



Jess L. Greenwood, P.E.
Public Works Director – County Engineer

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TO: Honorable County Commissioners
Scott Arneson, County Administrator

FROM: Jess L. Greenwood, Public Works Director

RE: 20 October 2026 County Board Meeting
Questions Regarding Byllesby Park Host Sites Development

Date: 15 October 2026

Summary

It is requested that the County Board provide direction to staff on how to proceed with the Byllesby Park Host Sites Project.

Attachments

1. Commissioner question responses
2. Additional background information
3. Additional information from Holt Construction (low-priced proposal) sent 14 Oct 26
4. Host Site example layout from RFP that was prepared by staff
5. DNR ADA standards
6. Dakota County Temp Campground Attendant Job Posting
7. Dakota County Temp Campground Operator Job Posting

Background

Over many years, staff, Commissioners, and the Park Board have considered several different models for providing park maintenance, visitor, and supervisory services at Byllesby Park. The County Board approved \$50,000 in funds for the construction of campground sites for park hosts as part of the 2024 Capital Improvement Plan, and funds have been carried forward since.

At the County Board meeting on 01 July 26, the County Board authorized staff to proceed with this project. In addition, the Board approved the re-allocation of \$30,000 from the Capital Improvement Plan that had been earmarked for a fish cleaning station to be utilized for the park host sites; and approved the re-allocation of \$50,000 from the Capital Improvement Plan that had been earmarked for an overflow parking lot to be utilized for the park host sites. Combined, this provided for \$130,000 to be spent on the development of host sites, with any remaining funds to be utilized for the development of an access into Nielsen Memorial Preserve.

At that meeting, staff presented a report that showed a proposal had been received for \$36,500 to prepare a design, plans, estimate, and proposal for the project to go out for bid. Without a formal estimate, staff estimated construction to cost approximately \$85,000 in 2027, bringing the total project cost to \$121,500.

"To effectively promote the safety, health, and well-being of our residents"

It was requested by the County Administrator and the County Board that staff pursue a design-build contract to potentially save money on this project. Public Works prepared a Request for Proposal for this design-build project and three responses were received. Public Works staff recommended award to the mid-priced contractor at the 06 October 26 County Board meeting. This mid-priced proposal plus estimated County finishing work came in 13.6% under the estimated total project cost, and 19.2% under the approved project budget amount. The motion to award this project as recommended was not successful.

As we are currently still in park operations season, we propose to bring information regarding potential options for pay and duties for park hosts to a Committee of the Whole over the winter months. At that time, we would ask for direction from the Board in preparing a job description for the position, which will need to be evaluated and graded in order to be added to the 2028 budget if necessary (if there will be any benefits, if the hosts will be paid wages, and if additional equipment will be needed). The host sites would be developed in spring and early summer 2027 to allow staff time to complete final grading, turf establishment, landscaping, and installation of site amenities in preparation for hosts to begin work in the spring of 2028.

Many questions have been received from Commissioners regarding the project and are answered below to the best of our ability at this time.

Recommendations

Staff recommends that the County Board review the responses to these questions and provide staff with direction on how to proceed with this project.

Park Host Questions from Commissioners:

1. Can you provide information on parks without campgrounds that have one and that have two host sites that are similar in size and scope of offerings to Byllesby Park.
 - The two park host model was not developed from another park in our area – it was developed by researching potential models to provide visitor services, potential cleaning and maintenance services, and supervision at Byllesby Park. Our park is different from the parks of our city, county, and state neighbors in that we do not have staff specifically dedicated to parks.
 - An example of a non-metro park in our region with no camping and a park caretaker is Olmsted County's Root River Park. This park is almost double the acreage of Byllesby Park, but does not have any picnic shelters, boat traffic, connection to a state or regional trail, or modern restrooms. The park caretaker lives in a modular home on-site and helps care for the property year-round.
 - The two park host model provides the most consistent coverage of park supervision and works well at Dakota County and Olmsted County's parks with high visitor counts like ours (those parks also have campgrounds).
2. It appeared that one of the big concerns was the picnic pavilion and the need for reservations to be respected and the bathrooms to be clean. Many parks that rent out open picnic shelters do not have host sites or weekend staff. How are other parks successfully managing this? I saw mention of posted reservation boards as an option parks successfully use.
 - Byllesby Park currently utilizes reservation boards at the two wings of the pavilion.
 - Dakota County has weekend FTEs and seasonal staff to make sure rentals are ready and bathrooms are clean/in working order.
 - Olmsted County has weekend FTEs and seasonal staff to make sure rentals are ready and bathrooms are clean/in working order.
 - Red Wing pays two seasonal staff overtime to work half days unsupervised on the weekend cleaning restrooms, stocking supplies, and checking/cleaning shelters. Every seasonal person must work at least two weekends in order to provide coverage all summer. FTEs cover weekends outside of the seasonal employee schedule.
 - Cannon Falls has not responded to our inquiry yet.
3. What % of the rentals are made by Goodhue County residents?
 - As the local Cannon Falls zip code is split between Goodhue County and Dakota County, we are unable to track which reservation holders are from which county.

4. What % of the available rental spots are taken?

- The pavilion may be reserved May through October, although weather is not always agreeable for outdoor gatherings in early May or in October.
- Our goal is to have water on and restrooms open by the second week in May, and to have the same system winterized and unavailable by October 15th.
- Reservations must be made at least 7 days in advance, which allows us to prepare for the week and post the reservations. Any time it is not reserved, it is available for first come – first served use. We do get requests that we are unable to grant after that 7-day window has closed. **We know that the pavilion is being used frequently without reservations due to quantities of garbage and debris.**
- With the pavilion reservations being relatively new, we do not yet know what the rental trends will land as word spreads about the facility.
- The following table shows % of days reserved broken out by both day and month:

Pavilion Reservations						
Day of Week	May	Jun	Jul	Aug	Sep	Oct
Mon-Thu	0%	17%	0%	29%	6%	6%
Fri	0%	25%	0%	0%	25%	0%
Sat-Sun	50%	88%	50%	60%	13%	0%

5. What is the low and high end of the cost of labor/benefits costs for the host sites?

- As an example, if we went with the mid-priced proposal and invested an additional \$9,950 into work performed by County staff (dirt, final grading, seeding, fencing, landscaping, site amenities, etc.) for a total project cost of \$105,000 the project would take approximately 15 years to see the return on our investment if the park hosts are not paid any additional wages and considering a seasonal campsite in the area currently costs \$3,600 per season.

