AGENDA CITY OF DAYTON, MINNESOTA 12260 So. Diamond Lake Road, Dayton, MN 55327 Monday, June 24, 2024 <u>REGULAR MEETING OF THE PARKS COMMISSION: 6:30 P.M.</u>

To Participate in the Meeting, Please see 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 May 7, 2024
- 6:35 **OPEN FORUM** Limited to 3 minutes for non-agenda items; state your name and address; No action will be taken and items will be referred back to staff and/or Council.

COUNCIL UPDATE

REGULAR MEETING

- B. Tree City USA Program
- 6:55 **C.** Veterans Park
- 7:10 **D.** Jon Sevald Planning Update
- 7:25 E. Park Improvement Projects 2024 Update
- 7:40 **F.** Leathers Park Update

NOTICES AND ANNOUNCEMENTS

G. Next Park Commission Meeting

Parks meeting scheduled for August 6th, 2024

7:55 ADJOURNMENT

6:40

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 MAY 7, 2024 PARKS COMMISSION MEETING CITY OF DAYTON, MINNESOTA

I. CALL TO ORDER at 6:30 PM

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

Absent:

City Council Member Present: Travis Henderson

Also in attendance: Public Works Superintendent, Marty Farrell; Activity Center Coordinator, Danielle Higgins; Community Development Director, Jon Sevald

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF AGENDA

MOTION: Knutson motioned, seconded by Pikal, to approve the agenda as presented/amended. Motion carried unanimously.

IV. CONSENT AGENDA

A. Approval of Park Commission Minutes from April 2, 2024.

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

V. OPEN FORUM

No one present for open forum.

VI. COUNCIL UPDATE

Henderson updated the Commission on Council items. Henderson stated that the chip and fog-seal project was discussed at the last Council meeting. This item was tabled due to the request for additional information. There was discussion about ballot questions, garage sizes, and driveway aprons. There was approval for the awarding of the contract for a ditch stabilization project. There were a couple of Public Hearings regarding some Interim Use Permits.

VII. REGULAR MEETING

B. Veterans Park Discussion

Farrell reminded the Parks Commission that at the last meeting the suggestion of a tribute to veterans was brought up. Farrell asked for direction as to what the tribute should include. Staff has had some contact with Magnus, who plans to incorporate a memorial on their property. Farrell is unclear as to whether or not a partnership can be formed for the undertaking.

Additional conversation ensued.

Baines stated that he would support a tribute to veterans if it is supported by a veteran or a committee of veterans rather than it being driven by the Parks Commission. Henderson stated that the Parks Commission should champion the idea and bring in a veterans' organization to correlate with it. Farrell stated that it is easier to "sell" a project that is organized and gives the appearance of a firm commitment.

Henderson suggested a subcommittee. Baines suggested a focus group. Lingard suggested a quiet contemplative space. Farrell suggested a scalable area that could start small and increase over time.

Baines stated that perhaps re-naming an existing park, or using a portion of an existing park, but being on the water is important. Cole suggested that Elsie Stehpens would be the perfect place. Additional conversation ensued.

C. Potential Park Land Acquisition Discussion

Farrell stated that there is an opportunity to purchase a small piece of land from a developer. There is potentially a lot of wetlands on the site. Farrell stated that there is also an HOA-owned out lot on Brayburn Trails that also has a lot of wetlands on it. Farrell projected some images to demonstrate where the lots are located.

Cole stated that it is definitely worth getting a purchase price. Lingard concurred. Lingard stated that anytime the opportunity presents the ability to put a trail in a natural area, it's a win.

Baines asked if there have been any discussions with Maple Grove about trails. The answer is no.

Pikal stated that after looking at several images of the lots, they are pretty swampy. Pikal asked how the water would impact a boardwalk. Farrell stated that there would need to be some engineering studies, and that would come much later in the process. Pikal stated that he's in favor of investigating the potential cost. Baines stated that he recommends extreme caution.

D. Elsie Stephens Park Signage Recommendation

Farrell stated that Staff would like some direction on the type of sign the Parks Commission would like to install for Elsie Stephens Park. Farrell stated that this is a premiere park, and the sign should reflect that fact. Farrell also asked for the potential placement of said sign. There is \$40,000 allotted for the sign.

There was consensus to install the new sign at the new entrance. There was also consensus to use a really nice sign with lights. Additional conversation ensued.

With regard to placement of the new sign, there was consensus to put it in the median rather than on the right or left side of the entrance.

With regard to lighting, Cole asked if solar lighting could be considered. The answer is yes.

E. Construction Plans Update

Farrell stated that the bid documents should be complete for the May 28th Council Meeting. Farrell stated that he would email the bid documentation to the Parks Commission for review. The bids are for lone Gardens, Cypress Cove, and Elsie Stephens.

Farrell stated that he'd like to move the June 4th Parks Commission Meeting to June 20th. The bids should be approved at the following City Council Meeting. Construction will hopefully begin July 5, 2024.

There was discussion about skipping the July Parks Commission Meeting. Baines stated that they have eliminated summer meeting altogether in the past.

Several Commissioners are unable to commit to a June 20th meeting. There was consensus to meet on June 24, 2024. There will be no July Parks Commission Meeting.

VIII. NOTICES AND ANNOUNCEMENTS

- F. Next Park Commission Meeting June 24, 2024.
- G. Farrell stated that Matt Trost sent an email requesting that he make the Park Commission aware a City Council Member floated the idea of foregoing park dedication land with new developments. This means that rather than taking land, the City would just take money that would be used to buy land someplace else. Councilmember Trost would like for the Parks Commission to weigh in on this idea.

Farrell requested that the Parks Commissioners give this some thought and be prepared to share those thoughts at the next meeting. Every Commissioner stated that without question, take the land. Farrell stated that there is no need to bring it back to the next meeting, since everyone agrees to take the land.

IX. ADJOURNMENT

MOTION: Pikal motioned, seconded by Lingard, to adjourn the meeting at 7:55 p.m. Motion carried.

Respectfully submitted,

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



PRESENTER: John Knutson

ITEM: Tree City USA Program

PREPARED BY: Danielle Higgins

POLICY DECISION / ACTION TO BE CONSIDERED: Discussion on obtaining the "Tree City USA" designation.

BACKGROUND: Commissioner Knutson proposed to staff about obtaining the Tree City USA designation for the City of Dayton. The Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides the foundational framework necessary for communities to manage and expand their tree cover. The Tree City USA program has helped more than 3,600 communities across the country build out their urban forests.

CRITICAL ISSUES: N/A

BUDGET IMPACT: None.

RECOMMENDATION: None.

ATTACHMENT(S): Overview of the Tree City USA program.

Creating greener communities nationwide

Cooler temperatures. Cleaner air. Healthier residents.



The benefits trees bring to urban environments are endless — and by meeting the four Tree City USA standards, your community can experience them firsthand.

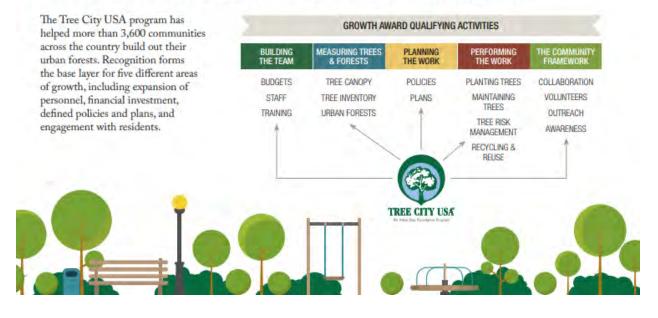


PROGRAM SUMMARY

The Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides the foundational framework necessary for communities to manage and expand their tree cover.

Program applications are completely free. Many cities renew their Tree City USA status every year, making them eligible for a Growth Award and other urban forestry opportunities.

