



Environment and Natural Resources Trust Fund

2027 Request for Proposal

General Information

Proposal ID: 2027-609

Proposal Title: Sudheimer Park Project

Project Manager Information

Name: Casey Byers

Organization: City of Waconia

Office Telephone: (515) 450-4833

Email: caseyby@bolton-menk.com

Project Basic Information

Project Summary: The City of Waconia is requesting ENRTF funding to construct bituminous and natural trails, trail nodes, natural play areas, interpretive signage, and a boardwalk in Sudheimer Park.

ENRTF Funds Requested: \$1,026,000

Proposed Project Completion: December 31, 2028

LCCMR Funding Category: Education and Outdoor Recreation (C)

Project Location

What is the best scale for describing where your work will take place?

Region(s): Metro

What is the best scale to describe the area impacted by your work?

Region(s): Metro

When will the work impact occur?

During the Project and In the Future

Narrative

Describe the opportunity or problem your proposal seeks to address. Include any relevant background information.

The City of Waconia seeks funding to construct paved trails, nature trails, interpretive signage kiosks, trail nodes, natural play areas, and a boardwalk in Sudheimer Park, which is a wooded area within the community. The addition of these trails and trailside amenities, including nature-based play features, would fill a gap in the city's outdoor recreation offerings. Paved trails and the boardwalk will be ADA accessible, bituminous pavement, and will connect to unpaved secondary and tertiary trails. The community currently lacks developed trails that allow residents to immerse themselves in a natural setting, and this project would provide them. This parkland is undeveloped and is currently used informally by residents for hiking and walking.

The proposed trail layout has been carefully planned to minimize disruption to the existing park topography and vegetation. While informal paths currently exist, the project will establish engineered trails aligned with portions of these well-trodden routes, thereby reducing further impact on the park environment. The design aims to introduce recreational opportunities previously unavailable in Waconia by incorporating a range of trail types and nature-based play features along the routes for visitors to enjoy. Educational signage will provide a unique interpretive experience promoting accessibility and multi-generational park use.

What is your proposed solution to the problem or opportunity discussed above? Introduce us to the work you are seeking funding to do. You will be asked to expand on this proposed solution in Activities & Milestones.

The City of Waconia will enhance Sudheimer Park by strengthening its trail connectivity and upgrading essential park infrastructure to expand recreational access and create high-quality community gathering spaces. Sudheimer Park is a unique wetland/open space area situated between low-density housing and commercial/industrial uses.

To address current connectivity gaps and limited recreational amenities, the City is seeking ENRTF funding to construct a network of paved trails, boardwalk connections, and natural hiking paths that integrate seamlessly with the citywide system. The project includes infrastructure that will enhance the visitor experience and create flexible spaces for small gatherings. Planned features include benches, picnic tables, trash receptacles, interpretive signage, and natural play area nodes for play or informal activity. Given its unique setting and ecological characteristics, the park is well positioned to serve as a major link in the citywide trail network while also offering residents a peaceful natural retreat.

Construction for the proposed improvements is anticipated to begin in 2027 and be completed by December 2028, establishing the foundational infrastructure needed to activate Sudheimer Park as an accessible, environmentally sensitive, and community-oriented outdoor destination.

What are the specific project outcomes as they relate to the public purpose of protection, conservation, preservation, and enhancement of the state's natural resources?

The Sudheimer Park project advances several funding priorities under the Education and Outdoor Recreation category. The proposed trails and related amenities will provide culturally relevant, accessible, and resilient outdoor recreation facilities and infrastructure – including recreation areas, parks, trails, fishing piers, or shelters – that create new natural resources-based experiences. The park serves as an important ecological buffer, and the proposed improvements will support the area's long-term ecological health while providing sustainable recreation opportunities. Formal trail routes will reduce habitat disturbance by limiting informal access. All proposed improvements occur on existing city-owned land and follow LCCMR regulations and guidance.

Activities and Milestones

Activity 1: Project Management and Environmental Documentation

Activity Budget: \$66,000

Activity Description:

This activity includes project management oversight, coordination among City departments and consultants, scheduling and budget tracking, procurement and contract administration, and documentation needed to support reimbursement requests and required reporting. The City will maintain organized project records for expenditures, progress, and deliverables, and will coordinate internal reviews to keep design, permitting, and construction activities aligned with scope and timelines.