Years	Total Investment Per Year	Investment Per Site Per Year
10	\$10,500	\$5,250
15	\$7,000	\$3,500
20	\$5,250	\$2,625
30	\$3,500	\$1,750
40	\$2,625	\$1,313
50	\$2,100	\$1,050

- That campsite value could be broken out over the number of weeks the host is there, and how many hours per week we are asking them to serve in exchange for their campsite. The below table shows the breakdown for implied hourly rate by asking them to serve 3 hours per day, 4 hours per day, or 40 hours per week in exchange for their campsite:

Value	Weeks	21 Hrs	28 Hrs	40 Hrs
\$3,600	10	\$17.14	\$12.86	\$9.00
\$3,600	11	\$15.58	\$11.69	\$8.18
\$3,600	12	\$14.29	\$10.71	\$7.50

- If the camp hosts are paid positions, the following two tables show what the hourly rate costs may be for a 24-week season at both our current seasonal summer student pay rates, as well as starting wages for facilities maintenance employees of two different job classifications. These tables are simply provided for discussion points at this point in time:

				Summer Student Wages			
Hours per day	Hours per week	Weeks per season	Hours per season	\$17.50	\$18.00	\$18.50	\$19.00
3	21	24	504	\$8,820.00	\$9,072.00	\$9,324.00	\$9,576.00
4	28	24	672	\$11,760.00	\$12,096.00	\$12,432.00	\$12,768.00
8	56	24	1344	\$23,520.00	\$24,192.00	\$24,864.00	\$25,536.00

Facilities Maintenance Starting Wages				105/St 1	105/St 2	107/St 1	107/St 2
Hours per day	Hours per week	Weeks per season	Hours per season	\$24.44	\$25.67	\$26.69	\$28.02
3	21	24	504	\$12,317.76	\$12,937.68	\$13,451.76	\$14,122.08
4	28	24	672	\$16,423.68	\$17,250.24	\$17,935.68	\$18,829.44
8	56	24	1344	\$32,847.36	\$34,500.48	\$35,871.36	\$37,658.88

- The labor and benefits costs would depend upon how the Board would like to proceed with creating the job descriptions for the park hosts. Some items to consider are:
 - o Would you like them to be able to operate equipment?
 - o Would you like them to collect the garbages around the park?
 - o Would you like them to drive a pickup or UTV, and where will it be stored?
 - o Do you want them to perform full cleaning of the bathrooms, or just take care of the lighter tasks like sweeping, wiping down sinks and mirrors, and refilling soap and toilet paper?
 - o Do you want them to collect litter and branches that have fallen down?

- Are there other maintenance tasks you would like them to perform, such as raking the beach, painting picnic tables and buildings, park safety inspections, etc.?
- Are there natural resource project you would like them to work on, such as prairie maintenance or watering the newer trees and landscaping during droughts?
- How many hours per week would you like them to work?
- Are there certain hours or tasks that they are performing in exchange for their campsite, and other hours or tasks that are compensated?

6. Is it one or two employees per host site?

- That will depend upon the applicant(s). Most parks are flexible as far as schedule, and allow the hosts to split the hours if there are two hosts residing in one camper. If there is more than one person in a camper, both people would need to comply with background screening and be authorized for the site.

7. If the pavilion is only used about 1/2 to 2/3 of the days how does this change the work and payment schedule?

- Reservations for large parties have the potential to generate a decent amount of garbage. Preparations for a reservation include cleaning the picnic tables at the reserved facility, blowing off the floors with a leaf blower, picking up any debris, and cleaning the food serving counters.
- The largest amount of cleaning time is spent on the restrooms, and preparing for or cleaning up after a reservation usually takes much less time than caring for the restrooms. As there are many other maintenance tasks that could be performed on days there is not a reservation, this shouldn't change the work schedule.
- What tasks are to be performed by the park hosts and whether any of them should require compensation will be determined at a later date at a Committee of the Whole and staff will present examples from other parks in the region and request direction in developing job descriptions for review (winter 2026-2027). The goal would be to have all pieces in places and advertise fall or winter of 2027 to have park hosts begin work in the spring of 2028.

8. What is the length of the season?

- Water is usually turned on between May 1-May 15, and the water is usually turned off by October 15. The time frame where a park host is on site could be chosen within this range as the Board desires.

9. Would it be cheaper from the perspective of benefit costs to have four different hosts each for one month and have only one host site?

- If hosts were rotated every month, we will likely need five hosts to cover the season if the Board wishes them to be performing bathroom services.
- We would need more time to prepare benefit cost analysis, and this information could be presented at the Committee of the Whole this winter as we seek direction for writing job descriptions.
- Staff has presented a two-site model as the suggested layout for the following reasons:
 - o There is a high likelihood of attracting hosts that would move between a campground up north for the summer and down south for the winter. This seasonal schedule secures them a place for their camper all summer and is an attractive benefit to serving as a host.
 - o It reduces the amount of moving the campers in and out of the park, thus reducing potential damage to bituminous trails that were not designed for this purpose.
 - o Two hosts would be able to meet the 100 day or less requirement for seasonal staff.
 - o It has the potential to use the least amount of staff time for screening, hiring, onboarding, and training park hosts, especially in consideration that Goodhue County does not have full time park staff or a separate parks department to oversee this work.
 - o Less hosts could provide more consistency in services throughout the season.
 - o Having the same hosts serve all summer allows them to develop a better relationship with Public Works staff and park visitors, as well as a better feel for the park and its needs.
 - o Two hosts would allow for scheduling flexibility. If one host was to become ill or require emergency medical care, etc. there is someone else that may be able to cover their absence.

10. Do the ADA requirements require a paved walking trail to the host sites? If so, what is the cost?

- Yes, an accessible route is required to connect the host sites to other park amenities. The host sites will come directly off the existing paved walking trail per the plans in the RFP. There will be no additional costs for an accessible route.

11. Have you looked at food truck placements in other parks and if the vendors prefer a parking lot setting? I have not seen food vendors in state or local parks. Are you able to provide examples of parks with food trucks and where the trucks parked?

- Dakota County routinely receives requests for food truck parking. They have created maps for each of their shelters for where food trucks may be parked. This varies depending upon the location.
- The City of Red Wing also routinely has food trucks parked at Bay Point Park. They are usually located at the edge of a parking lot near the shelter, but out of the way of vehicles.
- Cannon Falls Campground schedules food trucks for their campers every weekend during the camping season. They are usually located in a camp site or near the park office.
- If the campground is constructed at Goodhue County Byllesby Park in the future, and park hosts are relocated over to the campground to become campground hosts, these sites could eventually become parking for food trucks. This would be a great location for future food truck parking because:
 - o From a safety perspective, it separates vehicular traffic from pedestrian traffic.
 - o It creates less confusion and avoids lines of people taking up parking stalls on busy summer days.
 - o The host sites would be large enough to set up a few picnic tables right by the food trucks.
 - o The host sites are near both the Richard Samuelson Pavilion and the Byllesby Dam Shelter, which are our two largest picnic shelters. The food trucks would be able to serve both events and the general public.