THE FOUNDATION OF URBAN FORESTRY PROGRAM DEVELOPMENT



STANDARDS FOR RECOGNITION

To receive recognition, a community must meet four core standards for its public trees:

Standard 1: Form A Tree Board Or Department

Delegating responsibility for city- or town-owned trees is the first official step to becoming a Tree City. By forming a tree board or department, cities can create a more organized and effective urban forestry plan.

Standard 2: Establish A Tree Care Ordinance

A public tree care ordinance assigns clear authority over public trees and provides clear guidance for planting, maintaining, and/or removing trees from streets, parks, and other public spaces.

Standard 3:

Maintain A Community Forestry Program With An Annual Budget Of At Least \$2 Per Capita

Your community most likely already spends at least \$2 per capita on the planting, care, and removal of trees. This is intended to demonstrate an ongoing investment into your public trees.

Standard 4: Proclaim and Observe Arbor Day

Celebrating Arbor Day and passing an official holiday proclamation helps create pride for your city's entire urban forestry program.



BENEFITS OF RECOGNITION

By becoming a Tree City, your community will:

- Receive flags, signs, and other materials to proudly display your award
- Educate residents about the value of trees and green space
- Gain national recognition for your commitment to environmental stewardship
- Create a cleaner, healthier, and more beautiful urban landscape



GETTING STARTED

Interested in joining, but not quite sure where to begin? It's as simple as following these five steps!

- 1. Make the case to friends and leaders in your community
- 2. Contact your state's urban and community forestry coordinator
- 3. Work together to fulfill the four Tree City USA standards
- 4. Celebrate Arbor Day
- 5. Submit your free application!



PRESENTER: Marty Farrell

ITEM: Veterans Park

PREPARED BY: Danielle Higgins

POLICY DECISION / ACTION TO BE CONSIDERED: Discussion of locations and design of Veterans Park.

BACKGROUND: At the April 2, 2024 Park Commission meeting Chairman Baines wished to discuss the possibility of having a Veterans Park in the City of Dayton. Commissioner Pikal sent an email to staff of what he envisions a Veterans Park/Memorial to be. Staff have added it to the June 24, 2024 Agenda as a discussion item to get feedback on Pikal's ideas.

Staff have discussed adding a question to the resident survey that was approved by the City Council recently. This survey is anticpated to be conducted by a specialist contractor in the next couple of months. Staff would like to get the results from this survey before launching a separate request for interest and volunteers to help with the effort.

CRITICAL ISSUES: N/A

BUDGET IMPACT: None.

RECOMMENDATION: None.

ATTACHMENT(S): Commissioner Pikal's Veterans Park ideas.



Location selected: Elsie Stephens Park – Red X designated area

Ideas for this would be the following:





| | | | | | | | and the second s | | |
|---|---|--|------------------------------|--|-----------|--|--|--|--|
| | × | K X | * * | ¥¥ | * * | | | | |
| | EDWARD O PFC 263 AERO NOV 1896-M/ | SQD WWI | ARMY PILO | EN HISCOCK T, VIETNAM /23/71 KIA | 100TH INF | ACKINSON ANTRY DIV (1944-1945 | | | |
| | ALLEN D DE N U.S. NAVY COMDES | 1967-1971 | U.S. / | IUDIK ARMY 1965-1966 | U.S. NAVY | TH LOW SR. 7 1940-1970 DREAN WAR | | All international and the second seco | |
| | LARRY W. U.S. ARMY GERMANY | 1967-1970 | U.S. NAVY | NORMANDIE 1966-1969 MES DD-780 | U.S. NAVY | W. SCOTT (1942-1945 MBIA CL-56 | | | And Allowing States Angung Sta |
| U.S | Y R. WHITE ARMY i-1967 | U.S. AIR | GE VAVERIS FORCE -1970 | ADMIRAL " US NAVY CMDR 7TH F | 1941-1978 | STEVEN M. ECKHARDT SP5 U.S. ARMY SEP 1965-SEP 1968 | | | |
| PFC JAMES M. DUNFORD U.S. ARMY 2003-2007 IRAQ 2005-2006 | | SGT T.R. HNATUSKO USAF 1966-1970 | | PFC R. HNATUSKO U.S. ARMY WWII | | . JOSEPH A. TORRES U.S. ARMY KOREA 1953-1955 | | | |



ITEM:

Development Concept Plans

APPLICANT:

Bluestone Properties BK Land Development Sundance Development Pulte Group

PREPARED BY:

Jon Sevald, Community Development Director

POLICY DECISION / ACTION TO BE CONSIDERED:

Determine consistency with Comprehensive Park Plan

BACKGROUND:

The City received four concept plans for development. A Concept Plan is intended to solicit comments and recommendations by City Councilmembers and Commissioners. There is no formal approval or denial. Concept Plans were reviewed by the Planning Commission on June 6th, and will be reviewed by the City Council on June 25th.

CRITICAL ISSUES:

Bluestone Properties

45 units, single-family

- Easement for trail along south North Diamond Lake Road?
- Easement for trail along Diamond Lake?
- Tot Lot?
- Public Lake Access?

Shaney Parcel

13 units, single-family.

- Easement for trail along north North Diamond Lake Road?
- Easement for trail along Laura Lake?
- Neighborhood Park on north shore of Lake Laura?
- North-south trail along street?

DCM Farms

200-400 units, single-family, townhomes, apartments, and commercial/retail.

- Area 21 park in NW corner
- North-south trail between Area 21 and Elm Creek Park?
- Internal neighborhood trail?

<u>Pulte</u> 42 units, single-family.

- Three Rivers Park regional trail along north Territorial Road.
- Easement for trail along East French Lake Road?
- Tot Lot vs sport court?

COMMISSION REVIEW / ACTION (IF APPLICABLE):

Provide recommendations and comments related to parks and trails

RELATIONSHIP TO COUNCIL GOALS:

Planning Ahead to Manage Thoughtful Development Preserving our Rural Character Create a Sought After Community

BUDGET IMPACT:

