittee to review the park concept plans and discuss preferred features and future direction. We will revise the concepts based on the recommendations received during these discussions.



### **Task 2.3 Work Session with the City and Staff**

Our team will present the revised concept plans and the draft master plan memo to the City and staff.

### **Task 2.4 Draft Master Plan Memo**

Our team will prepare a draft master plan memo that evaluates the park's existing conditions, outlines community engagement efforts, and describes the preliminary concept plans and recommended improvements.

### **Task 2.5 Public Open House**

Our team will host a pop-up engagement booth at a well-attended community event, allowing attendees to stop by at their leisure and provide feedback in an informal setting. This is often an effective way to engage with community members that may not otherwise attend a traditional City meeting or open house event.

#### **Meetings**

- Concept Review Meeting
- Pop-up Event

#### **Deliverables**

- Up to three (3) conceptual plans in PDF format and one hardcopy each for meeting and event
- Draft Master Plan Memo in PDF format

## **PHASE III – FINAL MASTER PLAN AND REPORT**

### **Task 3.1 and 3.2 Draft Master Plan and Draft Cost Estimate**

Our team will prepare a comprehensive draft master plan based on feedback from the City and public comments. The draft master plan will show improvements that are most preferred. We will prepare a preliminary cost estimate for recommended improvements that encapsulates the quantity and cost of items needed in specific areas of the park. The estimate will be used to establish a project budget and potentially develop implementation phasing to meet funding availability.

### **Task 3.3 Refined Master Plan Memo**

Once the park concept plan is finalized, our team will finish compiling the master plan memo. This document will outline all

relevant elements of the project process, including but not limited to: Existing Conditions Analysis; Concept Plans; and the Master Plan Phasing and Cost Estimate. The Existing Conditions Analysis section will document the current site conditions, analysis of those conditions, and opportunities and constraints of the site. The memo will include potential project phasing and related budget cost.

### **Task 3.4 Draft Master Plan Presentation**

Our team will meet with the City and staff to present the draft master plan for final comments prior to project completion.

### **Task 3.5 Final Master Plan and Memo**

Our team will modify the final park master plan, potential phasing diagram, and memo based on the feedback gathered. We will submit the documents for one (1) last review prior to adoption.

### **Task 3.6 Presentation of Final Master Plan and Report**

Our team will present the final park master plan memo, inclusive of a global budget with potential phasing and related cost to each, to close out the planning effort for Elsie Stephens Park. The presentation will be in PowerPoint with a hard copy print of the site plan for display.