12. If two host sites are built, could one be put in a location which would work for a potential campground down the road.

- Not at this time.
 - o Stanton Township has not zoned the adjacent 25 acres for park use. They have approved a Conditional Use Permit for two sites at the location specified in the RFP.
 - o We do not have a grading plan developed for the future campground.

13. Can you provide a copy of the ADA requirements for host sites? It appears that many parks have host sites are smaller than what is proposed. Have the ADA guidelines changed in the last 10 years?

- The Access Board developed guidelines for ADA and ABA that were adopted in 2010 for outdoor developed spaces.
- The Access Board and the DNR both have guidelines and best practices for ADA campsites as follows:

- If there is one campsite it needs to be accessible; if there are 2-5 campsites two need to be accessible. The same applies to picnic units.
- Parking spaces for RVs must be at least 20 feet wide to accommodate RVs equipped with a lift
- If there are two adjacent parking spaces provided, one of the parking spaces is permitted to be 16 feet wide. Parking spaces for vehicles other than RVs must also be 16 feet wide to accommodate vans with a lift or ramp.
- Paved surfaces must be 2% or less slope in all directions.
- A minimum of 30 x 60 inches of clear ground space must be provided for utility hookups, with the long edge adjoining or overlapping the RV space. Electrical must be 15-48 inches above the ground, and water must be 28-34 inches above the ground. Parts must be operable with one hand without tightly grasping, pinching, or twisting the wrist, and with no more than 5 pounds of force. Sewer hookups to not have to comply.
- Fire pits must have 4 feet of clear space around them per ABA, and 5 feet per DNR recommendations.
- Picnic tables must have 3 feet of clear space around them.
- Access Board Guidelines for outdoor developed areas can be found here: [Chapter 10: Outdoor Developed Areas](#) and DNR standards are attached at the end of this report.

14. The host sites appear to be fairly straight forward. What added costs do you foresee that the low bid did not cover?

- The low proposal did not specifically state their company history, understanding of the project, design approach, construction approach, or project coordination. This makes it difficult to compare to the other two proposals that did include some or all of those items.
- The mid-priced proposal specifically identified \$6,100 in engineering, surveying (collecting elevation data), staking, and preparing as-built files. They also specified \$1,800 in project management costs. The lowest priced proposal did mention that staking the concrete pads was included in the cost of the concrete.
- In summary, the lowest priced proposal:
 - Had approximately a \$5,500 lower electrical cost as presented
 - Had approximately a \$2,400 higher septic cost as presented
 - Had approximately a \$2,400 lower water line cost as presented
 - Had approximately a \$8,000 lower concrete cost as presented
- Being design-build, those costs may change as the project progresses. For example, we may want the sites lower than what the contractor is thinking, which may require more excavation. We may want a different specification of rebar reinforcement than what they are thinking, etc. The design will be part of the process after the proposal is signed in a design-build scenario. It makes it more difficult to compare apples to apples.

15. Have you reached out to project supervisors who used the low bidder?

- No work experience was listed in the lowest priced proposal.

16. What would the cost be with Gravel pads?

- We did not request gravel pads as an alternate in the RFP. It is difficult to guess what other costs may have been incorporated into the cost of the concrete (mobilization, insurance, design, etc.) and how much the cost would be reduced by eliminating the concrete.
- Similar design work would still be needed to determine elevations where the gravel pad needs to be installed.
- There would be cost to the gravel itself and the labor and equipment for its installation.
- We would assume that it may be half the cost of the concrete.
- However, a change to gravel does present several other issues:
 - o Additional contractors may be interested in bidding the project that were deterred by the concrete installation in the RFP. Does this create a fair process?
 - o Creating a new RFP would delay the project further.
 - o We do not have park staff. Every time we need to maintain more things at the park, we are pulling highway maintenance staff off their typical duties. Concrete is easily maintained and would last the life of the site (park hosts, food trucks, etc.).
 - o A gravel pad is a deterrent to a host that is looking to serve for the summer. Every time the wind blows or it rains, their belongings are covered in gravel dust. They are dragging either that dust or wet gravel into their camper.
 - o Staff will need to weed whip and could potentially cause damage from trying to maintain around their camper.
 - o We would need to spray chemicals around their belongings and where they eat to control weeds that will develop very quickly in the gravel.

17. What are other options to contract the cleaning?

- Our JPA with Dakota County was meant to be short term until we developed the host sites. It expires this year. They are 90% certain we could renew for 2027, but are unsure about 2028. They are spending 1-1.5. hours per day at the park for one person. This is enough time to collect garbages, check on the restrooms, and fill toilet paper and soap.
- Many daily and weekly duties are currently falling on our highway maintenance staff, STS, and project coordinator that are not sustainable.
- A reasonable amount of time to clean the bathrooms, collect garbages, and wipe down picnic tables and food serving areas would be 4 hours per day, 7 days per week.
- One option would be to hire two part-time seasonal people that each work 4 hours per day and 4 days per week, overlapping on the day that everything is thoroughly sanitized each week. Example starting pay may be approximately \$24.44 - \$28.02 per hour,

depending upon how the job description is written and classified (does it include small maintenance tasks, etc.). This may run \$19,000 - \$25,000 plus any applicable benefits.

- Another option would be to check with local cleaning companies and request quotes.
- These options would not address other tasks that we could ask a park host to perform, such as watering plantings, picking up litter, around-the-clock supervision, visitor services, etc.

18. I would like to see a couple of examples of other county parks who have park hosts and their required duties and costs.

Example: Frontenac State Park

Compensation:	- Considered a volunteer position - Free campsite
Site Amenities:	- Gravel pad - Includes electricity - Fill water at separate location and use a dump station - Nearby shower building
Schedule:	- Typically one month at a time - May have a couple days off during less busy weekdays during some daylight hours - Expected to be available overnight and all weekend
Duties May Include Some or All of These Tasks:	- Does not include operation of equipment - Light duty bathroom cleaning: sweep floors, clean sinks and mirrors, fill toilet paper and soap, knock down cobwebs - Deeper bathroom cleaning (cleaning up messes, washing down and sanitizing floors, cleaning toilets, sanitizing showers, etc.) and trash collection is typically done by park staff - Picking up litter and branches - Visitor services: greeting guests and providing park/community information; some state parks may allow volunteers to sell firewood, park passes, campsites, rentals, etc. - Supervision of park facilities

Example: Dakota County Lake Byllesby Regional Park Campground Operator & Attendant

Compensation:	- Free campsite - \$15.00 - \$18.00 per hour - (County formerly budgeted up to \$80,000 for multiple campground hosts in previous years)
Site Amenities:	- Concrete camper/vehicle pad and paver patio - Full hookups with electricity, water, and septic - Nearby shower building
Schedule:	- April through October - Typically 7 days on, then 7 days off - 20 – 40 hours per week - Scheduled between 8:00 AM – 10:00 PM plus overnight presence on scheduled days
Duties May Include Some or All of These Tasks:	- Visitor services: greeting guests, providing park and community activity information, answering phones, selling firewood, checking campers in and out, assisting with reservations, collecting fees for rentals, etc. - Operation of campground store and campground in accordance with County rules and ordinances. - Cash handling and balancing of daily receipts. - High quality light duty housekeeping and maintenance services for restrooms, office, and campsites. - Operate ATV, and tools, and other mechanical devices - Operate County computers and programs - Supervision of park facilities, ensuring safety and security of visitors, and informing guests about park rules - Communicate with staff regarding park repair, maintenance, and supply needs.