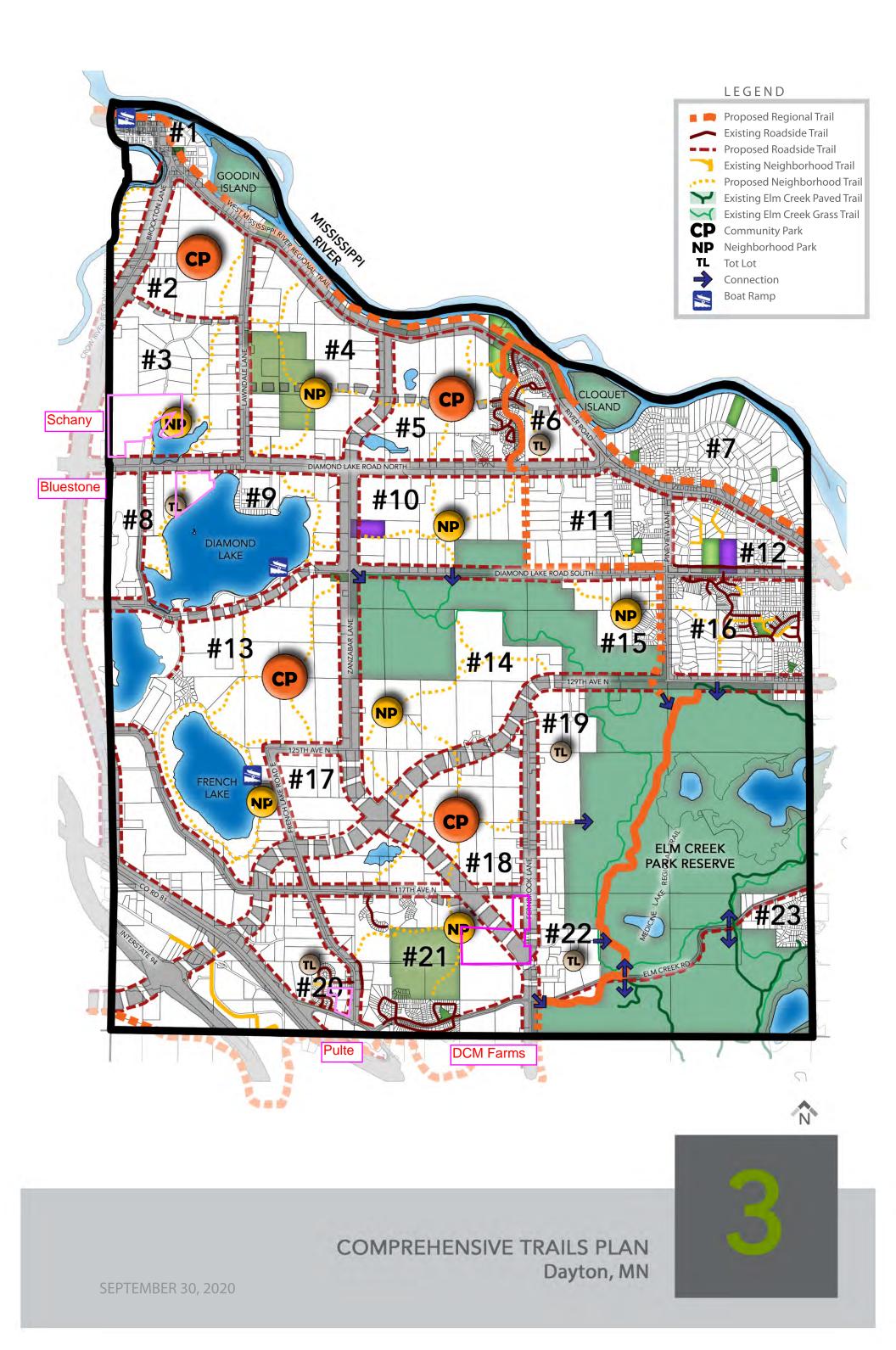
N/A

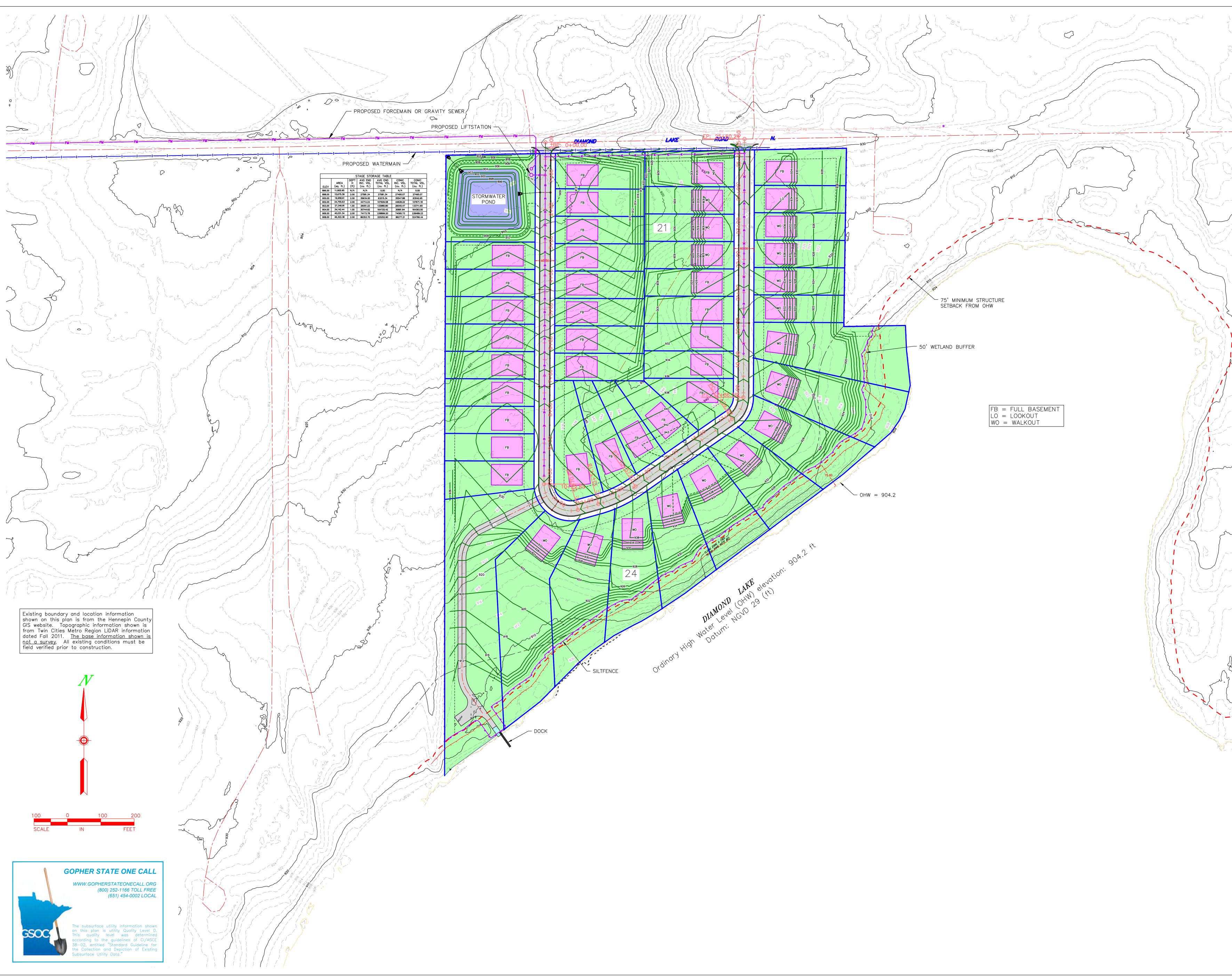
RECOMMENDATION:

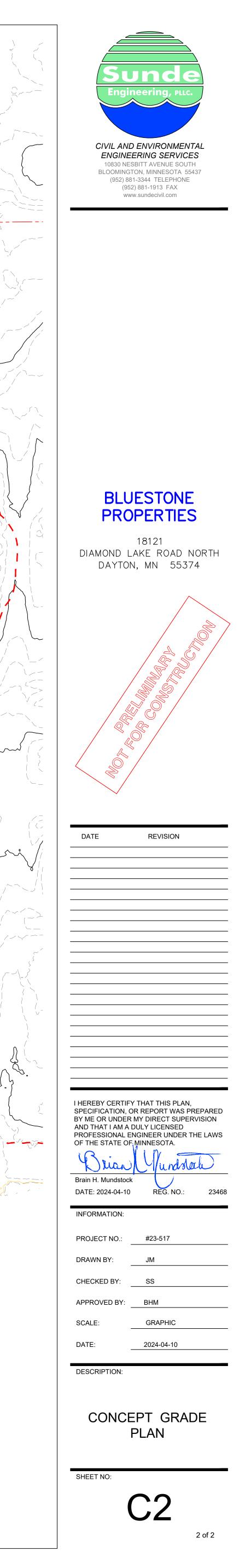
| Bluestone: | Trail along (1) Diamond Lake, (2) North Diamond Lake Road. Park at existing homestead utilizing three existing accessory structures (stage, outdoor kitchen, bar). |
|------------|--|
| Schany: | Trail along (1) North Diamond Lake, (2) consideration of trail along Thicket Lane. Neighborhood Park on Laura Lake. |
| DCM Farms: | Land for Area 21. Trail connections to Area 21 & Elm Creek Park. Internal loop trail system. Passive park at commercial/retail area (e.g. plaza, seating, water feature, artwork). |
| Pulte: | Trail along north Territorial Trail, west East French Lake Road, sprot court. |

