



STAFF REPORT

DATE: 08/08/2023

CONSENT

TO: CITY COUNCIL
AGENDA ITEM: Parks Master Plan
FROM: Adam Swanepoel, Assistant Public Works Director
REVIEWED BY: Marty Power, Public Works Director
Kristina Handt City Administrator

BACKGROUND:

At the January 10th workshop, City Council reviewed with the Parks Commission the 2023 parks work plan. During the workshop council and commissioners discussed the ability of updating the 2009 parks master plan. The 2009 parks master plan was no longer a guide for commissioners or staff to use when making recommendations on the current park system.

The purpose of an updated parks master plan will not only guide commissioners, council and staff over the next ten years but also provide insight on potential changes, additions and an evaluation of the current park system. A new parks master plan will have staff input as well as input from the commissioners and city council at a workshop. Community and current stakeholders will also have the opportunity to sit in on open discussion and participate in surveys to assist in the development of an overall plan that will work for the city.

ISSUE BEFORE COUNCIL:

Would the City Council like to hire one of the following firms to conduct a Parks Master Plan?

PROPOSAL DETAILS/ANALYSIS:

In June 2023, staff prepared an RFQ for a new parks master plan and sent the document to five different agencies. The city received the following four proposals back:

Bolton and Menk	\$48,064
HKGi	\$58,600
TKDA	\$67,902
WSB	\$77,500

As part of the master plan, staff requested an overall evaluation of the cities park and trail system. In addition staff asked for consideration of potential changes in our unused parks and open space. A new parks master plan will allow review of new demographic trends, potential ways of funding the parks department while prioritizing improvements over the next decade.

City Council can expect the process to take approximately nine months to finish.

FISCAL IMPACT:

Each year the city has a budget for professional services. Funding to develop a parks master plan will come from this fund split over 2023 and 2024.

RECOMMENDATION:

“Motion to approve the hiring of Bolton and Menk to prepare a Parks Master Plan for the City of Lake Elmo, not to exceed \$50,000.”

ATTACHMENTS:

- Bolton and Menk Quote
- HKGI Quote
- TKDA Quote
- WSB Quote



June 20, 2023

Proposal for

PARK SYSTEM MASTER PLAN



**BOLTON
& MENK**

Real People. Real Solutions.

Contact:

Josh Shields, PLA

515-460-1399

Joshua.Shields@bolton-menk.com

3507 High Point Drive North | Bldg. 1 - Suite E130 | Oakdale, MN 55128
651-704-9970 | Bolton-Menk.com

June 20, 2023

Adam Swanepoel
Assistant Public Works Director
City of Lake Elmo
3445 Ideal Avenue North
Lake Elmo, MN 55042

RE: Proposal for City of Lake Elmo Park System Master Plan

Dear Adam:

We are excited for the opportunity to work with the City of Lake Elmo to prepare a park system master plan that can be used year after year to address the city's growing needs. Lake Elmo has seen an increase in population and additions to their parks system with both community- and neighborhood-level parks and trails. Bolton & Menk has a long history of master planning and have completed similar work in Washington County, Forest Lake, New London, Maplewood, Little Canada, Big Lake, and Minneapolis. Like you, Bolton & Menk, Inc. takes pride in planning for parks and trail systems that provide safe, sustainable, and beautiful opportunities for residents.

GUIDE FOR THE FUTURE

Lake Elmo needs a team to provide overall direction by establishing and delivering a master plan that will yield a framework for future park and trail improvements. We will look beyond the common influences on community growth and change to make sure the plan addresses Lake Elmo's economic and demographic changes, as well as infrastructure demands across the city. With the completion of the master plan you will have a specific, scenario-based vision for your city parks and trail improvements and a clear path for city and county officials to reference when questions arise. You can trust we will work diligently to find the right solutions.

ALL SERVICES UNDER ONE ROOF

This project will require a range of planning services and we feel that our team brings a special perspective to parks planning. Our in-house expertise eliminates the need for coordinating a team of subconsultants.



Real People. Real Solutions.

3507 High Point Drive North | Bldg. 1 - Suite E130 | Oakdale, MN 55128
651-704-9970 | Bolton-Menk.com

With more than 800 employees in design, landscape architecture, master planning, community engagement, and funding, we offer the expertise of a national firm with local leadership and knowledge. Our in-house services allows us to better allocate resources and focus more time creating solutions for you.

CUSTOMIZED PUBLIC ENGAGEMENT

City parks impact many stakeholders. From everyday users, youth sports groups, and weekend visitors, our approach seeks opportunities to engage all users with a vested interest in parks to ensure that their priorities are considered. Our team will work with Lake Elmo to select and tailor tools allowing outreach to community members while identifying current barriers and opportunities to increase the use of the city's parks and trails. When you partner with Bolton & Menk on public engagement, you can be assured that we will develop a flexible approach tailored to the needs of key stakeholders impacted by the master plan.

In continued service to the City of Lake Elmo, we are excited at the opportunity to complete the park system master plan. I will serve as your lead client contact. Please contact me at 515-460-1399 or Joshua.Shields@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.



Joshua Shields, PLA
Principal-in-Charge



TABLE OF CONTENTS

APPROACH, METHODOLOGY, AND DELIVERABLES	1
BACKGROUND AND EXPERIENCE	10
KEY PERSONNEL	16
PROJECT COST	20



APPROACH, METHODOLOGY, AND DELIVERABLES

Bolton & Menk's approach is rooted in communication, collaboration, and trust. These principles will be key in managing and delivering a park system master plan that encompasses a clear understanding of existing conditions and a vision for the future, with a realistic implementation plan to reach that vision. We will serve as a partner to the City of Lake Elmo during all phases of delivery.

PROJECT UNDERSTANDING

We're committed to our clients, our communities, and our values. It's our responsibility and privilege to embrace the diversity of people, thoughts, and experiences necessary in developing systems that consider everyone's needs.

Public parks and the recreational opportunities they provide are vital to maintaining quality of life in a growing community. **Parks are integral to a city's infrastructure.** Bolton & Menk believes this and approaches planning for parks and trails with the same level of scrutiny and detail we offer other infrastructure projects.

As part of the system planning effort we will gather community input using a comprehensive and engaging outreach process prioritizing accessibility for all park and trail users. Through our conversations with staff, we know the city seeks a plan that they can use to guide decision making—a plan they can reference when deciding to take topics to the parks commission or city council.

BIG PICTURE THINKING

Our multidisciplinary project approach will prove valuable for Lake Elmo. We understand this isn't just about developing parks and trails, but about supporting the vision of a healthy, sustainable, and livable community. We focus on the details but also consider the bigger picture. Our goal is to discover creative, efficient, and long-term solutions that support the collective vision.

COMMUNITY ENGAGEMENT

Our team has a track record of facilitating successful and engaging community outreach. Building on our knowledge of Lake Elmo, we will devise a flexible, fun, and informative engagement plan, supported by events and deliverables tailored to the character and makeup of your community.



Rice and Larpenteur Winter Warm-up Event



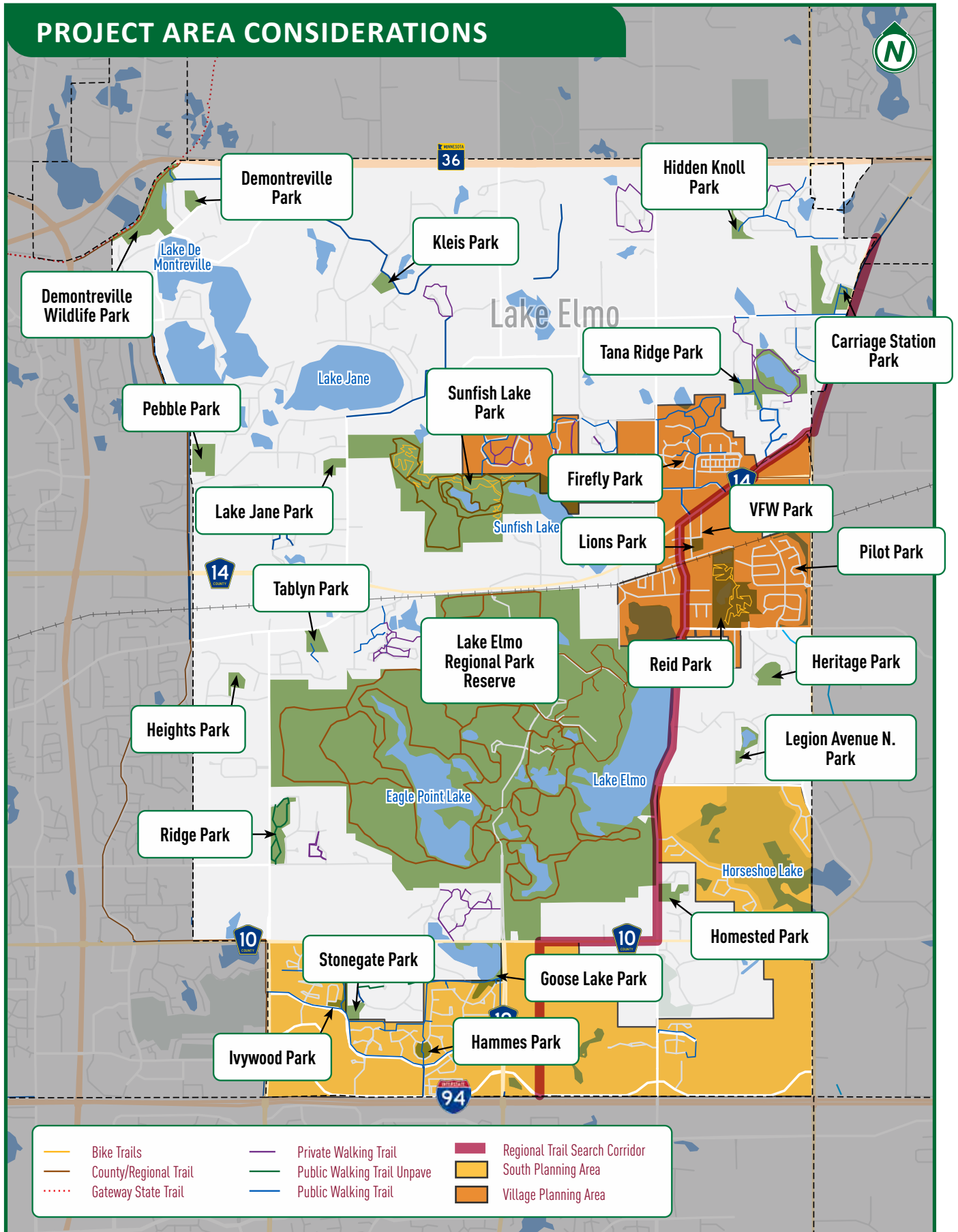
Community Celebration Public Engagement

Our approach, as described in the work plan, is what we feel will be required to meet the goals expressed for your parks and trails master plan. We expect to work closely with you on tailoring this approach to best fit the needs and diverse goals of project stakeholders.














PROJECT AREA CONSIDERATIONS



THROUGH ALL PHASES OF THE WORK PLAN, OUR TEAM WILL ENSURE THE FOLLOWING PRINCIPLES ARE UPHELD:

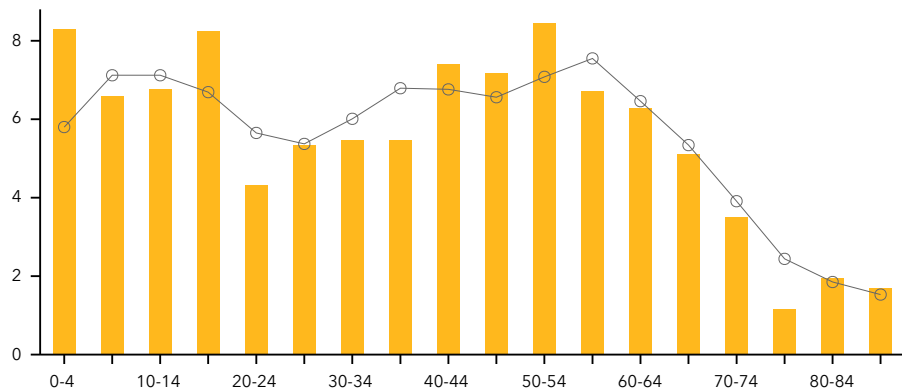
-  **Visionary:** Reflect our shared concerns and aspirations, and anticipate future growth
-  **Community-Oriented:** Engage the community throughout the process to ensure the outcomes are responsive, authentic, reflective of Lake Elmo, and embraced by the community
-  **Inclusive:** Intentionally incorporate changing demographics, disparate viewpoints, needs, accessibility, and opinions with the intent of hearing and acknowledging all voices, especially those typically underrepresented during the planning process
-  **Accessible:** Use easy-to-read, easy-to-use materials, avoid technical terms when possible, and emphasize visuals, including photos, infographics, etc.
-  **Connected:** Create opportunities for all stakeholders to connect to open space, greenways, trails, parks, and conservation areas, building environmental stewardship and strengthening relationships to the outdoors and healthy lifestyles
-  **Action-Oriented:** Focus on implementable tools with specific, measurable outcomes while being adaptable to future change
-  **Strategic:** Be thoughtful and pragmatic while challenging conventional wisdom when needing to achieve an outcome, recognizing and incorporating the economic benefits of a strong park and recreation system
-  **Transparent:** Communicate consistently so stakeholders have clear, accessible information through adoption and use
-  **Stewardship:** Be mindful of the essential role parks and natural spaces provide to quality of life in a community and consider opportunities to support diversity and healthy natural systems

Community Profile | Lake Elmo, MN



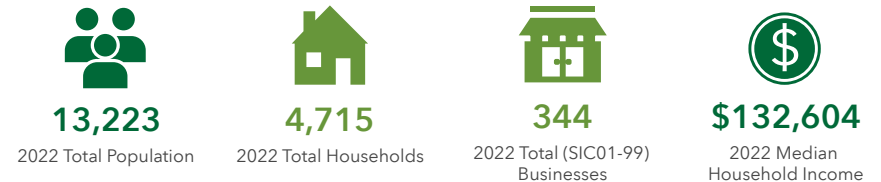
This infographic contains data provided by Esri.
The vintage of the data is 2022, 2027
© 2023 Esri

2020 Population by Age: 5 year Increments (U.S. Census)

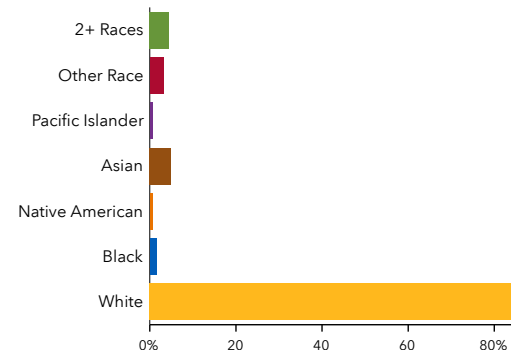


Dots show comparison to Washington County

Key Facts



2020 Population 18+ Years by Race





APPROACH & METHODOLOGY

Our professional parks planning and design team will collaborate with city staff and key stakeholders to plan for near-term and long-range improvements that direct decision making and resources toward a clearly defined vision for the community's future parks and trails system. Our design professionals use an innovative, efficient, and transparent approach to planning and are committed to working seamlessly with the city to provide deliverables in a timely and cost-effective manner.

The City of Lake Elmo can be assured that our team will provide exceptional leadership in public and stakeholder involvement, superior project management, and outstanding technical deliverables. We have tailored our approach to completing the park system master plan based on the requirements listed in the RFQ, our understanding of the community, and from our experience developing and executing prior master plans. Our proven, sustainable, and systematic approach has led to successfully delivering projects completed on time and within budget with a high degree of public and agency support.



WORK PLAN

The detailed work plan below outlines tasks addressing all elements of the RFQ.

TASK 1: PROJECT COORDINATION AND KICKOFF

We will work with the city to collect, review and summarize findings from previous planning efforts, including GIS shapefiles, and existing plan documents. We will also conduct an inventory of all city parks and recreation amenities to provide the city with a more comprehensive look at Lake Elmo's existing parks and trails system.

During this task, we will rely on city staff knowledge to supplement data collected through site inventories or database reviews.

TASK 1.1: TASK MANAGEMENT

This general sub-task, included under each primary project task, will capture the effort necessary for internal project team coordination.

TASK 1.2: COORDINATION MEETING

We anticipate a total of four coordination meetings with the city staff throughout the planning process. These meetings will be check-ins intended to review progress and discuss upcoming needs. This initial staff meeting will cover data needs, the public engagement plan, project kickoff meeting agenda, and schedule. Our team will develop meeting materials including agendas, content and meeting minutes.

TASK 1.3: REVIEW OF CITY-PROVIDED DATA AND PAST PLANS

We will work with the city to review previously gathered data and prepared studies relevant to providing an understanding of the parks and trails system. As we review this data, we will coordinate with the city on any missing data we encounter. Key findings from past planning efforts will be summarized for review by the advisory committee and included in the final master plan.

TASK 1.4: PREPARATION OF BASE MAPPING

Working with our GIS team and city staff, we will develop or supplement base mapping for the overall community as well as individual park facilities to use throughout the planning process.

TASK 1.5: FIELD INVENTORY AND REVIEW OF EXISTING PARK AND TRAIL FACILITIES

Our team will visit each park facility to familiarize ourselves with its resources, review existing conditions, and confirm the accuracy of collected data to update the city park inventory. We will also assess amenity adherence to the Americans with Disabilities Act (ADA). **While not included in our overall scope, our structural staff are available to provide a comprehensive review of facilities such as picnic shelters, bridges, and enclosed structures.**

TASK 1.6: PROJECT KICKOFF MEETING

We will host a project kickoff meeting with the project advisory committee, comprised of city staff and key stakeholders, to lay the foundation for a successful project. We'll use this time to discuss project goals, approach, scope, timeline, and other critical items such as the public engagement plan.

We will also confirm/update the vision and guiding principles for Lake Elmo’s parks and trails system. Our team will provide an agenda, any required handouts, and will prepare meeting minutes after the discussion.

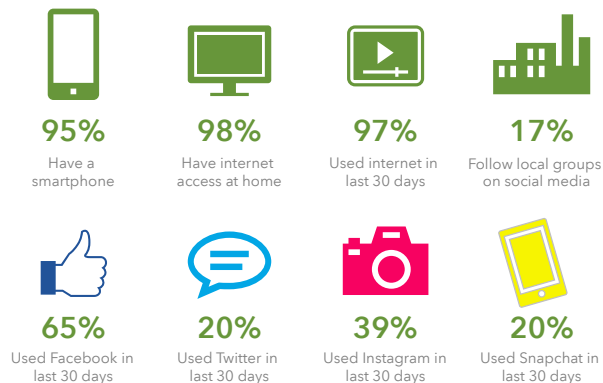
TASK 1.7: FINALIZE PUBLIC INVOLVEMENT PLAN

We believe in the engagement process identified in this proposal, yet we anticipate there may be requests to refine this to ensure it aligns with the needs of the Lake Elmo community. We look forward to an open dialogue with city staff to review desired efforts and finalize a plan to engage with the public during this process. Our goal is to capture as many voices as possible and to develop a plan the community can be proud of.

TASK 1.8: COMMUNITY SURVEY

Working in conjunction with city staff, we will develop a survey to solicit input from the broader community. We envision this to be available through an online platform, yet also realize the flexibility that paper copies could provide for targeted outreach efforts.

Lake Elmo Residents Internet and Social Media Use (2022)



Bolton & Menk’s project team will provide the city with a link to the survey for use on its public-facing website and social media platforms. Upon survey closure we will provide a summary of the results in Task 2. This information will inform recommendations and priorities in the parks and trails master plan.

TASK 2: INVENTORY AND ANALYSIS

After we document and review existing facilities and conditions of the current parks and trail system, we will compare findings against national averages, look at facility distribution, and determine gaps in the current system.

Evaluation of this information with respect to national trends and benchmarks—along with the operational needs and goals of the public works department—will be included in this task. Results from the community survey, along with the pop-up meeting will provide insight into identified recreational gaps.

TASK 2.1: TASK MANAGEMENT

This general sub-task, included under each primary project task, will capture efforts necessary for internal project team coordination and efficient project delivery.

TASK 2.2: FINALIZE VISION AND GUIDING PRINCIPLES

Based on input from city staff and the advisory committee in Task 1, the vision and guiding principles will be finalized and used to guide the plan development going forward.

TASK 2.3: FINALIZE PARKS INVENTORY AND ASSESSMENT

Based on feedback from the advisory committee and the public, the parks and trails inventory and assessment will be finalized. The results of this task will inform gaps that can be filled through additional features to parks, or adjustments in programming to better meet these needs.

TASK 2.4: FINALIZE TRAIL GAP ANALYSIS

Working closely with city staff we will use available data and institutional knowledge to identify gaps in the city’s existing network of trails, including on-road, off-road, grade separated, natural, and neighborhood trails.

TASK 2.5: DEMOGRAPHIC ANALYSIS

Our team will review available information from Metropolitan Council, the U.S. census, and previous studies completed in Lake Elmo and Washington County to understand and document demographic shifts occurring in the area. Understanding these changes will be critical to formulating a future vision for the park system.

TASK 2.6: TRENDS ANALYSIS

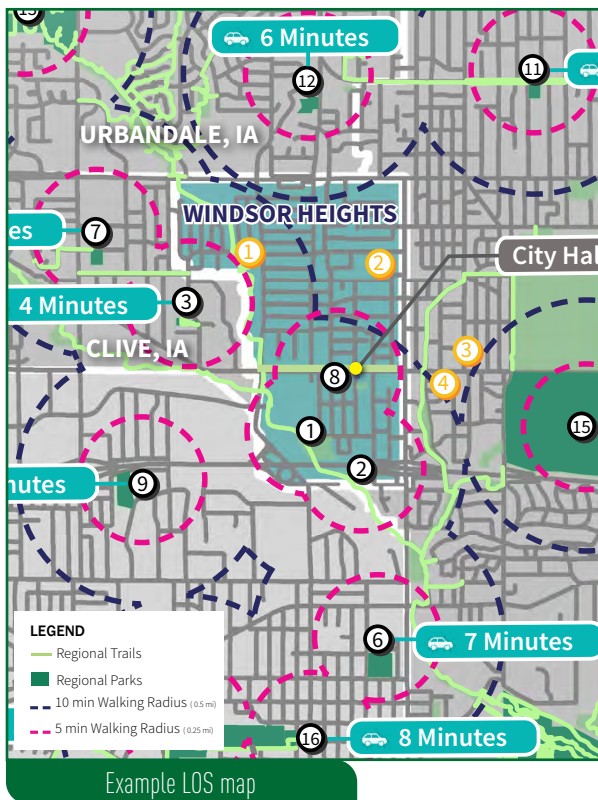
To meet the needs of a rapidly growing community, consideration should be given to changes in technology, culture, and activities and their influence on parks and recreation. We will provide an analysis of current trends that will influence this plan to help the city anticipate future demands on its parks and trail system.

TASK 2.7: LEVEL OF SERVICE COMPARISON

Our team will use information collected during the inventory task to compare Lake Elmo's park and trail system to those of communities of similar size according to National Recreation and Park Administration (NRPA) standards. This will provide insight into where the city's system may be over- or under-performing and will aid in prioritizing improvements.

TASK 2.8: LEVEL OF SERVICE MAPPING

The planning team will develop a series of level of service (LOS) maps that examine the distribution of parks and specific park amenities within the community to look for gaps in overall service.



TASK 2.9: STAKEHOLDER LISTENING SESSIONS

Our team will conduct listening sessions with key stakeholder groups identified by city staff and the Advisory Committee to better understand specific community needs. Key stakeholders could include recreational groups such as the Lake Elmo Baseball Association or representatives from the senior community in Lake Elmo.

TASK 2.10: SURVEY RESPONSE ANALYSIS

The planning team will evaluate and summarize the community survey responses to better understand community needs and desires for the park and trail system. These findings will help guide final recommendations and importance of improvements.