Example: Olmsted County Chester Woods & Oxbow Parks

Compensation:	- Free campsite
Site Amenities:	- Concrete pr bituminous camper pad that may have either a paved or gravel patio - Full hookups with electricity, water, and septic - Nearby shower building
Schedule:	- Varies; could be a month up to a full season - May through October - Typically 7 days on, then 7 days off - Asked to work 40 hours per week in exchange for camping
Duties May Include Some or All of These Tasks:	- Visitor services: greeting guests, providing park and community activity information, answering phone calls, checking campers in and out, assisting with last minute reservations, selling firewood, collecting fees, etc. - Cash handling and balancing of daily receipts - Light duty bathroom cleaning in afternoons: sweep floors, clean sinks and mirrors, fill toilet paper and soap, clean up messes, etc. - Inspection and cleaning of cabins after guest departures - Inspection and cleaning of campsites, fire pits, and grill after guest departures - Planting and maintaining flowers and landscaping - Stocking supplies, posting reservations, checking shelters etc. - Mowing and trimming - Picking up garbages, trash, and litter - Operate and maintain golf cart or UTV - Operate County computers and programs - Supervision of park facilities, assisting with safety and security of visitors, and informing guests about park rules - Communicate with staff regarding park repair, maintenance, and supply needs

Additional background information:

Over many years, staff, Commissioners, and the Park Board have considered several different models for providing park maintenance, visitor, and supervisory services at Byllesby Park. The idea for a park host originated with the idea from one of the Dakota County Lake Byllesby Regional Park Campground Operators. Options of hiring staff vs. park hosts were explored, as well as looking at hosting programs in state park hosts, county park hosts, and other work-camp options (work in exchange for camping, which may just be a week of work in exchange for a weekend of camping, up to a season of work in exchange for a season of camping – think of resort and youth camp maintenance and programming, trail construction, and natural resource projects here). Some of the pros and cons of those staff vs. camp host models are outlined below:

One full time park staff person

Pros

- Potential for very consistent work from year to year
- Could take over cleaning from Dakota County
- Year-round assistance with park needs

Cons

- Most expensive wage + benefits scenario
- Would require pickup truck for transportation and collecting garbages
- No one to fill in during time off – would need to supplement two days per week with someone else
- May have difficulty finding someone that wants to work weekends all summer
- No overnight park supervision

Two part time seasonal staff

Pros

- Could take over cleaning from Dakota County
- Less expensive than an FTE
- A second employee to fill in during time off
-

Cons

- Potential for less consistent work from year to year than an FTE
- Would likely only be available June-August
- More extensive supervision likely required by an FTE
- Would require pickup truck for transportation and collecting garbages
- No overnight park supervision

One unpaid park host at a time

Pros

- Cheapest investment option
- Some overnight park supervision
- Providing a UTV would be cheaper than providing a pickup truck

Cons

- Potential to use more staff time for hiring and training than an FTE or two PTEs
- Less consistent performance of tasks – hosts could likely change every month
- Would likely perform more limited park tasks, would not fully take over cleaning from Dakota County (2025 expense was \$16,416)
- No one to fill in during time off

Two unpaid park hosts

Pros

- Second-cheapest investment option
- Constant park supervision and visitor services
- Providing a UTV would be cheaper than providing a pickup truck

Cons

- Potential for more turnover than paid park hosts - could use more staff time for hiring and training
- Less consistent performance of tasks – hosts could change every month
- Would likely perform more limited park tasks, would not fully take over cleaning from Dakota County (2025 expense was \$16,416)

Two paid park hosts

Pros

- Less expensive than hiring an FTE
- Constant park supervision and visitor services
- Potential for vested and consistent performance of park tasks, with less turnover
- Providing a UTV would be cheaper than providing a pickup truck
- Could take over cleaning from Dakota County

Cons

- More expensive than unpaid park hosts

HOLT CONSTRUCTION
30998 85th Avenue Way
Cannon Falls, MN 55009
507-298-1626

*

I am Steve Holt owner/operator of Holt Construction since May 2, 1985. We are a company with full hands-on workmanship through every project. We design and install septic systems, stake out and grade building sites, driveways, build retaining walls, and do demolition work.

We have designed a lay-out of many septic systems and expansions, working with subcontractors, specifically including completion of the following large projects:

- Shades of Sherwood Campground, Zumbrota, MN
- Cannon Falls Campground, Cannon Falls, MN
- Refuge RV Park, Hastings, MN (contracted by Lee Stokke, owner)*
- Greenwood Campground, Hastings, MN (contracted by Lee Stokke, owner)*
- 250 site RV-Man Camp, Williston, ND (contracted by Lee Stokke, owner)*
- U of M beef building expansion, U-More Park
- Northern Star Scout Camp, Cannon Falls, MN (sole contractor for 35 years)
- Oak Lane Mobile Home Park, Cannon Falls, MN 55009

*Lee Stokke 651-210-9496

My approach to this project is as follows:

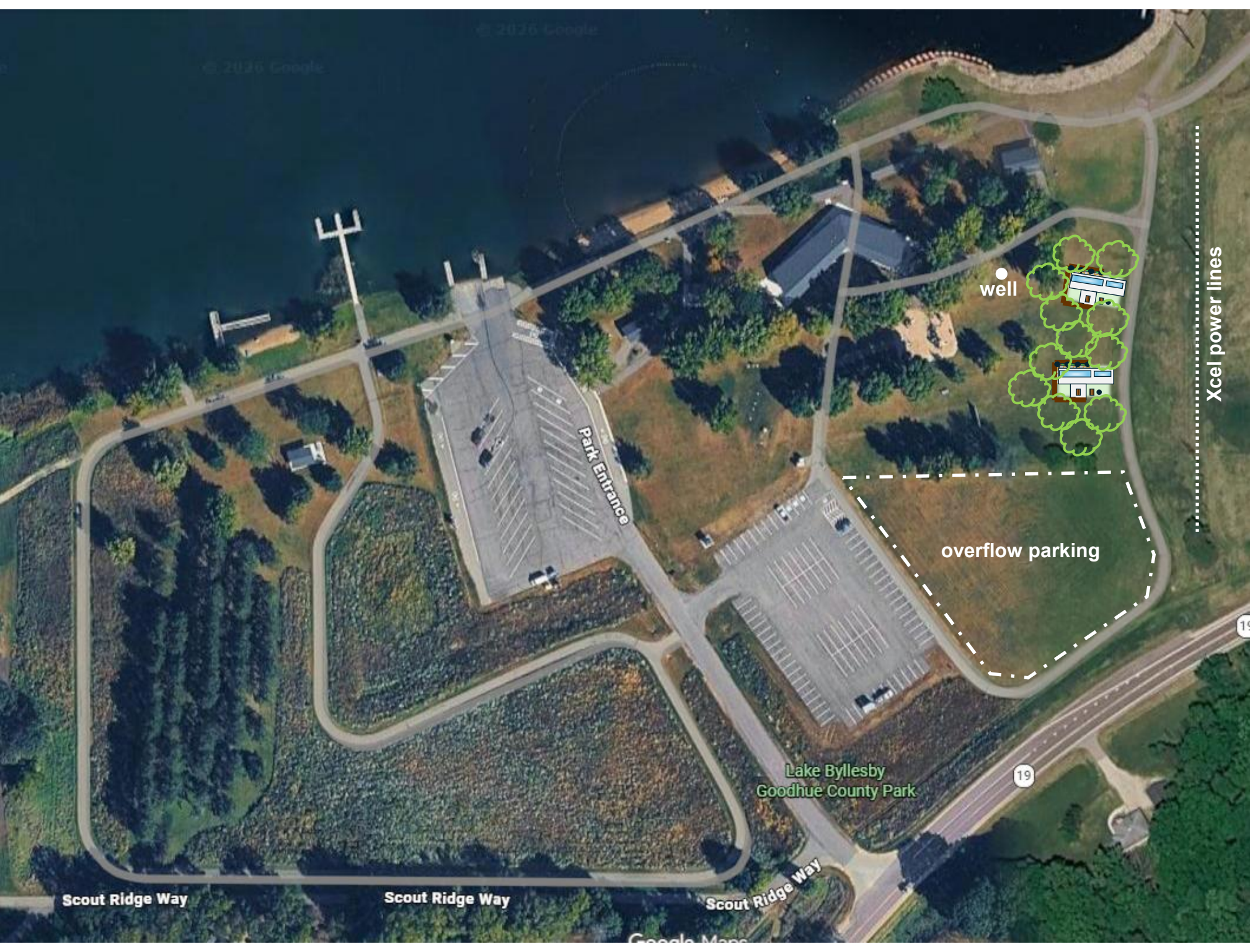
I would design a layout and submit the plan to the Public Works official which plan would provide two 40 x70 level RV concrete pads with water, sewer and electric connections. The sewer lines would be directed to a 5,000-gallon holding tank with high level alarms. I would be in charge of the grading, water and sewer connections and would be overseeing and working with the electricians and masons that I have contracted with. I will be in charge of staking and the elevation and grading of the site.

I feel my company is a good fit for this project as I have many years of experience with designing and carrying out large projects such as the Byllesby Park Host Sites. I believe my proposal is straightforward and cost effective.

Thank you for your consideration, respectively,

Steve, Holt Construction

The following pages include the preliminary layouts that were included in the Request for Proposal for the Byllesby Park Host Sites Project



