

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

MINUTES
November 13, 2013

- A. CALL TO ORDER: 7:00PM
- B. ROLL CALL: LINDSTROM HARRIS GOSLINE
LONG MERCER-TAYLOR

STAFF PRESENT: FISCHER TESSER OLSON
- C. PRESENTATIONS:
1. Housing Resource Center Annual Report from Suzanne Snyder
Suzanne Snyder presented an update on the services the Housing Resource Center provides to Falcon Heights residents. She also answered questions from the Council and provided the attached information.
- D. APPROVAL OF MINUTES: October 23, 2013 APPROVED
- E. PUBLIC HEARINGS:
1.
- F. CONSENT AGENDA: Chuck Long Moved, Approved 5-0
1. General Disbursements through 11/5/2013: \$183,558.09
Payroll through 10/31/2013: \$15,552.58
2. Approval of City Licenses
3. SCORE Grant Application Authorization
4. Budget Amendment to the Parks Program Special Revenue Fund
5. Lawful Gambling Permit for Falcon Heights Elementary PTA
6. Statutory Tort Limits Liability Coverage for City in 2014
7. Storm Sewer Cleaning Program
8. Appointment of Nathan Thorvilson to the Environment Commission
9. Appointment of Cari Lee to the Parks and Recreation Commission
10. 2014 Commission Appointments
11. Acceptance of U of M Good Neighbor Grant Award
12. 2014 Housing Resource Center Consultant Services Agreement
13. Fire Department Relief Association Bylaws Amendment
14. Worker's Compensation Coverage for Mayor and City Council Members
- G: POLICY ITEMS:
1. Solar Energy Installations Ordinance Amendment Pam Harris Moved, Approved 5-0
Pam Harris and Beth Mercer-Taylor provided an update on the ordinance from the Planning and Environment Commissions. Council discussed the proposed changes.

2. Canvass Election Results Beth Mercer-Taylor Moved, Approved 5-0
Bart Fischer presented the election results and Council discussed the outcome.

3. Acceptance of Park Improvement Study Proposal Chuck Long Moved, Approved 5-0
Michelle Tesser presented the staff report and answered questions from Council. The RFP from WSB is attached.

4. Acceptance of Bond Bids for the 2014 Fire Truck Purchase
Keith Gosline Moved, Approved 5-0
Nick Anhut from Ehlers and Associates presented information on the bond bids and answered questions from Council. He provided the attached sale report. Nick also presented Council with an award for receiving a AAA bond rating from Standard & Poor's. That report is also attached.

H. INFORMATION/ ANNOUNCEMENTS:

Council Member Beth Mercer-Taylor

-Provided an update on a GreenStep Cities meeting she attended.

Council Member Chuck Long

-Provided an update on a visit he had with Falcon Heights Elementary 4th graders.

Council Member Keith Gosline

-Provided an update on NYFS activities.

Mayor Peter Lindstrom

-Provided an update on the Town Square Apartment Community Meeting held on 10/29/13.

-Reminded everyone of the upcoming Sustainability Festival at Silverwood Park on 11/14/13 from 5:30-8:00PM.

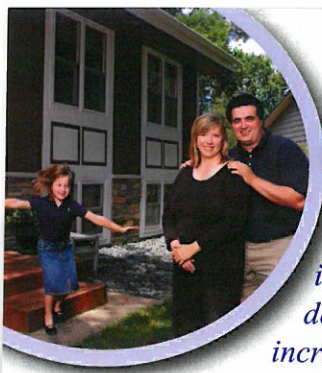
-Introduced students in the audience from the University of Minnesota and University of Northwestern – St. Paul.

City Administrator Bart Fischer

-Announced that the upcoming City Council meetings on 11/27/13 and 12/25/13 will be canceled.

I. COMMUNITY FORUM:

J. ADJOURNMENT: 8:23PM



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increasing affordable housing
and assisting communities
with housing revitalization.*

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If you live in the 7-County Metro Area, contact the **HousingResource Center™** nearest you to learn more about our services.

● North

2148-44th Avenue N.
Minneapolis, MN 55412
Phone: 612-588-3033
Fax: 612-588-3028

● South

3749 Cedar Avenue S.
Minneapolis, MN 55407
Phone: 612-722-7141
Fax: 612-722-6367

● North & East Metro

1170 Lepak Court
Shoreview, MN 55126
Phone: 651-486-7401
Fax: 651-486-7424



www.gmhchousing.org



Greater Metropolitan Housing Corporation

Housing Resource Center Services in 2013

as of October 31, 2013

Total Number of Households Served	35
Rehab Advisory Services	15
Site Visits	
Center Appointments	
Phone Consultations	
Financing	1
Ramsey County Deferred Loan (2 on wait list)	
Information and Referrals	19

Housing Resource Center Services in 2014

New Partnership with Rebuilding Together

Targeted Funding for Falcon Heights

Elderly, Disabled, Veterans and Families with Children

Very Low-income

\$5,000 forgivable loan – no interest; no monthly payments

Renewed Funding for Extremely Low-income

Community based Marketing

Core Services Continued

November 13, 2013

Sale Report

City of Falcon Heights, Minnesota

\$715,000 General Obligation Equipment
Certificates. Series 2013B



City of Falcon Heights, Minnesota Results of Bond Sale – November 13, 2013

\$715,000 General Obligation Equipment Certificates, Series 2013B

Purpose: To finance the acquisition of capital equipment.

Rating: Standard & Poor's "AAA"

Number of Bids: 3

Low Bidder: United Bankers' Bank, Bloomington, MN

True Interest Cost: 1.9690%

Summary of Results:	Projected	Results of Sale	Difference
Principal Amount:	\$720,000	\$715,000	-\$5,000
Planned City Contribution:	\$70,000	\$70,000	\$0
Net Proceeds:	\$750,000	\$753,797	\$3,797
Discount Allowance:	\$10,800	\$6,078	-\$4,722
Cost of Issuance:	\$28,000	\$25,126	-\$2,874
True Interest Cost:	2.64%	1.97%	-0.67%
Average Annual Levy:	\$101,459	\$97,668	-\$3,791

Closing Date: December 5, 2013

Council Action: Resolution Providing For The Issuance And Sale Of \$715,000 General Obligation Equipment Certificates, Series 2013B, And Levying A Tax For The Payment Thereof

Attachments:

- Bid Tabulation
- Updated Debt Service Schedules
- Bond Resolution (Distributed in Council packets)

BID TABULATION

\$720,000* General Obligation Equipment Certificates, Series 2013B

CITY OF FALCON HEIGHTS, MINNESOTA

SALE: November 13, 2013

AWARD: UNITED BANKERS' BANK

RATING: Standard & Poor's Credit Markets "AAA"

BBI: 4.56%

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
UNITED BANKERS' BANK Bloomington, Minnesota	2015**	0.600%	0.600%	\$713,880.00	\$79,772.22	1.9777%
	2016**	0.600%	0.600%			
	2017	0.850%	0.850%			
	2018	1.150%	1.150%			
	2019	1.450%	1.450%			
	2020	1.750%	1.750%			
	2021	2.050%	2.050%			
	2022	2.250%	2.250%			
	2023	2.400%	2.400%			
CRONIN & COMPANY, INC. Minneapolis, Minnesota	2015	2.000%		\$721,253.20	\$94,333.19	2.3294%
	2016	2.000%				
	2017	2.000%				
	2018	2.000%				
	2019	2.000%				
	2020	2.250%				
	2021	2.250%				
	2022	2.750%				
2023	2.750%					
NORTHLAND SECURITIES, INC. Minneapolis, Minnesota	2015	2.000%		\$715,960.70	\$94,121.97	2.3372%
	2016	2.000%				
	2017	2.000%				
	2018	2.000%				
	2019	2.000%				
	2020	2.000%				
	2021	2.200%				
	2022	2.400%				
	2023	2.600%				

*Subsequent to bid opening the issue size was decreased to \$715,000.

Adjusted Price - \$708,922.50

Adjusted Net Interest Cost - \$77,932.28

Adjusted TIC - 1.9690%

**\$110,000 Term Bond due 2016 with mandatory redemption in 2015

www.ehlers-inc.com



Minnesota
Offices also in Wisconsin and Illinois

phone 651-697-8500
fax 651-697-8555

3060 Centre Pointe Drive
Roseville, MN 55113-1122

City of Falcon Heights, Minnesota

\$715,000 General Obligation Equipment Certificates, Series 2013B

Sources & Uses

Dated 12/05/2013 | Delivered 12/05/2013

Sources Of Funds

Par Amount of Bonds	\$715,000.00
Planned Issuer Equity contribution	70,000.00
Total Sources	\$785,000.00

Uses Of Funds

Total Underwriter's Discount (0.850%)	6,077.50
Costs of Issuance	25,126.00
Deposit to Project Construction Fund	750,000.00
Deposit to Project Fund (Rounding)	3,796.50
Total Uses	\$785,000.00

Series 2013 GO Equip Cert | SINGLE PURPOSE | 11/13/2013 | 11:35 AM



EHLERS
LEADERS IN PUBLIC FINANCE

City of Falcon Heights, Minnesota

\$715,000 General Obligation Equipment Certificates, Series 2013B

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	2010 Equip Certs	2013A Bonds	Net New D/S	105% of Total	2013A Bond - Assessments	Levy/(Surplus)
02/01/2014	-	-	-	-	71,050.00	3,153.33	74,203.33	77,913.50	-	77,913.50
02/01/2015	30,000.00	0.600%	12,719.78	42,719.78	35,700.00	67,095.00	145,514.78	152,790.52	47,447.92	105,342.60
02/01/2016	80,000.00	0.600%	10,827.50	90,827.50	-	66,645.00	157,472.50	165,346.13	47,447.91	117,898.22
02/01/2017	85,000.00	0.850%	10,347.50	95,347.50	-	71,045.00	166,392.50	174,712.13	47,447.91	127,264.22
02/01/2018	85,000.00	1.150%	9,625.00	94,625.00	-	70,167.50	164,792.50	173,032.13	47,447.91	125,584.22
02/01/2019	85,000.00	1.450%	8,647.50	93,647.50	-	69,127.50	162,775.00	170,913.75	47,447.91	123,465.84
02/01/2020	85,000.00	1.750%	7,415.00	92,415.00	-	67,925.00	160,340.00	168,357.00	47,447.91	120,909.09
02/01/2021	85,000.00	2.050%	5,927.50	90,927.50	-	66,560.00	157,487.50	165,361.88	47,447.91	117,913.97
02/01/2022	90,000.00	2.250%	4,185.00	94,185.00	-	-	94,185.00	98,894.25	-	98,894.25
02/01/2023	90,000.00	2.400%	2,160.00	92,160.00	-	-	92,160.00	96,768.00	-	96,768.00
Total	\$715,000.00	-	\$71,854.78	\$786,854.78	\$106,750.00	\$481,718.33	\$1,375,323.11	\$1,444,089.27	\$332,135.38	\$1,111,953.89