TASK 2.11: DEVELOP NEEDS ANALYSIS

The planning team will consolidate the maps, charts, and information prepared in Task 2 to deliver a complete needs assessment for review with city staff, advisory committee, and parks commission.

TASK 2.12: COORDINATION MEETING

In this coordination meeting the planning team will review the needs analysis with city staff in preparation for a presentation of the material to the advisory committee and parks commission. Our team will develop meeting materials including agendas and content.

TASK 2.13: ADVISORY COMMITTEE MEETING

The planning team will present the findings from the needs analysis to the advisory committee, discuss, and gather feedback on the findings. Our team will develop meeting materials including agendas, content, and meeting minutes.

TASK 2.14: POP-UP ENGAGEMENT

Our team will facilitate a pop-up meeting in addition to an online survey and open house to solicit feedback from the public. Our intention is to coordinate these efforts with the city to determine opportunities to engage with hard-to-reach populations while still providing capacity for all residents to participate. Possibilities for locations of this event include Lake Elmo's Night Out at Lions Park in August or other community celebrations identified by city staff.





TASK 3: PRIORITY RECOMMENDATIONS FOR PARK AND TRAILS IMPROVEMENTS

Our team will work with the city to prepare recommendations for improvements to the parks and recreation facilities in Lake Elmo. This includes improvements to existing park facilities, maintenance efficiencies and trail connectivity opportunities. Part of this task will include estimated costs for the items listed above, as well as preparing a list of capital improvement projects.

Our team will work with city staff to review the existing funding allocations to assess how Lake Elmo compares to national averages and communities with similar parks systems. By reviewing this data, we will identify opportunities for the city to consider improving the function and LOS of its facility. This effort will include a review of funding strategies.

TASK 3.1: TASK MANAGEMENT

This general sub-task includes the efforts necessary for internal project team coordination.

TASK 3.2: DRAFT GOALS, POLICIES, AND INITIATIVES

Building on previous tasks, our team will develop a list of recommendations alongside city staff to address improvements to existing parks and facilities to assist with overall LOS. We will coordinate with the city to prioritize these recommendations based on needs as determined by existing conditions review, gap analysis, and expressed community desires.

TASK 3.3: DEVELOP CONCEPT PLAN FOR ONE COMMUNITY PARK

If uncovered needs and community responses from Task 1 and 2 support previous planning effort recommendations for the development of a new community park, our team will develop a concept plan for this park with input from city staff, advisory committee, and parks commission.



TASK 3.4: PUBLIC OPEN HOUSE

The public open house will be used to present key findings from the needs analysis and get feedback on the draft goals, policies and initiatives, and the community park concept plan. This feedback will inform the prioritization of initiatives/improvements.

TASK 3.5: DRAFT CAPITAL, OPERATIONS, AND MAINTENANCE COSTS

Our team will use the prioritized list of recommendations to prepare capital and operation costs informing anticipated needs from identified improvements. We will note assumptions included in these efforts to better assist the city as they plan for refinement and future implementation.

Based on a comparison of budget relative to national averages and comparable communities, we will provide an analysis to establish needs to maintain the current LOS. Depending on their findings, our team will establish differing resource needs that would allow the city to provide adequate and desired LOS, respectively.

TASK 3.6: DEVELOP PRIORITIZED 20-YEAR CAPITAL IMPROVEMENT PLAN (CIP)

Building on previous tasks, our team will develop a list of recommendations alongside city staff to address improvements to existing parks and facilities. We will coordinate with the city to prioritize these recommendations based on needs as determined by existing conditions review, gap analysis, and expressed community desires.

We will work with city staff to review recommendations and anticipated costs of CIP projects for upcoming funding cycles.

TASK 3.7: DEVELOP FUNDING STRATEGIES

Our team will review prepared funding strategies for needs identified in each of the previous sub-tasks in Task 3. This effort will include identification of potential funding sources or program partners that may be viable in assisting with projects identified in the planning efforts.



TASK 3.8: DECISION PRINCIPLES CHECKLIST

To aid city staff in future decision making, our team will prepare a decision principles checklist. This checklist will provide a tool to evaluate potential projects in a systematic way to make sure they align with system goals and available resources.

TASK 3.9: DRAFT PLAN FOR CITY REVIEW

We will develop a working draft of the master plan (80%) for the city's review to ensure the layout and formatting, as well as the information prepared to date, aligns with the city's vision for this document.

TASK 3.10: STAFF COORDINATION MEETING

This meeting will be a working session to discuss and get staff feedback on the draft plan before sharing with the advisory committee.

TASK 3.11: DRAFT REFINEMENTS

By considering city staff feedback on the draft plan we will enact changes to finalize the draft master plan document for review. Any redlines will be addressed prior to presentation to the advisory committee.

TASK 3.12: ADVISORY COMMITTEE MEETING

We will provide a working draft of the plan to the advisory committee prior to this meeting and take this time to discuss any comments and revisions as a step towards final revisions of the draft plan.

TASK 3.13: DRAFT REFINEMENTS

By considering the advisory committee's feedback on the draft plan we will enact changes to finalize the master plan document.

TASK 4: FINAL DOCUMENT

We will finalize the master plan and provide copies to the city for consideration and approval by the parks commission and city council.

TASK 4.1: TASK MANAGEMENT

This sub-task captures efforts necessary for internal project team coordination as we finalize the master plan document.

TASK 4.2: FINAL PLAN FOR CITY REVIEW

By considering the advisory committee's feedback on the draft plan, we will enact changes to finalize the master plan document for a final review by the city. Any redlines will be addressed prior to presentation to the parks commission and city council.

TASK 4.3: ADVISORY COMMITTEE APPROVAL

Bolton & Menk will prepare a presentation reviewing the process, highlighting master plan findings, and listing identified priorities for consideration of approval by the advisory commission.

TASK 4.4: PARKS COMMISSION APPROVAL

We will prepare a presentation reviewing the process, highlighting master plan findings, and listing identified priorities for consideration of approval by the parks commission.

TASK 4.5: CITY COUNCIL APPROVAL










Upon acceptance by the parks commission, our team will present the master plan to the city council for consideration of adoption. **As a cost-saving measure, consideration can be given to a joint parks commission/city council meeting.**



Fallenstein Playground Ribbon Cutting

SCHEDULE

We have developed a schedule detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, and scope of services included in the request for quotes and our experience on other similar projects. Upon selection, Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful project delivery.

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR
Task	1. Project Coordination and Kickoff									
		2. Inventory and Analysis								
					3. Priority Recommendations					
								4. Final Document		
Advisory Committee		Kickoff Meeting 			Review Needs Assessment 		Confirm Recommended Improvements 		Finalize Master Plan Review 	
Community Engagement		Online Survey 	Pop-Up Event 				Community Open House 		Parks Commission 	Adopt Plan City Council 
	Online Project Updates									
			Stakeholder Listening Sessions							



BACKGROUND AND EXPERIENCE

For more than 10 years, our planning and urban design group has helped clients plan their future. Using robust public engagement, we facilitate consensus for buildable, sustainable solutions. Our team expertise helps solve multifaceted problems with technical, regulatory, funding, and community issues. We deliver plans and designs you'll love to live with. We promise every client two things: we'll work hard for you and we'll do a good job. At the end of the day, we're **Real People** offering **Real Solutions**.

PARKS, TRAILS, AND OPEN SPACE MASTER PLAN UPDATE

CITY OF FOREST LAKE, MINNESOTA

The City of Forest Lake wanted to update their Parks, Trails and Open Space Master Plan prepared in 2014 by Bolton & Menk to provide more guidance to the Parks and Recreation Commission and new city staff who joined the city during the pandemic. Instead of focusing on the vision and identifying specific projects in each of the community's parks, this effort stepped back to better understand the community's current demographic composition, acknowledge changes in recreational trends and organize needs to be better equipped to fund and implement system improvements.

Bolton & Menk helped the city with community engagement, which was tailored to encourage equitable feedback on the existing parks system and park operations while asking about desired amenities. Throughout the master planning process, the design team reviewed and analyzed data and prepared a plan that compared parks against national averages and comparable communities, assessed funding and staffing against national averages, and culminated as a guiding document that can assist the Parks and Recreation Commission and city staff with decision making. This included guidance on operational

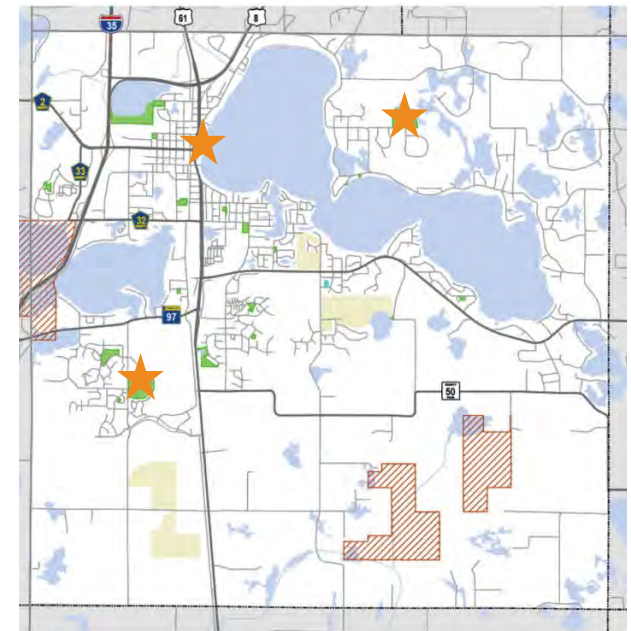
needs, funding allocation and procurement, and establishing protocols for each partner to assist in the planning, review, and realization of community park and trail improvements. In a final draft stage, this effort was paused early in 2023 to provide the newly formed Parks and Recreation Commission an opportunity to get seated and review the plan prior to finalization and adoption.

REFERENCE

Abbi Jo Wittman
Community Development Director
651-209-9752
Abbi-Wittman@ci.forest-lake.mn.us

Key Personnel Involved

- Josh Shields
- Katherine Gould
- David Sandberg
- Rachel LeMire



PARK SYSTEM MASTER PLAN

CITY OF LITTLE CANADA, MINNESOTA

The City of Little Canada has had a long history of paying extra attention to their parks and recreation system. The city's first park and recreation master plan was developed and adopted in 1991 and updated in 2009. In 2017 they embarked on another planning process to update the 2009 plan and work in tandem with the city's CIP to guide decision making and help prioritize future improvements.

The process and resulting plan identified specific recommendations to help the city work towards its vision for its parks system. These recommendations included the need for reclassification of several of its parks to provide a clearer process for understanding level of service, amenity distribution, and specific strategies for a more equitable distribution of facilities. These facilities included picnic shelters, open play fields, a baseline set of park amenities to provide at every park, specific trail and crossing improvements, as well as distinctive improvements for specific parks. The plan also provided high-level concept initiatives for three special parks. These plans were developed with public input and the help of the project's Advisory Committee. The plan was approved and adopted by the City Council in April of 2018.

REFERENCE

Bryce Shearan
Parks & Recreation/Community Services Manager
651-766-4045
bryce.shearen@littlecanadamn.org

Key Personnel Involved

- Anna Springer
Work completed with previous employer

FIGURE 4.1 TRAILS AND SIDEWALKS PRIORITY MAP

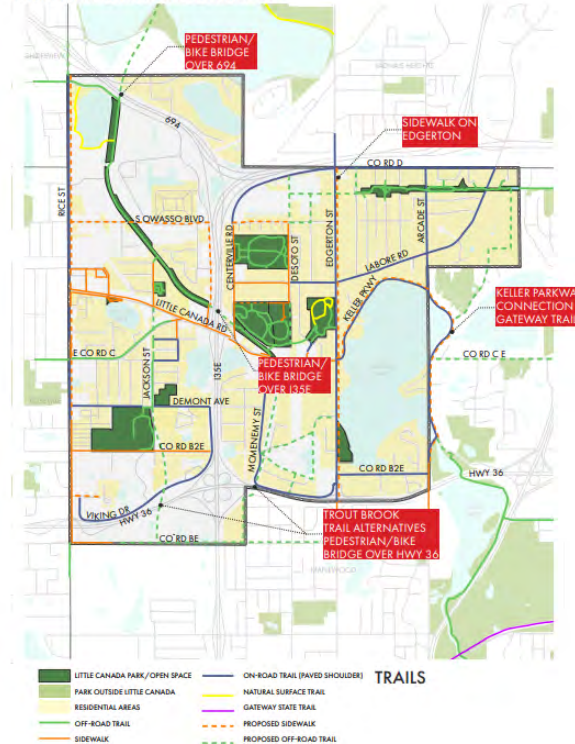
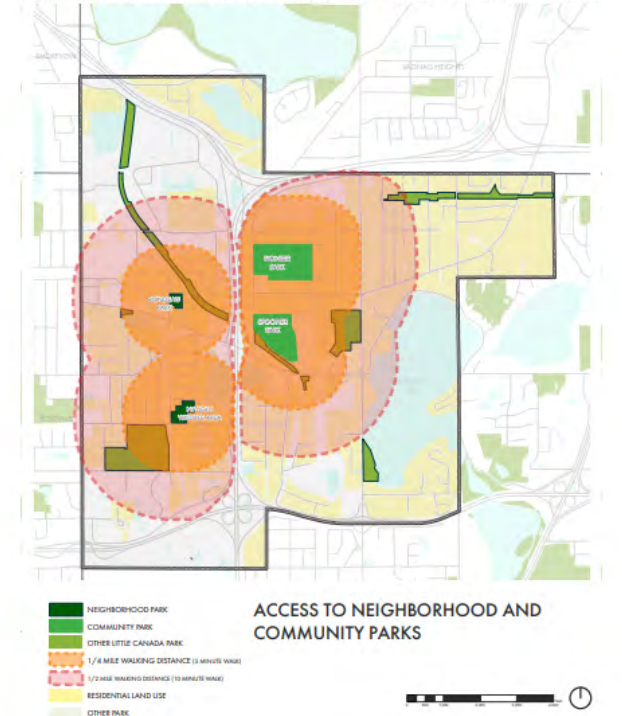


FIGURE 2.3 NEIGHBORHOOD AND COMMUNITY PARK DISTRIBUTION AND GAP ANALYSIS



PIONEER PARK MASTER PLAN AND CONSTRUCTION

CITY OF LITTLE CANADA, MINNESOTA

The City of Little Canada requested assistance in identifying and implementing improvements to one of their primary community parks. High-level improvements were identified as part of the system-wide parks and trails master plan, but the concept for the park needed to be developed and refined for implementation. City staff, city council, the Parks and Recreation Commission, and the community were all eager to “get shovels in the dirt” and make some much needed improvements at the park.

Bolton & Menk successfully led stakeholders through a park master planning process that supported the system wide parks and trails plan, integrated community feedback into prioritizing enhancements, and outlined clear steps to implementing priority improvements at the park. We worked as true partners with the city, with the city completing the majority of community engagement and Bolton & Menk facilitating stakeholder meetings. The process, detailed improvement descriptions, and implementation plan were all summarized in a master plan report that will serve as a useful tool and guide to city staff, city council, and the Parks and Recreation Commission.

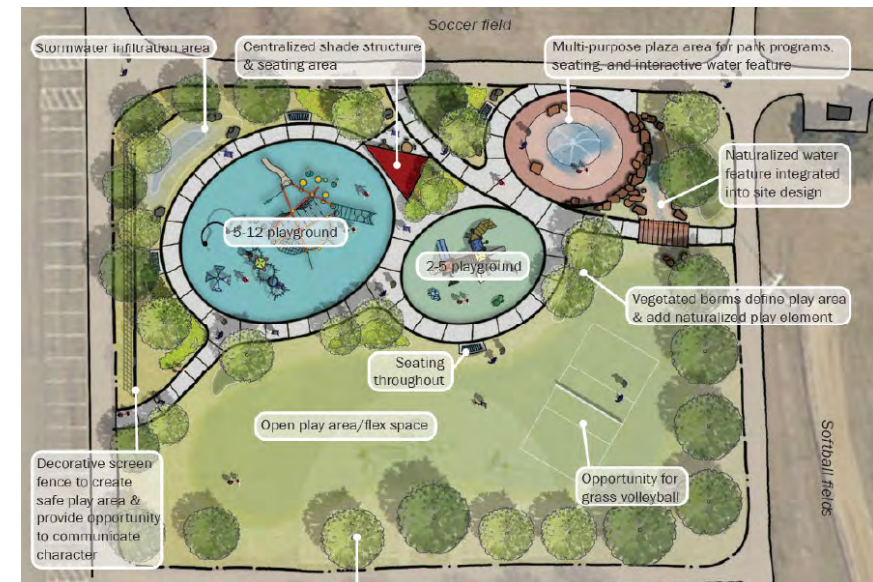
Bolton & Menk is currently working with the city on construction documentation for play node improvements at Pioneer Park, including playground replacement and an interactive water feature. Construction is planned for 2023.

REFERENCE

Bryce Shearan
Parks & Recreation/
Community Services Manager
651-766-4045
bryce.shearen@littlecanadamn.org

Key Personnel Involved

- Josh Shields
- Katherine Gould
- Rachel LeMire
- David Sandberg



Comments:

- Incorporate shade structures (several comments)
- Fountain in the east side pond
- A large Zipline
- Support for solar lighting
- A lot of support for a water feature (had to stop adding dots, as it was covering image)
- Possible artificial turf volleyball area
- Additional porta potty near the east side shelter
- Additional seating
- Discussion on wider trails
- Shade over the ballfield dugout areas
- Pump Track



PARK AND TRAIL PLANNING

WASHINGTON COUNTY

(SQUARE LAKE PARK & ST. CROIX VALLEY TRAIL)

Bolton & Menk assisted Washington County in developing a Master Plan for Square Lake Park in 2020/21 and is currently working on a Regional Trail Master Plan for the Middle St. Croix Valley search corridor (to be completed in 2023). The planning process for both projects included inventory, analysis, public engagement and providing recommendations with considerations of long-term implementation.

Both projects included flexible engagement tools to provide multiple methods of interface with the public; including in-person and virtual outreach efforts and techniques encouraging engagement with historically underserved populations within the study area. For Square Lake Park, this included translating engagement materials into Hmong, Spanish, and Russian.

The project team collaborated with Washington County on both projects to develop an outreach program that identified efficiencies in future planning efforts, particularly with regular progress checks and project management team discussions. Virtual meetings helped gather multiple experts to assist in developing, refining, and building consensus on shared values for the project.

Though planning efforts are ongoing for the Middle St. Croix Valley Regional Trail Master Plan, we are deploying a refined process for outreach to the multi-community search corridor similar to that used at Square Lake Park.

We have found that virtual meetings are still more efficient in mobilizing stakeholders and subject matter experts. We are currently working with Washington County staff to prepare a final master plan draft for stakeholder review in late June 2023. Anticipated master plan adoption by Washington County and acceptance by Metropolitan Council is expected this summer.



REFERENCE

Connor Schaefer

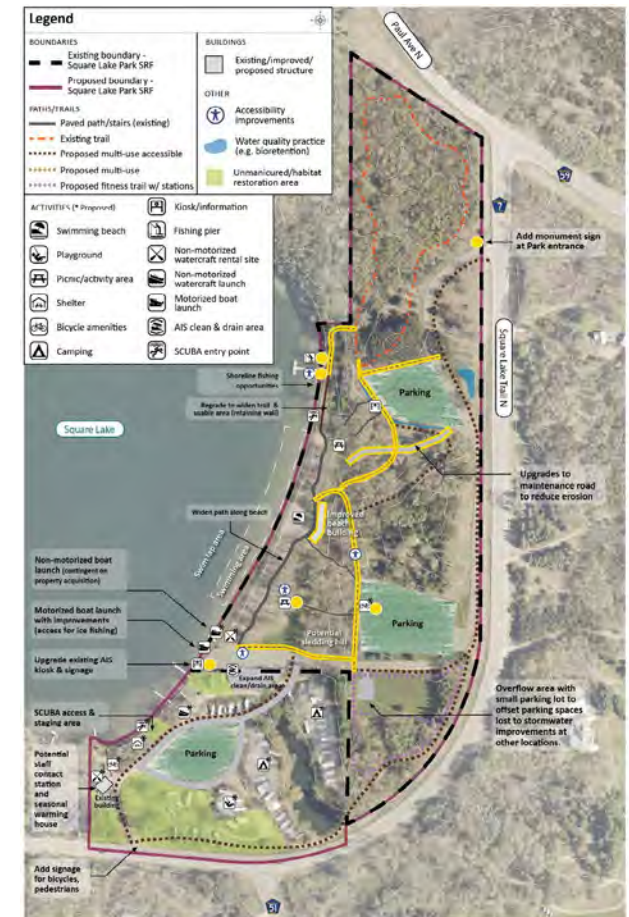
Senior Planner

651-430-4303

connor.schaefer@co.washington.mn.us

Key Personnel Involved

- Josh Shields
- Anna Springer
- David Sandberg





BELTZ PARK IMPROVEMENTS

CITY OF FOREST LAKE, MINNESOTA

Bolton & Menk worked with Forest Lake to develop its Parks and Trails Master Plan, which identified community-wide park improvement opportunities. These recommendations included further design development for Beltz Park.

Bolton & Menk assisted the city in developing a master plan for Beltz Park that reflected the needs of multiple stakeholder groups. Proposed improvements include updates to the existing ballfield, an informal/seasonal hockey rink, and access to parking. A new pavilion with restrooms and an enclosed warming house is also included to provide the community with a year-round gathering space. Additional enhancements include accessible walks, an inclusive playground, dedication of a free skate area adjacent to the hockey ice and landscaping and stormwater amenities. Proposed improvements were vetted through neighborhood and stakeholder engagement with feedback helping refine recommendations to ensure improvements reflected the community's interests.



The city was awarded an Outdoor Recreation Grant in 2022 and is currently working with Bolton & Menk to prepare construction documents for an identified Phase 1 plan including many of the main master plan improvements. Construction is anticipated to begin late in 2023 and be complete in the fall of 2024.

REFERENCE

Abbi Jo Wittman
Community Development Director
651-209-9752
Abbi-Wittman@ci.forest-lake.mn.us

Key Personnel Involved

- Katherine Gould
- David Sandberg



City of Forest Lake

BELTZ PARK Master Plan



INTERPRETIVE PLAN

CITY OF LITTLE FALLS, MINNESOTA

The City of Little Falls and the Little Falls Heritage Preservation Commission hired Bolton & Menk to develop an Interpretive Plan to serve as a guide for identifying resources and effectively sharing stories of the community's cultural, historic, and natural heritage. We identified significant themes by examining important locations, events, and systems that have shaped the community and are foundational to Little Falls' history and culture. These themes develop a common ground to provide residents and visitors with a greater sense of pride and understanding of Little Falls' past.

The interpretive plan acts as a blueprint informing the community on appropriate themes and plausible infrastructure, tools and processes that can effectively carry these messages to targeted audiences. Through this process, we identified the structural and informational tools that would emphasize important aspects of each interpretive theme. The goal was to link existing information, identify gaps in community knowledge, and prepare strategies for further developing future opportunities to highlight these stories for successful education and outreach.

REFERENCE

Greg Kimman, PE
City Engineer/Public Works Director
320-616-5500
gkimman@cityoflittlefalls.com

Key Personnel Involved

- Josh Shields
- Rachel LeMire
- David Sandberg

ADDITIONAL REFERENCES

The following additional references are the main contact for completed parks master plans.

Abbi Jo Wittman
Community Development
Director

City of Forest Lake
651-209-9752
Abbi-Wittman@ci.forest-lake.mn.us



Project Reference:
**Parks, Trails,
and Open Space
Master Plan Update**

Bryce Shearen
Parks & Recreation/Community
Services Manager

City of Little Canada
651-766-4045
bryce.shearen@littlecanadamn.org



Project Reference:
**Pioneer Park
Master Plan**

Connor Schaefer
Senior Planner

Washington County
651-430-4303
connor.schaefer@co.washington.mn.us



Project Reference:
**Park and Trail Planning
Square Lake Park &
St. Croix Trail**



KEY PERSONNEL

Bolton & Menk understands the importance of developing planning solutions that can be supported by stakeholders and implemented effectively. We have provided a brief background and description of key individual roles. These individuals have track records of success and are enthusiastic and committed to exceeding your expectations. We can provide detailed résumés of all personnel upon request.