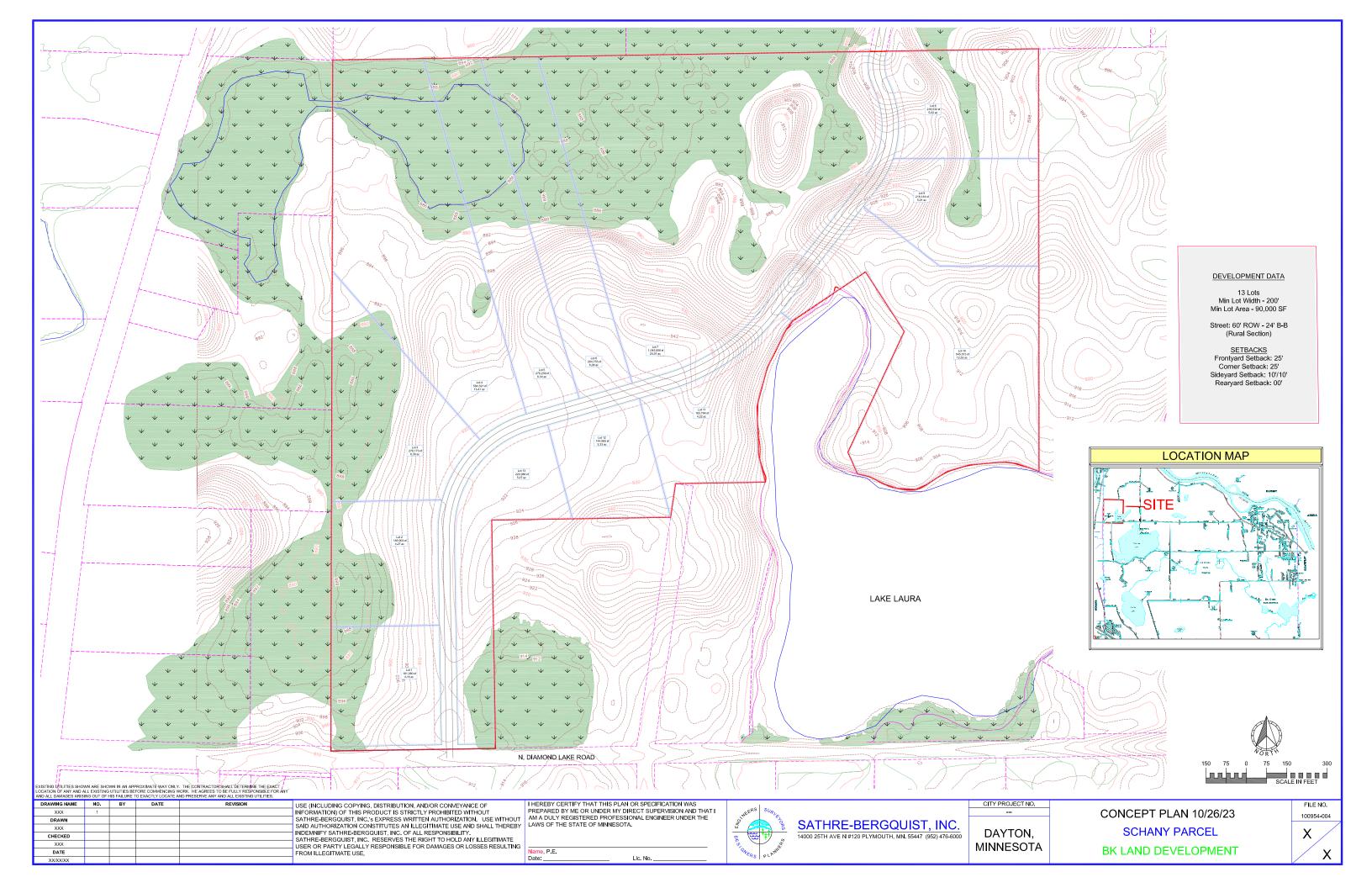
ATTACHMENT(S):

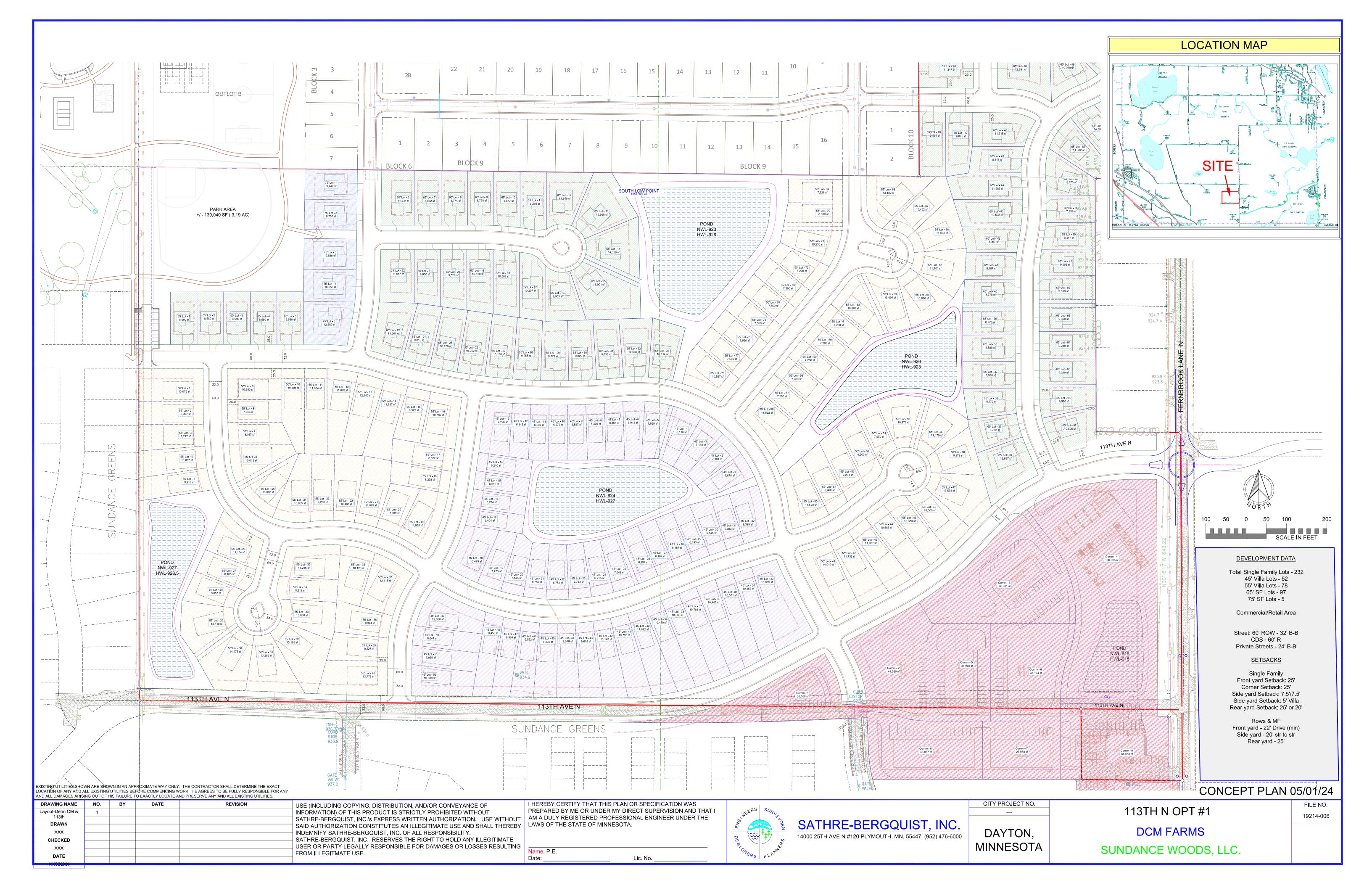
2040 Comprehensive Plan, Trails Plan Concept Plans