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well

Park Entrance

overflow parking

Xcel power lines

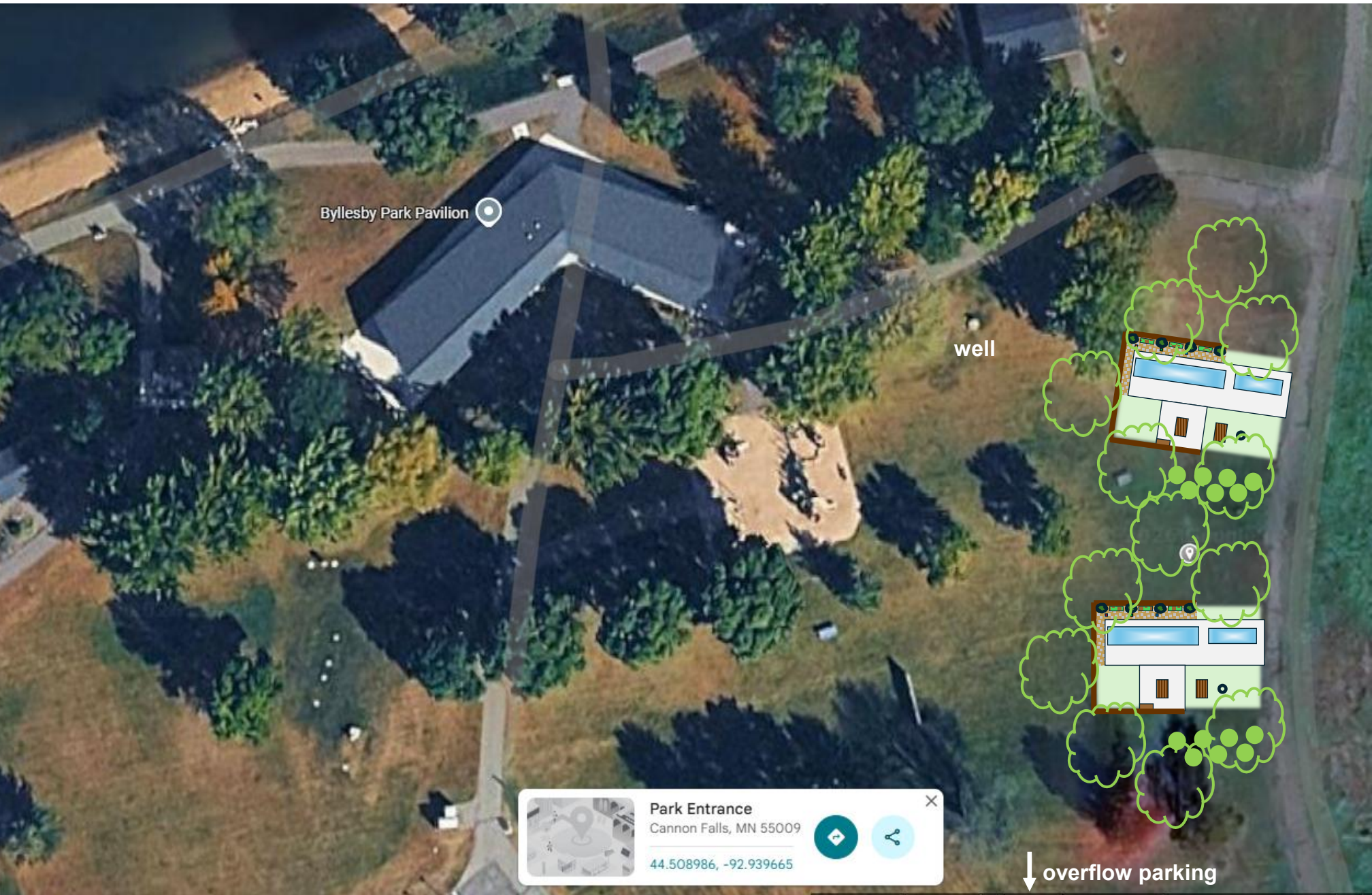
Lake Byllesby
Goodhue County Park

Scout Ridge Way

Scout Ridge Way

Scout Ridge Way

Google Maps



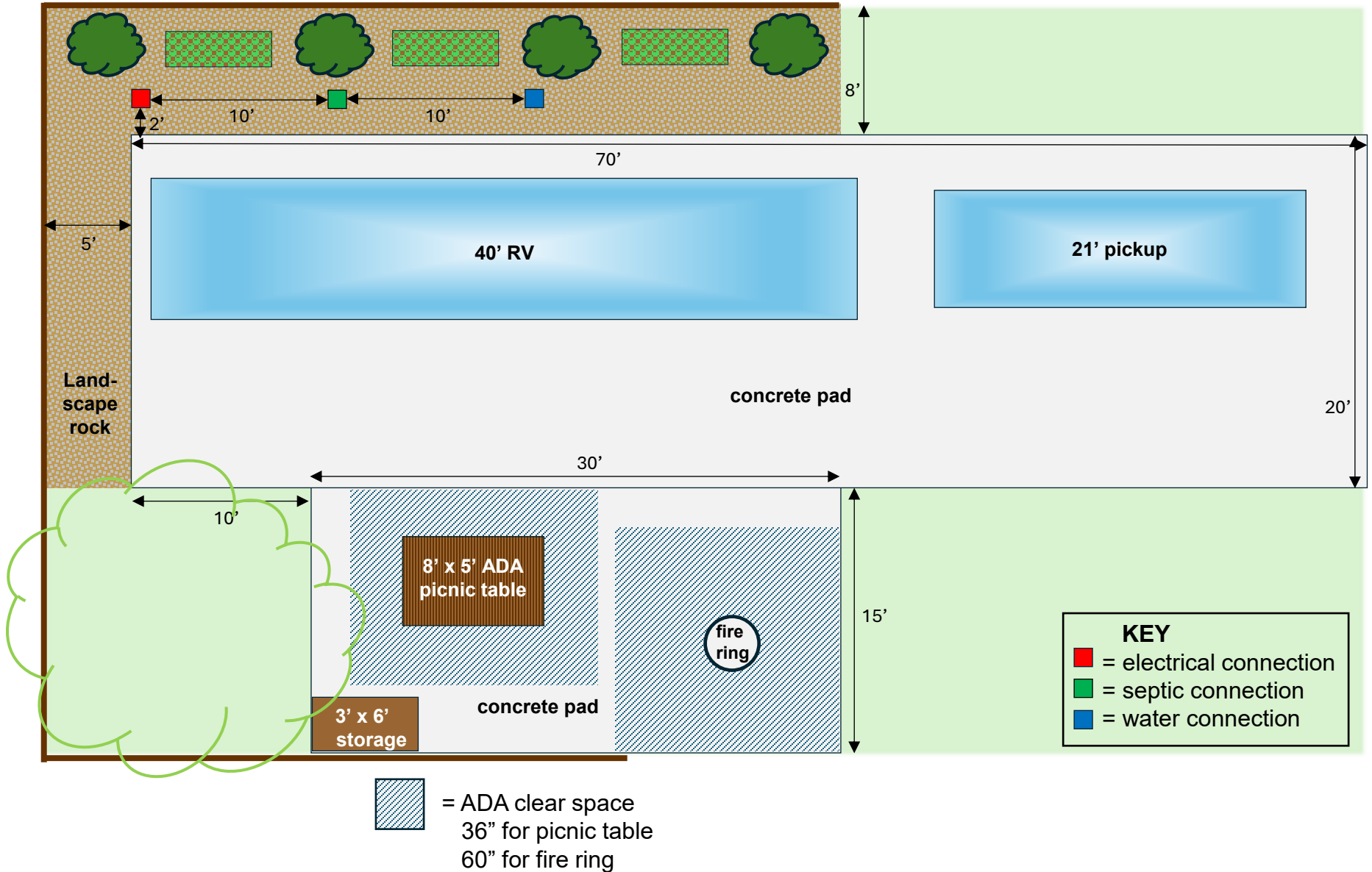
Byllesby Park Pavilion

well

↓ overflow parking

Park Entrance
Cannon Falls, MN 55009
44.508986, -92.939665

fence, shrubs, & raised bed planters



Please note: *The information in this document is based on the current ADA and MN Building Code at the time of publishing. It has been disseminated for use to aid Minnesota Department of Natural Resources, Parks and Trails staff, on maintenance, small construction projects, and typical operational duties. There is additional guidance available from development staff, management resources, or the Title II Coordinator. Please contact any of the additional resources within the DNR if there are any questions on the content or about corrections needed to the document.*

Campsites

"A camping facility is a site, or a portion of a site, that is developed for outdoor recreational purposes and contains camping units.

A camping unit is an outdoor space in a camping facility that is used for camping and contains outdoor constructed features, parking spaces for RVs or other vehicles, tent pads or tent platforms, or camp shelters." [F106.5]

Elements

1. Parking/Spur
2. Electric pedestal
3. Use area
4. Fire ring
5. Picnic table
6. Tent pad

Parking/Spur



- Width
 - 16' standard for cars
 - 20' for ADA and recreational vehicles
- Firm, stable and slip resistant surface
- Slope, $\leq 2\%$ in all directions
- Keep gravel free and clear of plant materials