JOSH SHIELDS, PLA

Principal-in-Charge

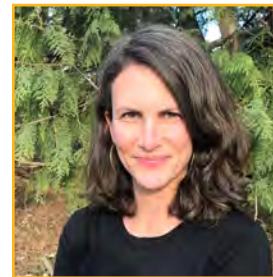
Josh will be the main point of contact and will ensure all deliverables meet Lake Elmo's expectations. He will also manage team efforts to ensure resources are available to allow for timely and efficient delivery according to the staff's expectations.

As a principal landscape architect, Josh is dedicated to assisting clients in developing sustainable

solutions. His experience in urban & parks and recreational design encompasses the entire life cycle of many projects—from visioning, design development, funding assistance, and construction with consideration of maintenance needs. Josh's ability to build project consensus through meeting facilitation, public input, and thoughtful design has led to many successful community-backed projects. Josh enjoys assisting clients in developing solutions to complex problems while considering the role of social, natural, and economic systems influencing communities. "I love that every day brings with it unique opportunities for growth; leveraging new technologies, learning new perspectives, seeing excitement in the eyes of clients and colleagues, and gaining a wider perspective of my community and the world in which we live, work, and play."

Similar Project Experience

- Parks and Trails Master Plan Update, City of Forest Lake, MN
- Pioneer Park Master Plan and Final Design, City of Little Canada, MN
- Square Lake Park Master Plan, Washington County, MN
- Middle St. Croix Valley Regional Trail Master Plan, Washington County, MN
- Beltz Park Phase 1, City of Forest Lake, MN
- Interpretive Plan, City of Little Falls, MN
- Parks Master Plan, City of New London, MN



ANNA SPRINGER, PLA

Project Manager/Lead Landscape Architect

Anna will lead planning efforts to inventory, analyze, and prepare recommendations for the parks system. She will also manage daily tasks and provide overall project coordination.

Anna is a senior parks planner and landscape architect who has worked on a wide range of planning, design, and implementation projects,

including park, trail, and recreation system master plans, park master plans, trail plans, and streetscapes. As a certified arborist, Anna's knowledge and attention to tree/forest diversity and health offers an added depth of knowledge for parks planning. She enjoys working with community, clients, stakeholders, and the ecology of a site to help create places that people rely on for relaxation, exercise, and an improved sense of community and wellbeing.

Similar Project Experience

- Park System Master Plan, City of Little Canada, MN
- Middle St. Croix Valley Regional Trail Master Plan, Washington County, MN
- Parks and Recreation System Master Plan, City of Maplewood, MN
- Parks & Recreation System Master Plan, City of Rochester, MN
- Nokomis-Hiawatha Regional Park Master Plan, Minneapolis Park & Recreation Board
- River to River Greenway Master Plan, Dakota County, MN
- Rehabilitation for Bohemian Flats and Annie Young Meadow at Mississippi River Gorge Regional Park, Minneapolis Park and Recreation Board

**RYAN GOODMAN****Quality Control**

Ryan will work in coordination with Josh to deliver a comprehensive parks master plan. He will be responsible for the review and quality control of the parks master plan.

Ryan made building infrastructure a career in 2001. He has developed expertise in construction inspection, construction supervision, and project management with a focus in testing processes, mediating conflicts, managing construction budgets, and inspecting sites for compliance with professional engineering contracts. He enjoys the clients and communities that allow him the privilege to work for them and on a team that delivers real solutions. Ryan is passionate about giving back to these communities, coordinating teams and support for non-profit events like the Lake Fest 5K and Polar Plunge in Forest Lake.

Similar Project Experience

- Parks and Trails Master Plan Update, City of Forest Lake, MN
- Beltz Park Phase 1, City of Forest Lake, MN
- Mississippi River Trail, City of Anoka, MN
- Harwood Creek Trail Connect, City of Forest Lake, MN
- Cedar Grove Redevelopment Area, City of Eagan, MN
- East Point Douglas Road/CSAH 19, City of Cottage Grove, MN

**KATHERINE GOULD, PLA****Project Landscape Architect**

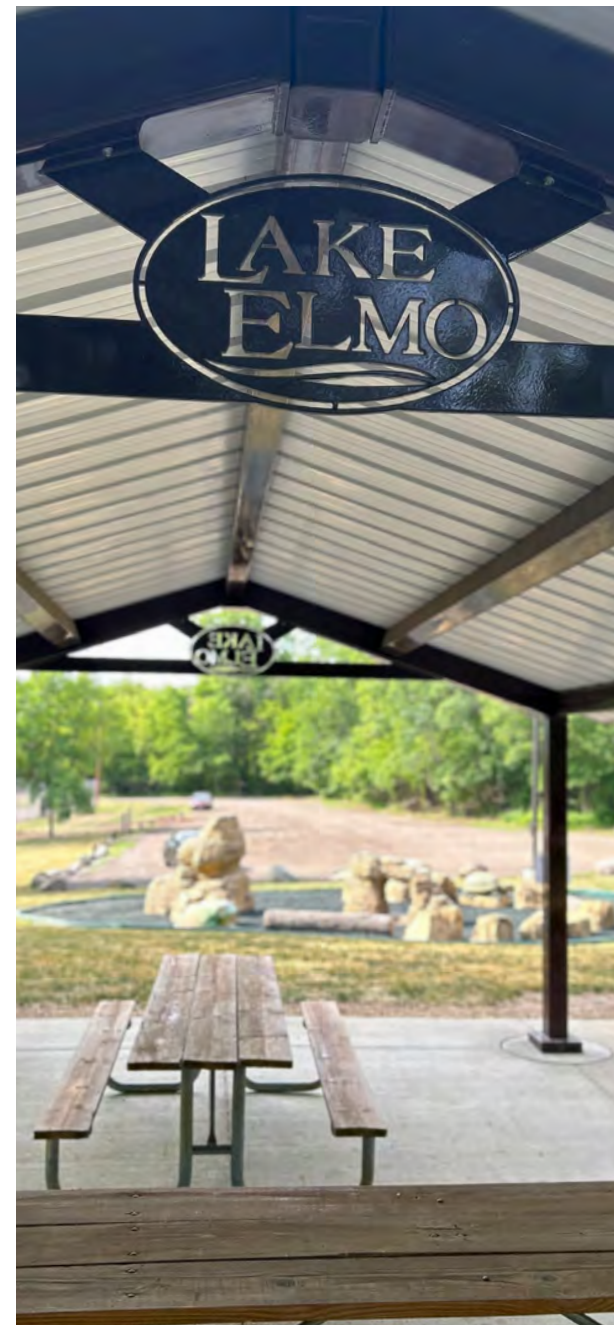
Katherine will assist Anna with analysis of existing resources, and development of park system improvements.

Katherine is a project landscape architect at

Bolton & Menk who began her career in 2016. She has contributed to the design of parks, streetscapes, trails, and community gathering spaces across the Midwest. Through these professional experiences and as a grassroots climate activist, Katherine has come to believe that consideration for the health of natural systems is not just a feature, but a goal integral to every successfully designed landscape. Katherine is passionate about community engagement, culturally relevant design, and practicing landscape architecture as a means of promoting public health and environmental equity.

Similar Project Experience

- Parks and Trails Master Plan Update, City of Forest Lake, MN
- Beltz Park, City of Forest Lake, MN
- Big Island Master Plan, City of Orono, MN
- Regional Solicitation for Outdoor Recreation Grant Applications, Minnesota Department of Natural Resources



**JAKE GUZIK, PE**

Project Engineer

Jake will use his skills as a project engineer to develop project plans and specifications. He will lean on his experiences working on similar park and trail projects in other cities.

Jacob is a design engineer responsible for various aspects of the design and construction process for municipal and site development projects. His responsibilities include assisting in the preparation of preliminary engineering reports, developing designs and construction plans using AutoCAD Civil 3D and other design software, and preparing bid documents and specifications. Jacob also actively serves as a resident project representative responsible for coordinating construction activities with the project manager, adjacent property owners, contractor, and client. Prior to joining Bolton & Menk in 2013, he served as an engineering intern for the City of Bloomington. While there, he gained experience with construction inspection, construction surveying and staking, GIS mapping, and report preparation.

Similar Project Experience

- Beltz Park Phase 1, City of Forest Lake, MN
- Safe Routes to School Pedestrian Connection Improvement, City of Forest Lake, MN
- ADA Inventory, City of Oakdale, MN
- Hardwood Creek Regional Trail Connection Project, City of Forest Lake, MN

**TJ HOFER**

Planner

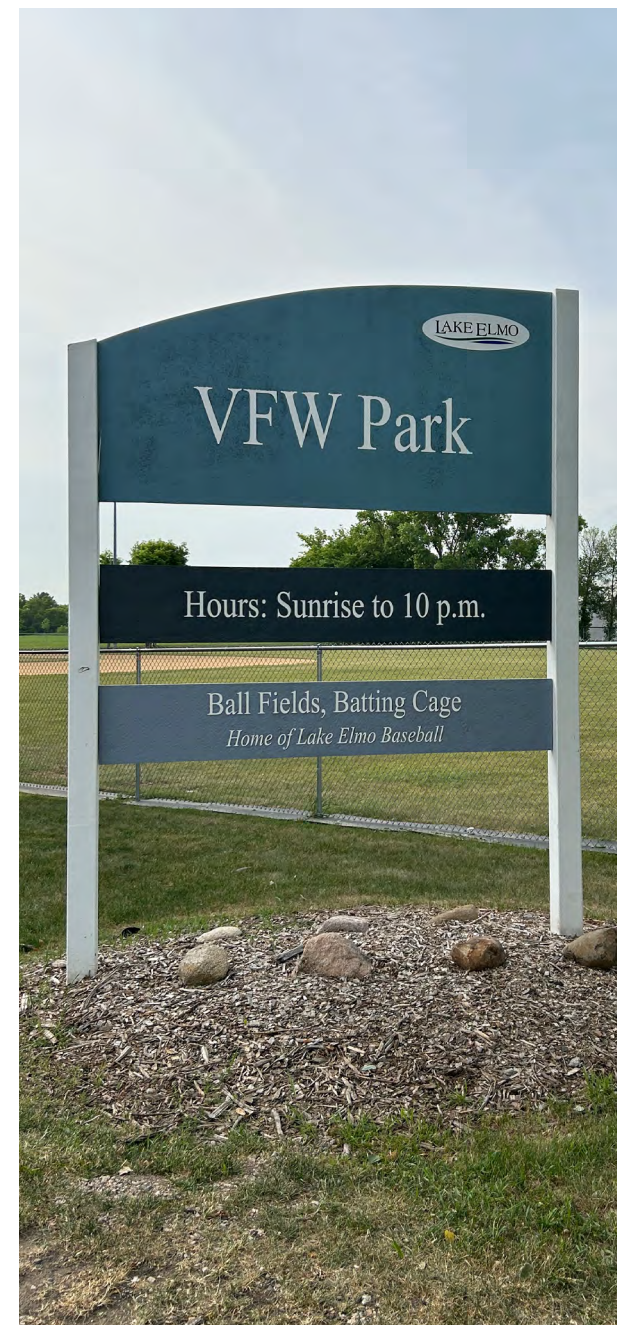
TJ will assist the team's planning efforts and create a master plan that truly reflects the community's vision.

TJ is a planner and began his career in 2019.

Before joining Bolton & Menk, TJ was a planning intern with the City of Lake Elmo and worked on various park infrastructure projects. His current responsibilities include assisting in developing plan studies, memorandums, and municipal reports. He also assists with community engagement and outreach during the planning process. Since beginning his career, TJ has worked toward his passion of helping clients both establish and meet their goals—he loves seeing the process unfold from start to finish. As a resident of Lake Elmo, TJ is excited to serve as your project planner for the community he is a part of everyday.

Similar Project Experience

- Planning and Building Intern, City of Lake Elmo, MN
- General Planning Services, City of Jordan, MN
-Park and Recreational Liaison
- 2040 Comp Plan Update, City of Forest Lake, MN



**RACHEL LEMIRE**

Public Engagement Specialist

Rachel will be the boots on the ground team member for community outreach and engagement, including public engagement plan development and implementation. She will coordinate

closely on each element of community engagement to ensure we capture the community's voice and that our communication sends the right message.

Rachel is a project communication specialist at Bolton & Menk who started her career in 2020. She enjoys using her creative and analytical skills to collaborate with others on writing and graphic design projects. She is responsible for print and online communication, and the development of project websites, handouts, social media content, maps, and newsletters.

Similar Project Experience

- Parks, Trails, and Open Space Master Plan Update, City of Forest Lake, MN
- Interpretive Plan, City of Little Falls, MN
- New London Parks Master Plan, City of New London, MN
- City Park Design Services, City of Carver, MN

**CHELSEA ALGER**

Funding Specialist

Chelsea will provide funding updates to Josh and the city. She will keep both in the loop on all funding opportunities that arise and work with them on positioning and applications.

Chelsea is the director of funding for Bolton & Menk, beginning her career in 2003. Prior to joining Bolton & Menk in 2019, she worked in city government as a planner and community development director, then as a non-profit resource development officer. She has expertise in a variety of public infrastructure and community development funding programs. One of her career highlights to date is managing a national ArtPlace America grant, exploring the use of arts and cultural strategies to create more sustainable, place-based impact in community development efforts. Her work with our environmental and civil project managers in the public facility programs has allowed Bolton & Menk to secure low interest loans and grant dollars to help serve our client's infrastructure needs. Chelsea is passionate about strategic thinking and working through challenges to come to workable solutions for all parties involved.

Similar Project Experience

- Pioneer Park Master Plan and Final Design, City of Little Canada, MN
- German Park Amphitheater, City of New Ulm, MN
- Veterans Memorial Park Improvements, City of Maple Plain, MN

**DAVID SANDBERG, GISP**

GIS Specialist

David will provide GIS support, build our INPUTiD mapping interface, and provide mapping support for all aspects of the master plan.

As a GIS specialist, David provides GIS support on various projects, including data collection, data management, spatial analysis, and map creation. He is especially experienced with designing and creating online interactive maps. David began his GIS career in 2016. He supports Bolton & Menk's transportation, planning, and project communication work groups. David uses new technology and researches products and software to provide the best solutions for our work groups and clients. He excels at creating map figures, performing data analysis, and online interactive maps and applications. He is passionate about providing spatial analysis and tools to help make better decisions within the communities we serve.

Similar Project Experience

- Parks, Trails, and Open Space Master Plan Update, City of Forest Lake, MN
- Square Lake Park, Washington County, MN
- Beltz Park Phase 1, City of Forest Lake, MN
- Rudy Johnson Park Master Plan, City of Anoka, MN

*Clerical Assistance will be provide by Jackie Caple – Administrative Assistant



PROJECT COST

Bolton & Menk, Inc. will provide the scope of services as described for an estimated fee of \$48,064. We will bill work following our standard hourly billing rates and will not exceed our estimate without prior authorization from the city.

Detailed Cost Estimate

Client: (Lake Elmo, MN Project: Parks Master Plan		Bolton & Menk, Inc.											
Task No.	Work Task Description	Principal-in-Charge	Quality Control	Lead Landscape Architect	Project Landscape Architect	Funding Specialist	Public Engagement Specialist	Planner	GIS Specialist	Design Engineer	Clerical	Total Hours	Total Cost
1.0	Project Coordination + Kickoff	6	0	25	21	0	12	2	4	4	1	75	\$10,428
2.0	Inventory + Analysis	5	5	27	35	0	17	5	3	7	2	106	\$14,705
3.0	Draft Plan	8	4	34	43	3	4	5	2	6	0	109	\$15,757
4.0	Final Plan	6	5	15	19	0	0	0	0	2	1	48	\$7,174
Total Hours		25	14	101	118	3	33	12	9	19	4	338	
Average Hourly Rate		\$178.00	\$188.00	\$150.00	\$131.00	\$172.50	\$108.00	\$130.00	\$138.00	\$162.00	\$103.00		
Subtotal		\$4,450	\$2,632	\$15,150	\$15,458	\$518	\$3,564	\$1,560	\$1,242	\$3,078	\$412		
Total Fee												\$48,064	

Add-on engagement event/meeting costs

Open House Cost	\$2,628
Pop-up Meeting Cost	\$2,534
Advisory Committee Meeting Cost	\$974
Stakeholder Listening Session Cost	\$1,256
City Staff Coordination Meeting Cost	\$843
Parks Commission Meeting Cost	\$1,575
City Council Meeting Cost	\$1,575



PROPOSAL AND QUALIFICATIONS FOR PLANNING SERVICES

PARKS SYSTEM PLAN

LAKE ELMO, MINNESOTA



Prepared by HKGi
June 15, 2023

CONTENTS

01 UNDERSTANDING & APPROACH.....	2
02 PROPOSED PROJECT TEAM & EXPERIENCE.....	10
03 SCHEDULE.....	28
04 FEE QUOTATION.....	30

Vista Pines Park
Inver Grove Heights, MN

June 15, 2023



Adam Swanepoel, Assistant Public Works Director
3880 Laverne Ave. N
Lake Elmo, MN 55042

Re: Proposal for Parks System Plan

Dear Mr. Swanepoel and Members of the Selection Committee:

Since HKGi's establishment in 1982, park, trail, and open space planning has been one of the firm's core services. We have completed more than thirty park and recreation system plans and needs assessments in the past decade, and have worked with dozens of communities throughout the state and the Twin Cities region to develop park and trail master plans and design and complete hundreds of park improvement projects. The knowledge we have gained about park and recreation trends, best practices, funding strategies, and construction costs informs our system planning work and enhances our ability to provide clients with action-oriented parks plans that effectively guide future investments.

In recent years, we have seen the desire to conduct park and recreation system planning increase as parks professionals seek guidance regarding changing demographics, parks and recreation trends, capital investment planning, and budgeting for ongoing operations and maintenance of their systems. As a rapidly growing community, the City of Lake Elmo has established a system that features a large number of well-distributed neighborhood parks. Working within this framework, we anticipate that this planning process will examine ways in which the system might grow with anticipated development, while investing in key enhancements and adapting according to projected trends. This process will also explore strategies to help the City maintain and operate a high quality system, leverage existing City and County assets, and make thoughtful investments moving forward.

As the qualifications section of this proposal demonstrates, HKGi brings familiarity with Lake Elmo's parks planning context through our work serving as the city's landscape architect. Our years of grant writing experience across the metro have also allowed us to work with several cities and counties on implementation and costing of parks and trails projects, which gives us a solid foundation from which to develop cost estimates and assist with project prioritization.

Sarah Evenson will serve as the Project Manager and will provide leadership for the HKGi team. She is Lake Elmo's City Landscape Architect and has experience developing park master plans and park system plans throughout the region. Gabrielle Grinde, who will serve as the Principal in Charge for the HKGi team, will leverage her extensive experience conducting park and trail planning for cities and counties across the state to provide guidance to the planning team. If you have any questions about our proposal or would like to discuss this project or our qualifications in greater detail, please don't hesitate to contact us. We appreciate the opportunity to be considered for this project and look forward to speaking with you soon.

Sincerely,



Sarah Evenson, PLA (MN)
Project Manager

📞 262.391.7653 ✉️ sarah@hkgi.com



Gabrielle Grinde, PLA (MN)
Vice President

📞 612.252.7141 ✉️ gabrielle@hkgi.com

Spring Lake Park
Prior Lake, MN



UNDERSTANDING & APPROACH



Project Understanding

The City of Lake Elmo is seeking proposals from planning and design consultants to update their 15-years-old Parks System Plan. The plan must address and guide the City's decision making and provide a framework for future investments in parks and trails.

Lake Elmo is a growing city that has added more than 5,000 residents since the last park system plan in 2008, and is projected to welcome another 10,000 by 2040. To ensure that new neighborhoods have access to desired amenities and the city as a whole offers facilities that meet the community's needs, we'll examine the system's current level of service and apply a growth-based planning lens to anticipate future capacity. Our needs assessment will enable us to recommend sustainable, forward-thinking approaches to expanding the system that will respond to evolving recreation desires and demands.

To focus on meeting today's and tomorrow's recreation needs, the planning process must be grounded in engagement. The findings from City Staff, the Parks Commission, City Council, community groups, and other stakeholders will play a major role in the direction of the plan. Engaging the public not only provides important guidance on improvements, but is also an opportunity to build community support and relationships with people who will champion the city's parks and trails long after the plan has been approved.

One of the challenges for the City is that desires must be balanced with financial and operational realities. Parks continue to require resources long after opening day. This plan should consider the staffing needs, life-cycle, replacement, and maintenance implications of the park system to keep it sustainable—both ecologically and financially. The parks as they exist today represent significant investments by the City of Lake Elmo, and the plan should provide a strategic approach to protecting those investments.

As such, we'd like to offer as an optional service an Asset Management and Investment Database to guide capital and ongoing budgeting. Tools like this are invaluable to help:

- » Elected and appointed officials understand how funds are being reinvested in the community
- » Staff prioritize and focus their efforts to build and maintain a great park system
- » Residents feel like their City is responsibly improving their community
- » Other funders and partners know that plans have been carefully thought out and vetted

Ultimately, the system plan will offer staff, officials, residents, and partners the guidance needed to make the next generation of Lake Elmo's parks memorable, healthy, sustainable, and cherished.

Work Plan

Task 1 - Inventory and Existing Conditions Report

This task will involve the collection of background documents and GIS data, review of related planning efforts, and a meeting to kick off the project. We will review any city and agency documents that may affect parks and recreation planning in Lake Elmo and will examine existing and projected demographic data. HKGi will visit each park, prepare base maps, and create an inventory that summarizes the system's existing status. These materials will serve as the basis for the first chapters of the Parks System Plan document.

Meetings:

- » Kickoff Meeting with Staff
- » Ongoing Bi-weekly Staff Check In Meetings (as desired)

Deliverables:

- » Base Mapping
- » Inventory and Conditions Table
- » Inventory and Existing Conditions Report



Task 2 - Public Involvement

This task is viewed as an ongoing task throughout the entire planning process, with specific points at which public feedback can help guide next steps. At its core, the plan must be a reflection of the desires and priorities of the community. In order to make sure we are listening to and hearing the community's needs and ideas, we are proposing a mix of online and in-person engagement:

- » HKGi will conduct an online survey at the beginning of the process to better understand how people are using the parks, what they like, and where they see room for improvement. This survey can also be printed and made available at parks if access to technology is anticipated to be an issue. The results of the survey will help inform the existing conditions analysis and needs assessment findings.
- » In order to present the initial findings from the system-wide needs assessment to the public and get their feedback on specific parks, we will facilitate either an in-person or virtual open house. The feedback we collect will guide development of the concept plans. If the City prefers an in-person event, engagement could be done as a stand-alone open house, or be part of a hosted booth at an existing event. If an online format is desired, people may participate at their own convenience, viewing materials and providing comments through Social Pinpoint, a map-based feedback tool that lets people provide location-specific input.
- » We will work with the City to identify key stakeholders (as examples: seniors, youth athletic groups, the school district, service clubs, etc.). We can host up to two in-person or four virtual conversations with identified groups to better understand their specific needs. We are open to scheduling these meetings at the appropriate time in the process, based on individual stakeholders.
- » After drafting initial system goals and recommendations, we will host another in-person or virtual open house for people to review the materials and provide feedback. Input gathered will help us refine the initial recommendations for the draft park system plan.
- » We will post the draft plan document online for public review and comment prior to finalization of the plan.



Task 3 - Gap Analysis and Needs Assessment

We will review park properties throughout the city and work with staff to identify desires and opportunities within the park system. Mapping will help determine where geographic gaps exist. We will work to understand how Lake Elmo fits into its regional context and compares to similar cities by examining nearby recreation offerings and compiling a peer comparison of two peer communities. Using NRPA metrics and our understanding of recreation trends, we will evaluate the system for surpluses and deficits of certain amenities. Public engagement and stakeholder meetings will help clarify community desires. We will map opportunity sites and priority areas of focus to create a needs assessment framework graphic that will feed into the document's Needs Assessment Chapter.