Activity Milestones:

Description	Approximate Completion Date
ENRTF Grant Agreement and Work Plan	July 31, 2027
Project Documentation and Reimbursement Procedures	August 31, 2027
Selection of a Consultant and Contract Setup	August 31, 2027
Consultation with the State Historic Preservation Office	September 30, 2027
Environmental Assessment Worksheet	October 31, 2027
Surveys and Natural Resources Delineation	October 31, 2027

Activity 2: Final Design Engineering

Activity Budget: \$102,000

Activity Description:

Final design and engineering will include all necessary design work to develop construction plans for the trails, boardwalk connection, play areas, and signage. All paved trails and amenities will be designed to be compliant with ADA standards. The engineer will complete all bid specifications for the public RFP process and obtain all required project permits.

Activity Milestones:

Description	Approximate Completion Date
Department of Administration Pre-Design Review	December 31, 2027
Permitting Review	January 31, 2028
Approval of Draft Plans	January 31, 2028
All Funds Legally Secured	February 28, 2028
Approval of Final Plans and Specifications	February 28, 2028
Advertisement for Bid	February 28, 2028

Activity 3: Trail, Trail Node, Natural Play Area, Interpretive Signage, and Boardwalk Construction

Activity Budget: \$733,000

Activity Description:

This activity includes contractor selection, finalizing any required permits, conducting pre-construction meetings, project staking, contractor mobilization, and site preparation for the proposed Sudheimer Park Trails, boardwalk, pedestrian amenities, and interpretive signage. It also includes construction materials and construction services.

Activity Milestones:

Description	Approximate Completion Date
Contractors Selected and Contracts Executed	March 31, 2028
Permits Secured	April 30, 2028
Pre-Construction Meeting	April 30, 2028
Staking, Mobilization, and Site Preparation	May 31, 2028
Construction, Oversight and Administration	November 30, 2028
Signage Installs with ENRTF Language and Logo	November 30, 2028

Activity 4: Project Close-Out**Activity Budget:** \$26,000**Activity Description:**

Closeout tasks will include compiling as-built information and restoration documentation, confirming completion of funded Phase 1 elements, and completing required reporting and financial reconciliation so the improvements can transition into routine City operations and maintenance.

Activity Milestones:

Description	Approximate Completion Date
Final Grading	November 30, 2028
Stabilization and Punch List Items	November 30, 2028
As-Built Surveys	November 30, 2028
Construction, Oversight, and Administration Ends	December 31, 2028
Notice of Funding Restriction Recorded	December 31, 2028
Certificate of Occupancy or Equivalent Obtained	December 31, 2028
Site Re-Opening	December 31, 2028

Activity 5: Contingency and Inflation**Activity Budget:** \$99,000**Activity Description:**

This activity provides funding for inflation and any unexpected cost overruns. Inflation is assumed to be 8.5% based on guidance from the MMB 2026 Capital Budget Instructions for Local Units of Government. A 5% contingency is assumed based on guidance from the LCCMR.

Activity Milestones:

Description	Approximate Completion Date
Funding for unexpected cost overruns	December 31, 2028
Inflation	December 31, 2028

Project Partners and Collaborators

Name	Organization	Role	Receiving Funds
Jon Haukaas	City of Waconia	Director of Public Services	Yes

Dissemination

Describe your plans for dissemination, presentation, documentation, or sharing of data, results, samples, physical collections, and other products and how they will follow ENRTF Acknowledgement Requirements and Guidelines.

The improvements planned for Sudheimer Park are designed to attract a wide variety of visitors. Located in a mixed-use area with single-family homes, medium-density housing, and nearby commercial spaces, the park is expected to see more activity than parks in less densely populated neighborhoods. It will cater not only to those living close by but also to residents from other parts of the community, as the proposed trails will link up with existing paths at West 13th Street to the north and multi-use trails along Sparrow Road to the south.

Sudheimer Park is accessible by walking, biking, and driving. The proposed trail network connects to existing sidewalks and multi-use trails, and the city will be providing an accessible trail connection to an existing off-street parking lot that, while not on city property, is available and signed for public use. The Park is open to the public and does not require any special equipment to enjoy the Park and the proposed amenities.