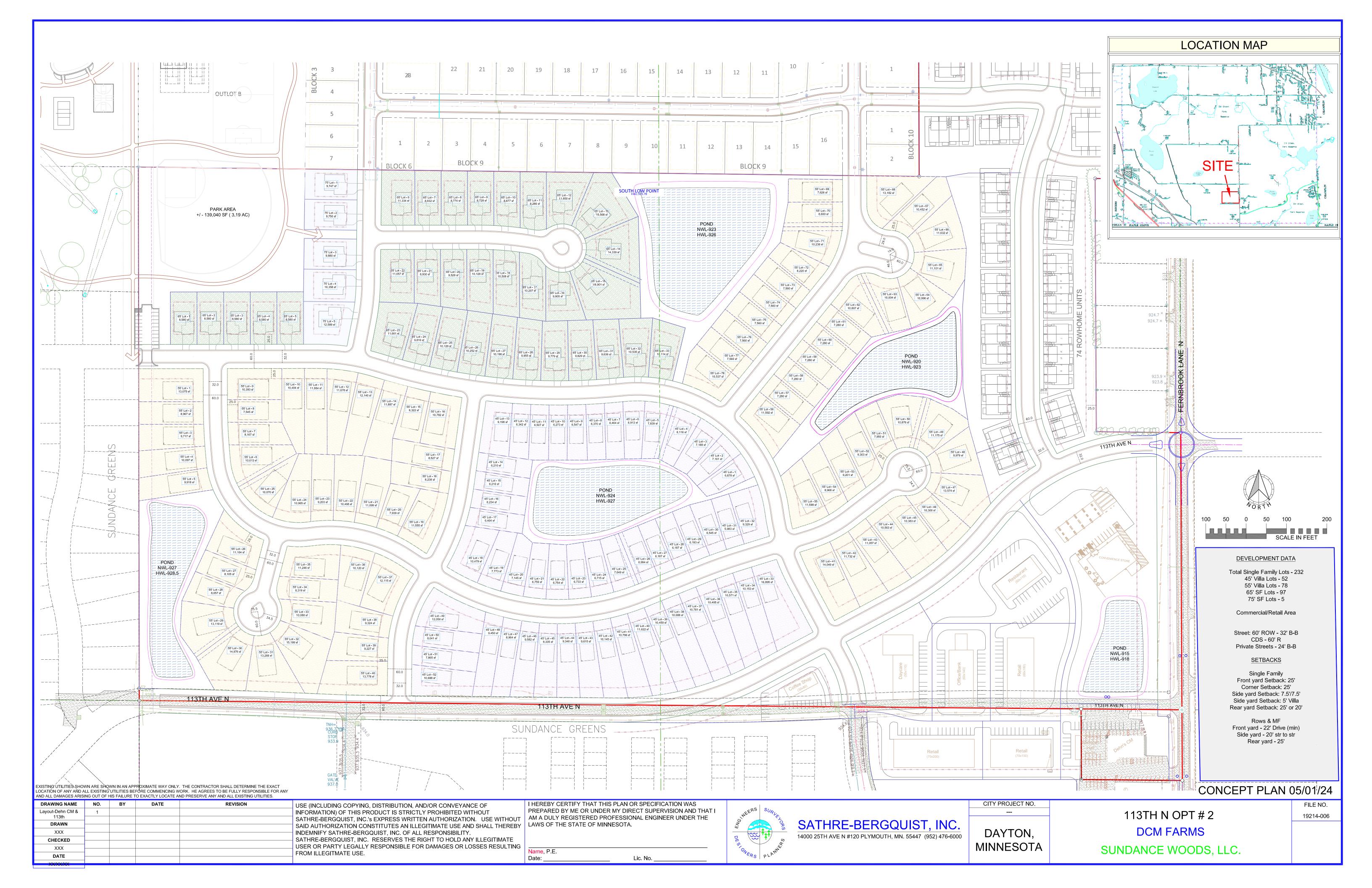


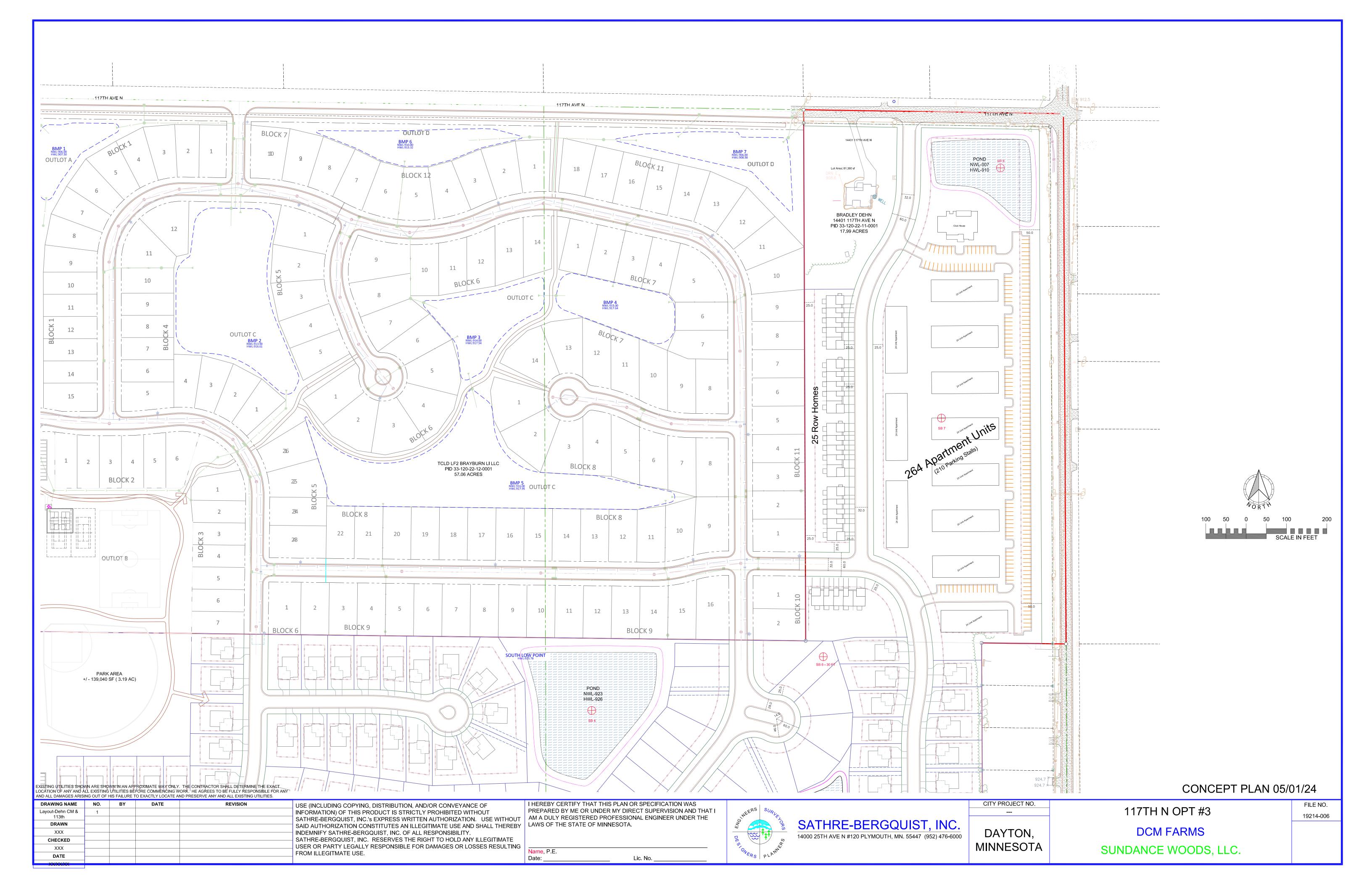


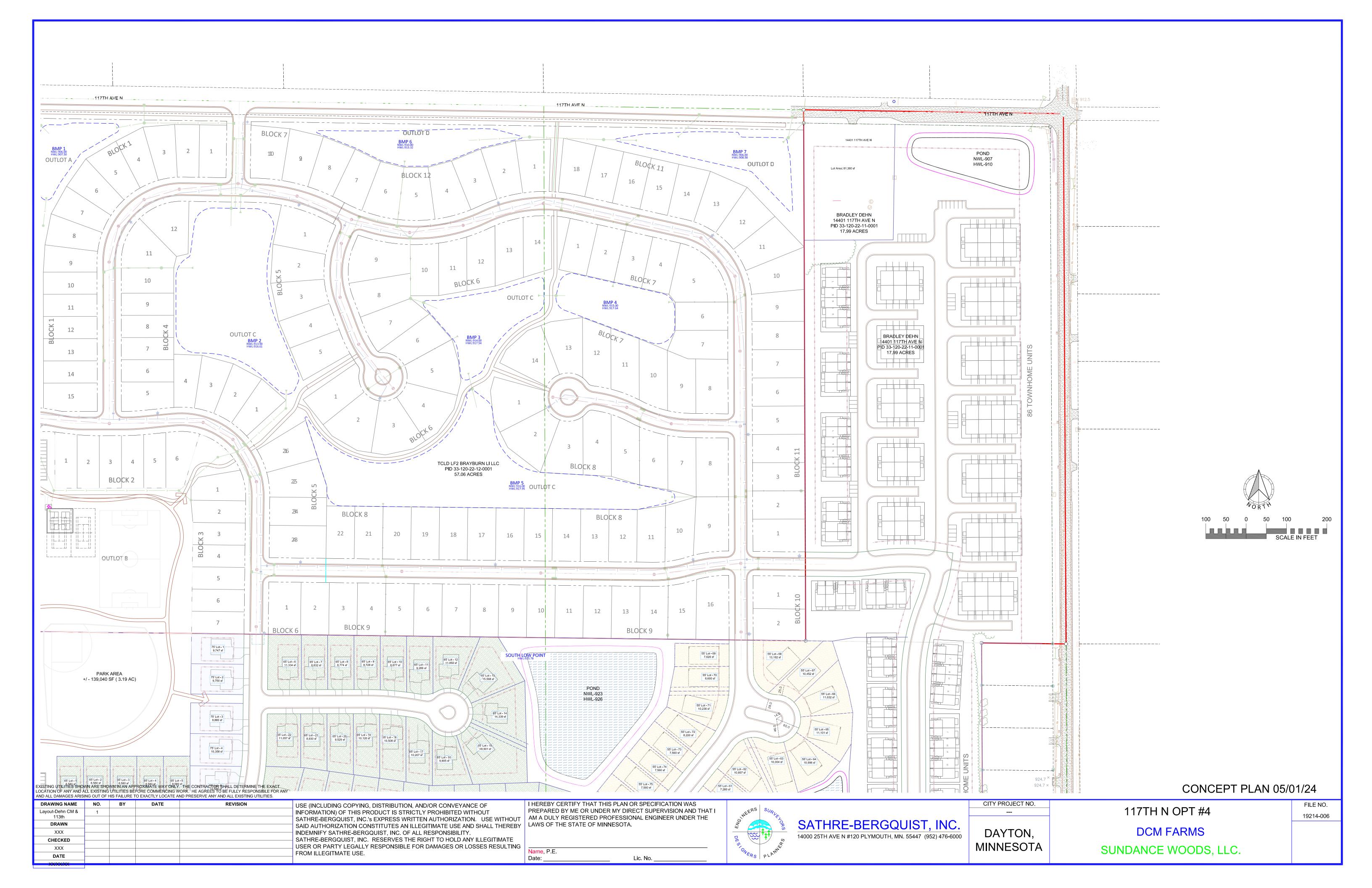


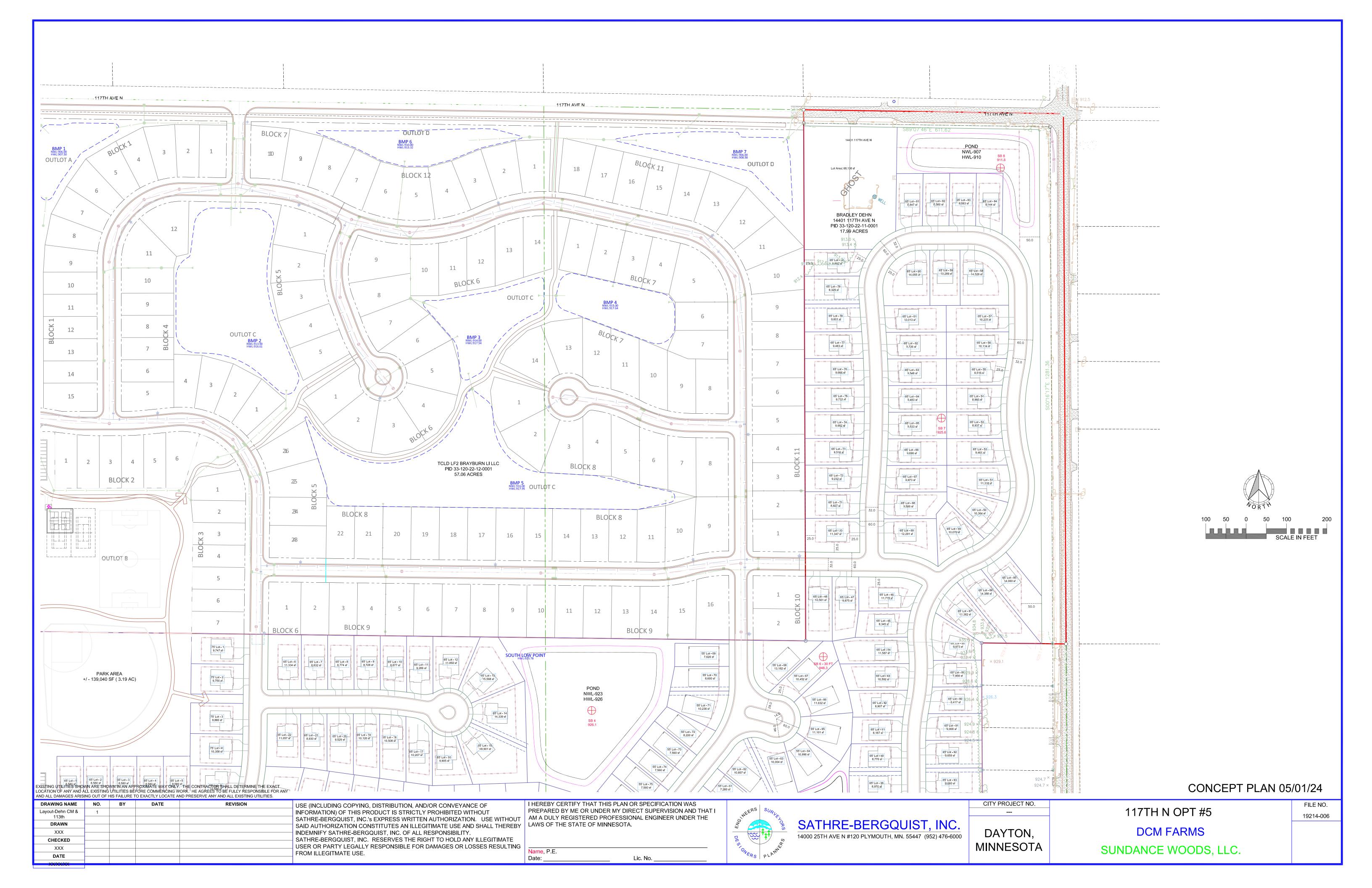


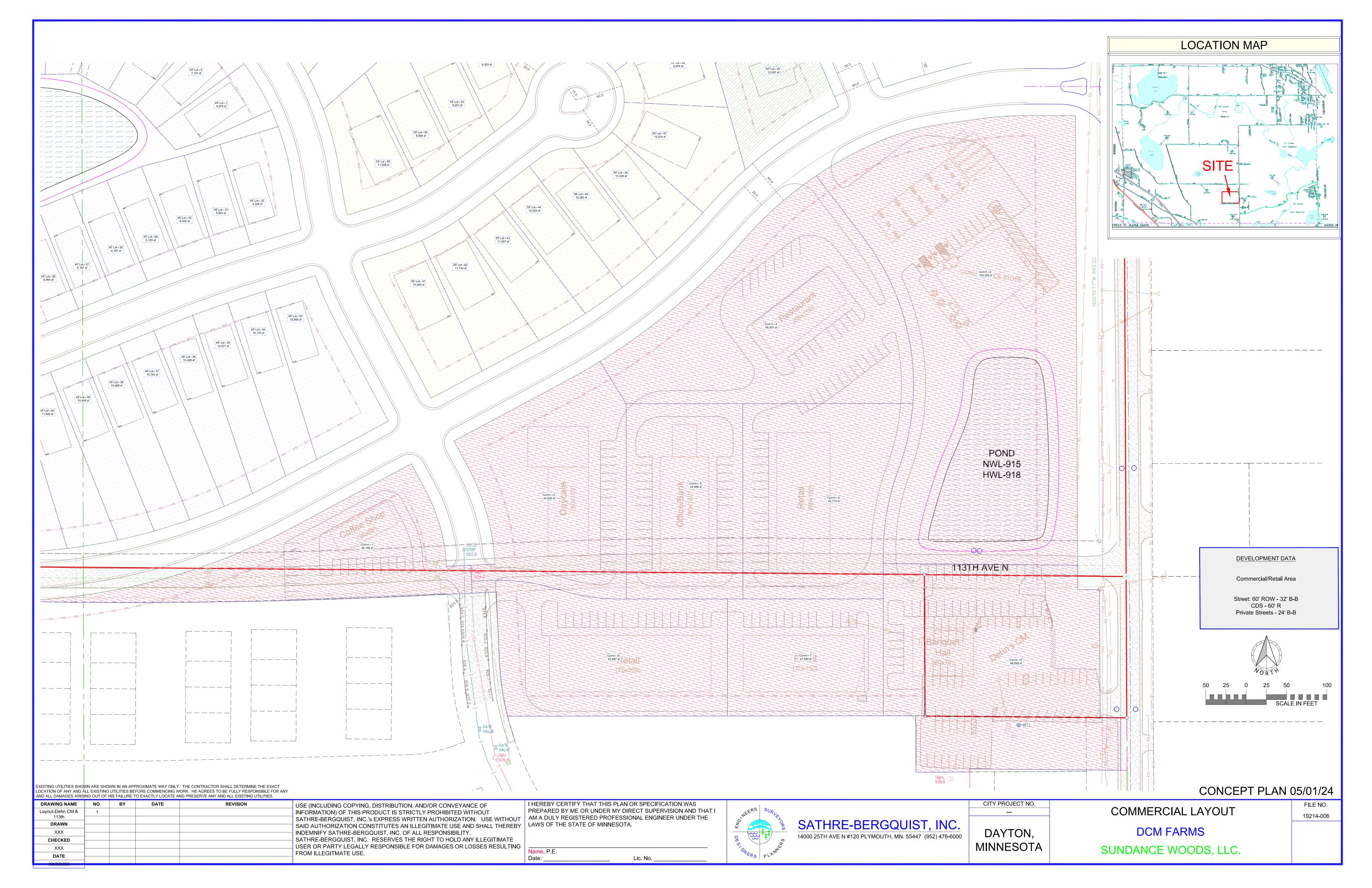
















PRESENTER: Marty Farrell

ITEM: Park Improvements 2024 Update

PREPARED BY: Marty Farrell

POLICY DECISION / ACTION TO BE CONSIDERED: Update on Park Improvements 2024 Project.

BACKGROUND: Subsequent to Park Commission approval City Council approved the development of bid documentation for the Park Improvements Projects 2024, at the March 26 2024 Council Meeting, a timeline was agreed upon with Paul Kangas the Landscape Architect. Subsequently Paul was unable to produce the documentation within the agreed timeline and proposed a revised timeline which would put off construction to 2025.

Staff have been working with Paul Kangas to determine if there are any elements that can be constructed in 2024, and have identified 2 potential items irrigation installation at Elsie Stephens Park and Ione gardens (Hayden Hills Park, Sundance Greens and River Hills have been identified as additional Parks that would benefit from irrigation, but were outside of the PIP2024 project, they have been included in the bid documentation and have been allocated funding outside of the PIP2024 budget). Staff expect this can be achieved this summer and Fall, and bid documentation for this is being developed. The North pedestrian bridge has also been identified for construction in the Fall of 2024, Paul Kangas is also working on the bid documentation for this structure, for construction in the Fall of 2024.

Council Member Salonek has also been pursuing including a picnic shelter and band shell for inclusion in this year's construction effort.

CRITICAL ISSUES: N/A

BUDGET IMPACT: None.

RECOMMENDATION: None.

ATTACHMENT(S): Letter from Paul Kangas, with revised timeline.