Meetings:

- » Inventory & Needs Assessment Meeting with Staff
- » In-Person Open House / Event (if desired over Social Pinpoint)
- » Stakeholder Conversations
- » Inventory and Needs Assessment Findings Presentation to the Park Commission
- » Ongoing Bi-Weekly Staff Check In Meetings

Deliverables:

- » Community Survey and Social Pinpoint or open house findings
- » Park and Recreation Trends Overview
- » Needs Assessment Framework Graphic
- » Needs Assessment Chapter:
 - Level of Service
 - Service Area Gaps
 - Peer Community Comparison

Task 4 - Priority Recommendations

Using what we've learned, we will develop system-wide recommendations that relate to identified goals. These larger recommendations will be supplemented by recommendations for individual parks.

Each of Lake Elmo's 25 parks will receive its own spread in the system plan document featuring a diagram illustrating recommended investments and a table itemizing each project, its capital cost, and anticipated maintenance expenditures.

Plans will be evaluated by City Staff before being presented publicly. Either an in-person engagement method or an online method will be used to offer the public an opportunity to provide feedback on the recommendations. We will then use this feedback to refine what is proposed for each individual park. Identified projects will form the basis for the City's park budgeting process.

We will also review opportunities for potential recreational trail connections and possible acquisition targets or needs moving forward.

Meetings:

- » Review of goals, and system-wide/ individual park recommendations with Staff
- » Goals and Recommendations presentation to the Park Commission
- » In-person Open House / Event (if desired over Social Pinpoint or a survey)
- » Ongoing Bi-Weekly Staff Check In Meetings

Deliverables:

- » System-wide Goals and Recommendations
- » Individual Park Recommendations
- » Projected Capital and Operations/Maintenance Budgets
- » Recommendations Chapter

Task 5 - Funding Needs and Strategies

Using the recommended projects, we will be able to determine the projected cost of building out the desired system. We will review Lake Elmo's current staffing and funding strategy and determine where it is keeping pace with the existing system, and where it may be falling behind. The plan will consider the current investment/spending approach and compare that with projected needs to determine if the City is able to maintain parks at their current standards with current funding. We will also provide direction on funding strategies to help support investment and reinvestment in the park system.

Meetings:

- » Operations, Staffing, and Funding Meeting with Staff
- » Ongoing Bi-Weekly Staff Check In Meetings

Deliverables:

- » Funding and Strategies (Implementation) Chapter



The Funding and Strategies chapter will provide guidance regarding the variety of funding methods available for supporting park improvements, from sponsorships to grant programs.

Task 6 - Prepare Final Plan Document

The draft plan will be distributed to City Staff for review, comment, and edits. These changes will be incorporated into the plan and then posted online for public review and comment. After this, the plan will be presented to the Park Commission for recommendation, and to the City Council for approval.

The plan document will be thoughtfully organized, graphically compelling, and easy to read and use. We will deliver the plan to the City electronically and as a printed and bound copy.

If desired, (see Optional Task: Creation of an Asset Management Tool on the following page) the plan will also be accompanied by an asset management database that will help the City keep track of CIP planning related to upcoming expenditures, replacements, and new projects. The tool will incorporate ongoing costs such as staffing and maintenance to help the City manage and be strategic about the budgeting process. The database can help identify what projects would be suitable for other funding sources such as grants.

Meetings:

- » Draft Plan Review Meeting with Staff
- » Presentation of the Plan – Park Commission
- » Presentation of the Plan – City Council
- » Ongoing Bi-Weekly Staff Check In Meetings

Deliverables:

- » Final Park System Plan
 - Digital
 - 1 printed and bound copy

Optional Task: Creation of an Asset Management Tool

Building on the funding needs and strategy identified in Task 5, we offer the option to develop a Capital Investment and Asset Management Tool. This database will identify upcoming projects, anticipated and ongoing costs, and typical lifecycle estimates for the major assets across the park system. The tool will help the City plan, prioritize, and direct funding year by year to address identified issues and anticipate potential problems. We will work with staff to collect, organize, and project data in a way that makes it convenient and usable by staff over the implementation lifespan of the park system plan. Clients who have selected this option often find this tool to be one of the most informative parts of their park system plan.

Meetings:

- » Up to three virtual meetings with staff to coordinate data collection and compilation, review the draft tool, and finalize its use

Deliverables:

- » Capital Investment and Asset Management Budgeting Tool



An Asset Management Tool provides municipalities with the data it needs to plan for adequate maintenance and replacement of park equipment and facilities.

Optional Service: Individual Park Mini Master Plans

In the midst of the park system planning process, it sometimes becomes apparent that certain parks would benefit from a more thorough design exercise. Should this be the case, we can offer individual park “mini master plans” that explore and illustrate park concepts in more detail, lay out specific amenities, and provide precedent imagery of proposed features. This extra detail would be folded into the Park System Plan document and would also enable creation of a more in depth cost estimate. These plans prove especially useful in securing grant dollars or mobilizing community/ political support for desired improvements.

Meetings:

- » Concept planning meeting

Deliverables:

- » Rendered Park Concept Plan
- » Precedent Imagery
- » Detailed Cost Estimate



ACTION			
#	CATEGORY	DESCRIPTION	COST
1	Circulation	Install New Park Sign	\$5,000
1	Circulation	Install New Park Wayfinding Sign	\$2,000
1	Furnishings	Install New Picnic Table	\$2,000
2	Circulation	Improve Trail Access to Canoe/Kayak Launch	\$6,000
3	Circulation	Address ADA Concerns on Boardwalk	\$-
4	Vegetation	Remove buckthorn	\$6,000
5	Recreation	Improve Canoe/Kayak Access	\$5,000
6	Circulation	New Water Trail Signage	\$1,000
7	Circulation	Repair Boardwalk	\$1,500
8	Recreation	New Overlook Structure/Bird Blind	\$12,500
Total Short-Term Improvement Costs			\$41,000
Total Improvement Costs			\$41,000

A park mini-master plan can help communities get a head start on identifying potential funding sources for desired park improvements and also help establish priorities for each park.

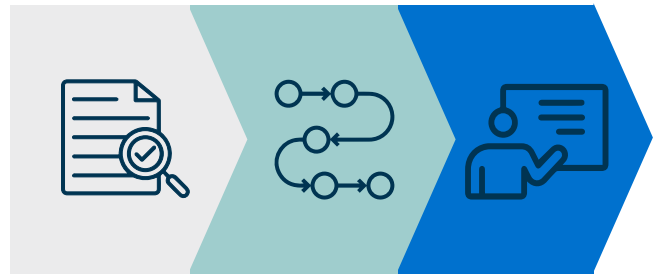
Staff Coordination and Involvement

We recognize the vital role that staff plays in planning and maintaining the park system, and the plan will be completed with strong staff/HKGI coordination. This will help keep the project running smoothly and on time and budget.

We will work with City Staff to keep regular communication during the process and will establish a brief standing call (bi-weekly) to check in on project progress.

In addition to the standing check-ins, we anticipate the following meetings with staff:

- » Project Introduction (Virtual)
- » Kickoff Meeting (In-Person)
- » Inventory and Needs Assessment Meeting (In-Person or Virtual)
- » Staff Review of Recommendations (In-Person or Virtual)
- » Operations, Staffing, and Funding Meeting (In-Person or Virtual)
- » Draft Plan Review (Virtual)



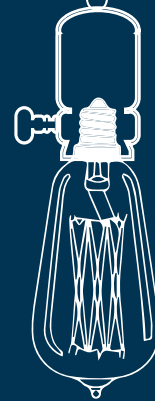
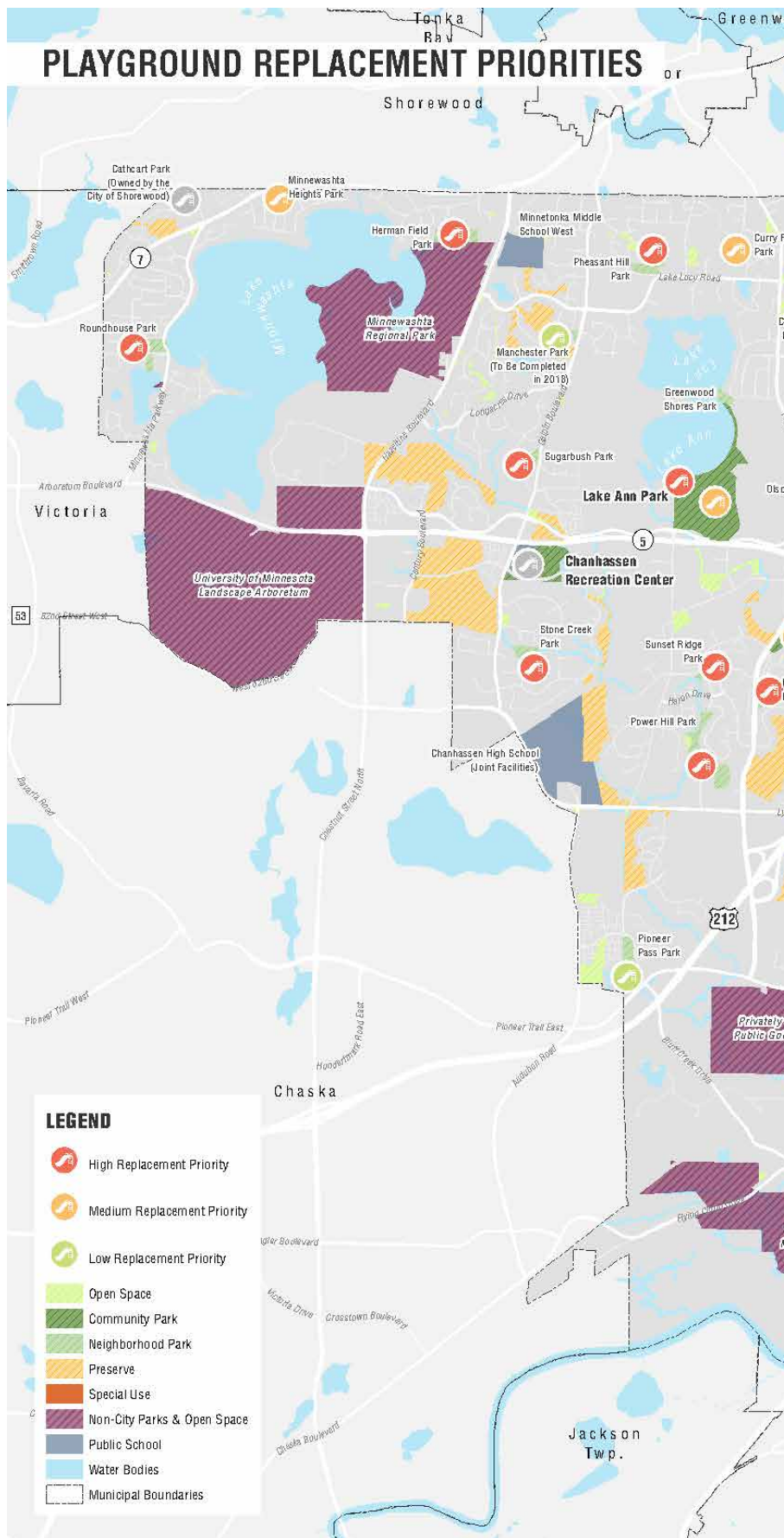
Park Commission and City Council Input

This planning process anticipates using the Park Commission as a guiding committee, with three dedicated check-in points, listed below. The Park Commission is also invited to promote and participate in public engagement events.

- » Inventory and Needs Assessment (In-Person or Virtual)
 - Discussion of local and national trends, issues and opportunities, vision and direction of the park system moving forward. Review of initial Inventory and Needs Assessment findings and discussion of individual park needs to consider when making recommendations
- » Priority Recommendations Meeting (In-Person or Virtual)
 - Review of the draft goals and system-wide and individual park recommendations, discussion of prioritization framework and next steps
- » Presentation of Park System Plan (In-Person or Virtual)

We anticipate that City Staff will keep the City Council up-to-date on the process. City Council members are also invited to participate in public engagement events. We do anticipate one City Council meeting at the end of the process:

- » Presentation of Final Park System Plan for approval (In-Person or Virtual)



HIGHLIGHT

CHANHASSEN PARK & RECREATION MASTER PLAN

This project received the 2018 MN APA Excellence in Community Engagement award

HKGi's engagement process for this plan generated several critical outcomes. One of the most important outcomes was the demonstration of community support for the city's park and recreation system. The input collected from community members and organizations provided council members with evidence they needed to make commitments to investing in the system.

As a result, the City Council designated parks maintenance and enhancement as a key funding priority for future budgets. This designation has enabled staff to prioritize and plan for replacement of fundamental park amenities such as playground equipment. Community input has also encouraged city leaders to invest in other park and trail projects that positively impact the community's quality of life.

Town Square
Ironwood, MI



**PROPOSED PROJECT TEAM
& EXPERIENCE**



HKGI

HKGI was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest. Park and recreation planning has long been a core service at HKGI. As recognition of the economic, environmental, and health benefits of well-designed parks, trails, and recreation systems grows, so too does our commitment to providing innovative service to our clients.

Our planners and landscape architects bring a wealth of experience and knowledge about the programming, sustainability, community engagement, and operations issues that park and recreation planning projects must address. They also provide skilled project leadership, ensuring that projects stay on budget and on schedule.

HKGI uses a community-based approach that has been at the heart of our practice since the firm's founding. Gathering and responding to community input has always been essential to ensuring that our plans and designs are feasible, supported by the community, and will generate positive results for our clients and their constituents. Our emphasis on listening and collaboration, combined with our technical knowledge and experience, means we deliver custom-built plans that fit each community's unique needs, opportunities, and vision for the future.

Staff Experience

The staff members assigned to this project bring both breadth and depth of experience in park planning and design. An overview of our team and resumes for each staff member are included on the following pages.



**CREATING PLACES THAT
ENRICH PEOPLE'S LIVES**



612.338.0800



www.hkgi.com



800 Washington Ave. N., Suite 103
Minneapolis, Minnesota 55401

PRINCIPALS

Paul Paige, PLA (MN), President
Brad Scheib, AICP, Vice President
Bryan Harjes, PLA (MN, MI), LEED AP, Vice President
Gabrielle Grinde, PLA (MN), Vice President

ASSOCIATES

Rita Trapp, AICP, LEED AP
Jeff Miller, AICP
Lance Bernard

STAFF

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



COLLABORATE | LISTEN | EXPLORE | CREATE



Sarah Evenson

Project Manager



Gabrielle Grinde

Principal in Charge



Aimee Hackett

Graphic Design & Engagement



Josiah Clarke

Inventory and Mapping



Jordan Hedlund


Asset Management




Sarah Evenson

PLA (MN)

Landscape Architect

 262.391.7653

 sarah@hkgi.com

Sarah will provide leadership and project management for this project. She is currently the City's landscape architect, and brings a familiarity with Lake Elmo's planning, design, and development context. This existing relationship will help her provide effective and efficient planning guidance to the System Plan that can continue through implementation.

Sarah has a strong background in green infrastructure, and she has developed a growing portfolio of park and trail planning and improvement projects. She has also provided planning and engagement support for comprehensive community-wide planning projects that focus on parks and recreation systems as well as broader recreational and development trends.

These projects demonstrate Sarah's ability to analyze parks, open spaces, and trail systems and use that information to help community members, staff, and city leaders make desired park and trail improvements a reality.

Relevant Project Experience

- » City Landscape Architect | Lake Elmo, MN
- » Parks & Trails System Plan | Sherburne County, MN
- » St. Louis River Corridor Neighborhood Parks Mini Master Plans | Duluth, MN
- » Park System Master Plans | Olmsted County, MN
- » Natural Resources Management Program Plan | Duluth, MN
- » Red Wing 2040 Community Plan | Red Wing, MN
- » Grant Writing | Dakota and Sherburne Counties, MN
- » Crow River and West Mississippi River Regional Trail Plans | Three Rivers Park District

Years of Experience: 11

Education

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

Registration

Landscape Architect, Minnesota
License No. 53008

Awards

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

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

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



Gabrielle will serve as the Principal in Charge for the Lake Elmo Parks System Plan. In this role she will provide advice and guidance to the planning team and will provide QA/QC services to ensure that the team conducts an engaging planning process and delivers an action-oriented plan that the City can use to guide future investments in its system.

Gabrielle brings extensive experience leading park system planning initiatives throughout the metro area and greater Minnesota. She has also developed park and trail plans and led implementation initiatives for communities and clients throughout the state. Gabrielle's work has also emphasized community connectivity. She has developed several bike-ped plans and has provided planning leadership for Dakota County's greenway network.

Relevant Project Experience

- » Park and Recreation System Plan | Hutchinson, MN
- » Park and Recreation System Plan | Maple Grove, MN
- » Parks and Recreation System Plan | Otsego, MN
- » River to River Greenway Design | West. St. Paul, MN
- » Greenway Master Planning | Dakota County, MN
- » Thompson County Park Master Plan | Dakota County, MN
- » St. Louis River Corridor Neighborhood Parks Mini Master Plans | Duluth, MN
- » Parks and Recreation Comprehensive System Master Plan | Wright County, MN
- » Bicycle-Pedestrian Plan | Mendota Heights, MN
- » SHIP Grant Writing | Dakota County, MN
- » Parks & Trails System Plan | Sherburne County, MN
- » Park and Recreation System Plan | Chanhassen, MN

Gabrielle Grinde

ASLA, PLA (MN)

Vice President

 gabrielle@hkgi.com

Years of Experience: 15

Education

MLA - University of Minnesota

Port Cities Study Abroad: Lisbon, Barcelona, and Venice - University of Minnesota

B.A. - Political Science, University of Wisconsin

Registration

Landscape Architect, Minnesota
License No. 50416

Awards

2020 MRPA Award of Excellence -
Hutchinson Parks, Recreation and
Community Education System Plan

2015 MN APA Planning in Context Award -
Moorhead River Corridor Plan

2015 MN APA Innovation in Planning Award
- Lanesboro Arts Campus Vision Plan

2015 MNDOT Stewardship Award in
Transportation and the Natural Environment
- River to River Greenway, Dakota County,
MN


2015 ASLA-MN Merit Award for Analysis and
Planning - Parks and Recreation Master Plan,
Duluth, MN

2015 ACEC-MN Engineering Excellence
Honor Award - Downtown Commons
Enhancements, Buffalo, MN



Aimee Hackett

Landscape Designer

 aimee@hkgi.com

Years of Experience: 6

Education

B.S., Landscape Architecture, Arizona State University

Awards

Williams Family Scholarship, received scholarship twice

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

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

Aimee will provide graphic design and engagement support work to ensure that visual communications materials clearly communicate key project messages to stakeholders and decision makers. On this project her work will also establish an attractive visual identity for the project so it is recognizable and will help encourage public participation.

Aimee's communication design skills have been critical to many of HKGi's recent projects. She has designed community engagement materials, infographics, engagement summaries, online materials, and plan reports for a variety of projects. In addition to clearly and concisely conveying key themes and messages to project stakeholders and decision-makers, her work can also help build community support and can be used to secure funding and support for implementation and public improvement initiatives contained in the plan.


Relevant Project Experience

- » Park and Recreation System Plan | Otsego, MN
- » Park System Plan | St. Francis, MN
- » Athletic Facilities/Greenspace Master Plan | Becker, MN
- » Thompson County Park Master Plan | Dakota County, MN
- » Park System Plan | Rice County, MN
- » Park and Recreation System Master Plan | Sherburne County, MN
- » Park and Recreation Comprehensive System Master Plan | Wright County, MN
- » Bicycle-Pedestrian Plan | Mendota Heights, MN
- » People Movement Plan | Hastings, MN



Josiah Clarke

GIS Specialist

 josiah@hkgi.com

Years of Experience: 4

Education

B.A., Environmental Studies and Economics,
St. Thomas University, St. Paul

Research and Volunteer Experience

MIT Beyond Smart Cities: Emerging Design
and Technology

Minnesota Undergraduate Geographic
Symposium

ESRI User Conference Student Assistant

Josiah will provide GIS services to this project. He will coordinate with City staff to collect and compile GIS data and will build the data foundation for the planning process. He is currently playing a similar role on park master plan projects in Grand Marais and Farmington, and he is also providing GIS service on comprehensive plans in Sherburne County, Farmington, and Winona.

Josiah is a new addition to the HKGi staff and his knowledge of GIS will enable the planning team to assemble, organize, and implement GIS data efficiently. Josiah's previous experience includes work as an information designer in the energy production industry and serving as an intern with a municipal GIS department.

His research work has included mapping a variety of community qualities and characteristics including resiliency, amenities, service concentrations and gaps, preservation strategies, and landscape features.

Relevant Project Experience

- » Rambling River Park Master Plan | Farmington, MN
- » General Planning Support | Lake Elmo, MN
- » Comprehensive Plan | Sherburne County, MN
- » Comprehensive Plan Update | Farmington, MN
- » Recreation Area Park Master Plan | Grand Marais, MN
- » Planning Support | Greenfield, MN
- » Redevelopment Planning | Newport, MN
- » Downtown Parking Study | Lakeville, MN
- » Comprehensive Plan | Winona, MN



If an asset management plan is desired as a service, Jordan will coordinate with staff to create an interactive spreadsheet that can be used as a tool to plan for and track necessary investments across the park system.

Jordan has provided a variety of design and planning services at HKGi on a wide range of park and trail planning and design projects. He recently worked with both the City of Farmington and Carver County to study needs across their respective park systems. Jordan also has experience providing design and project management for a playground design/build firm and will be able to leverage that experience to assemble cost estimates for implementation planning.


Jordan is also experienced at collaborating with diverse communities and community outreach.

Relevant Project Experience

- » Citywide Park System Analysis | Farmington, MN
- » Parks Asset Management Plan | Carver County, MN
- » Park System Plan | St. Francis, MN
- » Parks & Trails System Plan | Sherburne County, MN
- » Park System Plan | Nisswa, MN
- » Parks and Trails Master Plan | Alexandria, MN
- » Miesville Ravine Park Master Plan | Dakota County, MN
- » South Valley Park Improvements | Inver Grove Heights, MN
- » Grams Park Nature Play Improvements | Sherburne County, MN
- » Soldier's Field Park Improvements | Rochester, MN

Jordan Hedlund

Landscape Designer

 jordan@hkgi.com

Years of Experience: 5

Education

Master of Landscape Architecture (2021)
and Bachelor of Environmental Design
(2016), University of Minnesota

Awards

2021 President's Student Leadership &
Service Award, University of Minnesota
2021 ASLA-MN H.W.S. Cleveland Award
2020 Diversity Scholarship Recipient, WILA-
MN

Professional Activities

College of Design Advisory Chair, University
of Minnesota
Equity Planning Committee for Landscape
Architecture
Past Director of Programs, ASLA-MN
Past Advocacy Chair, ASLA-MN

HKGI

RELEVANT EXPERIENCE

30+

Park System Plans

We have assisted clients at every phase of park planning and design, from planning at the system level all the way through construction design and administration. We use our knowledge and experience to help our clients find the right mix of initiatives and implementation strategies that work best for their communities. This depth of experience means we bring real-world knowledge about costs and implementation that aid us in developing feasible, action-oriented park system plans.