Electric Pedestal



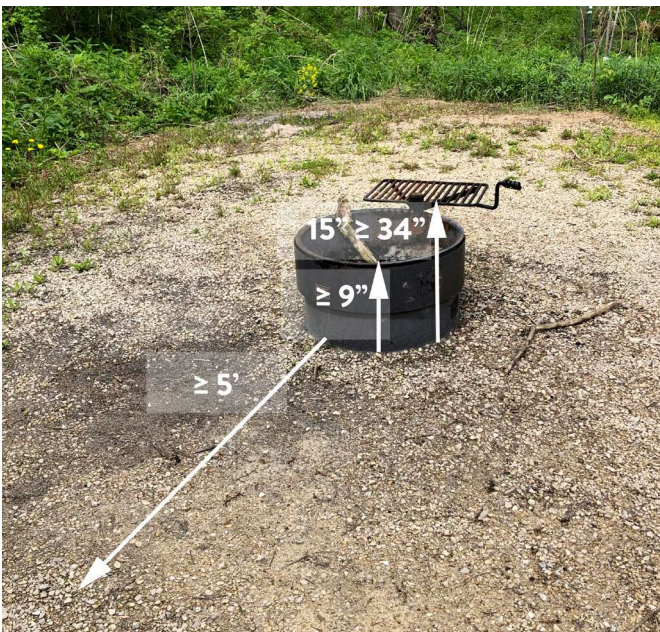
- Clear ground space, $\geq 60''$ x $\geq 30''$
- ≤ 5 lb force to use operable parts
- Operable parts 15'' - 48'' above the ground surface
- Pedestal should be located between 5' and 15' from end of spur, and 5' from edge of spur

Use Area



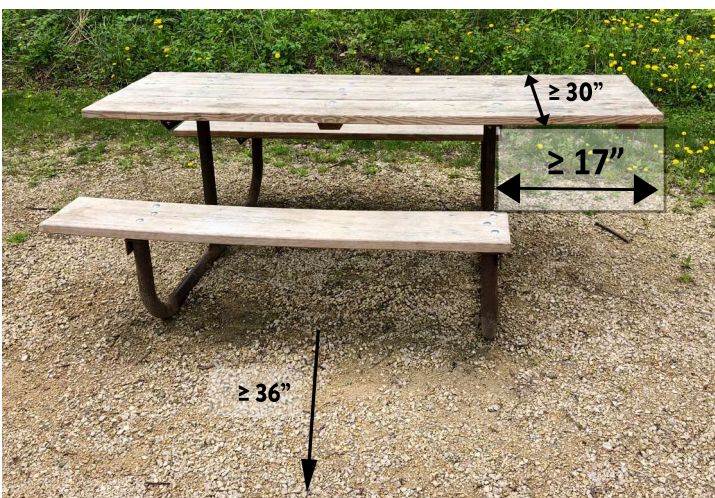
- At least 750 sq ft - 1000 sq ft
 - Use areas of 1,000 sq ft preferred when possible
- Clear ground space
- Firm, stable, slip resistant surface
- Slope, $\leq 2\%$ in all directions
- Amenities should be located on gravel surface and have appropriate clear space to be considered accessible

Fire Ring



- Clear ground space, $\geq 5'$ in all directions
- Fire-building interior surface height, $\geq 9"$
- Cooking surface height, $15" - 34"$
- Reach range for operable parts, $15" - 48"$
- Slope, $\leq 2\%$ in all directions

Picnic Table



- Clear ground space, $\geq 36"$ from the back of the bench provided on all usable sides of a table
- Landing space, $\leq 2\%$ slope in all directions
- Table length (one accessible space for every 9')
- Table height, $28" - 34"$
- Knee clearance, $30"$ wide x $8"$ deep
- Toe clearance, $30"$ wide x $17"$ deep

Tent Pad



- Clear space on each usable side, $\geq 48''$
- Slope, $\leq 2\%$ in all directions
- Firm and stable surface



Dakota County

Temp Campground Attendant

CLASS CODE	92225	SALARY	\$15.00 - \$17.00 Hourly
ESTABLISHED DATE	March 01, 2018	REVISION DATE	December 08, 2021

General Description

Class Number: 92225

Grade Level: 000

FLSA Status: Non Exempt

POSTING: External - Open Competitive

DEPARTMENT: Parks and Open Spaces

HOURS: Various Temporary Seasonal 20-40 Hours/week, April-October

PAY: / per hour

LOCATION: Lake Byllesby Campground, Cannon Falls, MN

UNION: None

CLOSE DATE: 4:30 on

Campground Attendants are responsible for providing outstanding customer service to park guests including: Campground reservation assistance, campground guest check in duties, store item sales, equipment rentals and providing information about park facilities and regional attractions to guests and visitors. duties include: daily cleaning and light maintenance in the campground restroom buildings and campsites.

Individuals that apply to this position must be available to work scheduled shifts of various lengths during the office hours of: 8:30 am – 5:30 pm. Candidates must have the ability to work a varied schedule that includes evenings, weekends, and holidays.

Dakota County welcomes and is inclusive of diverse people, backgrounds, and perspectives. The County aims to reflect the community and clients it serves, and fosters an equitable and respectful working environment where everyone is empowered to be their authentic selves.

Minimum Qualifications

- Previous work or volunteer experience in the campground, camping, or customer service/hospitality industry.

PREFERRED QUALIFICATIONS:

- Campground/RV work experience
- Park and/or recreation work experience
- Customer service or hospitality experience in a park/recreation setting
- Computer experience with a complex reservations software system.

- Bilingual
- Experience working with diverse populations

Duties & Responsibilities

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.

1. Provide high-level customer service to ensure visitors receive accurate and appropriate information in a welcoming and timely manner.
2. Provide support in the operation of the campground in accordance with applicable laws and regulations and the rules established by the Dakota County Parks Department.
3. Greet and interact with customers at assigned locations and facilities. Quickly and competently facilitate their registration, fee collection, check-in, concession sales, and equipment rental.
4. Courteously greet park visitors and answer phone calls. Provide information about regional attractions, park facilities and rules. Accept reservations and register campers using computerized reservation system.
5. Provide high quality light housekeeping and light maintenance services in a responsive manner, including but not limited to restrooms, office, and campsites.
6. Ensure the safety and security of the campground facility. Work with Park Patrol staff to educate guests about the campground rules and the Park Ordinance, enforcing the rules when necessary.
7. Responsible for daily operation of the campground store.
8. Record and balance daily receipts and follow cash handling procedures
9. Notify Park staff of facility repair, maintenance, and supply needs.
10. Comply with all operating policies and procedures established by Dakota County Parks Department.
11. Operate ATV, hand tools and other mechanical devices in a safe manner.
12. Perform other related duties as apparent or assigned.

Knowledge, Skills & Abilities and Work Environment

- Continuous high level of customer service.
- Ability to communicate effectively and appropriately with a variety of audiences.
- Ability to work effectively, professionally, and courteously with other park and county staff.
- Money handling abilities
- Mathematical abilities
- Ability to communicate effectively, both verbally and in writing.
- Ability to understand complex policies, procedures, and ordinances.
- Ability to develop and maintain effective working relationships with park visitors and staff.
- Ability to work a varied schedule that includes evenings, weekends, and holidays.