Significant Dates

Dated	12/05/2013
First Coupon Date	8/01/2014

Yield Statistics

Bond Year Dollars	\$3,956.22
Average Life	5.533 Years
Average Coupon	1.8162473%
Net Interest Cost (NIC)	1.9698661%
True Interest Cost (TIC)	1.9690290%
Bond Yield for Arbitrage Purposes	1.8054740%
All Inclusive Cost (AIC)	2.6653040%

Series 2013 GO Equip Cert | SINGLE PURPOSE | 11/13/2013 | 11:35 AM





130 East Randolph Street
Suite 2900
Chicago, IL 60601
tel 312-233-7000
reference no.: 1282777

November 8, 2013

City of Falcon Heights
City Hall
2077 West Larpenteur Avenue
Falcon Heights, MN 55113
Attention: Mr. Bart Fischer, City Administrator

Re: *US\$720,000 City of Falcon Heights, Minnesota (Ramsey County) General Obligation Equipment Certificates, Series 2013B, dated: December 05, 2013, due: February 01, 2023*

Dear Mr. Fischer:

Pursuant to your request for a Standard & Poor's Ratings Services ("Ratings Services") rating on the above-referenced obligations, Ratings Services has assigned a rating of "AAA". Standard & Poor's views the outlook for this rating as stable. A copy of the rationale supporting the rating is enclosed.

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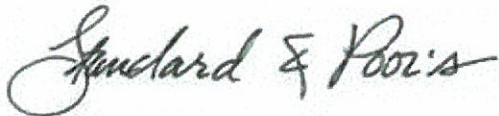
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55 Water Street
New York, NY 10041-0003

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Sincerely yours,

The image shows a handwritten signature in cursive script that reads "Standard & Poor's". The signature is written in black ink and is positioned below the "Sincerely yours," text.

Standard & Poor's Ratings Services

sp
enclosures

cc: Ms. Deb Peterson
Mr. Nick Anhut
Ms. Pia Troy
Ms. Shelly Eldridge, CIPFA



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RatingsDirect®

Summary:

Falcon Heights, Minnesota; General Obligation

Primary Credit Analyst:

Errol R Arne, New York (1) 212-438-2379; errol.arne@standardandpoors.com

Secondary Contact:

Jennifer Boyd, Chicago (1) 312-233-7040; jennifer.boyd@standardandpoors.com

Table Of Contents

Rationale

Outlook

Related Criteria And Research

Summary:

Falcon Heights, Minnesota; General Obligation

Credit Profile

US\$0.72 mil GO equip certs ser 2013B dtd 12/05/2013 due 02/01/2023

Long Term Rating

AAA/Stable

New

Rationale

Standard & Poor's Ratings Services assigned its 'AAA' long-term rating to Falcon Heights, Minn.'s series 2013B general obligation (GO) equipment certificates. The outlook is stable.

A pledge of the city's full-faith-credit-and-resources and an agreement to levy ad valorem property taxes without limitation as to rate or amount secure these bonds.

The rating on the city reflects our newly released local GO criteria and our assessment of the following factors.

- Very strong budgetary flexibility with 2012 available reserves at 79% of general fund expenditures;
- Very strong liquidity providing very strong cash levels to cover both debt service and expenditures;
- Very strong debt and contingent liabilities position, with low debt burden as compared with market value and rapid amortization;
- Strong economy, which benefits from participation in the broad and diverse economy of Minneapolis-St. Paul-Bloomington, Minnesota-Wisconsin metropolitan statistical area (MSA);
- Strong management with good financial policies; and
- Adequate budgetary performance, which has produced consistent general fund results.

Very strong budget flexibility

In our opinion the city's budgetary flexibility remains very strong, with reserves above 75% of expenditures for the past several years and no plans to significantly spend them down. The city anticipates reserves for 2013 will be at a slightly higher level than 2012 levels. For fiscal 2012, available reserves were \$1.3 million or 79% of expenditures.

Very strong liquidity

Supporting the city's finances is liquidity we consider very strong, with total government available cash and debt service both over 100% of debt service. We believe the city has strong access to external liquidity as it has been issuing GO bonds for over 15 years.

Very strong debt and contingent liability profile

In our opinion, the city's debt and contingent liabilities profile is very strong with total governmental funds debt service at 2.7% of total governmental funds expenditures and with net direct debt as a percentage of total governmental funds revenue at 47.1%. Qualitative factors that had a positive impact to the initial score were rapid amortization and low net debt as a percentage of market value. The city expects to retire more than 65% of its debt in 10 years, and its net debt is below 3% of market value.

All full-time and certain part-time employees of Falcon Heights City are covered by defined-benefit pension plans administered by the Public Employees Retirement Assn. of Minnesota (PERA). PERA administers the General Employees Retirement Fund (GERF) and the Public Employees Police and Fire Fund (PEPFF), which are cost sharing, multiple-employer retirement plans. It has contributed 100% of the annual required contribution for each plan in each of the past three years. The pension costs for fiscal 2012 were less than 10% of expenditures and we do not expect these costs to increase substantially in the near term. The city has an immaterial implicit liability for other post-employment benefits.

Strong Economy

We consider the Falcon Heights economy to be strong with access to the broad and diverse economy of the Minneapolis-St. Paul-Bloomington, Minnesota-Wisconsin MSA. The city is located in Ramsey County, comprises 2.28 square miles, serves a 2012 estimated population of 5,426 and is adjacent the city of St. Paul. Officials state that the city is a bedroom community where most residents travel to the Twin Cities for employment. Traditionally, city unemployment has tracked on par with the state and lower than the nation and the average unemployment rate in 2012 was 5.8%. The city has projected (2017) per capita effective buying income (EBI) of 113% of the U.S. The per capita EBI in 2012 is 118%. Net tax capacity has decreased 21% since 2010, reflecting a recent recession and state legislative changes. The economic market value in 2012 is \$369.9 million and despite the recent decline in tax capacity, the per capita market value for the city was \$68,175 for fiscal 2013, which we consider strong.

Strong management conditions

We view the city's management conditions as strong, with good financial practices combined with a consistent ability to maintain balanced budgets. The city has a detailed long-term capital plan with identified sources and uses and a formal reserve policy.

Adequate institutional framework

We consider the Institutional Framework score for Minnesota cities with population greater than 2,500 as strong. See Institutional Framework score for Minnesota.

Outlook

The stable outlook reflects our view that the city will sustain its very strong budget flexibility, liquidity, and debt profile. As such we do not expect to change the rating in our two-year outlook horizon.

Related Criteria And Research

- USPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept.
- USPF Criteria: Financial Management Assessment, June 27, 2006
- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Institutional Framework Overview: Minnesota Local Governments

Complete ratings information is available to subscribers of RatingsDirect at www.globalcreditportal.com. All ratings

Summary: Falcon Heights, Minnesota; General Obligation

affected by this rating action can be found on Standard & Poor's public Web site at www.standardandpoors.com. Use the Ratings search box located in the left column.

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McGRAW-HILL



engineering · planning · environmental · construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: 763-541-4800
Fax: 763-541-1700

October 31st, 2013

Michelle Tesser, Assistant City Administrator
City of Falcon Heights
2077 West Larpenteur Ave.
Falcon Heights, MN 55113-5594

Re: Parks Improvement Study

Dear Michelle,

On behalf of all of us here at WSB & Associates, Inc. (WSB), we would like to sincerely thank you and the City of Falcon Heights for giving us this opportunity to present our qualifications and proposal for the Parks Improvement Study.

The following proposal material illustrates our understanding of the tasks based on the requirements of the RFP and previous discussions with the City. Also included is a listing of professionals that we feel will be beneficial for this project and our corresponding fee proposal. WSB brings an appreciation and understanding of the nuances needed for this project and would love the opportunity to work with you to set the stage for successful future endeavors.

We're delighted to be included in this process and would be happy to answer any questions you may have regarding our proposal, so please don't hesitate to contact us for clarification.

Thanks again, and we look forward to the opportunity to provide you and the City of Falcon Heights with our well-rounded professional services.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in blue ink, appearing to read "Candace C. Amberg", is written over a large, stylized blue scribble that extends across the signature area.

Candace C. Amberg
Project Manager, Senior Landscape Architect



City of
Falcon
Heights



Proposal to Provide
Professional Services for the:

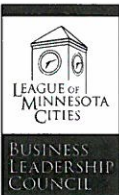
Parks Improvement Study

For the City of Falcon Heights

October 31, 2013

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Project Understanding



The RFP and discussions with staff have provided us with a reasonable understanding of the City's expectations for this project. We recognize that citizens, elected officials, special interest groups, and staff will each bring varying perspectives that will need to be appropriately considered as part of our consensus building approach.



The following work plan defines our approach to this project, which is based on many years of experience with large and small communities across the state. We fully expect to modify our approach to address the specific needs and nuances of the City of Falcon Heights as the project progresses forward, to accommodate the unique circumstances of this community. Please consider the following as a starting point and basis for further discussion.



Using Previous Projects as Stepping Stones

As defined under our qualifications, WSB & Associates, Inc. has extensive experience in preparing park, trail, and open space system plans that truly respond to the particular needs of a community. Our previous projects have given us valuable knowledge about recreational trends and the many nuances that must be considered as part of a park system.

Using these past projects as stepping stones, we are confident that we will meet or exceed your expectations for this park improvement study. We are also confident that the study outcomes will reflect the community values and quality of life expectations that will be confirmed through our community outreach during the planning process.