INSIDE OUTSIDE ARCHITECTURE, INC.

22 May 2024

City of Dayton

Attn: Martin Farrell – Public Works Director 13700 Zanzibar Lane North Dayton, MN 55327

Marty:

I'm following up on our conversation last week regarding the next park development project we refer to as the Dayton Parks Improvement Project (PIP 2024). Thave been concerned about the timing of the project for a long time and have repeatedly brought up the challenges I thought we were facing in rushing this project to bid. We are now in a situation where we are unable to meet your stated goal of starting construction this year.

It's important to remember the timing of the most recent meetings that were held as we moved forward with the project.

| Feb 22, 2024 | Neighborhood Meeting |
|----------------|--|
| Feedback fr | rom neighbors and preferred park concept and elements |
| March 4, 2024 | Parks Commission Meeting |
| Recommen | ded preferred design and prioritization of amenities to Council. |
| March 26, 2024 | City Council Meeting |
| Cost review | and authorization to prepare construction documents. |

The timeline you and Zach requested earlier this year was significantly shorter than the most aggressive timeline I was able to recommend. Although IOA initially agreed to attempt to meet your timing goal, it is now apparent we are unable to do so. In hindsight, we should never have agreed to attempt the timeline ... it was unrealistic for a project of this size.

This project budget is over \$1.5 million to be spent on three different parcels. A normal time frame to complete CD's would be 3-4 months. Projects typically also go through a design development (DD) phase of 6-8 weeks where the project transitions from loose concept drawings to more refined, CADD drawn design. The DD phase was missing from this project as Staff wanted to get out to bid as quickly as possible. We also did not have clarity on the preferred concept until mid-March. Other complicating factors for this project include:

- 1. Funding challenges and evolution of park elements.
- 2. Construction schedule for roads/utilities for Brayburn East.
- 3. Potential development of Sundance GC affecting the south half of PSA 21 park site.
- 4. Elm Creek Watershed Review required for both PSA 21 and ESP park sites.
- 5. Significant civil engineering required due to Watershed requirements
- 6. Significant structural engineering for bandshell & park shelter design

INSIDE OUTSIDE ARCHITECTURE, INC.

Moving forward, IOA is recommending that we continue to better refine the design over the upcoming months, make firm decisions on the park shelter and band shell elements, and move ahead with CD's with a goal of hitting the preferred bidding window of early 2025 for a Spring 2005 construction start. Ultimately, the completion of the project will only be delayed a few months as any attempt to begin construction this year would have carried over into June/July 2025 regardless. A Spring 2025 construction start should allow the project to be fully completed by freeze-up in the Fall of 2025. A more detailed timeframe might be as follows:

| July – August 2024 |
|---------------------------|
| September - December 2024 |
| January - February 2025 |
| March 2025 |
| April - October 2025 |
| |

IOA has a long history with the Dayton parks system and we work very hard to provide the City with high quality design services at a very reasonable cost. We appreciate each and every project you entrust us to complete. We have met every goal and project deadline in the past, and have a strong history of completing projects within budget. We believe the previous timing for this project was unreasonable and is not a reflection of our firm's abilities or prioritization of the work.