By offering different types of trails and accessible routes to both current and future amenities, the park aims to accommodate people of all ages and abilities. Its distinct natural environment and the shade provided by mature trees will make it especially inviting on hot days—offering a refreshing alternative to many of the city’s other multi-use trails.

Long-Term Implementation and Funding

Describe how the results will be implemented and how any ongoing effort will be funded. If not already addressed as part of the project, how will findings, results, and products developed be implemented after project completion? If additional work is needed, how will this work be funded?

Additional phases of the Sudheimer Park project will include additional recreational improvements identified in the master plan, expanded trail segments, and further development of natural play or gathering areas. The City of Waconia is pursuing DNR Outdoor Recreation Program funding to implement additional phases. The City commits to funding any cost overruns and ineligible activities with the general tax fund and city capital investments. Once the ENRTF-funded improvements are completed, the City of Waconia will assume full responsibility for maintaining the trails, amenities, and natural areas within the park as part of its ongoing parks and public services operations.

Project Manager and Organization Qualifications

Project Manager Name: Casey Byers

Job Title: Bolton & Menk - Urban Design Practice Leader

Provide description of the project manager’s qualifications to manage the proposed project.

Mr. Casey Byers PLA, ASLA currently serves as Urban Design Practice Leader at Bolton & Menk, Inc. He holds a bachelor's in landscape architecture from Iowa State University - College of Design (2006)

Mr. Byers brings nearly two decades of progressive professional experience in landscape architecture and urban design. He launched his career as an Associate Landscape Architect at Design Workshop, where he served from 2006 to 2010, gaining foundational expertise in site design, planning, and project delivery. Following a period of continued professional

development, he joined Bolton & Menk, Inc. in 2014 in the role of Principal Landscape Architect and Parks Practice Leader, a position in which he successfully directed complex, multi-phase projects encompassing parks and recreation planning, urban design, corridor studies, and community master planning — guiding each from initial concept through construction and long-term operations.

Organization: City of Waconia

Organization Description:

City of Waconia is a growing community located about 30 minutes west of Minneapolis and St. Paul, in a region known for its lakes, parks, and outdoor recreation. Recognized as a 'Tree City USA' by the National Arbor Day Foundation, Waconia sits along the shores of Lake Waconia, the metro's third largest and one of its cleanest lakes. As of July 1, 2024, the city's population was 13,831, according to the U.S. Census.

Sudheimer Park, a 25-acre open space, represents a major capital investment for the city and includes existing trails with opportunities for future amenities. Waconia operates as a Statutory City and continues to grow with a strong local economy, established industrial parks, high-quality schools, and excellent healthcare facilities. The City of Waconia values its many natural resources and is committed to protecting, preserving, and restoring the environment for its citizens and future generations.

The Sudheimer Park Project is led by the Public Services Department, which oversees the construction of public improvements. The Park Maintenance Division maintains city grounds, parks, boulevards, trails, and sidewalks. Park Maintenance Technician's duties include landscaping, mowing, trimming, safety surfaces, tree trimming, inspection, and snow and ice control of pedestrian surfaces.

Budget Summary

Category / Name	Subcategory or Type	Description	Purpose	Gen. Ineligible	% Benefits	# FTE	Classified Staff?	\$ Amount
Personnel								
							Sub Total	-
Contracts and Services								
To be determined – See Activity 2, Milestone 8	Service Contract	Completion of site work necessary for construction				0		\$159,000
To be determined – See Activity 2, Milestone 8	Service Contract	Construction of bituminous, crushed limestone, and dirt trails				0		\$201,000
To be determined – See Activity 2, Milestone 8	Service Contract	Construction of trail nodes, which include concrete walks, benches, picnic tables, and trash receptacles				0		\$96,000
To be determined – See Activity 2, Milestone 8	Service Contract	Construction of natural play areas, which include mulch, signage, fitness features, treated wood edger, and play furnishings				-		\$48,000
To be determined – See Activity 2, Milestone 8	Service Contract	Construction of interpretive signage				-		\$29,000
To be determined – See Activity 2, Milestone 8	Service Contract	Construction of the boardwalk connections				-		\$200,000
							Sub Total	\$733,000