Sustainability

We have received feedback from our prior projects and gained some insights into the most useful areas of our reports, as well as the areas that could be streamlined. This has allowed us to create much more effective documents without all the bulk. We expect to apply the best of our working experience about park system planning to this project in order to provide you with the most effective planning tool to move forward with future improvements.

Through our past experiences we have also come to recognize the importance of developing strategies that will help ensure that the City is well-positioned to actually implement future endeavors to ensure the park system meets the needs of the community. This includes everything from land acquisition, redevelopment, park dedication, operations and maintenance, and programming. Lacking attention to this aspect of planning, it has been our experience that actual plan implementation can become unachievable and quickly fall short of what was envisioned.



Undertake Community Outreach and Public Input

A sound and complete strategy for community outreach and public process is at the core of our approach. WSB believes that success in creating a park improvement study plan is predicated on a shared vision by stakeholders and as such, their involvement becomes a fundamental part of the planning process.

It is our belief that engaging stakeholders starts with first identifying them and then getting them involved in the planning process in a meaningful way in order to truly create “champions” for the parks system.



We also feel that building long-term relationships with stakeholders will be critical to meeting the community needs for today and tomorrow. While it is expected that stakeholders often see the value in the park system in different ways, gaining consensus on priorities and defining how much should be spent on the system will require a close and open relationship with all participants.

Within the context of this project, potential stakeholders are considered very broadly to include:

- **Traditional and identifiable park users who derive tangible benefits from the park system** (i.e., play on a ballfield, walk on a path, etc.).
- **Individuals and groups who may not directly use services and park facilities, but still derive some perceived benefit from the park system** (i.e., social, economic, and environmental values).
- **Current non-users** who do not perceive any benefit from the park system for a variety of reasons, such as feeling under serviced, disenfranchised, or unwilling to participate.



Based on our understanding of the project to date, WSB envisions working with staff to define the key stakeholders and developing a strategy best suited to getting them involved. We expect to use a variety of approaches and techniques to gain stakeholder input, as outlined in our Work Plan.



Methodology

For simplicity, our work program is broken down into essential work tasks. These tasks are meant to provide a general overview of what will be focused on and is a basis for our fee proposal. If selected, WSB is prepared to provide the City with additional detailed information for each work task and refine the process as necessary. Please note that the tasks listed will overlap with one another, as they will occur in varying stages through the course of the project.



Step 1: Project Start-Up and Gather Information

Project Start-up

A start-up meeting between WSB and city staff will start the planning process. **It is during this meeting that we will clearly define project objectives, issues, time frames, and roles with staff.** The general purpose of the focus meeting will be to:

- Allow WSB the opportunity to develop a very clear understanding of the scope of the project and intended outcomes.
- Clearly define the City's expectations.
- Confirm key individuals, committees, project representatives, etc. who will be either directly involved in the project or have information that will affect the project.
- General broad-based review and discussion about project issues and concerns.

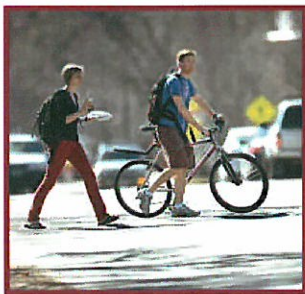
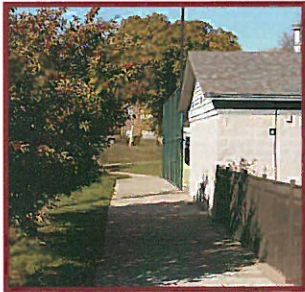


Project start-up would also entail a preliminary review of the existing system and internal organization, gathering background and base information, previously completed studies and reports, gathering available mapping, etc. from the City, setting up computer hardware and software programs, assessing all of the information available about the project, and so forth. Once the stage is set, the work on the project will begin in earnest.

Gather Background Information

Gathering information and assessing the condition of existing facilities/resources to meet contemporary recreational needs of the current and projected demographics is always of importance to truly understand the overall health and functionality of the existing system. Our past work not only makes us well versed in typical standards for parks, trails, and recreational facilities, but we have also been instrumental in creating many of the refined standards commonly used for parks, recreational facilities, and trails in the region.

This work task will focus on getting our feet on the ground and developing a solid understanding of the existing park system and project dynamics. This phase of the project also focuses on aggregating the information that has been gathered thus far and translating that into a usable form for planning purposes.



Evaluation & Assessment

In this context, assessment simply refers to taking a comprehensive look at all of the factors that will influence the preparation of the park improvement study. In conjunction with the information derived from the public process, WSB will also consider a number of other factors that might influence outcomes. This typically includes:

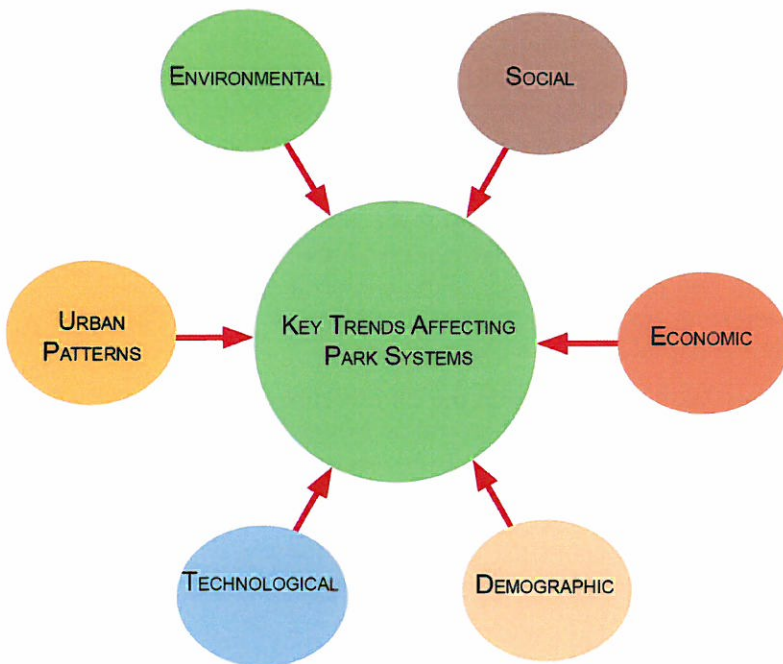
- **Current conditions review** – relates to evaluation of the current park system, services, and past approaches to system planning. Basically this brings the planning team up to speed on the current circumstances and identifies critical issues facing the city.
- **General system evaluation** – relates to review of available information about the current park system and related data, existing master plans, funding studies, etc. WSB will work closely with staff on gathering, reviewing and analyzing this information to determine if the current programs and funding levels are adequate to sustain the system.
- **General assessment of condition of parks, facilities and infrastructure** – relates to evaluating parks, facilities and infrastructure to determine general current physical conditions and uses as it relates to safety and accessibility. This also includes how the parks are being impacted, their programmed uses, effects on maintenance and operations, and geographical distribution.
- **Review of information on participation rates and use patterns** – this would focus on working closely with staff on defining current demand for facilities and recreational programs and determine if the right programs are being offered.
- **Pedestrian Links** – though not specifically addressed in the RFP, this would focus on taking a general look at sidewalks, trails and bikeways within the City of Falcon Heights, and along adjoining communities, to develop an understanding of access to park and recreational areas, including a gap analysis.

Note that assessing park and recreation needs is both internal and external to the city. Internal assessment is reflected in the items listed above. Also important, however, is to look beyond the organization and see what is happening in the industry in a general sense and determine if some of the findings have application to the City of Falcon Heights.



Understanding Trends

Given our emphasis on meeting the true needs of the community, WSB places considerable significance on understanding how demographic, recreational and societal trends will influence the demand for park and recreation facilities and programs. The overall demographic trends that are occurring in Minnesota are forcing communities to reconsider old planning paradigms that relied on providing a static palette of recreation programs, services, and facilities to serve a relatively stable, homogeneous population. While diversity creates an interesting social fabric, it also adds to the variability of the public’s desire for parks and recreation facilities and underscores the need for an inclusive public process.



As part of the planning process, WSB will review demographic and census information provided by the City to help develop an understanding of where the community’s population characteristics are headed and determine potential implications to planning outcomes.

By researching and understanding trends affecting the City of Falcon Heights to their fullest reasonable extent, one can better understand the needs of residents across the city and prepare a plan that will ensure greater confidence that the right mix of recreation programs, services, and facilities are provided.

The graphic on the left summarizes the major trend categories.

Step 2 – Engage Stakeholders

Over the years, WSB has come to respect the value of a more inclusive project where we reach out to the community to listen and explore options we may not have thought of otherwise. This allows the planning process to become more tailored to a particular community and allows for a well-perceived process that the community will be proud to support in the future.

WSB emphasizes public input into the planning process as a foundation for decisions. Essentially, this work task focuses on the simple notion of listening to stakeholders in order to understand what is needed. The most important role we have as planners is to correctly interpret and internalize the community's collective vision for the city at a very early stage. Not only in terms of the written objectives, but also in terms of the less-definable, but very important, individual perceptions that have arisen over the years.

To do this we envision developing a comprehensive assessment of needs, demands and priorities, which is considered essential to the success of the project and is viewed as one of the most important work tasks of the project.



It is our intent to use the public process to assess the needs of the community, build direct and lasting relationships with key stakeholders, and involve them in the decision process. Using the following techniques, WSB will provide residents, local businesses, and stakeholder groups direct access to the planning process.

- ✓ • **Individual Interviews:** WSB will work with the City to undertake a two day interview session in order to meet with city officials, staff, and other select community representatives to gain first hand one-on-one information and perceptions. Meetings with the University of Minnesota and other important groups would also fall under this technique.
- ✓ • **Open House/Public Forum Meetings:** This typically includes holding meetings with neighborhood groups to gain insight, address broad concepts, and gather feedback. These are open to the public and we envision holding up to two separate open house meetings at the start of the project to gather input and one open house meeting to report findings and conceptual ideas prior to the final report.
- ✓ • **Formal Public Meetings:** WSB shall attend one Parks and Recreation Commission meeting at the start of the project to gather input from the commission members. WSB shall also attend two public meetings at the end of the project, one to present the draft report for review and comment, and one to present the final report for adoption and approval.
- ✓ • **Survey/Questionnaire:** WSB will work with the City to implement a public survey/questionnaire through direct mailings and/or Survey Monkey. Once the results are in, WSB would provide analyses of the results and define how the results might affect planning outcomes. The following details our approach to the survey/questionnaire.