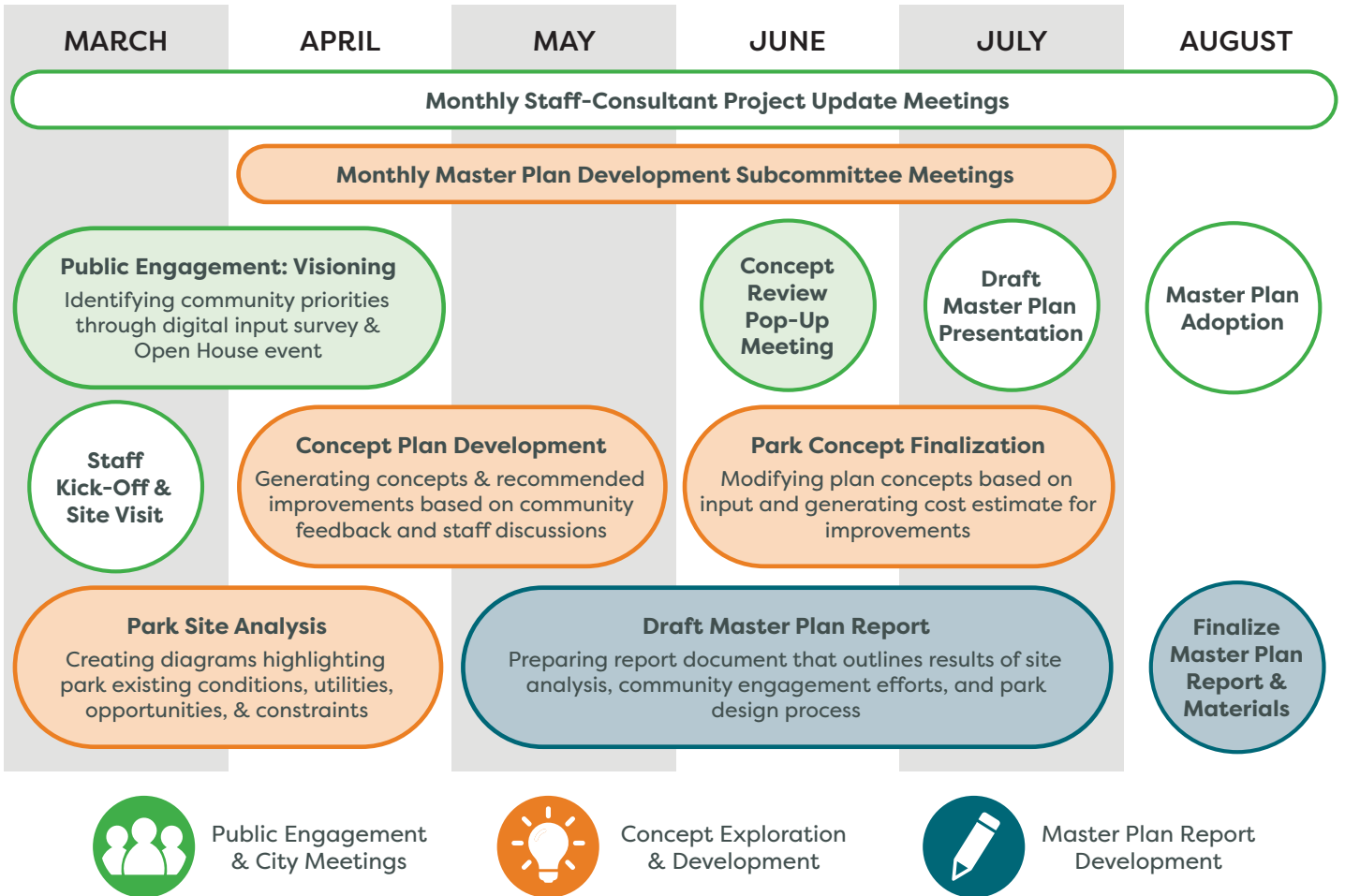
#### **Meetings**

- Draft Master Plan Presentation
- Presentation of Final Park Master Plan and Memo

#### **Deliverables**

- Draft Cost Estimate in PDF format
- Draft Master Plan in PDF format and one scaled hardcopy print
- Draft Master Plan Memo in PDF format
- Final Master Plan in PDF format and one scaled hardcopy print
- Final Master Plan Memo in PDF format
- Master Plan Presentation in PowerPoint format

## TIMELINE TO COMPLETE DEVELOPMENT





Dayton Elsie Stephens Park Master Plan Update								
Team Member Team Role Hourly Rate	Dan Williams Project Manager \$200	Eleanor Brant Landscape Arch \$120	Kyra Flynn Site Designer \$105	Claire Stickler Park Planner \$155	Emily Herold Assist. Planner \$120	Raine Gardner QA/QC \$250	Total	
PHASE 1 - INVENTORY AND ANALYSIS								
Task 1.1 Kick-off and Site Visit/Evaluation	4	4	4	0	0	0	12	
Task 1.2 Site Analysis	2	4	8	2	2	1	19	
Task 1.3 Public Engagement	0	4	4	4	4	0	16	
Task 1.4 Public Survey	1	2	4	2	4	1	14	
Task 1.5 Pop-up Meeting	1	4	4	4	4	0	17	
Subtotal Hours	8	18	24	12	14	2	78	
Subtotal Fees	\$1,600	\$2,160	\$2,520	\$1,860	\$1,680	\$500	\$10,320	
PHASE 2 - CONCEPT DEVELOPMENT								
Task 2.1 Develop Concept Plans	8	24	40	2	4	1	79	
Task 2.2 Public Engagement	0	4	4	4	4	0	16	
Task 2.3 Work Session with City and Staff	2	4	4	4	0	0	14	
Task 2.4 Draft Master Plan Memo	2	8	24	2	16	1	53	
Task 2.5 Public Open House	0	4	4	4	4	0	16	
Subtotal Hours	12	44	76	16	28	2	178	
Subtotal Fees	\$2,400	\$5,280	\$7,980	\$2,480	\$3,360	\$500	\$22,000	
PHASE 3 - FINAL MASTER PLAN								
Task 3.1 Draft Master Plan	4	16	40	0	8	2	70	
Task 3.2 Draft Cost Estimate	1	4	8	1	0	1	15	
Task 3.3 Refined Master Plan Memo	2	8	8	2	12	1	33	
Task 3.4 Draft Master Plan Presentation	0	4	0	4	0	0	8	
Task 3.5 Final Master Plan and Memo	4	8	40	2	8	1	63	
Task 3.6 Presentation of Final Master Plan and Report	0	4	0	4	0	0	8	
Subtotal Hours	11	44	96	13	28	5	197	
Subtotal Fees	\$2,200	\$5,280	\$10,080	\$2,015	\$3,360	\$1,250	\$24,185	
						Subtotal	\$56,505	
						Reimbursables	\$2,000	
						Total	\$58,505	

## LEVEL OF STAFF PARTICIPATION

Dan Williams - 100% as the project manager, Dan will be involved in all aspects of the project.

Eleanor Brandt - 90% as a landscape architect she will be involved heavily in the technical aspect of the project.

Kyra Flynn - 90% as a landscape designer she will be involved heavily with Eleanor and Dan on the technical aspects of the project.

Claire Stickler - 50% as a planner, Claire will be involved in the public engagement and master plan development meetings.

Emily Herold - 30% as a planner, Emily will be involved with the public engagement portion of the project.

Raine Gardner - 15% as QA/QC, Raine will be involved in the project for high level review and extensive technical knowledge.

Lucas Geiger - 25% as a Landscape Architect, Lucas will provide high level technical oversight for the project.

**IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.**  
ELSIE STEPHENS PARK MASTER PLAN UPDATE | DAYTON, MN | JANUARY 17, 2025