Learn
Community
Values



Benchmarking



Identify
Service Gaps



Plan for
Community
Growth



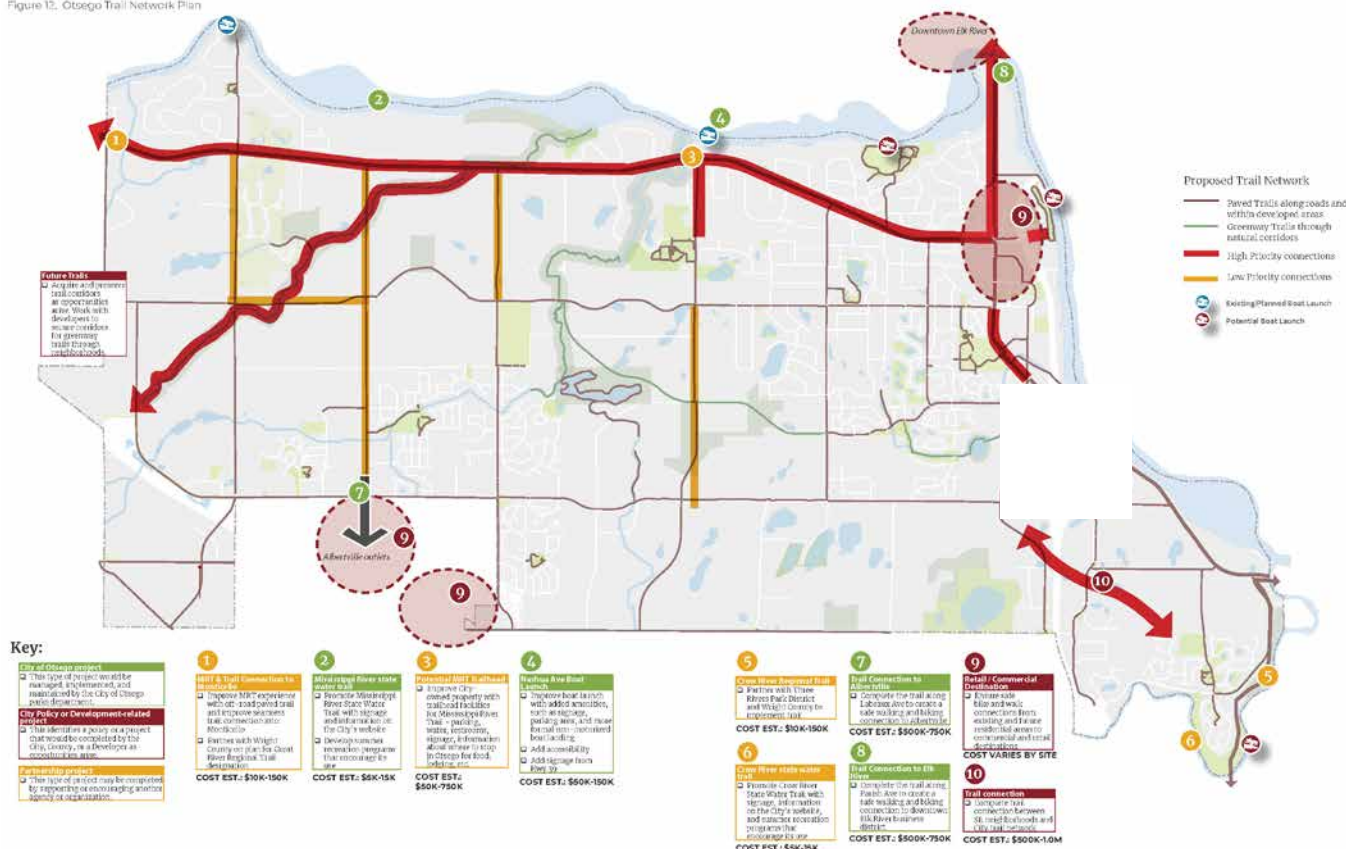
Guide Future
Investments



Establish
Priorities



Figure 12. Otsego Trail Network Plan



HKGi conducted a trail gap analysis to better connect Otsego's scattered neighborhoods.

Parks and Recreation System Master Plan

Otsego, Minnesota - HKGi led community members in Otsego, a growing city on the far northwestern edge of the Minneapolis suburbs, through a planning process for their parks and recreation system. Development in Otsego is concentrated mostly in the northeastern corner of the city, with several unconnected neighborhoods scattered in the southeastern, southwestern, and northwestern corners. Students in Otsego are also served by three different school districts, making connectivity and access significant issues for this planning process. Since Otsego enjoys robust participation in youth athletics programs, helping kids safely get to parks and recreational facilities was a priority for the community.

HKGi addressed the issue through a combination of identifying new trail and greenway connections and by identifying locations for new parks that would spread facilities more evenly throughout the community.

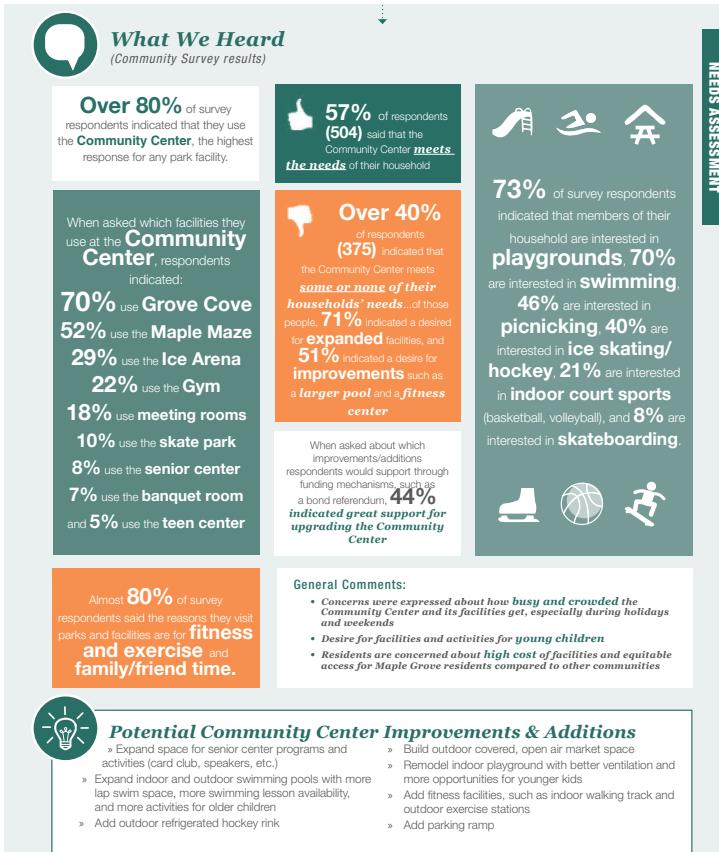
This plan also provided the community with educational resources that outlined current park and recreation trends and focused on specific issues and topics such as wayfinding, river recreation and restoration, invasive species management, and nature play design that would impact future planning and development efforts.

HIGHLIGHTS

Strong focus on trail connectivity and providing safe ways for kids to get to athletic facilities and parks

Provides a variety of best practices, trends information, and park system planning resources

Consideration of parks and recreation assets provided by other entities such as adjoining school districts and regional agencies



Parks and Recreation System Plan

Maple Grove, Minnesota - HKGi provided leadership and planning expertise for the creation of a parks and recreation system plan that establishes a strong, community-supported vision for the future of Maple Grove. In the past ten years Maple Grove has built an impressive series of signature parks that are considered among the best in the Twin Cities region. The system-wide planning process has helped the community understand how these signature parks fit into the community's "base" park system, which the community intends to complete within the next decade. This plan will also help the community understand demographic and recreational trends that will influence future system wide improvements, investments, and redevelopment of park facilities.

As part of the process HKGi conducted a study of Maple Grove's Community Center in order to identify existing conditions, issues, needs, and collect feedback from community members on how they use the Community Center and what improvements they would like to see in the future. HKGi used a variety of methods to collect input from stakeholders, and because Maple Grove is also home to several regional parks and trails, the Three Rivers Park District was also involved in the process.

HIGHLIGHTS

- Included study of Community Center use and existing conditions
- Localized analysis of parks and recreation system by service area
- Feasibility studies for tournament-level complex, repurposing existing fields, and pickleball courts



Master Plan for Parks, Recreation, & Athletic Facilities

Becker, Minnesota - HKGi's system master plan for Becker was developed in conjunction with City staff, School District staff, and a steering committee comprised of community stakeholders. During the planning process, HKGi conducted a system-wide inventory as well as a comparative analysis of the facilities Becker provides against national and regional standards and peer communities in the state of Minnesota. This comparison enabled HKGi to identify the gaps and strengths in its system.

The broader analysis of the community and its demographic and growth trends also enabled the planning team and community members to identify a framework for growing the system as the community evolves. A set of clearly defined goals will guide investments, maintenance, and the development of new parks, trails, and recreational facilities in the future.

Because of HKGi's efficient process, the planning team was also able to document a detailed analysis of every park and facility in Becker's system. These analyses identify maintenance needs, future improvements, and prioritization for each property, providing the City and School District with clear guidance for future decision-making.

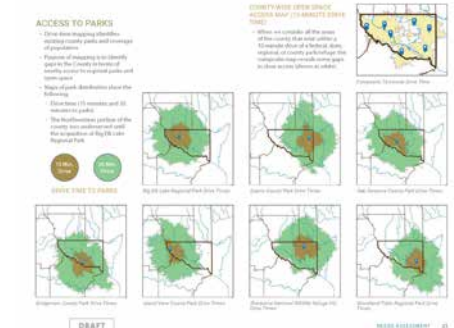
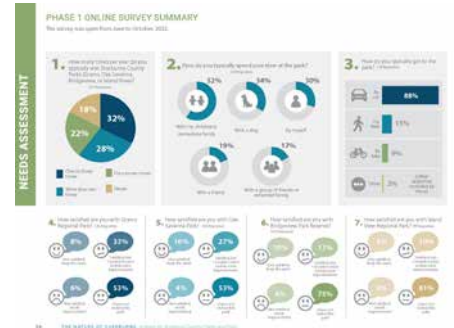
HIGHLIGHTS

Budget savings during preliminary planning enabled HKGi to provide additional park analysis and planning services

Established consensus set of goals and collaboration between City and School District

Compared Becker's system to national, regional, and peer community standards

Explored potential options for expansion of the Becker Community Center



Engagement included in-person and online methods (top and middle). HKGi also collected trip data to identify park usage rates and measured access to parks and trails

Parks and Trails System Master Plan

Sherburne County, Minnesota - HKGi is currently in the final phases of developing “The Nature of Sherburne: A Vision for Sherburne County’s Parks and Trails.” As the title implies, HKGi engaged with county staff, leadership, and stakeholders to establish a vision for the future development of the county’s system. The process included an initial assessment of the current system and the identification of desired facilities, programming, and operations needs. Out of that assessment phase, HKGi worked with stakeholders to draft a mission, vision, and set of goals that provided direction for the rest of the planning process.

Qualities that influenced planning included access to significant non-county recreational resources such as the Sherburne National Wildlife Refuge, the Sand Dunes State Forest, and Elk River’s 430-acre Woodland Trails Regional Park. These additional resources will enable the county to focus its efforts on improvements to current parks, enhancements to the Great Northern Trail and the county’s bike-trail network, the development of one new park at Big Elk Lake, the addition of staff, and improved programming at existing parks. The plan features a clearly outlined timeline that will guide the timing of implementation initiatives

HIGHLIGHTS

Guiding goals include Active Recreation Development, Natural Resource Stewardship, and Programming and Marketing of Parks and Trails

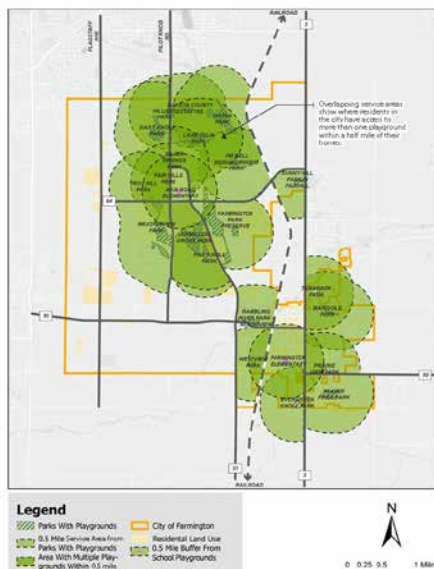
Recommendations include:

- » Establishment of a Park Advisory Committee
- » Seek Regional Designation for the Great Northern Trail and Grams Park
- » Add programming staff
- » Improve trail connections to county parks and facilities
- » Implement Big Elk Lake Regional Park improvements

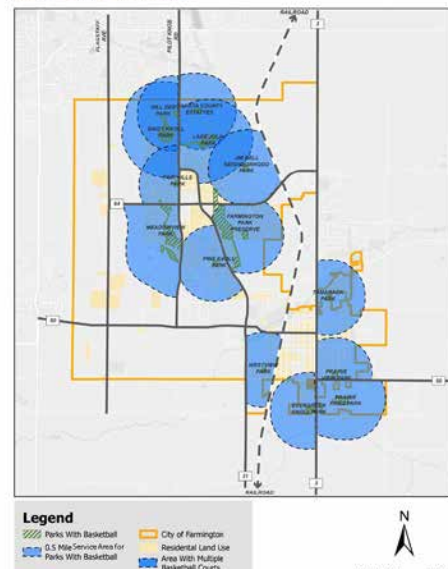
PARKS WITH SHELTERS OR GAZEBO



PARKS WITH PLAYGROUNDS



PARKS WITH BASKETBALL COURTS



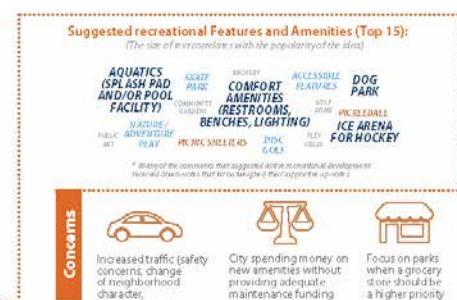
FUTURE PARKS	TIMELINE	FUNDING SOURCE	BUDGET ESTIMATE*
Flagstaff Meadows	2023	Park Improvement Fund	\$408,656
Hillview Park	2027	Park Improvement Fund	\$444,050
Jim Bell Park & Preserve	2027	Funding to be determined (see below)	\$9,555,004
Meadowview Preserve	2027	Park Improvement Fund	\$829,250
Middle Creek Park	2025	Funding to be determined (see below)	\$1,265,275
Mystic Meadows	2026	Funding to be determined (see below)	\$10,031,250
Rambling River Center Plaza	2023	Grant Funding	\$3,914,782
Sapphire Lake Parks	2025	Park Improvement Fund	\$885,425
Vermillion Commons	2025	Park Improvement Fund	\$529,650

*All estimates based on industry standards as of 2022.

Table 4. Future Park's Budgets

FUTURE PARKS OVER \$1,000,000	TIMELINE	INVESTMENT RECOMMENDATIONS	BUDGET ESTIMATE*
Middle Creek Park	2025	Land acquisition & associated amenities	\$1,265,275
Mystic Meadows	2026	Master plan, land acquisition, and associated amenities	\$10,031,250
Jim Bell Park & Preserve	2027	Design Plan and Engineering & associated amenities	\$9,555,004

*All estimates based on industry standards as of 2022.



The analysis process included creating a detailed inventory of park and trail assets and park amenities such as playgrounds, shelters, and athletic facilities (top). HKGi compiled anticipated park improvement costs (left), and conducted engagement to help guide the identification of priority projects and future improvement needs.

Citywide Park System Analysis

Farmington, Minnesota - This project initially began as a master plan for Jim Bell Park, but as planning proceeded for the park the need for a broader analysis of the City's system to help city leaders and staff understand future investment and maintenance needs became apparent. For that analysis HKGi conducted an inventory of the current system and all planned improvement initiatives not yet built for each park. This analysis enabled HKGi to compile cost estimates for planned improvements and collect them in a detailed Asset Management Tool that HKGi created. This database will help city staff and leadership better track future planned and unplanned costs.

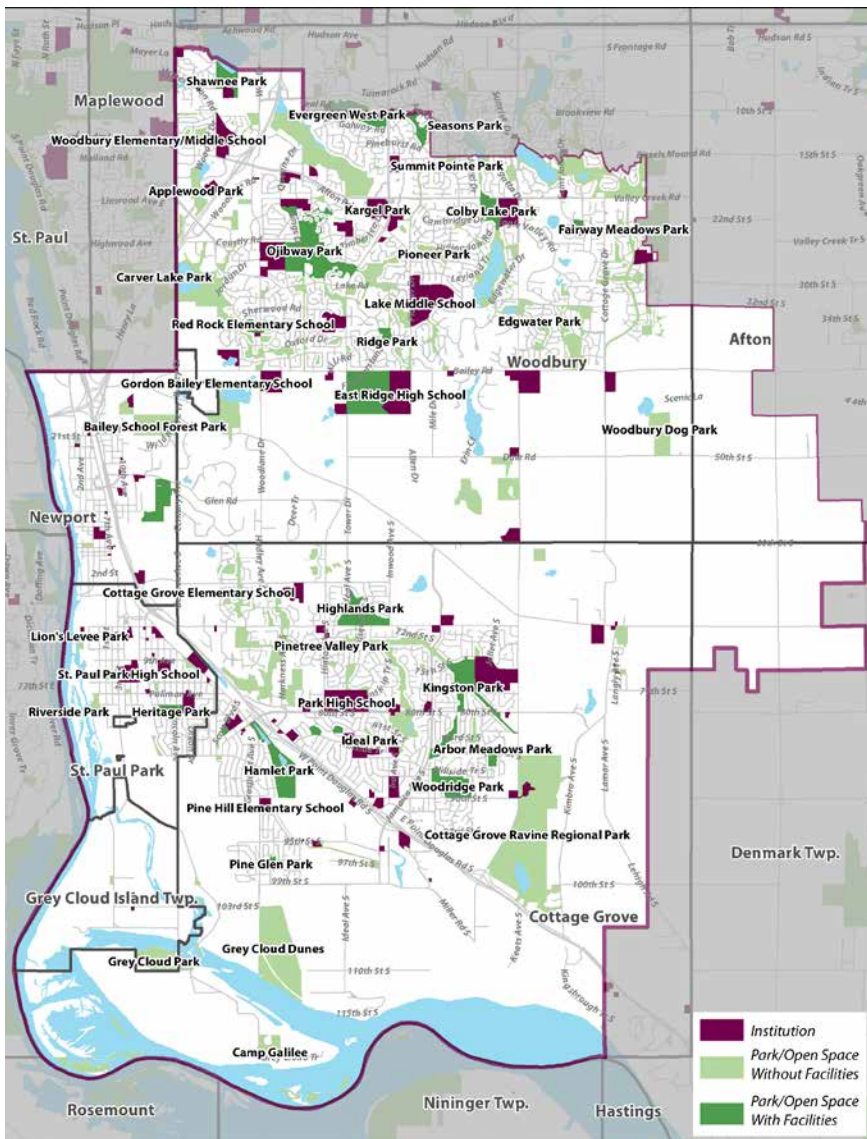
Following the completion of the Asset Management Tool, HKGi worked with staff and leadership to explore potential funding sources to help support some of the future improvements. The planning team also developed and evaluated three potential investment approaches and select a preferred approach that could serve as a framework for meeting these future investment needs. The planning team used engagement input to establish a series of investment priorities and funding strategies that would fit within the preferred investment approach.

HIGHLIGHTS

Creation of a preferred concept for Jim Bell Park

Key findings include inventory of cost estimates for park master plan initiatives and system-wide investments

Analysis included recommended approach for proceeding with implementation of priority projects and strategies for securing needed funding for future projects



Community members enjoyed playing “Create Your Own Athletic Facility.” The Needs Assessment addressed many issues including precedents for senior recreation.

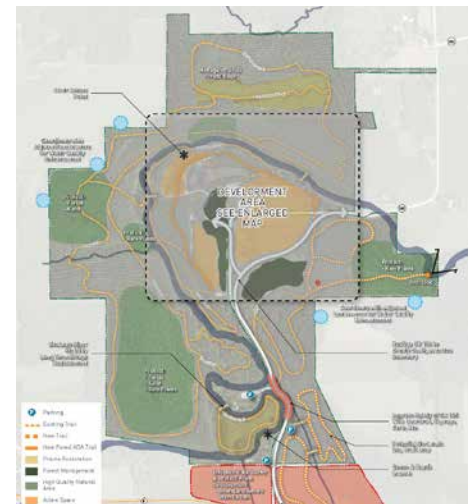
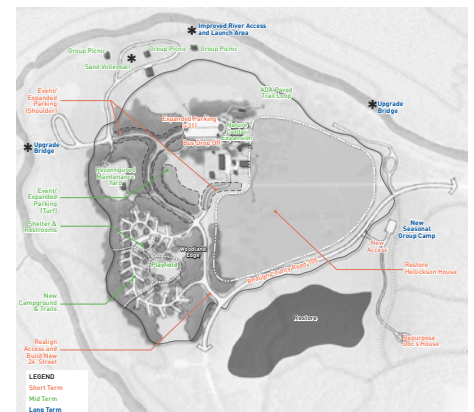
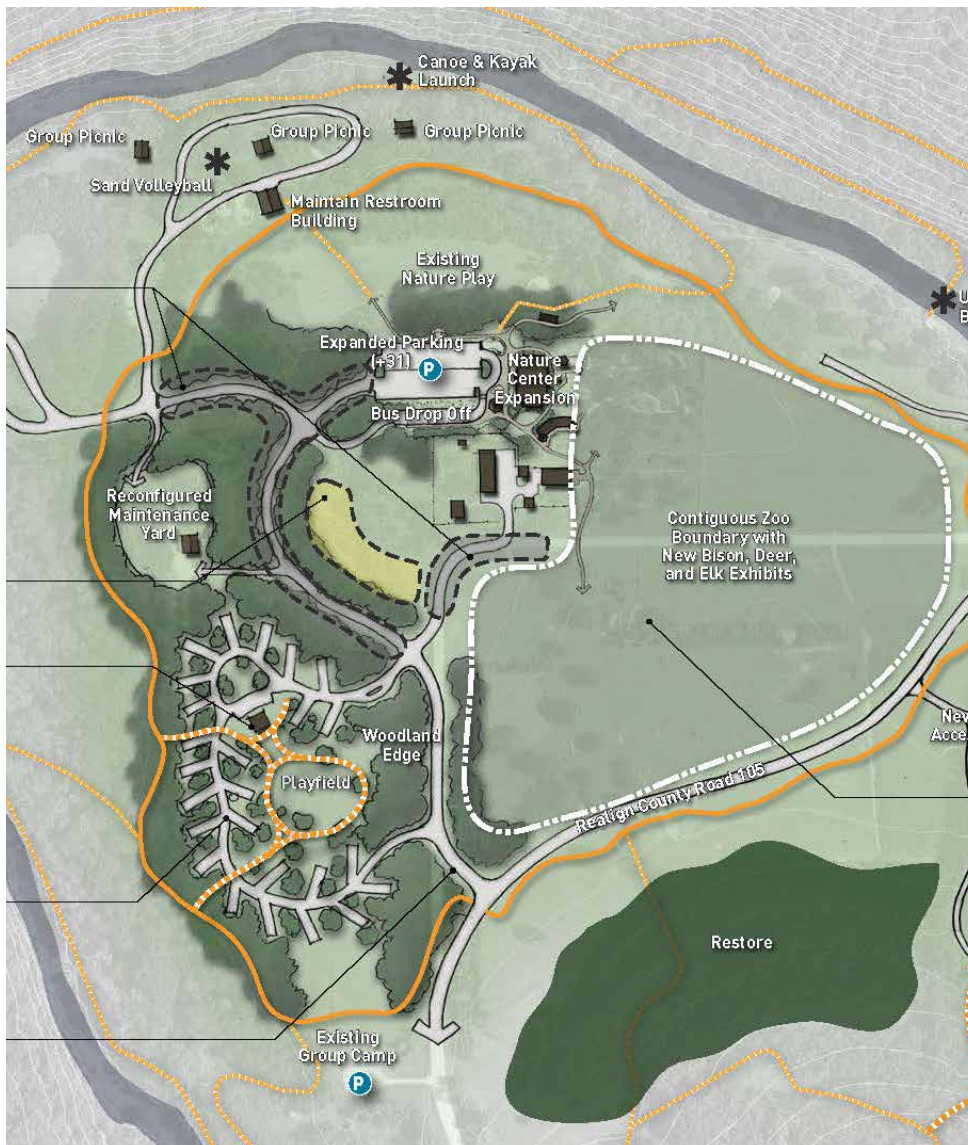
Athletic Facilities Needs Assessments and Studies

HKGi has conducted athletic facilities needs assessments and studies for several Minnesota communities. These projects involve an inventory of all public athletic facilities, programs, and services offered within the community and a comparison of the community’s service levels to national and regional standards and other peer communities identified by the client and the consultant. These projects also typically involve an assessment of demand, as determined by facility usage and by the needs expressed by stakeholders from the community.