Survey/Questionnaire

Though technically not “statistically valid”, WSB has extensive experience to create and conduct a survey/questionnaire as part of the system study process. Our method will still provide the necessary information required to enhance the system study, but at a cost savings to the City. The following outlines our suggested approach to the survey/questionnaire portion of the community outreach, but please note that we are open to modifying our approach based upon discussions and outcomes from the project kick-off meeting.



Reverend Dr. Martin Luther King Jr. Park Playground Project Community Survey

The Minneapolis Park and Recreation Board (MPRB) welcomes you to participate in the design of a new playground for Reverend Dr. Martin Luther King Jr. Park. You are invited to start participating by completing this survey by July 18, 2013. An online version of this survey can be found at www.minneapolis-parks.org/child-care/CurrentProjects/revdrmlkplayground. You can sign up to receive information on future meetings and events on the back of this survey.

Questions about the survey can be directed to the survey administrator at mpbrb@minneapolis-parks.org. If you have any questions about the survey, please contact the survey administrator at mpbrb@minneapolis-parks.org.

- How many times do you typically use or visit Reverend Dr. Martin Luther King Jr. Park?
 - Rarely or never
 - 1-2 times per month
 - 3-4 times per month
 - 5-6 times per month
 - Daily
 - Other (specify): _____
- How do you typically get to Reverend Dr. Martin Luther King Jr. Park?
 - Walk
 - Bike
 - Bus
 - Drive
 - Other (specify): _____
- Which park activity or amenity do you typically use the most at Reverend Dr. Martin Luther King Jr. Park? (check all that apply)
 - Walking Trail
 - Children's Playground
 - Andrew Terman Center
 - Outdoor Tennis Courts
 - Open Space
 - Outdoor Basketball Court
 - Badminton Court/Badminton
 - Soccer
 - Recreation Center (Indoor Playground)
 - Picnic Space
 - Meeting Room
 - Trails/Walking Paths
 - Other (specify): _____
 - I do not currently use any recreational amenities at this park.
- What do you value or enjoy the most about the existing playground at the park?
 - _____
 - _____
 - _____
 - _____
- What other playgrounds besides Reverend Dr. Martin Luther King Jr. Park Playground have you visited that you enjoyed or rated enjoyable?
 - _____
 - _____
 - _____
 - _____
- What makes the playground enjoyable or enjoyable for you? (check all that apply)
 - _____
 - _____
 - _____
 - _____

- Meet with the staff to discuss objective and outcomes; gain staff input on topics and priorities in which they want input from the community. The survey will be designed based on discussion with staff related to which aspects of the park system study are of most importance.
- Survey design is anticipated to include both quantitative questions (scaled questions; rating or ranking questions; satisfaction/importance questions; etc.) and qualitative questions (where residents provide comments based on a given question). Both types of data are extremely valuable. Analyzing qualitative data can be time consuming; therefore many survey firms will tend to shy away from asking open-ended questions. However, responses to open-ended questions can often provide a level of insight and richness that quantitative questions cannot.
- Set up survey online utilizing SurveyMonkey.
- Set up a hard copy of the survey that the City can distribute in mailings. The hard copy version will contain the same questions, only sometimes with visual graphics not available with the online version. In this case, it is important that the City include a stamped, self-addressed envelope to encourage participation and return of the survey.
- Consult with the City regarding pre-survey and post-survey communication strategies to help enhance the overall response rate and visibility of the project. Typically this type of survey is conducted at the household level; one member is asked to complete the survey for all members of the household. It is important to remember that many residents are busy or uninterested and will tend to choose not to respond. The important factor is that all residents will be provided with an opportunity to provide input; whether they choose to provide input or not.

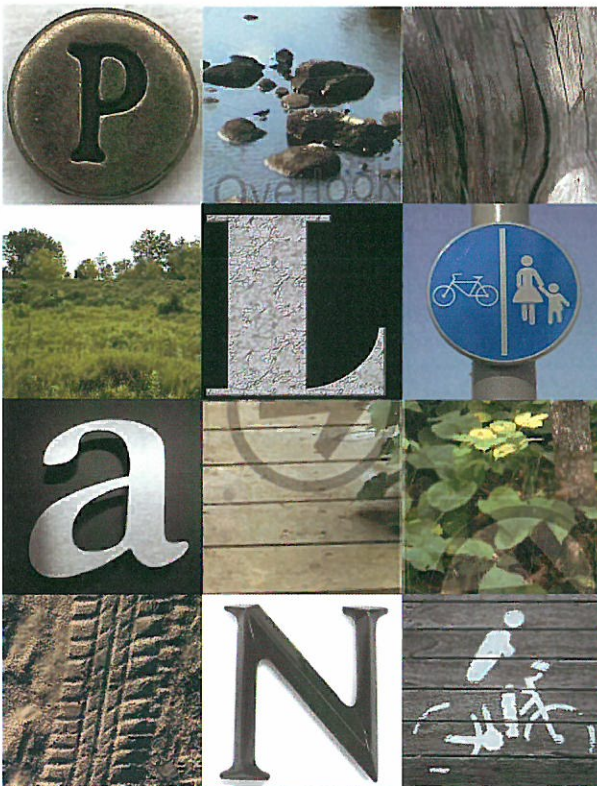
Step 3 – Recommendations

The next step in our planning approach is to take all the input we have gathered so far, compare and evaluate the information, and make some recommendations. WSB will work closely with staff on defining the demands and creating priorities in order to support park and recreational facilities, local programs and services. This includes city-provided programs and services as well as those provided by local groups and associations.

Undertake Gap Analysis & Fiscal Assessment:

As part of this step in the process, WSB will compare existing facilities with community needs, industry standards, emerging trends, and visionary concepts to see how they meet current and future needs. Recommendations will be provided for sustaining, enhancing, and expanding facilities on a city-wide basis as needed to meet future needs. Looking beyond the boundaries of Falcon Heights will be a key factor in truly determining how the recreational needs of the community are, or are not, being met. Areas in which an overlap or duplication of facilities/ services exist will also be addressed.

Our team embraces the “needs based, land measured, facilities driven” approach to parks, open space, trails, and recreational facilities planning. This simply means that determining facility needs, and the land area to accommodate those needs, relies heavily on the findings from the public process and accompanying trends research. In the past decade or more, reliance on formula-driven type approaches (i.e., “x” number of soccer fields per 1000 population) has been down-played since it was found to be an inaccurate predictor of true facility needs, given inherent demographic variability in cities and towns across a given region.



✱ Strategic Planning

WSB will develop a strategic planning framework. This simply refers to defining the City of Falcon Heights mission statement and vision for the park system and then establishing a course of action for making them a reality. The strategic plan basically establishes the big picture for the park system.

In the past, these plans were somewhat static, often times more or less amounting to a straightforward policy plan. WSB however, stresses greater emphasis on recognizing that plans of today must be more dynamic, with a strategic plan that is responsive to current needs while still remaining flexible enough to respond to future changes. WSB will work in collaboration with the city to define the overall vision and mission of the system and agency. The strategic plan will then go on to define the dominant strategies that come out of the planning process, especially the stakeholder process and the assessment of need.

Funding Strategies

WSB can provide assistance to the City of Falcon Heights with developing funding strategies and priorities. With respect to the system financing and development of a capital improvement plan, WSB will:

- Examine existing funding mechanisms already used by the city
- Define and consider a variety of funding options otherwise available to cities and determine which have merit for park and recreational areas within the City of Falcon Heights
- Consider and/or introduce emerging or creative funding options to determine their merit in this context

With respect to specific funding sources to investigate, the WSB team will consider a number of sources. Findings from this task will be documented on the final report, including listing the funding options, defining the pro’s and con’s of each option, and identifying potential opportunities to use a given option relative to the implementation plan.

The Realities of Satisfying All Interests

Note that our approach is not naive to the challenges of satisfying all interests. Our experience over the last two decades or more suggests that is not always possible. This reality only underscores the importance of making sure that the process is inclusive, that we have listened carefully, weighed options, and that the recommendations ultimately presented to the City Council are reasonable in light of the circumstances.

Step 4 – Report Preparation

The final step in the planning process is the creation of the Park Improvement Study report.

The report will pull together the findings and recommendations from the process into a well-integrated set of recommendations covering all of the identified issues and objectives defined in the RFP. Finding a balance between servicing the many needs of the community in an economically-viable manner will be a key objective of the physical plan. Any new opportunities or imposing threats to the system will also be identified and addressed.



The actual written park improvement study will start with the broad description of the system and work toward the details associated with each park site. The plan will consider service areas, as well as provide an overview of the system by park classification.

On an individual park unit basis, the report will define how an individual site fits into the overall park system, and then go the next step by defining the following items for each site:

- Listing of major park features and service areas
- Define preferred and appropriate park purpose and establish its development program focus
- Confirmation of Vision: To ensure consistency with city’s broader mission, we recommend confirming its vision and policies as it relates to parks and recreation.



- Evaluations and recommendations for each park and recreational facility. Information will include, classification, character of site/setting, existing facilities, development considerations/recommendations, and potential development costs to the optimal level.
- Priority Recommendations: provides a description and ranking of priorities based on findings from the process. This includes discussion about any limitations that go along with the ranking, such as defining where additional study might be necessary to enhance confidence about a given decision. It also includes qualifiers for a given ranking, which essentially defines the set of conditions affecting its ranking.

Value-Added Options

In an effort to enhance the project, the City of Falcon Heights may want to consider adding the following components to the park improvement study. The services would be provided at an additional cost to the City, which can be found in our Fee Proposal.

- As an additional service, the City may elect to have a survey audit prepared by the WSB sub-consultant, Julee Quarvee-Peterson, Inc. for each of the four parks located within Falcon Heights for the purpose of complying with applicable codes, laws and design guidelines. The site surveys will include documentation of issues of non-compliance with priorities assigned to their significance and recommendations for corrective action for park related parking areas, accessible routes, trails, playfields, seating, shelter buildings, restroom facilities, picnic areas, playgrounds, and hard courts.
- As an additional service, the City may elect to have a statistically valid community survey prepared by the WSB sub-consultant, The Morris Leatherman Company. The survey would be structured for a 400 sample and shall not exceed 70 questions.
- As an additional service, WSB will work with the City to develop a social media plan to attract and engage the public to ensure a productive public involvement process. This could include the establishment of social media accounts, content calendar, and evaluation criteria.