Equipment, Tools, and Supplies								
							Sub Total	-
Capital Equipment								
							Sub Total	-
Acquisitions and Stewardship								
							Sub Total	-
Travel In Minnesota								
							Sub Total	-
Travel Outside Minnesota								
							Sub Total	-
Printing and Publication								
							Sub Total	-
Other Expenses								
		Project Management	All necessary project management and environmental review tasks.					\$66,000
		Design and Engineering	All necessary design work to develop construction plans.					\$102,000
		Project Close-Out	All necessary project close-out and reporting tasks.					\$26,000
		Contingency	Funding for unexpected cost overruns.					\$37,000
		Inflation	Funding for expected inflation.					\$62,000
							Sub Total	\$293,000
							Grand Total	\$1,026,000

Classified Staff or Generally Ineligible Expenses

Category/Name	Subcategory or Type	Description	Justification Ineligible Expense or Classified Staff Request
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Non ENRTF Funds

Category	Specific Source	Use	Status	Amount
State				
Cash	DNR Outdoor Recreation Grant	Construct both paved and unpaved nature trails, interpretive signage kiosks, site furnishings and natural play area nodes in Sudheimer Park	Pending	\$342,500
			State Sub Total	\$342,500
Non-State				
Cash	City of Waconia General Tax Levy	Match amount for final design engineering activities associated with the Outdoor Recreation Grant	Secured	\$62,000
Cash	City of Waconia General Tax Levy	Match amount for construction activities associated with the Outdoor Recreation Grant	Secured	\$280,500
			Non State Sub Total	\$342,500
			Funds Total	\$685,000

Total Project Cost: \$1,711,000

This amount accurately reflects total project cost?

Yes

Attachments

Required Attachments

Visual Component

File: [7388e81d-0d2.pdf](#)

Alternate Text for Visual Component

The Recreational Site Plan shows the boundary of Sudheimer Park, the existing parcel lines, facilities that will be constructed with the ENRTF and DNR Outdoor Recreation Grants, and future work to be completed by the City of Waconia....

Financial Capacity

Title	File
2024 Financial Report	a5288f39-acc.pdf

Board Resolution or Letter

Title	File
Board Resolution	182013c1-3b8.pdf

Supplemental Attachments

Capital Project Questionnaire, Budget Supplements, Support Letter, Photos, Media, Other

Title	File
Environmental Documentation	6c77d9ea-332.pdf
Waconia Additional Project Maps	3cc2409f-c9d.pdf
Sudheimer Park Engagement Narrative	2a77e1e5-9ee.pdf
Capital Construction Project Questionnaire	f6d67258-d1d.pdf
Budget Addendum	3a9accba-48f.pdf
Sudheimer Park Existing Conditions Pictures	bc030820-edd.pdf

Administrative Use

Does your project include restoration or acquisition of land rights?

No

Do you understand that travel expenses are only approved if they follow the "Commissioner's Plan" promulgated by the Commissioner of Management of Budget or, for University of Minnesota projects, the University of Minnesota plan?

N/A

Does your project have potential for royalties, copyrights, patents, sale of products and assets, or revenue generation?

No

Do you understand and acknowledge IP and revenue-return and sharing requirements in 116P.10?

N/A

Do you wish to request reinvestment of any revenues into your project instead of returning revenue to the ENRTF?

N/A

Does your project include original, hypothesis-driven research?

No

Does the organization have a fiscal agent for this project?

No

Does your project include the pre-design, design, construction, or renovation of a building, trail, campground, or other fixed capital asset costing \$10,000 or more or large-scale stream or wetland restoration?

Yes

Do you propose using an appropriation from the Environment and Natural Resources Trust Fund to conduct a project that provides children's services (as defined in Minnesota Statutes section 299C.61 Subd.7 as "the provision of care, treatment, education, training, instruction, or recreation to children")?

No

Provide the name(s) and organization(s) of additional individuals assisting in the completion of this proposal:

Jon Haukaas, City of Waconia

Do you understand that a named service contract does not constitute a funder-designated subrecipient or approval of a sole-source contract? In other words, a service contract entity is only approved if it has been selected according to the contracting rules identified in state law and policy for organizations that receive ENRTF funds through direct appropriations, or in the DNR's reimbursement manual for non-state organizations. These rules may include competitive bidding and prevailing wage requirements

Yes, I understand