In addition, these studies often represent a collaborative effort between the city, the school district, and other local or regional agencies whose services and facilities may overlap with those of the municipal parks and recreation department. Engagement efforts involve a broad spectrum of stakeholders, especially specific outreach to athletic associations and other active user groups from the community.

NEEDS ASSESSMENTS AND FACILITIES STUDIES

- » Worthington
- » South Washington County
- » Maple Grove
- » White Bear Lake Area School District
- » Woodbury
- » Chanhassen



The Master Plan for Oxbow Park and Zollman Zoo (bottom right) includes a detailed concept plan for the zoo and campground area (left) and a phasing diagram (top right).

Park Master Plans

Olmsted County, Minnesota - HKGi worked with EOR and Olmsted County to conduct a master planning process for several of the County's parks: Chester Woods Park; Oxbow Park and Zollman Zoo; Root River Park; and Lake Zumbro Park. The Master Plans for Oxbow and Root River Parks formed the basis for designation of each as regional parks.

Each plan report contains a Development Plan that outlines recommended initiatives to address topics such as facility improvements, programming, and acquisition; a Natural Resources Plan to ensure proper land management and stewardship policies and strategies are implemented; and an Implementation, Management and Sustainability Plan that addresses topics such as operations, programming, funding, marketing, and evaluation.

Reports also contain notes on each park's context and significance within the region and an analysis of each park's existing conditions consisting of inventories of its recreational facilities, programming, topography, geology, soils, vegetation, wildlife, and cultural resources.

HIGHLIGHTS

Master Plans for four parks

Master plans used to designate selected parks as Regional Parks

Focus areas include Natural Resources and Implementation/Management/Sustainability



Park and Recreation System Plan

Hutchinson, MN

Other System Plans

Comprehensive Parks and Recreation System Planning has been a key segment of HKGi's planning practice for several years. HKGi has completed system plans for clients that include:

- » Hutchinson
- » Alexandria
- » Chanhassen
- » St. Francis
- » Elk River
- » Minnetrista
- » Rochester
- » Duluth
- » Saint Paul
- » Brooklyn Park
- » Maplewood
- » Inver Grove Heights
- » Rice County
- » Wright County
- » Stearns County (in progress)
- » Nisswa (in progress)
- » St. Michael (in progress)



The following client contacts can speak to their experience working with HKGi and the staff members who will be leading this project.

Gina Hugo

Parks Coordinator
Sherburne County
(763) 765-3308
gina.hugo@co.sherburne.mn.us

Kelly Omlid

Parks and Recreation Director
City of Farmington
(651) 280-6851
komlid@farmingtonmn.gov

Karlin Ziegler

Parks Superintendent
Olmsted County
(507) 328-7086
ziegler.karlin@co.olmsted.mn.us

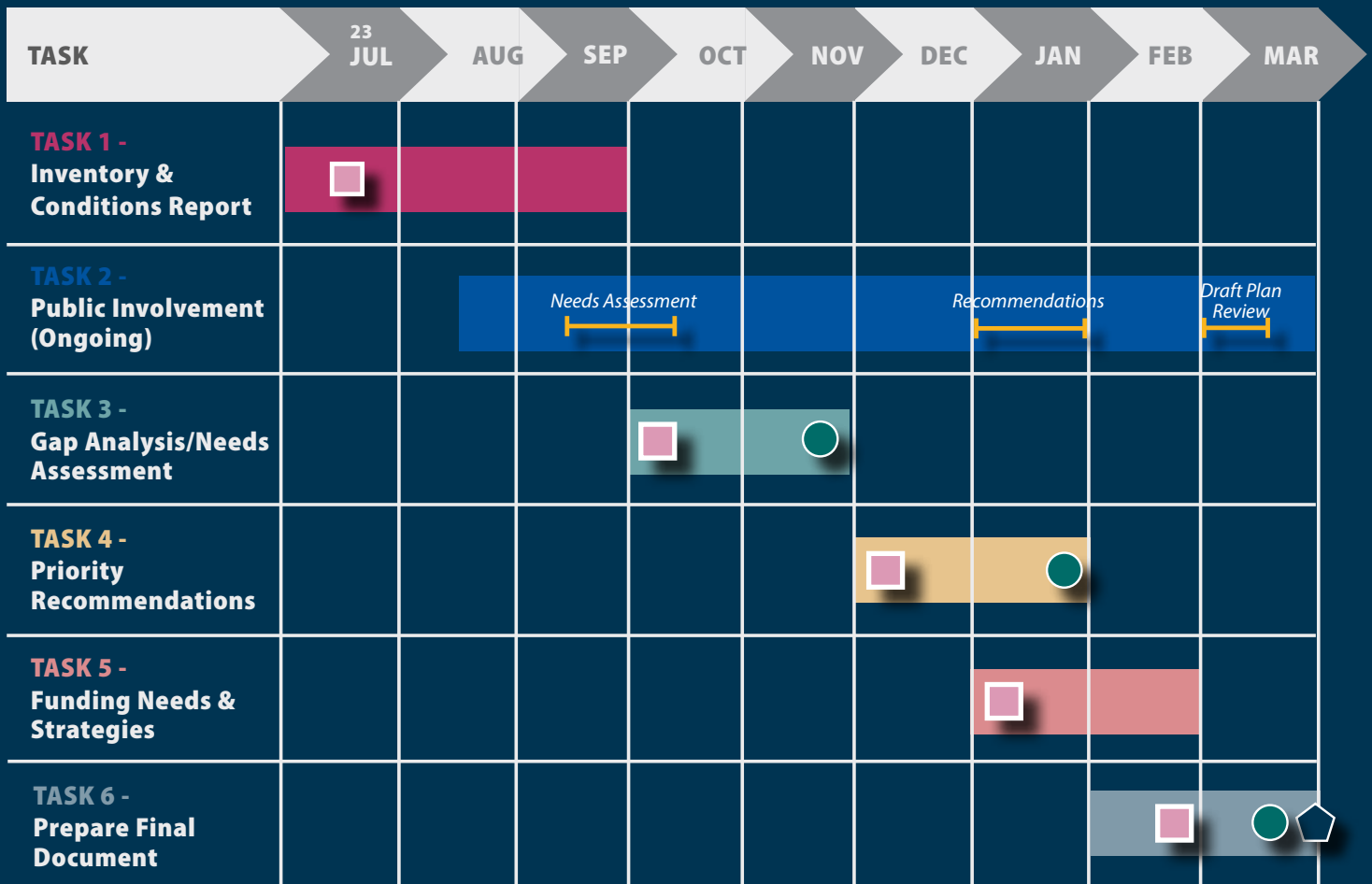


Thompson County Park
West St. Paul | Dakota County

SCHEDULE



Project Timeline and Notable Dates



Legend



Staff Meeting



Community Engagement



Parks Commission Meeting



City Council Meeting

A photograph of a playground at Nokomis-Hiawatha Regional Park. In the foreground, a green metal frame supports a slide and swings. A child is sliding down the green slide, while another child stands nearby. To the left, a child is swinging on a swing set. The background is filled with dense green trees and foliage, with sunlight filtering through the leaves. The ground is covered in wood chips.

Nokomis-Hiawatha Regional Park
Minneapolis, MN

FEE QUOTATION



River to River Greenway
Dakota County

Fee Quotation

An estimate of hours worked by each staff member per work item and or task. Total not-to-exceed base project budget. Our process and fees are flexible. If the City desires, we can modify the scope to fit the desired budget range.

TASK DESCRIPTION	EVENSON	GRINDE	HACKETT	HEDLUND	CLARKE	TOTAL HOURS	FEE
Task 1 - Inventory and Conditions Report	17	6	24	32	16	95	\$9,800
Task 2 - Public Involvement	22	2	62	0	0	86	\$8,400
Task 3 - Gap Analysis / Needs Assessment	30	3	26	16	34	109	\$11,200
Task 4 - Priority Recommendations	42	1	60	18	2	123	\$12,600
Task 5 - Funding Needs and Strategies	26	3	18	16	0	63	\$6,900
Task 6 - Prepare Final Document	36	1	42	2	0	81	\$8,700
Subtotal	252	17	222	94	94	679	\$57,600
Reimbursable Expenses							\$1,000
Total Base Fee plus Expenses							\$58,600
Optional Task: Asset Management Tool							\$5,800
Optional Service: Mini Master Plans (each)							\$3,500



***CREATING PLACES
THAT ENRICH
PEOPLE'S LIVES***



Lions Central Park
Rogers, MN



Proposal to Provide Planning Services for the

CITY OF LAKE ELMO **MASTER PARKS PLAN**

Kathleen Anglo, PLA, ASLA, SITES AP
Project Manager
kathleen.anglo@tkda.com
W: 651.292.4471 | C: 612.845.5991

444 Cedar Street, Suite 1500
Saint Paul, MN 55101
tkda.com





444 Cedar Street, Suite 1500
Saint Paul, MN 55101
www.tkda.com

June 15, 2023

Mr. Adam Swanepoel
Assistant Public Works Director
City of Lake Elmo
3880 Laverne Avenue North
Lake Elmo, MN 55042
ASwanepoel@lakeelmo.org

RE: Proposal to provide planning services for Master Parks Plan

Dear Mr. Swanepoel:

Parks and trails are vital to a community's quality of life and healthier lifestyles by providing recreational opportunities and creating community connections. The City of Lake Elmo is considered one of the metro area's fastest growing communities and access to parks, open space, and trails is essential to supporting the commitment of creating a City as "an exceptional place to live, work and recreate." Currently the City's parks system consists of 25 parks, five of which are currently undeveloped. Overall the city's park system consists of approximately 520 acres of available recreational space with numerous walking trails, baseball fields, playgrounds and open space. Planning for these parks must equitably balance existing and future community recreation needs, stewardship of natural resources, and city operation funding. TKDA recognizes the importance of a visionary and practical Master Parks Plan that will continue to be a vital part of future development and preservation of Lake Elmo's character and charm.

Leading the master planning process will be Senior Landscape Architect and Project Manager Kathleen Anglo. Kathleen joined TKDA after 20 years as a landscape architect for the City of Saint Paul's Park and Recreation Department. She has extensive park master planning and on-the-ground project implementation experience. The implementation experience strengthens Kathleen's understanding of complex issues when it comes to planning within neighborhood, community, and natural resource-based parks. Joining her is Samantha McKinney to lead the community outreach and engagement process. Samantha has extensive engagement experience with stakeholders and constituents on planning projects both large and small. Also supporting the effort is Steve Foss, a landscape architect with extensive park system planning and implementation experience in communities throughout the metro area. This team is also supported by a deep bench of TKDA engineers, architects, and technicians who will serve as valuable resources.

Thank you for considering TKDA for this exciting opportunity. If acceptable, please issue a Task Order under our Architect-Engineer Agreement dated February 2, 1988, or a mutually agreeable contract.

Kathleen and the rest of the TKDA team look forward to a close, collaborative relationship with the City of Lake Elmo, helping to plan the future of these amazing community assets. If you have any questions regarding our proposal, please contact Kathleen Anglo directly at 612.845.5991 or kathleen.anglo@tkda.com.

Sincerely,

A handwritten signature in blue ink that reads 'Kathleen Anglo'.

Kathleen Anglo, PLA, ASLA, SITES AP
Project Manager

A handwritten signature in blue ink that appears to read 'DJ Heinle'.

DJ Heinle, AIA
Vice President, Architecture

Table of Contents

Understanding/Approach 1

Methodology and Deliverables 2

Project Timeline4

Total Project Cost 5

Experience 6

Staffing Plan and Resumes 13

References..... 18





Understanding

The City of Lake Elmo is leading the effort to develop a Master Parks Plan to serve as an update to their Park System Master Plan. TKDA completed the last plan in 2008. The City will use the plan to help guide staff, appointed and elected officials in future decision making for the parks system. The planning process will include community, City Council, City staff, Parks Commission, and stakeholder input, along with an analysis of existing facilities, and assessment of needs to create a document that includes park concept plans and prioritized improvements for the future.

Specific key objectives to the planning process include review of existing City planning documents, community outreach and engagement, existing park analysis, parks and recreation needs assessment, identification of prioritized short- and long-term improvements, and a final report that thoughtfully and clearly presents all information for presentation to the Lake Elmo City Council.

The final report will include design maps and renderings, needs analysis research, community outreach and engagement summary, park and recreation recommendations broken out into development phases, visual examples of recommended recreation programming, and how the plan conforms to the 2040 Comprehensive Plan.

Approach

Our approach is organized into three phases, each of which is conducted within three to four month timeframes. For each phase we have identified specific tasks, including related meetings and project deliverables. We propose a combination of in-person and virtual meetings and engagement activities throughout the process. Consistent and clear communication will be maintained between the consultant team and City staff to ensure the plan is consistent with City goals and to maintain the project schedule.

Community Engagement

A successful project includes a community-centered, transparent engagement process to share project information, validate park design options, and ensure open communication as the project advances. Sam McKinney, along with Kathleen and Steve, has successfully led a variety of in-person and interactive online tools to achieve an inclusive community engagement process.

See the Houston County Comprehensive Land Use Update Online Engagement Site:

<https://storymaps.arcgis.com/stories/04906804978e46918a70a698ef54523b>



Our role in the engagement process is to be a liaison between the community stakeholders and the City. We will work with the City to identify specific park and recreation stakeholder groups, such as recreation associations and the friends of groups for targeted engagement.

Proposed Engagement Activities

In-Person:

- Open Houses (2)
- Pop-up Events in the parks (2)
- Attendance at key community centers (3)
 - Neighborhood Night Out (August)
 - Lake Elmo Farmers Market
 - Lake Elmo Public Library events

On-line engagement:

- Project webpage
- Online surveys
- Virtual and recorded meetings

Placing yard signs, sidewalk stickers, or flyers with project information and QR codes in the parks and community spaces are an excellent way to spread the word, direct park users to the website, and allow people to engage on their own time. We have included two phases to community outreach (the first phase to solicit broad input on issues and opportunities within the parks system; and the second phase to review ideas and prioritization of improvements to the system). We will work with City staff at the beginning to review and refine the community engagement goals, activities, and outcomes to ensure a broad and in-depth level of engagement.

Planning

We approach the planning process as a team with experience not only developing the plans, but with extensive experience implementing plans and projects. We understand these planning efforts set the stage for work 10-15 years into the future and our goal is to create realistic, data-driven priorities guiding park development complimenting the City's comprehensive plan.

Methodology and Deliverables

We anticipate using the following steps to complete the scope of work necessary to deliver the final document. We assume a July start date after contract approval at City Council.

Phase 1: Inventory and Needs Assessment (July-October)

Task 1.1 Meetings and Community Engagement

Kick-off Meeting (July): We start the project by scheduling a kick-off meeting with City staff and any key stakeholders identified by the City guiding the planning process. At this meeting we will review the project scope and schedule an overall review of previous planning documents; we'll review the plan for site visits and evaluation; and finally outline the plan for community outreach and engagement.

Project Team Meeting No. 2 (August): At this meeting we'll review the key findings from previous plans and review the community outreach platform and survey questionnaire, and schedule an in-person feedback session.

Community Outreach (August-September): We will finalize our community outreach plan and assemble information and materials to engage stakeholders and community members on their needs and wants for the City of Lake Elmo park system.

The first phase of engagement will be a combination of an in-person activity and on-line engagement. We will use a virtual platform such as social pin-point to gauge user needs combined with an on-line survey. We will work with City staff to coordinate an in-person event either in conjunction with another on-going event (such as the farmer's market or Immigrant for a Day) or as a stand-alone event.

Project Team Meeting No. 3 (September): At this meeting we will review findings during the first community outreach session and overlay this with the park inventory and assessment. This will begin the discussion on gap analysis and needs assessment.

Task 1.2 Document Review

Working with City staff, we assemble and review prior planning documents directly related to the effort. We will summarize our key findings to establish and/or reinforce goals for the plan.

Task 1.3 Park Inventory and Condition Assessment

Perform an inventory and assessment of the existing parks within the City of Lake Elmo's jurisdiction and assemble a table of existing programming and evaluation of the overall park condition. We'll keep in mind other programming offered within regional and state parks in the City of Lake Elmo.

Task 1.4 Gap Analysis and Needs Assessment

Start to analyze gaps in the City's park system by reviewing the needs and wants of park users with relation to the existing park system. We further refine needs based on demographic and recreation trends.

Consultant Deliverables:

- Meeting agenda, notes, and action items
- Key findings from previous planning documents
- Park inventory and condition assessment
- Summary of recreation trends in communities of comparable size
- Community outreach facilitation including hosting on-line platform for input and feedback and confirm outreach materials
- Summary of public input

City Responsibilities:

- Provide existing documentation
- GIS mapping information for existing parks
- Coordination of meetings and promotion of survey activity

Phase 2: Visioning (October-January)

Task 2.1 Meetings and Community Engagement

Project Team Meeting No. 4 (Workshop to October): This workshop will span a day where the Project Team will review information collected to date on existing conditions and programming and align the information with Community recreation desires gathered during initial community and stakeholder engagement. We will begin to prioritize park and recreation needs and align them with sites best suited to those activities. We'll also build off the 2040 Comprehensive Plan, confirming or identifying new park search areas. We'll begin to draft updated park plans, incorporating improvements and new amenities for community and stakeholder engagement.



Community Engagement for Newport Parks

Methodology and Deliverables (continued)

Community Outreach (October-December): Using the same methods of outreach used during the first phase of outreach, a summary of “what we heard”, along with draft recommendations and park prioritization plans, will be posted for input. We will host an in-person event, either in conjunction with another event or as a stand-alone event.

Project Team Meeting No. 5 (November): Review information gathered during the second phase of community outreach and edit park prioritization and plans as needed.

Task 2.2 Gap Analysis and Needs Assessment

Finalize the needs assessment summary after discussion with staff and stakeholders.

Task 2.3 Park Improvement Prioritization and Concept Plans

Begin to formalize the improvement priorities and establish logical locations for improvements based on the park inventory and condition assessment. Analysis of park area for future development and feasibility for park acquisition. A master list of improvements will be created for each park and a corresponding park plan will be developed. If new programming is identified, it will be assigned to an existing park as feasible or noted as a desired park acquisition. The prioritization lists and park plans will be used during the second phase of community outreach to solicit feedback on the park plan process and alignment with the needs assessment.

Consultant Deliverables:

- Meeting agenda, minutes, and action items
- Final needs assessment
- Park improvement prioritization
- Cost estimates
- Funding opportunities
- Community outreach materials and facilitation, including in-person and online events
- Summary of community outreach

City Responsibilities:

- Review and comment on improvement recommendations, park plans, and outreach materials
- Coordination of meetings and promotion of survey activity

Phase 3: Final Document Preparation (January-April)

Task 3.1 Meetings and Community Engagement

Project Team Meeting No. 6 (January): Review input from phase two of community outreach and discuss needed revisions to park improvement prioritization and plans.

Project Team Meeting No. 7 (February): Review any document revisions and meeting materials prior to presentation to Parks Commission and City Council.

Task 3.2 Improvement Recommendations and Prioritization

Finalize and verify with City staff the final park improvement recommendations and prioritization after review of feedback from the community outreach events. Review and revise estimates of probable costs and park improvement plans as needed.

Task 3.3 Preparation of the Master Plan Document

A draft of the master plan document will be prepared for review by City staff prior to presentation at the Parks and Recreation Commission. Any revisions noted by City staff will be made prior to the presentation. A public review draft can be posted to the City’s website for review. Revisions will be made prior to final presentation to the City Council. A final electronic PDF will be created and submitted to the City at the completion of the planning process, including two (2) print copies of the final report, maps, and visual aids for the final presentation.

Consultant Deliverables:

- Meeting agenda, minutes, and action items
- Presentation materials in electronic format
- Draft and Final master plan document in electronic PDF format and two (2) print copies

City Responsibilities:

- Review and comment of draft plan
- Coordination of presentation at Parks and Recreation Committee meeting
- Review final plan
- Coordination of presentation at City Council meeting



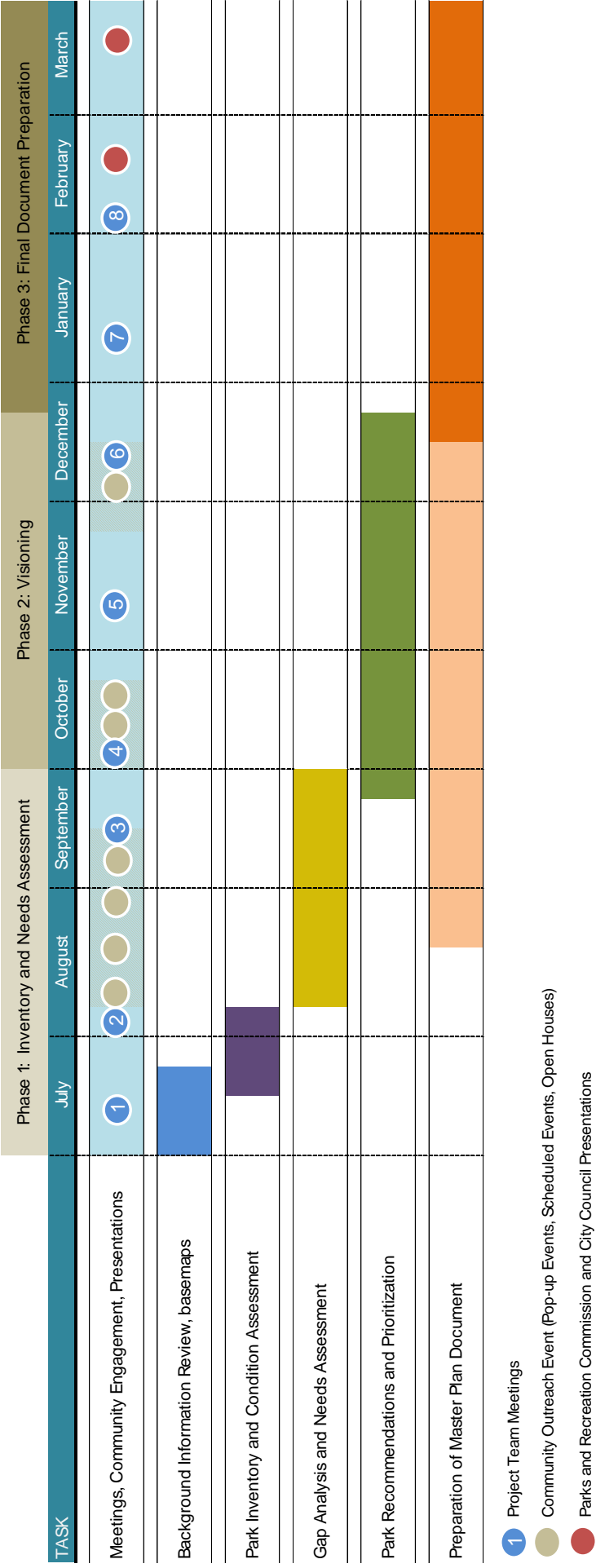
Freeman Park Master Plan



Silverwood Park Master Plan

Project Timeline

Our proposed timeline is based on an assumption of a project start after Council approval of the contract in July and concludes with a presentation to the City Council in Spring 2024. This takes into account community engagement time-frames to include both virtual and in-person engagement activities. We will work with City staff to adhere to the schedule or shift dates as needed.