Assumptions & Exclusions

- WSB assumes that the City will handle all mailings and postage for distribution of surveys and open house meeting notices.
- WSB assumes that the City will provide all necessary background/base map information in a format compatible with Autocad.

Project Schedule

WSB does not perceive any conflicts of interest with the City of Falcon Heights and the City can be assured that we will be working in their best interest at all times without question.

WSB is confident we can successfully complete this park improvement study within a timeline that will meet or exceed your expectations. Unless there are major unforeseen complications that arise, we anticipate completing the project as outlined in the RFP and want to assure the City of Falcon Heights that we have flexibility to adjust the schedule according to specific needs during the course of the project. We propose waiting until after contracts are signed to set up a detailed schedule with the City staff that will be in line with key Commission and City Council meeting schedules, but have provided the following tentative project schedule for your review.



Step 1: Project Start-up/Gather Information

- Project Kick-off Meeting Nov., 2013
- Gather Background Information Nov.-Dec., 2013
- Evaluation & Assessments..... Nov.-Dec., 2013
- Trend Research Nov.-Dec., 2013

Step 2: Engage Stakeholders

- InterviewsDec., 2013 – Jan., 2014
- Survey/QuestionnairesDec., 2013 – Jan., 2014
- Open House Meetings.....Dec., 2013 – Jan., 2014
- Park Commission MeetingDec., 2013

Step 3: Recommendations

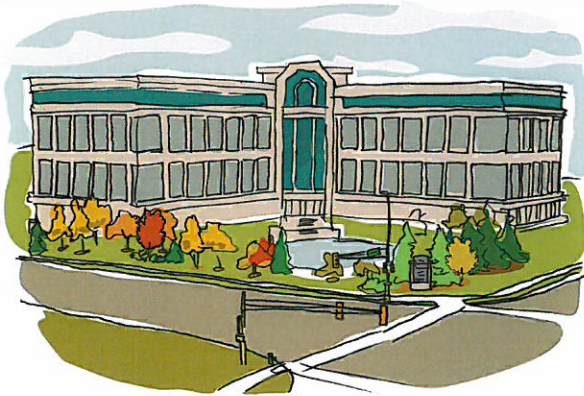
- Gap Analysis& Fiscal AssessmentDec., 2013 – Jan., 2014
- Strategic Planning/Framework.....Dec., 2013 – Jan., 2014
- Funding Strategies.....Dec., 2013 – Jan., 2014

Step 4: Final Park Improvement Study Report

- Draft ReportFeb. 5, 2014
- Final Report.....March 26, 2014



Firm Background

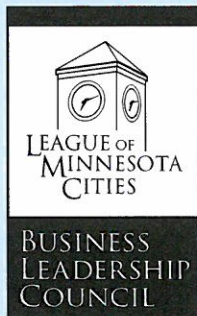


WSB & Associates, Inc. is a professional consulting and design firm providing engineering, planning, environmental, and construction services. Our corporate culture of creativity, long-lasting relationships, and high technical standards allows us to deliver cost-effective, thoughtful, and successful projects.

We anticipate and respond to our clients' changing needs, adding services and staff to address their infrastructure and environment challenges. WSB delivers technical excellence in the kind of trusting relationship our clients appreciate and value.

WSB has more than 220 staff members who are passionate about meeting challenges in new, innovative, and collaborative ways. Our experts continually elevate thought and practice by applying advanced knowledge in the areas of strategy, technology, and innovation.

One of our strengths is developing strong partnership relationships in the areas in which we do not provide services and making sure that our combined team delivers a product that is stronger and better than we could have provided by ourselves. We have been particularly successful with strategic teaming on large transportation and design-build projects.



League of Minnesota Cities Support and Advocacy

WSB is a proud member of LMC's Business Leadership Council. This membership is important to us because municipalities are the foundation of WSB's business. We see this level of support as a means of providing added value to this important organization serving our core clients. It gives us an opportunity to connect with LMC members in even more meaningful ways, sharing our insights and enhancing our service.



Key Personnel



Project management for this project will be the responsibility of Candace Amberg.

Candace Amberg, RLA *Project Manager*

Since 1996, Candace Amberg has been directly involved in a variety of projects from park and system master planning through actual park design and construction. With her educational experience in planning and design, including a focus on natural resource management, Candace brings to the firm an environmentally-based planning and design perspective that allows for creative design solutions to emerge within the context of environmental sensitivity. Candace is responsive to the planning and design needs of the client, as well as the end users, and strives to provide design solutions that benefit all involved.

Candace is cognizant of the Americans with Disabilities Act design standards and safety issues as they relate to public parks, trails, and recreation. Given the importance of the evolving guidelines as they relate to the design of recreational areas, her interest and competency in these design issues have proven beneficial to the firm.

Candace has been involved in many master planning projects throughout the years. She enjoys the responsibility and commitment that is required in creating a successful plan that will enhance the community and provide much needed recreational opportunities in a creative manner. She understands that a truly successful master plan must be flexible enough to accommodate immediate, as well as phased-in implementations that will remain true to the overall vision created in the original plan.



Brian will act on behalf of the City to ensure your needs are met in a timely fashion.

Brian Bourassa, PE *Client Advocate*

Brian is a principal at WSB and a registered professional engineer with over 16 years of experience in many types of municipal and general civil engineering projects. Brian's experience includes all phases of the project including feasibility study, design documents, bidding process and construction administration.

Brian is an experienced project manager responsible for the planning, coordination, design, and construction administration of a wide variety of municipal projects. Brian's strength is working with his clients to complete successful projects.

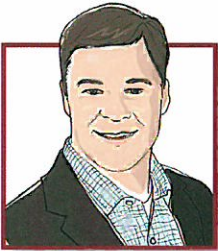


Kelsey Johnson, AICP
Community Planner

Kelsey is a community planner with extensive public sector experience. She has worked as a planner and consulting staff planner for the City of Ankeny, Iowa; the City of Mahtomedi, Minnesota; the City of Saint Anthony Village, Minnesota; the City of Tonka Bay, Minnesota; and Denmark Township, Minnesota. Her experience as a staff planner allows her to ensure that planning decisions can be practically applied.

Kelsey has also served as the project manager and lead planner on land use plans, comprehensive land use plan updates, zoning ordinance updates, subdivision regulation updates, housing action plans, and small area studies. Each of these initiatives involved a degree of public participation and involvement. Kelsey's strong leadership resulted in successful implementation of the plans she has worked on.

Kelsey is also a grant and funding specialist on WSB's Grant and Funding Committee. As a specialist, Kelsey diligently tracks and stays informed of funding and grant opportunities. Specifically, Kelsey is an expert in planning and economic development funding sources which allows the documents she works on to set the state for future funding opportunities. This background and knowledge allows for realistic implementation policies, all while creating dynamic land use and redevelopment documents. Kelsey has assisted numerous clients with identifying funding opportunities, writing funding applications, and documenting/tracking funding once obtained.



John Uphoff
Economic Development Specialist

John has more than ten years of experience managing projects to collect and analyze data, strategically positioning organizations in both the private and public sector for stability and growth. He will be responsible for all aspects of the project including, but not limited to, serving as primary contact with staff/EDA, attending meetings, writing the Housing Market Study, and coordinating the WSB team. John brings exceptional organizational and communication skills to the project and expects high quality project delivery and a culture of open and respectful dialog with staff/EDA, citizens, and community stakeholders. He also has direct experience collecting and analyzing housing statistics and data through a joint powers agreement with several Central Minnesota Cities while administering services through the Federal Neighborhood Stabilization Program.

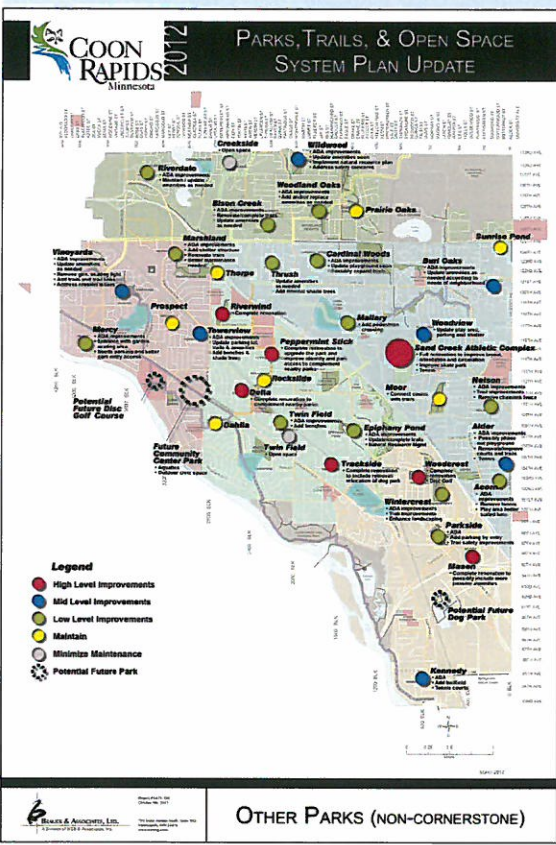


Derek Dixon
Digital Engagement Specialist

Derek is a marketing coordinator with WSB. He has a bachelor's degree in communication studies with an emphasis in public relations. At WSB, Derek maintains the company intranet site, along with the corporate social media pages (Twitter, Facebook, Youtube, etc.). One of his strengths is developing cost-effective solutions by utilizing new media and other cutting edge technologies. Derek strives for efficient communication that is accessible to the all stakeholders. Recently, he managed the social media and website efforts for the 43rd Avenue Corridor Study in Bismarck, North Dakota. Currently, he is managing the project website and Facebook page for the North Mankato Comprehensive Plan.