In this instance, we believe extending the deadline is in the City's best interests as rushing forward would compromise our CD document quality. Not allowing sufficient time would likely result in cost overruns and change orders later in the project. We know the Council typically doesn't respond well to unexpected costs and project overruns. While no project is 100% perfect, our goal is always to maximize value to the City and reduce potential for cost surprises throughout the construction period. It takes time to fully design the project, document the scope of work, and obtain competitive bids.

Please let me know if you need additional information. We want to identify a reasonable path forward so that the next phase of park improvements can be completed with the level of detail and construction cost accountability everyone desires. I am happy to discuss with you as needed.

Sincerely,

Paul Kangas - Landscape Architect



PRESENTER: Marty Farrell

ITEM: Leathers Park Update

PREPARED BY: Marty Farrell

POLICY DECISION / ACTION TO BE CONSIDERED: Update on Leathers Park Prairie Project.

BACKGROUND: Subsequent to Park Commission approval City Council approved the installation of a Prairie at Leathers Park at the September 13th 2022 City Council meeting. The Project was started in the Fall of 2022 with spraying to kill off existing grasses and weeds, and site preparation and seeding. The seeding did not happen until the following Spring due to time constraints with the Contractor. The first growing season was not favorable for germinating the seeding, the cover crop (rye) thrived but the Prairie seeding did not. Staff contacted Norby after one growing season to discuss the project, they came out and conducted site inspections in May and subsequently in June.

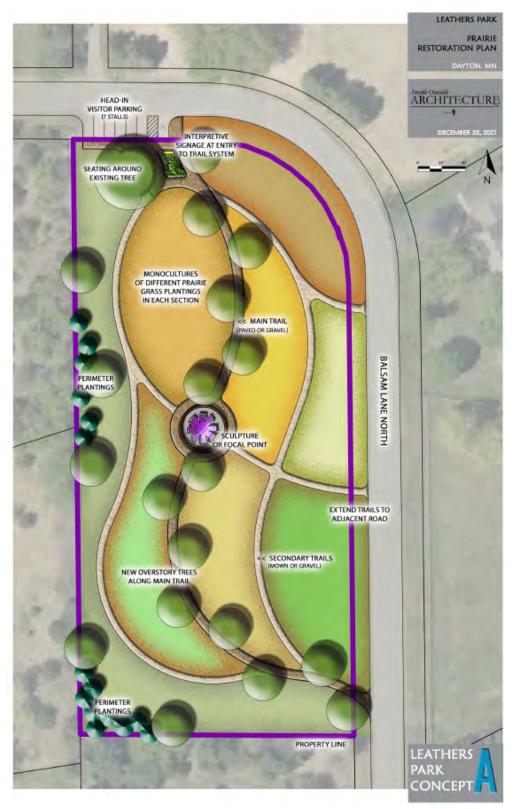
The prognosis from those inspections was not favorable and resulted in a revised plan of action to get the Prairie to establish, essentially starting from scratch. Norby is standing behind their product and the new work on the Prairie will not result in additional charges to the City.

CRITICAL ISSUES: N/A

BUDGET IMPACT: None.

RECOMMENDATION: None.

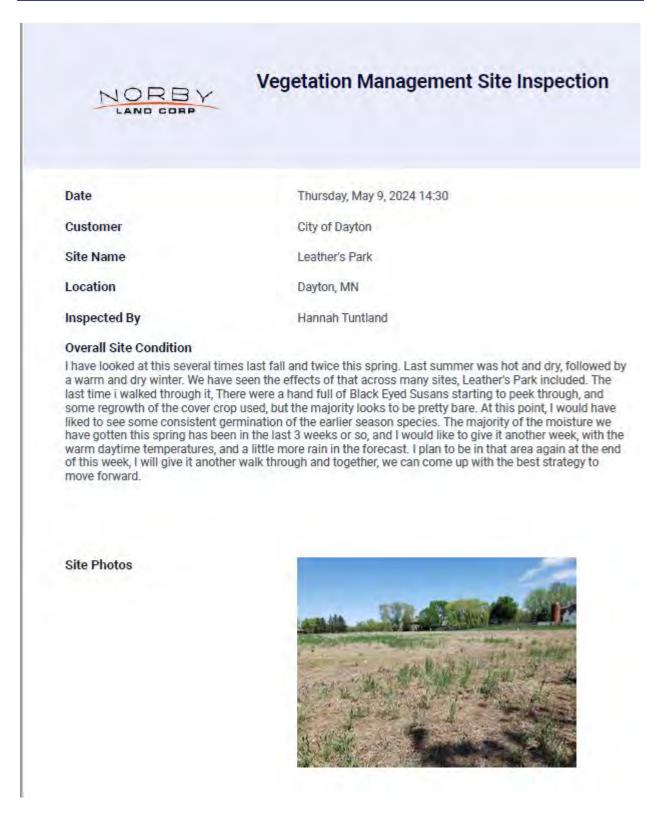
ATTACHMENT(S): Leathers Park Prairie Design, Norby quote and timeline, Norby site evaluation and revised timeline.



Prairie Layout

| | | | P.O. Box 69 Albertville, M | ind Corp N 55301 US. antoorp.com | |
|--|--|---|---------------------------------|---|--|
| Istimate | | | | | |
| City of Dayton 12260 S. Diamond Dayton, MN 5532 | and the second sec | | EST MANTE DATE ENRIGATION | 1547 10/05/202 10/05/202 10/05/202 | 7.5 |
| ecuer NAME | | | | | |
| | SERVICE | DESCRIPTION | -atv. | INTE | |
| DATE | SERVICE | Prissee in Arteny | -2010 | INVE | =Cati |
| | Services | Prep Spray Fall | 4.29 | 285.00 | 1,222.65 |
| 07/12/2022 | | | | 10.00 | 1,222.65 |
| 07/12/2022 07/12/2022 | Services | Prep Spray Fall | 4.29 | 285.00 | |
| DATE 07/12/2022 07/12/2022 07/12/2022 07/12/2022 | Services Services | Prep Spray Fall Subsoil Decompaction Fall | 4.29 4.29 | 285.00 272.56 | 1,222.65 1,169.28 |
| 07/12/2022 07/12/2022 07/12/2022 07/12/2022 | Services Services Services | Prep Spray Fall Subsoil Decompaction Fall Site soil preparation Custom developed seed mixes per | 4.29 4.29 4.29 | 285.00 272.56 775.00 | 1,222,65 1,169,28 3,324,75 6,082,18 |
| 07/12/2022 07/12/2022 07/12/2022 | Services Services Services Services | Prep Spray Fall Subsoil Decompaction Fall Site soil preparation Custom developed seed mixes per plan Custom Ellended Seed mixes, | 429 429 429 1 | 285.00 272.56 775.00 6,082.18 | 1,222,65 1,169,28 3,324,75 |
| 07/12/2022 07/12/2022 07/12/2022 07/12/2022 | Services Services Services Services | Prep Spray Fall Subsoil Decompaction Fall Site soil preparation Custom developed seed mixes per plan Custom Ellended Seed mixes, installed per plan | 429 429 429 1 | 285.00 272.56 775.00 6,082.18 | 1,222,65 1,169,28 3,324,75 6,082,18 1,754,65 |

Norby Project quote and timeline



Norby 2024 Site Inspection #1



Overall Site Condition

Don and I walked this planting again yesterday. We observed a couple of small areas where some of the natives are starting to peek through and we hoped that the rain and cooler temperatures of this spring would help, but over all seeding does not appear to be successful. The hot dry conditions of last season, the weird winter, and the amount of crab grass that took over and covered the entire site last year all contributed to the less than desirable outcome.

We plan to mow it throughout the season, keeping the weeds from setting seed. Spraying it out again this fall and mowing it short. In the spring, we will do any touch up herbicide application as necessary, till and reseed the site.

Norby Site Inspection #2 and revised schedule