Total Project Cost

TASK		Fee	Reimbursable Expenses	Task Total
1. Meetings, Community Engagement, Presentations		\$ 24,528.00	\$ 1,042.00	\$ 25,570.00
2. Document Review		\$ 1,792.00		\$ 1,792.00
3. Park Inventory and Condition Assessment		\$ 4,238.00		\$ 4,238.00
4. Gap Analysis and Needs Assessment		\$ 6,039.00		\$ 6,039.00
5. Improvement Recommendations and Prioritization		\$ 14,661.00		\$ 14,661.00
6. Preparation of Master Plan Document		\$ 15,502.00	\$ 100.00	\$ 15,602.00
TOTAL PROJECT FEE		\$ 66,760.00	\$ 1,142.00	\$ 67,902.00

Experience

Newport Park Master Plans City of Newport, MN

Upcoming park infrastructure repairs prompted Newport's Park Commission to reevaluate their existing parks, and determine if changes should be made prior to making significant investments in their facilities. With increasing demands for limited municipal resources, Commission members wanted to invest wisely to best serve the community's changing needs. The park master plans' goal was to develop a fresh vision for an aging park system.

The master plans provided a framework for phased development at the City's three major parks. The opportunities and limitations for different kinds of development were explored for each of the parks, and the parks were also viewed comprehensively to make sure all desired services were being offered without unnecessary redundancies within the system.

Each park has its own unique focus. Loveland Park, the largest of the three, offers a concentration of active recreation activities in the lower portion of the park, with the upper, more natural areas being reserved for passive recreation activities such as hiking and cross country skiing. Pioneer Park, centered in the historic district of town, emphasizes its rich cultural background and connection to the Mississippi River, which gave birth to the town of Newport. Lions Park is a smaller, compact community park serving the picnicking and active recreation requirements of the immediate neighborhood.

TKDA facilitated meetings with the City's Parks Commission and Heritage Preservation Commission to develop the master plans, and presented the plans at a community open house and to the City Council for final approval.



Levee Park Master Plan Recreation Area



Lions Park



Pioneer Park



Shorewood Park Master Plans City of Shorewood, MN

In 2009, the City of Shorewood was at a significant crossroads in park planning—the town was almost fully developed, and was not planning to add any new park sites. To ensure the City’s investments in its parks would use resources wisely and meet the community’s future needs, TKDA completed new Master Plans for its five major parks—Badger, Cathcart, Freeman, Manor, and Silverwood.

TKDA staff facilitated site evaluations and meetings with the City’s Park Commission to identify options for each of the parks and establish the vision for the community’s Park System as a whole. TKDA developed concept plans for each park, and facilitated a consensus on the final master plans. Commission members identified park elements and materials that reflected the unique character and interests of the community, as well as needs for park facilities.

TKDA completed cost estimates and phasing for each of the Master Plans. The City is using the Master Plans to develop its Capital Improvements Plan, and will implement the plans in phases. The Park Master Plans will help the City make wise use of its resources for its parks.

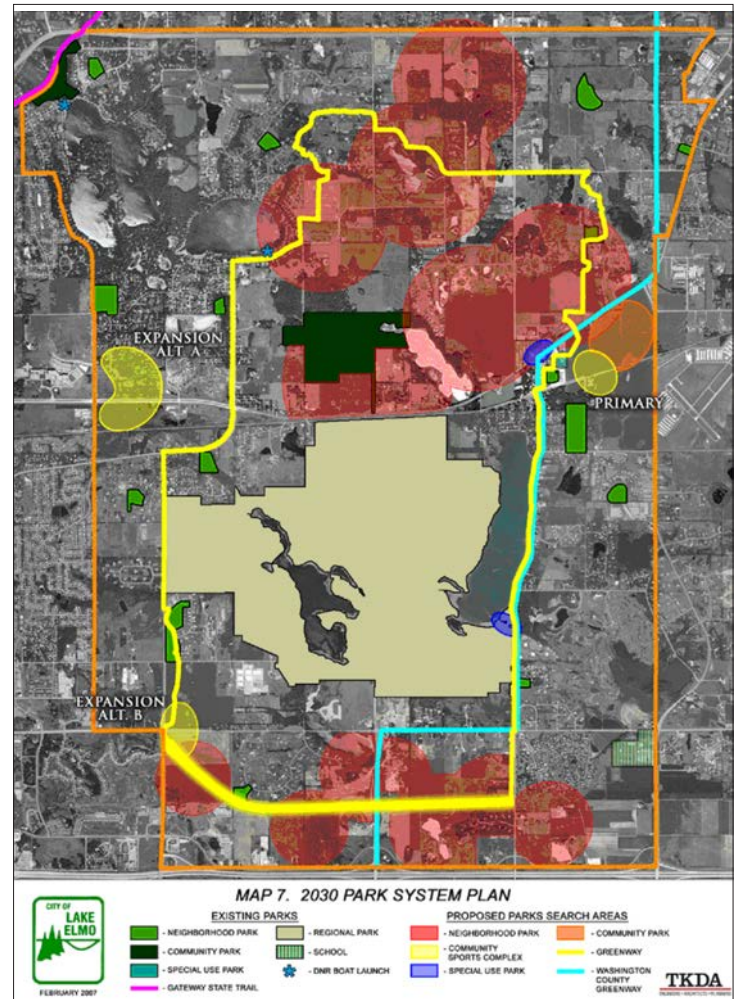


Experience

Comprehensive Park Plan Update City of Lake Elmo, MN

The City of Lake Elmo hired TKDA to update the City's Park System Plan as part of its 2030 Comprehensive Plan. The need for a new Park Plan arose from recent changes in the City's planning strategies. The Comprehensive Plan guides for preservation of the rural character throughout much of the City's landscape while integrating an urban character through concentrated development in designated, key locations. The Park System Plan will link together the urban and rural portions of the City, balance natural resources stewardship and recreation facilities, and unify the system of neighborhood parks, community-wide parks, and trails.

Through a series of six working meetings and one open house public meeting, TKDA worked with the Parks Commission and City staff to identify park planning principles uniquely tailored to the City's needs. The project team evaluated park system needs and opportunities, and recommended location, size, and use for future parkland and for improvements to existing parks. A multi-disciplined approach taking into account natural resources, recreation interests and needs, demographic trends, land use, proximity and connections resulted in a 2030 Park System Plan. The plan identifies search areas for a variety of new park types, and a greenway corridor within the context of a hierarchy of trails.



Scandia City-Wide Trail Master Plan City of Scandia, MN

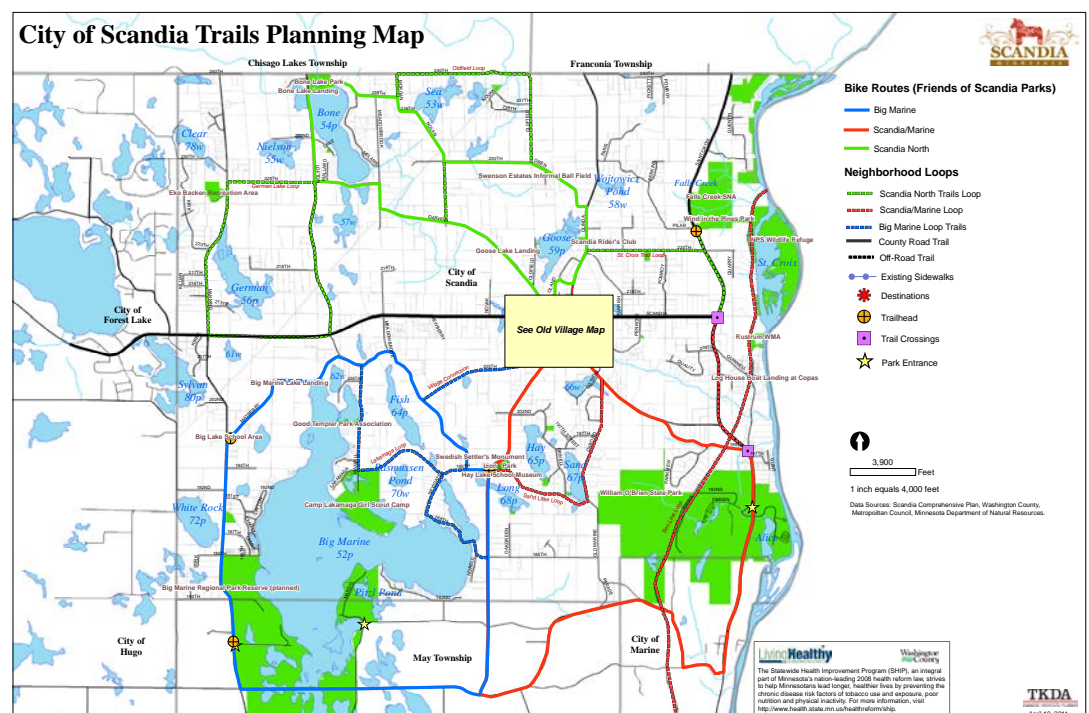
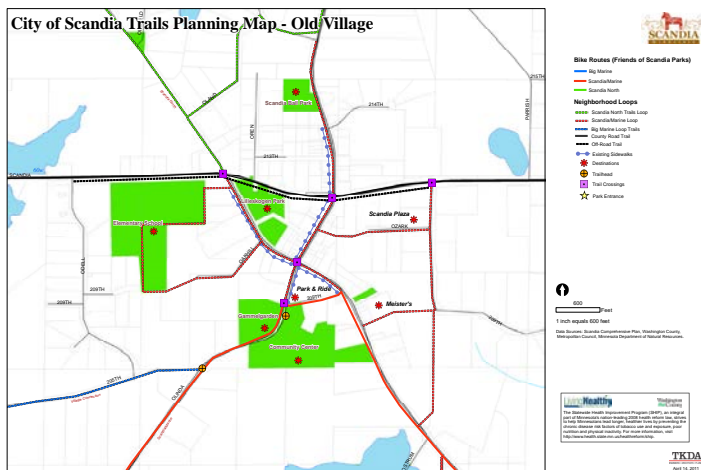
TKDA completed the city-wide Trail Master Plan for the City of Scandia, Minnesota. The Master Plan is a long-term plan for the development of a connected system of pedestrian and bicycle trails to serve the City. It includes three major trail loops, and numerous sub-loops that connect all areas of the City to the historic village.

TKDA worked with an advisory committee for the project including the City's Parks Commission, the Friends of Scandia Parks and Trails, and local residents. The group used several charrette meetings to review the City's existing trail system, and identify the proposed new trails creating a comprehensive network.

The trail plan emphasizes the following:

- A looped system offering a variety of trail lengths and experiences
- Connections from the local system to County and Regional trails, including the proposed Gateway Trail
- Alternate routes for some trails within the village area to provide safe routes to school and connections to the Gateway Trail
- Proposed future route along an existing rail corridor
- Development of safe crossings of State Highway 97 and county roads
- Connections among the City's parks, historic sites, and the village area
- Locations for trailheads and interpretive facilities

The Master Plan includes the trail system maps, system description, a cost estimate, and phasing plan. TKDA also developed a trail system brochure the City is using to promote the proposed trail system. The City Council adopted the plan in June 2011.



Experience

Trout Brook Nature Sanctuary City of Saint Paul, MN

Kathleen led the design and implementation for the development of the 42-acre brownfield site. The goal of the project was to create a nature preserve in the heart of a heavily urbanized area.

The nature sanctuary development included a new restroom and trailhead facility, parking, stormwater management system of filtration ponds and wetlands, restoration of pre-settlement ecosystems present in this area, a new portion of the Trout Brook Regional Trail, local connector trails, nature trails, interpretive sign-age, and related amenities for a new park. The main feature of the park is a 1-mile stretch of daylighted Trout Brook.

As project manager, Kathleen developed the master plan and managed the project through design and three phases of construction.



*Work performed by Kathleen Anglo for a previous employer.

Experience

Blaine Park and Recreation Master Plan City of Blaine, MN

In December 2020, the Blaine City Council adopted the Park and Recreation System Master Plan as a guiding document for future park planning and improvements. This plan is the first of its kind for the City of Blaine and will be used to help guide future improvements and aid in budgetary decisions.

The Park System Master Plan serves a “Visioning Plan” for the future of its park and trail system. This plan is intended to help guide future improvements and aid in budgetary decisions. This planning document includes recommendations and implementation options to provide a 10-15 year vision for the city’s park and trail facilities including recreational facilities, special program uses, preservation areas, and community-wide trail linkages.

*Work performed by Steven Foss for a previous employer.



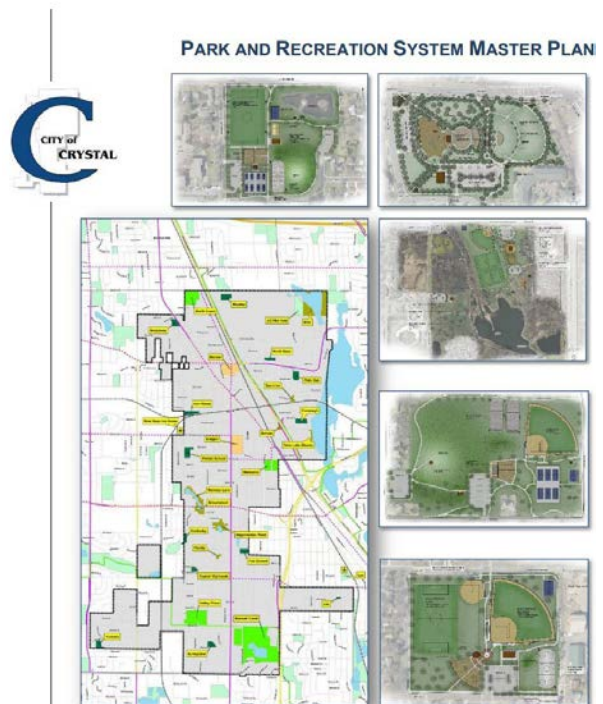
Crystal Park and Recreation System Master Plan City of Crystal, MN

The City of Crystal has a strong commitment to providing high quality parks, trails, recreation facilities, and programming for all citizens and visitors to the community. The City maintains 263 acres of parkland in 27 parks. In 2017, the City of Crystal reviewed all of its parks, trails and natural areas as part of a Park Systems Master Plan process. This planning process provided a framework to guide the city in locating facilities, establishing priorities and funding future improvements. The goal of the master plan was to ensure the needs of residents meet current and future demand.

The system plan included the following types of parks:

- Natural Areas – Little to no development
- Neighborhood – Small park within a 10-minute walk
- Community – Large recreation facilities
- Destination – Specialized facilities

*Work performed by Steven Foss for a previous employer.



Experience

2040 Parks, Trails, and Open Space Plan City of Faribault, MN

The City of Faribault has supported a strong tradition of indoor and outdoor recreational opportunities for residents and visitors. The City's Parks and Recreation Department has been on the forefront of shaping these opportunities and providing access to community events, fitness programs, sports and recreation activities, as well as parks, trails, and shelters that aim to make access convenient and safe. The Parks, Trails, and Open Space Plan represents a comprehensive and integrated strategy to build on the strengths of the existing system over the next 20 years.

Components of the Plan included: an inventory and analysis of existing parks (including buildings and equipment), trails, open space, and recreation programs, projected demographic conditions and trends, regional park and trail connections, integration with downtown parks and amenities.

The work also included analyzing the best uses for existing parks and potentially developing plans to shift ball fields from certain parks to other existing or proposed parks. As part of the planning process, different strategies were explored to improve the experiences of users of all ages and abilities.



*Work performed by Sam McKinney for a previous employer.



Kathleen Anglo, PLA, ASLA, SITES AP
Project Manager/Landscape Architect

Project Team

Steven Foss, PLA, ASLA
Landscape Architect

Danny Ogranovich
Graphic and Community Engagement Support

Samantha McKinney, PLA, AICP
Planner and Community Engagement Specialist

The TKDA team members will fully commit their personnel resources to the timely completion of your project. In addition to the team highlighted in this proposal, TKDA has a staff of over 360 individuals, including architects, engineers, and technicians to draw on for additional project support. Other team members also possess a depth relative to their project involvement, and are committed to fulfilling their role to deliver successful master parks plan for the City of Lake Elmo.

Strong project management is TKDA’s specialty, and is the reason behind its many successful projects. **Kathleen Anglo** will serve as the Project Manager/Landscape Architect and work alongside City staff to set the schedule and ensure the baseball field construction/renovation design meets the goals established by the City. Kathleen is supported by a team comprised of Landscape Architect **Steven Foss**, Planner and Community Engagement Specialist **Sam McKinney**, and **Danny Ogranovich** for graphic illustrations for meetings. This team has worked together on similar projects and understands the goals for the City of Lake Elmo for the parks.

Kathleen Anglo, PLA, ASLA, SITES AP



PROJECT MANAGER/ LANDSCAPE ARCHITECT

Registrations/Certifications

Professional Landscape Architect –
MN No.43242, IA, MO, ND, SD, TN, TX, WI
Sites AP

Kathleen is a client-oriented leader who thrives working alongside her clients in order to meet their goals. She is passionate about fighting climate change and connecting people to nature through her work.

Kathleen Anglo will serve as the Project Manager and work alongside city staff to set the schedule and ensure the plan meets the goals established by the city. Prior to her tenure with TKDA she worked for the City of Saint Paul Parks and Recreation Department. She has an in-depth understanding of creating and implementing park improvements that meet priorities established by the community.

Kathleen has been leading and engaging communities in the planning and design of the built environment for 24 years. She understands building consensus around development decisions is important to a successful project. Kathleen is a successful facilitator using many forms of engagement, such as community surveys, pop-up meetings, open houses, and community events. Having previously worked for the City of Saint Paul for two decades, Kathleen understands the complexity of municipal policies, urban design, construction, and how to thoughtfully develop community trust and buy-in.

RELEVANT EXPERIENCE:

Newport Levee Master Plan and City Parks Master Plan Updates • Newport, MN

Worked with the Newport Park Commission to develop a Park Master Plan for a new riverside park, Levee Park. The Master Plan Updates for three City Parks (Loveland, Lions, and Pioneer) address current recreation trends, land use changes, aging infrastructure issues, and provides an updated vision for future phased park development. Community engagement included a community survey, attending community events, and Open Houses.

Lake Elmo Park Reserve Improvements • Washington County, Lake Elmo, MN

Improvements to the 3.8-mile Eagle Point Trail and the 80-site Modern Campground. Trail upgrades included new trailhead facility with restrooms, new gravel parking area, drainage improvements, kiosk, site amenities, and landscaping. Campground upgrades provided additional power hook-ups, new water lines, sewer hookups, and updated play area with walkways, equipment, resilient surfacing, seating, drinking fountain, and landscaping.

Bellaire Beach Master Plan • Ramsey County, White Bear Township, MN

The master plan included proposed shoreline improvements, picnic shelter improvements, parking lot modifications, storm sewer treatment pond assessment and evaluation of below-ground chambers under new parking lot, two landscape layout options, playground evaluation, and landscape and storm pond construction documents.

Grand Round Planning, Design, and Implementation Plan • Saint Paul, MN*

The design and implementation planning for over 13 miles of parkways to complete the original Grand Round vision of H.W.S. Cleveland. A combination of pop-up meetings, open house events, week-long charrettes, mailings, and on-line outreach was completed in nine months. The successful outreach initiative engaged over 6,000 residents, business owners, and stakeholders. The plan lays the ground work for future implementation that includes: pedestrian, bicycle, and vehicular facility alignments, wayfinding, placemaking, public art, stormwater infrastructure, historical resources, and implementation prioritization and cost estimates.

Indian Mounds Regional Park Master Plan • Saint Paul, MN*

Metropolitan Council Master Plan for a 111-acre park which included potential acquisition areas, a stewardship plan, demand forecast, development concept, and historical and natural resource analysis. The master plan was adopted by the Metropolitan Council and serves as the planning document for the regional park. The design focused on areas of the park, entrance treatments, trail connections, and future programming.

**Projects completed while with previous employers.*

Steven Foss, PLA, ASLA



LANDSCAPE ARCHITECT

Registrations/Certifications

Landscape Architect – MN No.56852

Steve designs with the general public in mind. He takes pride in making sure his designs go from paper to physical completion.

Steven Foss will conduct park inventory and assessment visits. He will work with Kathleen to establish the needs analysis and provide park planning responding to the communities needs and funding opportunities.

Steven has been designing civic spaces, parks, streetscapes, and site development plans for 11 years. He has developed comprehensive park system plans including site inventory and analysis, master planning, and cost estimating for future development efforts. Steve works in collaboration with the external clients, internal team, public groups, and other design professionals throughout the design process. He has demonstrated abilities to consistently meet project construction budgets with creative aesthetic design solutions.

RELEVANT EXPERIENCE:

Park System Master Plan • City of Crystal, MN*

The park system master plan was developed to create a clear vision for how recreational improvements should be developed in both the immediate future and long term. The plan encompassed gathering feedback from multiple neighborhood and focus group meetings, assessments of existing parks, evaluation of trail connections and gaps, as well as an implementation plan. This project won the Minnesota Recreation and Park Association 2017 Award of Excellence.

Park and Recreation System Master Plan • Blaine, MN*

The park system master plan, adopted in 2020, serves as a visioning plan for the future of its park and trail system and it helps guide future improvements and aid in budgetary decisions. This planning document includes recommendations and implementation options for the next 10 to 15-year vision for the city's park and trail facilities including recreational facilities, special program uses, preservation areas, and community-wide trail linkages.

St. Croix Bluffs Regional Park - Conference Cottage • Washington County, Stillwater, MN

Steven prepared construction documentation for demolition, grading, and restoration of the site.

Plum Creek Park Expansion • Redwood County, near Walnut Grove, MN

TKDA was hired to create a development plan for the 10-acre property surrounding the main campground and a redevelopment plan for the main swim beach to expand both camping and recreational opportunities. Engagement with the Plum Creek Park Committee, public and county staff is crucial to the creation of redevelopment plans for the lake front.

Farwell Park Improvements • Minneapolis Park & Recreation Board, Minneapolis, MN

Steven prepared construction documentation for park improvements at Farwell Park.

Hall Park Improvements • Minneapolis Park & Recreation Board, Minneapolis, MN

Steven prepared construction documentation for park improvements at Hall Park.

UMore Ballfields Phase II Improvements • Rosemount, MN*

Design of new parking lot and two ballfields including site amenities and ballfield lighting.

Flint Hills Athletic Complex Phase II Improvements • Rosemount, MN*

Design of drive and new parking lot, four multi-purpose fields, trail connections, shelter, and play area.

**Projects completed while with previous employers.*

Samantha McKinney, PLA, AICP



PLANNER AND COMMUNITY ENGAGEMENT SPECIALIST

Registrations/Certifications

Landscape Architect – MN No.57344

AICP

Sam has a passion for community engagement and project communication and believes it is at the core of all great design.

Sam McKinney will provide the planning and community engagement for the project. She is a landscape architect by training but a people person by choice and brings a unique, people-first focus to design.

Sam has been providing urban design, landscape architecture, transportation and corridor design, park and open space strategies, public realm/streetscape design, and master planning for ten years. Samantha brings a unique, people-first focus to design and has a passion for community engagement and project communication. As a landscape architect and visualization specialist, she seeks to create beautiful, compelling, context-sensitive solutions.

RELEVANT EXPERIENCE:

Chestnut Street Civic Plaza • City of Stillwater, Stillwater, MN

Redesign of a two-block portion of Chestnut Street, creating a people-centric civic plaza reinforcing the downtown historic character and showcases its vitality. Chestnut Street is the entrance to the Historic Stillwater Lift Bridge. The plaza will serve as a gateway into and out of downtown and the state of Minnesota for pedestrians and bicyclists crossing the bridge on the St. Croix Loop Trail. The plaza design adheres to guidelines that protect the Historic Commercial District and the nationally-listed historic bridge.

Journey to 2040 • City of Faribault, Faribault, MN*

This strategic plan was comprised of three stand-alone, yet coordinated, planning efforts to create a new vision and roadmap for the City of Faribault:

Parks, Trails, and Open Space Plan. This new parks, trails, and open space plan represents a comprehensive and integrated strategy to build on the strengths of the existing system while creating new opportunities for regional draw, tourism, and additional amenities for existing residents. Duties included community engagement lead, urban designer, and graphic production.