Project Experience



Park improvement overview graphic

2012 Park, Open Space, and Trail System Plan, and Development Guide Update Coon Rapids, Minnesota

Project Overview:

This document is the end result of a joint planning effort between the City of Coon Rapids and the consultant team. The project began in the spring of 2012 and reached completion in the fall of the year. The project focused on assessing the current facilities and needs within the city and updating the 2001 comprehensive parks, open space, and trail system plan for the city. The planning process took the following issues into consideration:

- Past history of the park system
- Past planning studies and reports from multiple agencies and groups
- Ensuring the City’s trail network connected and supported (in some cases) the regional trail system provided by other government agencies.
- Community setting
- Needs and desires of the citizens
- Recreation programs from all providers

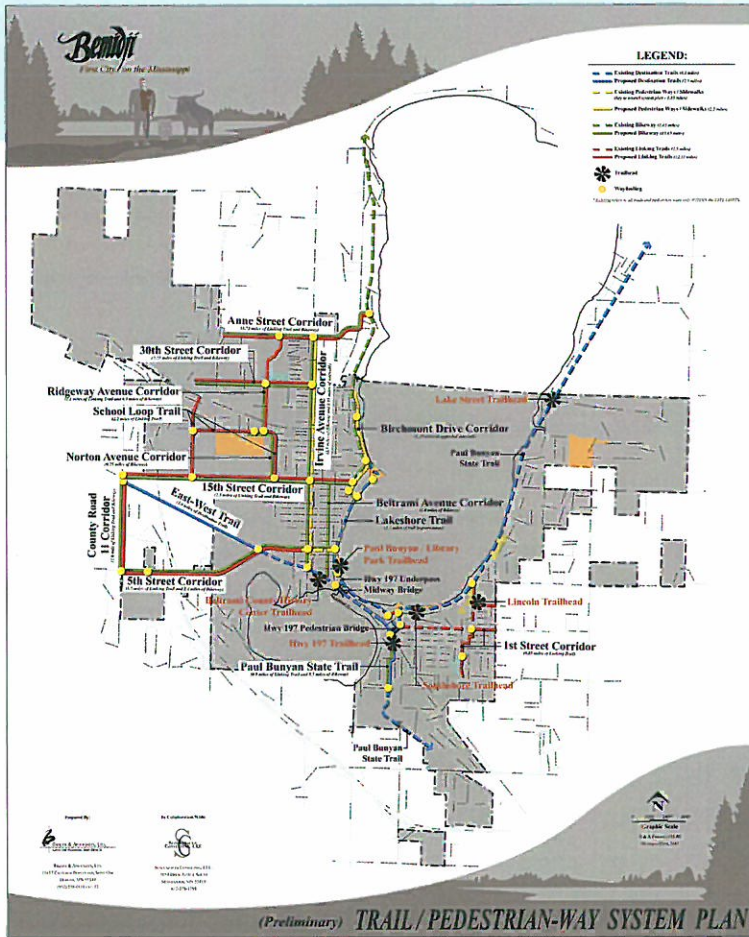
The system plan expands upon and ties together past plans and studies and provides the framework and guidelines for enhancing the network trails for public use. Identifying stakeholders and having them involved in the planning process was crucial to preparing a system plan that will meet community needs today and tomorrow. The public process undertaken as part of this planning effort gave the city and consultant team the chance to gain a better understanding of the community’s perceptions and value system, which in turn served as the foundation for development of a system plan that responds to those sensibilities.

Project Status:

The system plan was completed in November of 2012.

Services:

- Extensive community involvement through focus groups, interviews, and forums with stakeholders to gather information and build relationships to foster stronger community ties and enhance the Park Board’s and staff’s understanding of needs.
- Preparation of alternative conceptual park and trail system plans
- Preparation of a comprehensive park and trail system plan.



Trail and Pedestrian-Way & Wayfinding System Plan

Bemidji Parks, Open Space, and Trail System Plan Update

Bemidji, MN

Project Overview:

In the spring of 2011, the City of Bemidji retained WSB to work with the Parks and Recreation Commission, City Council, and City Staff to complete a comprehensive parks, open space, and trail system plan update. The project was in-part funding by the NW Minnesota Foundation and Active Living of Bemidji. The extensive public process and open communication with citizens was instrumental in shaping a strong and common vision for parks, open spaces, and trails that will serve the needs of Bemidji and the larger region.

Key underpinnings of the vision include:

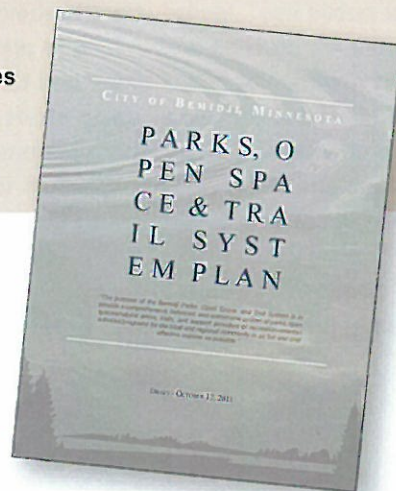
- Fostering the “city as a park” concept, whereby the parks and open spaces serve as primary factors in shaping the character of the community and creating a quality and desirable place to live, work, and recreate.
- Fostering an integrated system of trails and pedestrian-ways that connect the community together and to the larger region.
- Preserving and protecting the natural resource amenities within the community and make them accessible for human appreciation in a responsible way.
- Servicing neighborhood, community, and regional recreation needs by providing a balanced set of recreation facilities and amenities for both passive and active uses.
- Promote regional tourism and economic development

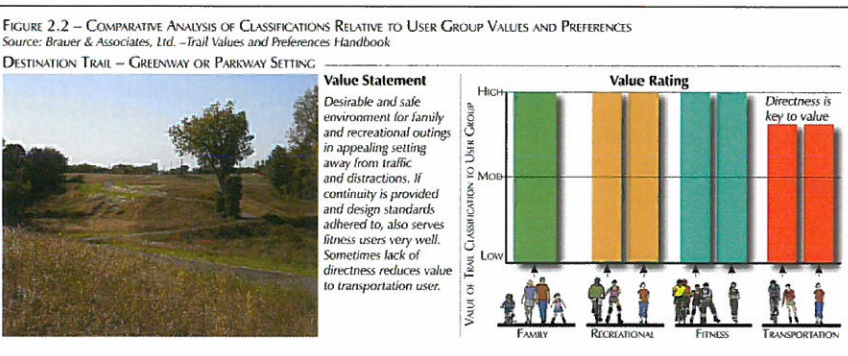
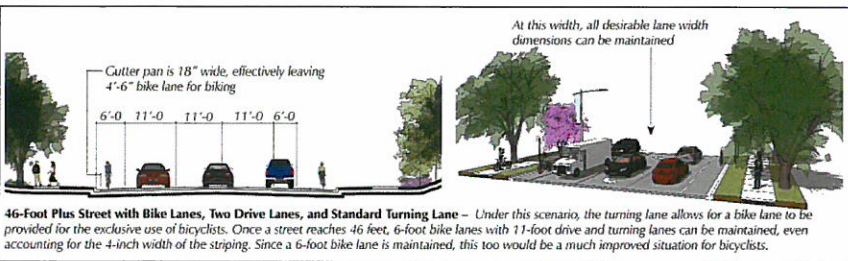
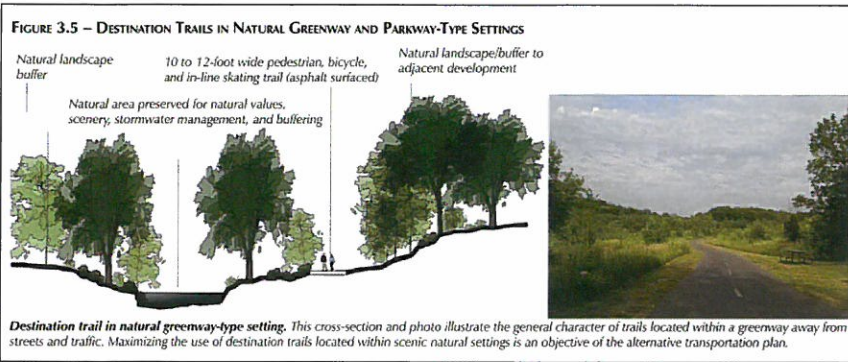
Project Status:

The report and plan was approved by the City Council in November of 2011.

Services:

- Facilitation of public process
- Preparation of all aspects of the parks, open space, and trail system plan
- Facilitation of process to develop new policies development policies





Sampling of information that can be found within the Master Plan Report

Services:

- Project planners
- Facilitation of extensive public process
- Work with the University of Minnesota Design for Health Project Team
- Preparation of all aspects of the final system plan report

Alternative Transportation Plan

Bloomington, Minnesota

Project Overview:

The City of Bloomington commissioned WSB to prepare an alternative transportation plan that focused on integrating trails, bikeways, and pedestrian-ways into the fabric of the larger transportation system.

The purpose of the plan is to enhance the quality of life in Bloomington through strategic investments over time in multi-modal transportation features that meet the needs of individual and families living, working and recreating in the city.

Key components of the system plan included:

- **Core Alternative Transportation System** – focuses on the development of an initial core system of interconnected, high value trails, pedestrian-ways, and bikeways that form the backbone of the alternative transportation system
- **Neighborhood Pedestrian/Safe Routes to School Program** – focuses on incrementally filling in gaps and otherwise improving the public infrastructure to enhance safety and encourage the use of alternative forms of transportation within neighborhoods and along routes to school
- **Complete Streets Program** – focuses on including alternative transportation features into public and private built infrastructure as new development or redevelopment occurs over time consistent with the “Complete City” vision

Project Status:

Planning process completed in July 2008 and was unanimously approved by the City Council in August 2008.



Trail Planning, Design and Development Guidelines

Minnesota Department of Natural Resources

Project Overview:

WSB was commissioned by MNDNR to author a comprehensive trail manual covering all aspects of trail planning, design, and development for use by public agencies across the state, professional planners, designers, and lay persons interested in trails.