WORK ENVIRONMENT: Work is performed inside and outside County buildings. The work requires some physical exertion such as long periods of walking, standing, crouching, or riding over rough, uneven, swampy, or rocky terrain. Staff must also have the physical ability to bend, twist, crouch, lift, forward & overhead reach, and push/pull the rental & facility equipment, such as: full 5 gallon buckets, firewood bundles, or similar equipment which may weigh up to 30 lbs. This position may involve driving a County vehicle. There may also be

intermittent exposure to varied weather conditions on the worksite that occasionally necessitates the use of rain gear, gloves, etc. Staff are required to follow any Dakota County COVID-19 procedures and protocol determined to be applicable to the work location/settings (E.g. wearing masks when inside a County facility).

SELECTION PROCESS: The examination/selection process for this classification will consist of a rating of your training and experience from the application materials submitted. All candidates who meet the minimum qualifications will be forwarded to the hiring department for consideration.

Last Updated

Job changed significantly since it was last posted. Position will now be doing more customer services and physical lifting. We will need to do a physical now.

Added Safety Sensitive Language in Min Quals 3/10/25 MH Removed Safety Sensitive/Drivers Lic Req.
10/15/25 MH



Dakota County

Temp Campground Operator

CLASS CODE	92220	SALARY	\$0.01 - \$0.01 Hourly
ESTABLISHED DATE	February 27, 1998	REVISION DATE	November 21, 2022

General Description

Class Number: 92220

Grade Level: 000FLSA

Status: Non Exempt

The following is to be used for Posting purposes only

POSTING TYPE:DEPARTMENT: Parks

HOURS: Various Temporary Seasonal 30-40 Hours/week, April-October

HOURLY RATE: \$15.00-18.00/ per hour

LOCATION: Lebanon Hills Campground, Apple Valley & Lake Byllesby Campground, Cannon Falls

UNION: None

CLOSE DATE: 4:30 p.m. on

Campground Operators live onsite at the campground and are responsible for providing outstanding customer service to park guests including: campground reservation assistance, campground guest check in duties, store item sales, equipment rentals and providing information about park facilities and regional attractions to guests and visitors. Other duties include: campground custodial work and daily maintenance duties in the restroom and shower buildings and campsites.

Operators will work closely with park staff to maintain campground facilities and grounds, communicate with Park Patrol and local Law Enforcement regarding safety or security issues, and ensure a welcoming camping experience for our guests. Operators must have the ability to live on-site in a camping unit during scheduled workdays, a full-hook up campground site is provided for the Operators at no cost to the Operators during their employment period. Candidates must have the ability to work a varied schedule that includes evenings, weekends, and holidays. Due to the inherent nature of living in the campground, Operators may respond to situations or emergencies outside of their scheduled work hours. These hours will be compensated at their hourly wage in accordance with Minnesota Labor Standards.

Campground Locations

Lebanon Hills Campground offers the best of both worlds—city close and country quiet. Just minutes from many popular Twin Cities destinations, this campground is surrounded by 2,000 acres of woods and lakes in beautiful Lebanon Hills Regional Park.

Lake Byllesby Campground is nestled along the shores of Lake Byllesby Reservoir, the largest lake in southern Dakota County, Lake Byllesby Campground offers many lakeside campsites and an array of family activities for a fun-filled camping vacation. This campground is in the scenic Cannon River Valley close to the 26-mile Cannon Valley Trail within Lake Byllesby Regional Park.

Exact shift times will vary, but staff will need to be available to work between 8 a.m. – 10 p.m., 7 days a week. The typical work schedule is 7 consecutive workdays, followed by 7 days off, Wednesday – Tuesday. Operators will work from late April to mid-October.

Minimum Qualifications

- Six months of work experience in the campground, camping and/or customer service industry/hospitality industry.

AND

- Ability to stay on-site in a camping unit during scheduled workdays.

PREFERRED QUALIFICATIONS:

- Campground/RV work experience
- Park and/or recreation work experience
- Customer service or hospitality experience in a park/recreation setting
- Custodial and/or maintenance experience
- Computer experience with a complex reservations software system.
- Experience working with diverse populations
- Bilingual

Duties & Responsibilities

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.

1. Provide high-level customer service to ensure visitors receive accurate and appropriate information in a welcoming and timely manner.
2. Provide support in the operation of the campground in accordance with applicable laws and regulations and the rules established by the Dakota County Parks Department.
3. Greet and interact with customers at assigned locations and facilities. Quickly and competently facilitate their registration, fee collection, check-in, concession sales, and equipment rental.
4. Courteously greet park visitors and answer phone calls. Provide information about regional attractions, park facilities and rules. Accept reservations and register campers using computerized reservation system.
5. Provide high quality custodial support and daily maintenance services in a responsive manner, including but not limited to restrooms, office, and campsites.
6. Ensure the safety and security of the campground facility. Work with Park Patrol staff to educate guests about the campground rules and the Park Ordinance; enforcing the rules when necessary.
7. Responsible for daily operation of the campground store.
8. Record and balance daily receipts and follow cash handling procedures
9. Notify Park staff of facility repair, maintenance and supply needs.
10. Comply with all operating policies and procedures established by Dakota County Parks Department.
11. Operate ATV, hand tools and other mechanical devices safely
12. Perform other related duties as apparent or assigned.

Knowledge, Skills & Abilities and Work Environment

- Continuous high level of customer service.
- Ability to communicate effectively and appropriately with a variety of audiences
- Ability to work effectively, professionally, and courteously with other park and county staff.
- Money handling abilities
- Mathematical abilities
- Ability to communicate effectively, both verbally and in writing.
- Ability to understand complex policies, procedures, and ordinances.
- Ability to develop and maintain effective working relationships with park visitors and staff.
- Ability to work a varied schedule that includes evenings, weekends, and Holidays.

WORK ENVIRONMENT: Work is performed inside and outside County buildings. The work requires some physical exertion such as long periods of walking, standing, crouching, or riding over rough, uneven, swampy, or rocky terrain. Staff must also have the physical ability to bend, twist, crouch, lift, forward & overhead reach, and push/pull the rental & facility equipment, such as: full 5 gallon buckets, firewood bundles, or similar equipment which may weigh up to 30 lbs. This position may involve driving a County vehicle. There may also be intermittent exposure to varied weather conditions on the worksite that occasionally necessitates the use of rain gear, gloves, etc. Staff are required to follow any Dakota County COVID-19 procedures and protocol determined to be applicable to the work location/settings (E.g. wearing masks when inside a County facility).

SELECTION PROCESS: The examination/selection process for this classification will consist of a rating of your training and experience from the application materials submitted. The top scoring candidates will be forwarded to the hiring department for further consideration.

Last Updated

10-31-06 BB: RK approved

12/01/05 kn; stand. lang. 02/08/06 va; 11/27/12 tp; 1/25/13 tp;

desc updates 12/21 sk, small updates to language 11-22 sk

Safety Sensitive/drive lic req. Removed 10/15/25 MH