Downtown Master Plan. This master plan is a forward-thinking strategy to support businesses, residential life, and public spaces in Downtown Faribault. A data driven, systems based approach identified several action oriented steps to create a stronger downtown for the community including ways to embrace the river, create strong, green connections, celebrate the history of Faribault, activate the downtown, and revamp parking strategies. Duties included community engagement lead, urban designer and landscape architect, and graphic production.

Comprehensive Plan Update. The comprehensive plan update is a study of the conditions that impact the quality of life in Faribault and are a blueprint for supporting the community. Many people-centric strategies were included as well as a robust community engagement strategy. Duties included community engagement lead, urban designer, and graphic production.

Mississippi Gateway Regional Park Master Plan • Three Rivers Park District, Brooklyn Park, MN*

Situated at the base of the Coon Rapids Dam in Brooklyn Park, the Mississippi Gateway Park Master Plan articulates a vision for the park that connects the public to important ecological resources. Community and ecology are at the center of this plan. Provided community engagement, design, and graphic production.

East of the River Park Master Plan • Minneapolis Park and Recreation Board, Minneapolis, MN*

The Plan is the result of more than 1.5 years of planning and design by MPRB staff, the community, and hired technical consultants. More than 90 community engagement events were held and several different stages of input garnered thousands of individual comments on park plans, guiding principles, and the planning process itself.

**Projects completed while with previous employers.*

Danny Ogranovich



GRAPHIC AND COMMUNITY ENGAGEMENT SUPPORT

Danny Ogranovich will assist with the graphic needed for community engagement and any project deliverables. Danny is a planner and designer with expertise in urban design, architecture, and urban geography. He combines experience in urbanism research with a graphics, drawing, and data analysis skillset. Danny strives to make a meaningful impact on communities, particularly in the urban realm.

RELEVANT EXPERIENCE:

Comprehensive Land Use Plan Update • Houston County, MN

TKDA is working with the County's Board of Commissioners (BOC) to complete the County's Draft Comprehensive Land Use Plan Update. TKDA is performing a site tour of the County to document key land feature, land uses, typography, and character. TKDA is coordinating with the County staff as needed to obtain data and maps, and utilize available data and map resources from the County's available datasets and others as needed to complete the Draft Plan.

Cloquet Transportation Plan Design • Arrowhead Regional Development Commission

TKDA is designing new and improved transportation elements around the City of Cloquet. Tasks include planning level designs and artistic renderings of improvement to Trunk Highway 61. Design elements on that roadway include aesthetic improvements, pedestrian facility improvements, bicycle features, parking considerations, and traffic flow improvements.

Jackson Street Reconstruction • Ramsey County, MN

TKDA is providing professional engineering services for final design for the construction of Jackson Street between Rose Avenue and Arlington Avenue in the City of Saint Paul. As part of the project TKDA is working with the County on providing public engagement services. Danny has facilitated community engagement events and managed the online platform.

TH 65 Access Improvements • Blaine, MN

TKDA is providing preliminary and final design for interchange at 99th and supporting frontage roads and for interchange at 109th, EA and alternatives Analysis. TKDA is also providing preliminary engineering of bridges.

Danny is passionate about ensuring that equity, accessibility, and beauty are foremost in the built environment.

References

We encourage you to contact the following references:

Sandy Breuer

Parks Director

Washington County

651.430.4371

sandy.breuer@co.washington.mn.us

Ellen Stewart

Project Manager

City of Saint Paul

651.266.6380

ellen.stewart@ci.stpaul.mn.us

Tim Himmer

Public Works Director

City of Coon Rapids

763.767.6494

thimmer@coonrapidsmn.gov

Barbara Riehle

Town Clerk

Stillwater Township

651.439.4120

clerk@stillwatertownshipmn.gov



CHOOSE TKDA WITH CONFIDENCE





June 14, 2023

Mr. Adam Swanepoel
City of Lake Elmo
3445 Ideal Ave N
Lake Elmo, MN 55042

Re: 2023 Park System Master Plan

Dear Mr. Swanepoel:

WSB (Consultant) is pleased to present this proposal to the City of Lake Elmo (Client) for the Master Parks Plan project. Our project understanding, scope of work, and proposed fee is listed below.

A.1 PROJECT UNDERSTANDING

It is understood that the City of Lake Elmo seeks professional planning services to establish a park and trail system plan to guide long range park development to align with the community's growing needs and interests. The City currently has a total of twenty-five (25) parks, five of which are currently undeveloped. Some initial goals of the planning process include:

- Goals, objectives, and policy statements that state a clear vision and direction for the City of Lake Elmo.
- An updated City Park inventory, evaluation of existing park use layout and its facilities.
- An updated trail system and network plan, identify the gaps in the existing/planned trail system.
- Evaluation of existing park use, layout, and facilities.
- A summary of existing conditions and level of service analysis.
- A major park infrastructure repair and replace schedule, considering potential changes in the existing infrastructure.
- Charts, graphs, maps, and other data as needed to support the plan.
- An electronic color version of the Final Park System Plan document in a format that is easily updated by City staff.

Additional considerations will include:

- Demographic Trends.
- Integrate information on how the City of Lake Elmo can respond recreationally to a population that is increasing rapidly.
- Include compatibility with current ADA requirements.
- Recommendations on removal of any obsolete facilities and inclusion of new types of recreational facilities or amenities to engage the community.
- Prioritizing recommendations for improvement to current park facilities and identify opportunities for undeveloped parks.
- Create a prioritization strategy to guide decision making and investments in the park system.
- Concept plan showing any proposed park modifications and improvements.

- Phased implementation plan and 20-year CIP.
- Identify ideal funding sources such as grants or recreational funding.

A.2 FIRM OVERVIEW AND PROJECT TEAM

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy, and our environment. We offer services that seamlessly integrate planning, design, and implementation. We share a vision to connect your dreams for tomorrow to the needs of today — the future is ours for the making.

WSB has put together a committed team of creative and experienced recreation planning and design professionals to work on this project. The team will be led by Bob Slipka, who has a long history of providing over-the-top dedication to his clients and projects. Bob is a Senior Associate at WSB and will be supported by team members with varying backgrounds and areas of expertise in all aspects of the park and recreational planning, trail planning, utilities, sustainability, implementation, funding, and management for a well-rounded planning document.

B.1 SCOPE OF SERVICES

B.1.1 PARK SYSTEM PLANNING

(1) Project Management and Project Startup Meeting:

- A. Consultant will provide project management and coordination efforts throughout the planning process.
- B. Consultant will attend an in-person meeting with City staff to review the work plan, schedule and overall expectations of the system planning effort. We will confirm key leaders and stakeholders that have insight into the park system. At this time, it will be important to discuss City-known issues or deficiencies in the park system. Afterwards, we will provide meeting summary notes to those in attendance.
- C. Consultant will develop GIS maps of all existing park facilities based on available City and County data for park and trail planning purposes.

(2) Needs Analysis

- A. Park Inventory & Service Level Analysis: Consultant will conduct site visits of each park in the system to determine the existing level of service. The level of service indicates general park function in relation to populations served based on factors such as overall age, condition, design, and accessibility. A map and corresponding ratings will be prepared to identify the results of the service level analysis and will be used to help determine overall priorities for improvements.
- B. Planning Analysis: Consultant will collect all relevant Client provided planning materials and documents for review. These include the Comprehensive Plan, Zoning and Subdivision Ordinances, Park Dedication requirements, and any existing park concept or master plans. WSB will review and summarize the findings of these resources in a memo for distribution to the Client.
- C. Demographics Analysis: Consultant will prepare a demographics analysis and will review the location of the parks in relation to the neighborhood service areas to determine any redundancies, or underserved populations based on existing park locations. Demographics maps and analysis maps of neighborhood service areas will be prepared utilizing existing ESRI data.
- D. Trails Analysis: WSB will conduct an analysis of the trail systems to identify regional routes, existing gaps, and overall connectivity in relation to major

destinations within the community as well as to external regional connections.

- E. Needs Analysis & Graphics: A summary of the needs analysis will be developed based on the results of the system inventory and analysis to identify the greatest needs and desires that may affect prioritization. Summary information and graphic maps that illustrate the outcomes of the inventory and analysis will be prepared.
- F. Summary of meetings:
 - (1) Staff Review Meetings: It is anticipated that one meeting will be held with Client to review Needs Analysis findings and strategies.

(3) Community Engagement

- A. Interactive Map: Consultant will develop a project page utilizing Social Pinpoint, an online forum with an interactive map that can be used through various forms of social media and devices. This map provides a tool where users can drag and drops pins on a map to leave comments related to parks and trails, idea generation and design preferences. Community surveys can be linked to this platform to provide additional feedback to guide the planning process. Fee includes \$500 service fee for Social Pinpoint.
- B. Stakeholder Meetings: Consultant will collaborate with Client to identify select project stakeholders who may have more specific information and feedback related to the park system and user group needs. Meetings with specific project stakeholders are currently proposed to be held virtually. Our proposal includes up to four (4) meetings at about forty-five (45) minutes / each. Meetings are held back-to-back on a predetermined date and time. Stakeholders may include the following:
 - (1) Schools
 - (2) Athletic Associations
 - (3) Washington County
 - (4) City Staff, Commissions and Council Members
- C. Community Events: Consultant will facilitate pop-up meetings or attendance at community events in order to go where people are for quick and easy input through local events and activities. Consultant will coordinate with the Client to determine the events and locations for pop-up meetings. Our proposal includes two (2) events or meetings to include attending for up to 2-hours at each, set-up and removal time, and summary notes.
- D. Open House Meetings: Consultant will facilitate Public Open House meetings at select times in the planning process to gather ideas and feedback from the community, as desired by the Client. Some options include:
 - (1) Project Vision & Programming: Interactive meeting to inform the public of the upcoming planning process, brainstorm goals and ideas, and identify concerns or desires from those in attendance.
 - (2) Draft Plan: Consultant will present findings of the planning process and results identified in the draft plan for review and feedback.
- E. Social Media / Press: Consultant will assist the Client with developing content for use on the Client's social media outlets (Facebook, Twitter, Instagram, etc.), newsletters, or press releases.
- F. Summary of meetings:
 - (1) Staff Review Meetings: It is anticipated that up to two (2) virtual review meetings will be held with Client to review public engagement materials, schedule, recommendations, and outcomes throughout the public engagement process.

(4) Planning Recommendations and Approvals

A. Draft System Plan

- (1) Consultant will prepare a draft park system master plan to identify a community vision and parks mission statement along with a list of goals and priorities. The draft park system plan is envisioned to be an update to the current park system plan dated March 2008.
- (2) Park Recommendations: Consultant will outline recommendations for each park meant to guide future park planning efforts, based upon the outcome of the needs analysis. Any diagrams will be bubble/conceptual diagrams over an aerial photo of the park. This planning effort will also include recommendations for future park search areas and natural resource protection.
- (3) Trail Recommendations: Consultant will outline recommendations of primary trail routes or gaps to be filled to improve connectivity to primary destination areas and regional routes.
- (4) Park Dedication Comparison with other communities: Consultant will research park dedication of other similar sized communities and provide recommendations for Client's consideration to meet the future growth needs of the community.
- (5) Estimation: Consultant will prepare high level estimates and 20-year CIP phasing plan based on plan recommendations.
- (6) Priorities & Strategies: Consultant will prepare a preliminary list of priority projects based upon the needs assessment and in alignment with City goals and policies.
- (7) The draft plan will summarize the planning process and will be formatted into the final report.

B. Final Plan: After reviewing the draft plan with the Client and collecting feedback, the Consultant will make final edits and prepare the final plan document for Client approval and adoption.

C. Summary of meetings:

- (1) Staff Review Meetings: It is anticipated that up to four (4) half-hour virtual meetings will be held at key benchmarks of the process to review overall project schedule, tasks, and next steps. In addition, two (2) one-hour virtual review meetings will be held with Client to review the draft and final plan recommendations and outcomes prior to sharing internally and externally.
- (2) City Council Meeting: WSB shall attend a City Council Meeting to present the final park system master plan for review and adoption.

B.2 ADDITIONAL SERVICES

- B.2.1 Additional services may be added upon approval by both Client and Consultant via amendment to this Agreement.

C.1 SCHEDULE

- C.1.1 The professional services for this project will be provided in 2023/2024. It is estimated that the project will take 6-9 months to complete depending on expected duration desired by the Client. As part of the kickoff meeting, the overall schedule will be reviewed to ensure it aligns with staff expectations. Adjustments to the

schedule/timeline may be adjusted as necessary to meet key benchmarks and/or timelines. The following is an approximate schedule with tasks and duration.

- July-August 2023: Project Start-up and Needs Analysis
- August-November 2023: Community Engagement
- October 2023-January 2024: Draft Plan
- February-March 2024: Finalize Plan

D.1 PROPOSED FEES

- D.1.1 All proposed fees are based on the scope of services defined in this proposal. WSB will provide the services as outlined in Scope of Services "B.1" for an hourly not-to-exceed fee of \$77,500.00.

E.1 REFERENCES

- E.1.1 WSB has a variety of similar park system master planning project experience ranging from large urban communities to small rural communities. Each community has its own unique set of goals and expectations associated with their park system. Following this letter proposal, we have provided several project examples with client references as well as a matrix showing our depth of experience and range of professional services for your reference.

ACCEPTANCE

This letter represents our entire understanding of the project scope. If the City of Lake Elmo is in agreement, the necessary contract documents can be provided and signed. WSB will start work upon receipt of a signed contract. If you have any questions or need additional information, please feel free to contact Bob Slipka at (612) 201-5949 or rslipka@wsbeng.com.

Sincerely,

WSB



Bob Slipka
Sr. Landscape Architect



Jason L. Amberg
Director of Landscape Architecture

Work Examples and References



2040 Parks and Trails System

CLIENT: CITY OF NEW BRIGHTON
LOCATION: NEW BRIGHTON, MN
DURATION: NOV 2019 - MAY 2020

WSB worked with the City of New Brighton to update a system wide comprehensive plan for their parks, trails and recreation. This strategic planning document is meant to provide guidance and recommendations for improvements, developments and redevelopment over the next 20 years in order to better meet the current needs of the community. The scope of services for this project included data collection, assessment of the park system, evaluation of the existing and proposed trail and pedestrian-way system, and community engagement to better understand the needs of the community.

The community helped to shape the vision, goals and priorities of the system plan, which informed recommendations for improvements to the parks, trails and recreational programs. WSB developed estimates of probable costs for the park and trail recommendations in order of priority, and also developed concept site plans for several key parks. The plan is meant to guide the city in terms of priorities for improvements that will have the greatest benefit to the community and accounts for a system that is focused on higher quality with greater flexibility and resiliency. It also identifies methods for improved revenue generation, partnership opportunities and additional funding mechanisms.

REFERENCE: JENNIFER FINK | DIRECTOR OF PARKS
AND RECREATION | 400 10TH STREET NW | NEW
BRIGHTON, MN 55112 | 651.638.2126 | JENNIFER.FINK@
NEWBRIGHTONMN.GOV



Park and Recreation System Master Plan

CLIENT: CITY OF BLAINE

LOCATION: BLAINE, MN

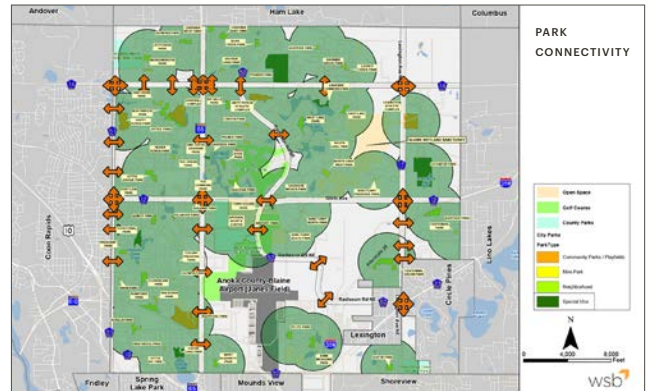
COMPLETION: APR 2018 - JUL 2019

WSB was chosen by the City of Blaine to facilitate and prepare their first park and trail system master plan. The city currently maintains over 1,100 acres of parkland including 65 parks. This project was a continuation of the city's recent Comp. Plan Update and the need to have a clear "Vision" and budget for the next 10-15 years. Many of the city's parks and trails had been developed in the 80's and 90's and were hitting the end of their life cycle. WSB, along with city staff, Park and Recreation Commission, City Council, and stakeholder groups worked together to throughout the public engagement process to understand the wants and needs of the community.

Though the city contains many parks within its community, areas of the community are under-served or lacking adequate open space and/or trail connections to the city-wide trail system. In addition, understanding the opportunities of private amenities within the city like the National Sports Center, Schwann's Arena, and Fogerty Arena were key. The final "vision" included a prioritized list of needs and associated costs for taking the master plan to an implementation stage.

THE PROJECT INCLUDED:

- Landscape Architecture / Planning
- Regional Trail Planning
- Concept Planning
- Community Engagement & Facilitation of Public Process Environmental & Natural Resource Planning
- Implementation Strategies



REFERENCE: NATE MONAHAN | RECREATION MANAGER |

763.785.6151 | NMONAHAN@BLAINEMN.GOV

Park and Recreation System Master Plan

CLIENT: CITY OF CRYSTAL

LOCATION: CRYSTAL, MN

COMPLETION: NOV 2016 - DEC 2017

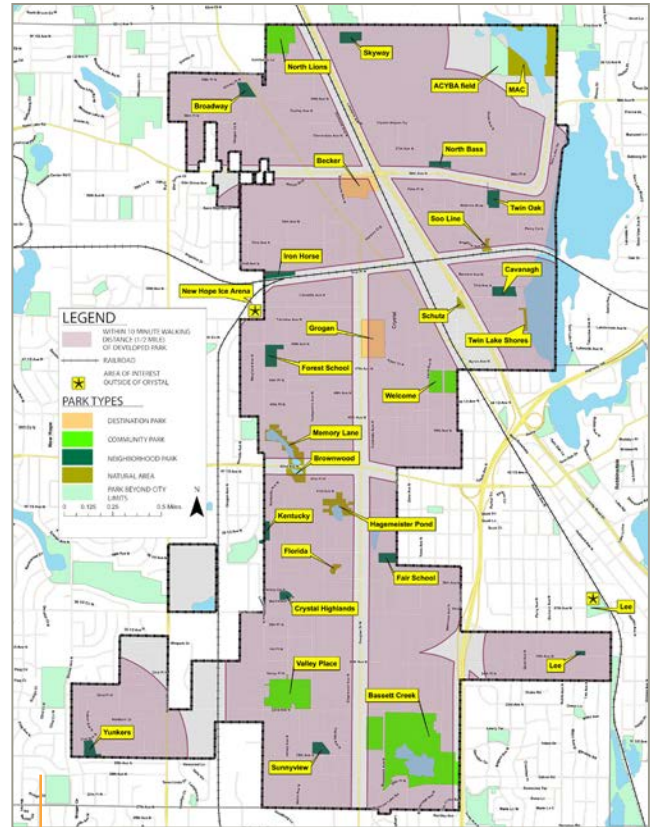
The City of Crystal was able to establish a comprehensive 20-year vision for the city's parks, open spaces, and trails that thoughtfully serves the needs of the community. The vision for this plan was developed through a robust public engagement process lead by WSB that included the Parks and Recreation Commission, City Council and staff, and various community groups. Clear communication during the engagement process resulted in consensus related to major plan elements and the development of a 20-year CIP for the park system.

The project also included the development of individual master plans for Crystal's four community parks and one destination park that were based on implementing recommendations from the system plan.

KEY PROJECT ACHIEVEMENTS:

- Park system inventory for each of the city's parks
- Collaborative public engagement resulting in consensus driven process
- Park and Trail System Master Plan
- Phased implementation plan and 20-year CIP for the park system
- Preparation of key individual park master plans and cost estimates from conceptual designs to final master plans

REFERENCE: JOHN ELHOLM, RECREATION DIRECTOR | CITY OF CRYSTAL | 4800 DOUGLAS DRIVE NORTH | CRYSTAL, MN 55429 | 763.531.1150 | JOHN.ELHOLM@CRYSTALMN.GOV



PARK WALK CONNECTIVITY MAP



MINNESOTA RECREATION AND PARK
ASSOCIATION
2018 AWARD OF EXCELLENCE

PROJECT EXPERIENCE MATRIX

PROJECT	OWNER	COMMUNITY & STAKEHOLDER ENGAGEMENT	INVENTORY / ASSESSMENT	PLANNING	COST ESTIMATES	POST PLANNING DESIGN AND IMPLEMENTATION
PARKS, OPEN SPACE, & TRAIL SYSTEM PLAN	BEMIDJI, MN	●	●	●	●	●
MULTIPLE COMMUNITY PARK MASTER PLANS	BEMIDJI, MN	●	●	●	●	●
ALTERNATIVE TRANSPORTATION PLANNING (BIKE/PED)	BLOOMINGTON, MN	●	●	●	●	
MULTIPLE PARK MASTER PLANS	BROOKLYN PARK, MN	●	●	●	●	●
REGIONAL PARKS, TRAILS, & OPEN SPACE SYSTEM PLAN	CARVER COUNTY, MN	●	●	●	●	●
PARK, OPEN SPACE, & TRAIL SYSTEM PLAN	COON RAPIDS, MN	●	●	●	●	●
ATHLETIC FIELD DEMAND & SUPPLY STUDY	COON RAPIDS, MN	●	●	●	●	●
PARKS SYSTEM & RECREATIONAL FACILITIES MASTER PLAN	COUNCIL BLUFFS, IA	●	●	●	●	●
PARKS, OPEN SPACE, & TRAIL SYSTEM PLAN	CRYSTAL, MN	●	●	●	●	●
PARKS & TRAILS SYSTEM PLAN	FALCON HEIGHTS, MN	●	●	●	●	
PARK SYSTEM IMPLEMENTATION PLANNING	FRIDLEY, MN	●	●	●	●	
PARKS, OPEN SPACE & TRAIL SYSTEM PLAN	HASTINGS, MN	●	●	●	●	
COUNTY PARK & RECREATION PLAN	HUBBARD COUNTY, MN	●	●	●	●	
NORTHWEST AREA PARK SYSTEM PLANNING	INVER GROVE HEIGHTS, MN	●	●	●	●	
PARKS, OPEN SPACE AND TRAIL SYSTEM PLAN	LINO LAKES, MN	●	●	●	●	●
PARK, OPEN SPACE, & TRAIL SYSTEM PLAN	MAPLEWOOD, MN	●	●	●	●	●
TRAIL PLANNING, DESIGN & DEVELOPMENT GUIDELINES	MINNESOTA DNR			●		
PARK, OPEN SPACE, & TRAIL SYSTEM PLAN	MINNETONKA, MN	●	●	●	●	●
COMPREHENSIVE PARKS & RECREATION PLAN	NEW BRIGHTON, MN	●	●	●	●	●
PARKS, OPEN SPACE & TRAIL SYSTEM PLAN	NORTHFIELD, MN	●	●	●	●	
PARK & TRAIL SYSTEM STUDY	OAK GROVE, MN	●	●	●	●	
OMAHA SUBURBAN PARK SYSTEM MASTER PLAN	OMAHA, NE	●	●	●	●	●
PARK & TRAIL SYSTEM STUDY	OWATONNA, MN	●	●	●	●	
PARKS, OPEN SPACE & TRAIL SYSTEM PLAN	ROGERS, MN	●	●	●	●	●
MISCELLANEOUS PARK MASTER PLANS	SOUTH ST. PAUL, MN	●	●	●	●	●
PARK & TRAIL SYSTEM STUDY	SPRING LAKE PARK, MN	●	●	●	●	
COUNTY PARK SYSTEM PLAN	WILLIAMS COUNTY, ND	●	●	●	●	
COMPREHENSIVE PARKS & RECREATION PLAN	WAUKEE, IA	●	●	●	●	●