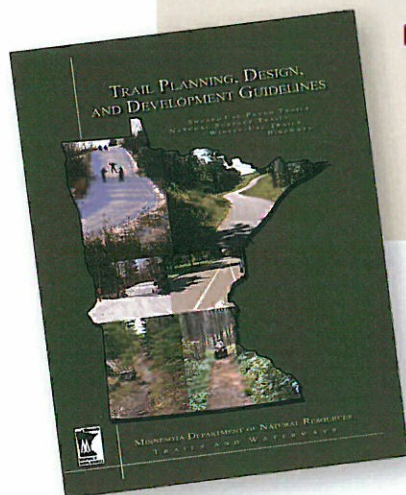
Chapters included:

- 1 - Framework for Planning Sustainable Trails
- 2 - Principles of Designing Quality Recreational Trails
- 3 - Principles of Ecological Sustainability
- 4 - Trail Classifications and General Characteristics
- 5 - Shared-Use Paved Trails
- 6 - Sustainable Natural-Surface Trails
- 7 - Winter-Use Trails

Project Status:

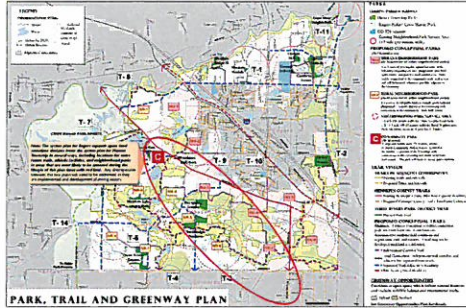
Published in March 2007. Use the following link to learn more about the manual or to purchase it.

<http://www.americantrails.org/views/MNmgmt.html>



* 2007 Achievement Award from the National Coalition for Recreational Trails, the highest national award available.

* 2008 Merit Award - MASLA.

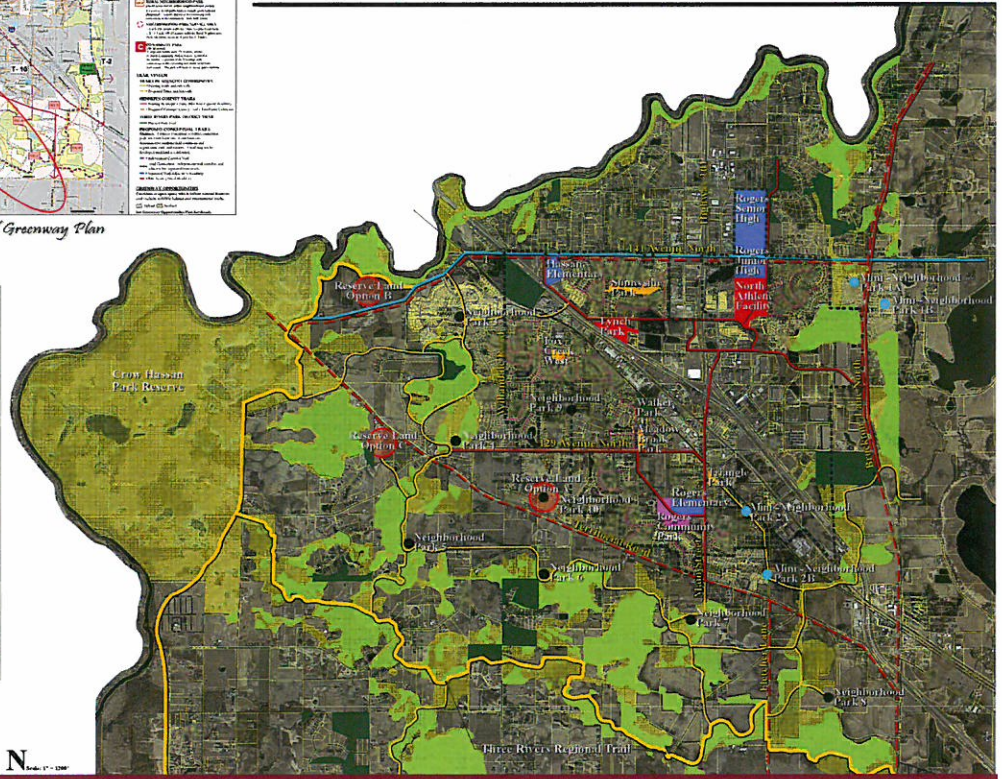


Hassan Township Park, Trail, and Greenway Plan



PARKS, OPEN SPACE, AND TRAIL SYSTEM MASTER PLAN

City of Rogers, Minnesota



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Bauer & Associates, Ltd. Project #106-14
1000 US Highway 100, Suite 2000, Rogers, MN 55957

N
Scale: 1" = 100'

Services:

- Review of existing city park standards, proposed land use, storm water drainage and utility plans, natural resource inventory, etc.
- Facilitation of Park and Recreation Advisory Commission discussion of program and priorities for park planning
- Preparation of alternative conceptual park and trail system plans
- Facilitation of public open house meetings
- Preparation of a final park and trail system plan.

Parks, Open Space, and Trail System Plan

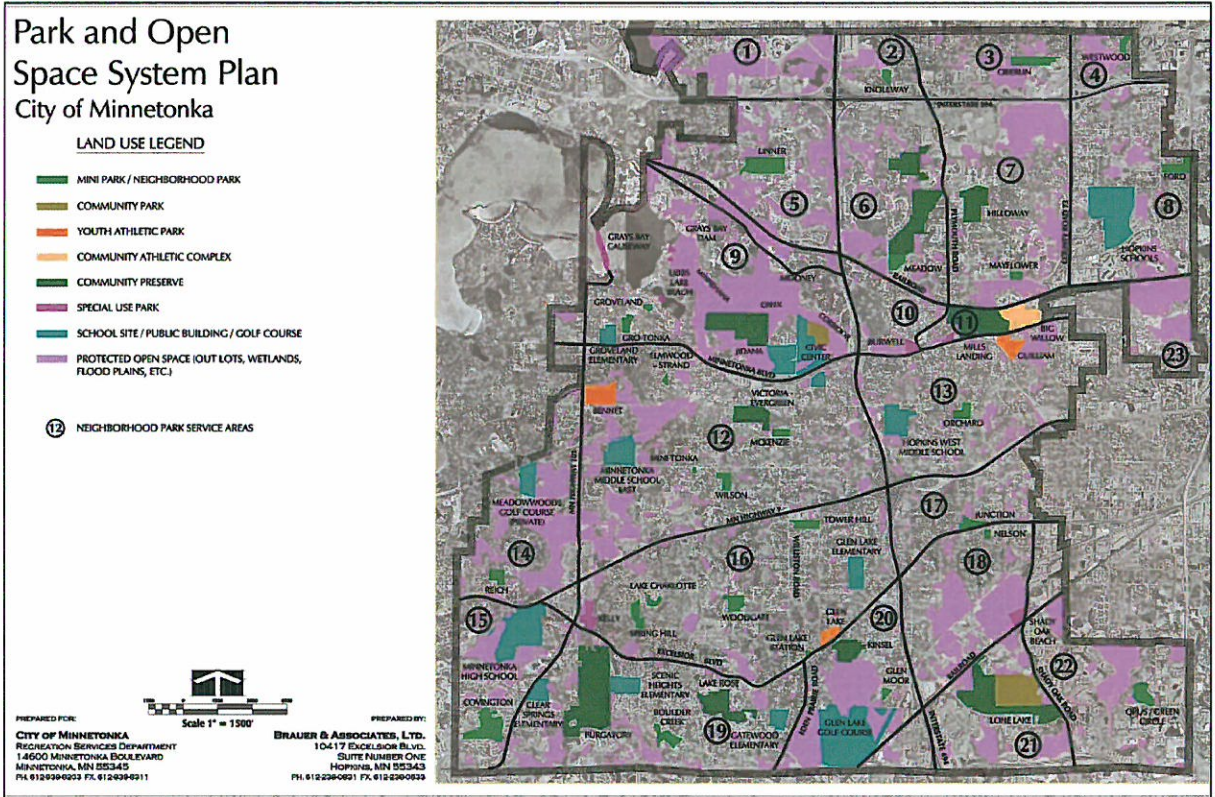
Rogers, Minnesota

Project Overview:

In the fall of 2006, Rogers commissioned WSB and established a joint citizen task force to oversee the preparation of a comprehensive parks, open space, and trail system plan for the city of Rogers. The public process was instrumental in creating a common vision for the community. A key underpinning of this vision is fostering a high quality of life through the provision of parks, open spaces, athletic facilities, and trails within the context of responsible land stewardship, long-term sustainability, and economic viability. A mission statement was created through this process and is reflected in the system plan. "Promote a high quality of life in Rogers by providing a balanced and sustainable system of parks, natural open spaces, athletic facilities, and trails consistent with the sense of place in the community."

Project Status & Budget:

The planning process was completed in December of 2007.



Services:

- Facilitation of Park and Recreation Advisory Commission discussion of program and priorities for park planning
- Preparation of alternative conceptual park and trail system plans
- Facilitation of public process
- Preparation of a comprehensive park, open space, and trail system plan

Park, Open Space, and Trail System Plan, and Development Guide
Minnetonka, Minnesota

Project Overview:

Project consultants were commissioned in the fall of 1999 to work closely with City staff to complete a comprehensive review of the park, opens space, and trail system in Minnetonka.

Key Planning Aspects:

- Tying together a variety of planning initiatives that were undertaken over the last several years, as well as a number of existing plans, into one comprehensive plan.
- Extensive community involvement through focus groups, interviews, and forums with stakeholders to gather information and build relationships to foster stronger community ties and enhance the Park Board's and city staff's understanding of needs.
- Building flexibility into the system to allow the city to respond to changing community needs, reorienting neighborhood parks back toward neighborhood uses, and increasing emphasis on natural resource protection and stewardship.

Project Status:

The plan was completed in 2000.



Services:

- Facilitation of public involved design process
- Master planning through construction documents
- Construction bidding and observation

Sitzer Park
City of Shoreview, Minnesota

Project Overview:

The City of Shoreview had just recently acquired a piece of residential property that had split up the northern portion of the Sitzer Park property, with parking lots located on either side of the residential lot. The WSB landscape architects worked with the adjacent neighborhoods to create an updated master plan for the park site that took into consideration the newly acquired property.

The final plan for the park site consolidated parking into one location and created a more formal sense of entrance into the park space. New trails were added to the existing trails to create a loop system. An updated playground with more challenging equipment was relocated and made use of the existing mature trees for shade and was located further away from the ballfields and possible stray foul balls for improved safety. Ornamental fence surrounds the playground for improved safety and aesthetics, as well as to enhance the sense of entrance into the park and to provide a pleasing view of the park from Snail Lake Road. A picnic shelter was incorporated to relate both to the playground, as well as to the existing ballfields and open green space and is a focal point upon entering the park.



Overall, slight modifications and some additions to the park site created a more pleasing and aesthetic park environment for the neighborhood.

Project Status & Budget:

Construction was completed in the fall of 2009 with a total budget of approximately \$400,000.



Services:

- Facilitation of public involved design process
- Master Planning through construction documents

Lexington Park

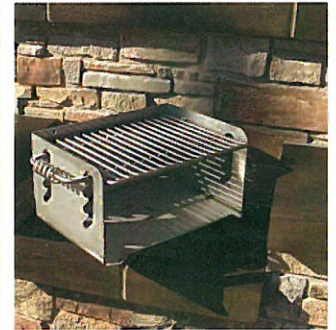
Roseville, Minnesota

Project Overview:

WSB worked with City staff and extensively with neighborhood residents to develop a master plan that provides a variety of activities while creating a “cornerstone” image for the community. The park is located at the highly visible intersection of County Road B and Lexington Avenue, underscoring the importance of aesthetic quality as well as function.

Project Status:

Construction was completed in 2002.



Services:

- Master planning through construction documents
- Bidding and construction observation

Central Park

Brooklyn Park, Minnesota

Project Overview:

This community park is fittingly named as it is central to the City of Brooklyn Park, hosts many community activities, and located near City Hall. The park was beginning to show its age, with components literally falling apart, such as the picnic shelter and pedestrian bridge. WSB worked with the City to develop a plan that updated this park to meet the community’s current demands, including improvements to access, circulation, and parking needs.

Project Status & Budget:

The first phase of construction for this project began in 2006. All improvements are planned to be complete in 2009 for an overall budget of \$2.1 million.



Services:

- Facilitation of public involvement
- Master planning
- Construction documents
- Bidding & Construction observation

Diamond Point Park

Bemidji, Minnesota

Project Overview:

The City of Bemidji selected WSB to prepare a master plan for a very historic and highly used park site located in the heart of the city right along the shoreline of Lake Bemidji. The site was previously inhabited by at least four different prehistoric cultures, whose artifacts can still be found on the site today, so the master plan had to be respectful of the historical and cultural significance. The site is also located adjacent to Bemidji State University's stadium and is currently used for athletic event parking. Recreational amenities that exist in the park consist of a beach area, children's playground, boat launch, and various picnic areas.

***MRPA's Award of Excellence**

A vision was created for the park during the planning process with the intent to reinvigorate the park to carefully meet the recreational demands of today, while restoring the historical and cultural significance of the site, in order to create a prime park in the city, as its name reflects.

Project Status & Budget:

The master plan was finalized in 2006 and construction was completed in the fall of 2007 for approximately \$2.5 million.



Bemidji DIAMOND POINT PARK





Services:

- Work closely with City staff to develop program
- Conceptual planning
- Master planning
- Cost estimation

Round Lake Park

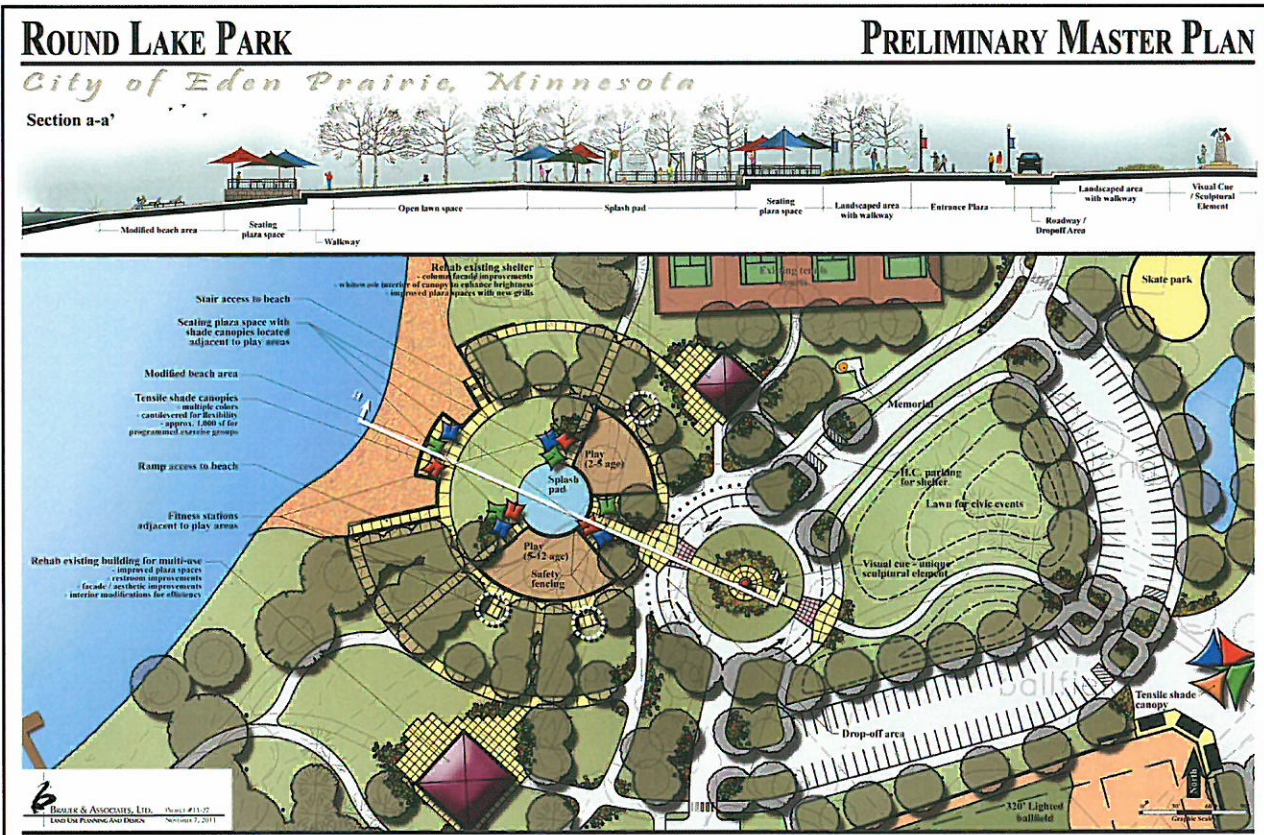
Eden Prairie, Minnesota

Project Overview:

WSB was hired by the City of Eden Prairie to create a master plan for Round Lake Park, which is located just south of the Eden Prairie High School campus. The proposed design solves the circulation and parking issues along with improving the beachfront area, playground, ballfield orientation, and existing buildings. New proposed amenities to the park include a ballfield plaza space, multi-shelter rental facility, a splash pad, full-size basketball court, and entrance monuments and signs to direct park users.

Project Status & Budget:

The master planning process was completed in 2011 and construction of phase one was completed in 2013.





References



Gregg Engle - Parks Supervisor

City of Coon Rapids
1831 111th Ave
Coon Rapids, MN 55433
(763) 767-6552



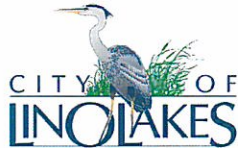
Marcia Larson, Parks & Recreation Director

City of Bemdji
317 4th Street NW
Bemidji, MN 56601
(218) 759-3583



Perry Vetter, Assistant City Manager

City of Minnetonka
14600 Minnetonka Blvd
Minnetonka, MN 55345
(952) 939-8216



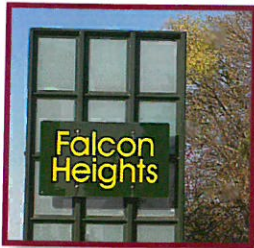
Rick DeGardner

City of Lino Lakes
600 Town Center Parkway
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(651) 982-2444



Randy Quale

City of Bloomington
1800 West Old Shakopee Road
Bloomington, MN 55431
(952) 563-8876



Fee Proposal

The cost to provide the scope of work outlined in this proposal will be billed on an hourly basis based on our current hourly rates. A summary of the cost by task is shown below and the WSB fee schedule is located on the following page.

	Fees
Task 1 - Project Start Up / Gather Information	\$3,800.00
Task 2 - Stakeholder Engagement	\$5,200.00
Task 3 - Recommendations	\$2,500.00
Task 4 - Report Preparation	\$3,400.00
Total Fee Proposal	\$14,900.00

Value-Added Fee Proposal

The following fee's are for the value-added optional services and are in addition to the fee's for the scope of work detailed above. Any or all of the services may be added to the contract, at the direction of the City.

	Fees
Add-on #1 - Park Survey Audit	\$4,100.00
Add-on #2 - Statistically Valid Survey	\$15,000.00
Add-on #3 - Social Media Plan	\$1,000.00



Costs associated with word processing, cell phones, reproduction of common correspondence and mailing are included in the hourly rates. Vehicle mileage is normally included in our billing rates, but can be charged separately if specifically outlined by contract.

Reimbursable expenses include costs associated with plan, specification and report reproduction, permit fee, delivery cost, etc.

Rate schedule is adjusted annually.

Each staff person is assigned one billing rate that is commensurate with their experience and expertise. Multiple rates illustrate the varying levels of experience within each category.

	2013 Billing Rate/Hour				
Principal	\$142				
Associate	\$133				
Senior Project Manager	\$124	\$133	\$142		
Project Manager	\$109	\$116	\$12		
Project Engineer	\$94	\$101	\$109	\$116	\$124
Graduate Engineer	\$75	\$80	\$85	\$90	
Sr Landscape Architect / Sr Planner / Sr GIS Specialist	\$101	\$109	\$116	\$124	\$133
Landscape Architect / Planner / GIS Specialist	\$62	\$69	\$76	\$83	\$90 \$96
Engineering Specialist / Sr Environmental Scientist	\$85	\$90	\$96	\$102	\$110 \$118
Engineering Technician / Environmental Scientist	\$49	\$56	\$63	\$69	\$75 \$80
Construction Observer	\$82	\$87	\$92	\$97	\$102
Coring Crew					
One-Person Crew	\$155				
Two-Person Crew	\$230				
Survey Crew					
One-Person Crew	\$114				
Two-Person Crew	\$149				
Three-Person Crew	\$174				
Underwater Inspection Dive Team	\$400				
Office Technician	\$40	\$62	\$72	\$79	