



118 Central Avenue North, New Prague, MN 56071
phone: 952-758-4401 fax: 952-758-1149

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: SMALL AREA PLAN PROPOSALS FOR CITY CENTER AREA
DATE: JANUARY 11, 2024

At the November 20th, 2023 City Council Meeting, the POPS (Praha Outdoor Performance Stage) group gave a presentation of the feasibility study completed by Bolton & Menk regarding that reviewed three possible sites for the POPS facility which were Memorial Park, Sliding Hill Skate Park and the City Center Area (old creamery site gravel lot). While the feasibility study had Memorial Park ranked as the top site, it was noted that the Park Board's recommendation was to develop a city center/central park revitalization master plan to accommodate the POPS facility and associated redevelopment of the site with the Park Board offering up to \$15,000 of their own funds towards the study if the POPS facility were to be part of the redevelopment.

While no formal action was taken, discussion took place regarding the need to complete a redevelopment plan for the area, regardless of if the POPS facility locates there, that looks at the need for installing a stormwater pond as has been planned for many years, along with general clean up and overall grading for the area bound on the west by the railroad, the south by Main Street, east by 2nd Ave. NW and north by 2nd Street NW. Staff indicated at the meeting that they would reach out to planning firm MSA and City Engineering firm SEH to determine what the costs of such a study would be.

Staff developed the attached "Mini RFP" document to gather proposals from MSA and SEH to complete a "small area plan". With the holidays, and with staff vacations, staff has not been able to get the proposals back in front of the City Council until now.

The cost to complete a small area plan from each firm is as follows:

MSA - \$20,000 (not to exceed)

SEH - \$35,950 (not to exceed)

Both proposals (see attached) include a timeframe that would allow the work to be completed by June 1st, 2024 and meet the minimum requirements outlined in the mini RFP document. Staff believes the proposal from MSA to be not only less expensive but provides for more community input and being incorporated as an addendum into the Comprehensive Plan update they are currently working on for the city. Utilizing \$15,000 of Park Board Funds (if the redevelopment included a POPS facility), this would

require an additional \$5,000 to cover the cost. Possible funding sources could include the EDA or even Council Contingency.

Also included with this memo is a letter from Joe Barten as additional commentary as it relates to Joe's role with both the Park Board and on the POPS Site Selection Committee.

Recommendation

I recommend that the City Council consider approval of the small area plan proposal from MSA in an amount not to exceed \$20,000.

Attachments:

1. Mini RFP – Undated
2. MSA Proposal – Dated 12/7/23
3. SEH Proposal – Dated 12/14/23
4. Letter from Joe Barten – Dated 12/14/23

“Mini” City Center RFP for Small Area Plan

Background:

There has been a POPS (Praha Outdoor Performance Stage) Group looking to locate a sort of bandshell/outdoor performance stage in the City and they hired Bolton & Menk to do a feasibility study looking at three possible sites in the City (two at city parks and one at what we call the “City Center” which is located on city owned land near downtown). The full report they created is attached that explains the POPS facility.

The Park Board, and now the City Council are supportive of the “City Center” location being the site for a POPS facility that they are interested in exploring further.

Description of City Center Site:

Generally speaking, the City Center site, in a broader sense, is described as an area bound as follows (and also on the site map which is attached): 2nd Street NW on the north, the Union Pacific Railroad on the west, Main Street on the south and 2nd Ave. NW on the east. The City owns approximately 4.4 acres of the overall 7.5 acre area described.

Study Product Requested:

The City would like a “small area plan” that studies the described city center site area in more detail to determine if the area of just the City’s owned land can accommodate the city’s stormwater pond, house a POPS facility and finally house a future building (or buildings) (a use yet to be determined, but could be a city hall and/or multifamily housing) and parking to support the future building(s) and POPS facility or if redevelopment could/should include other privately owned land in the described city center site area. It is conceivable that the POPS facility is ready for construction in early 2025, but the study should determine if a POPS facility can be located on the property as the first redevelopment project in the City Center area, while allowing the pond, future building(s) and parking to be constructed over time until the area has fully developed.

The outcome of the study should be a written narrative and site plan with a grading plan that can be used for the development of final proposals for the pond, future building(s), POPS facility and parking that allows any/all of the elements to develop independently of one another.

Timeline:

Looking to have the study completed by June 1, 2024.

Proposal Due:

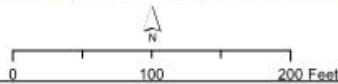
Friday December 8th.

Site Map

*Overall Area:
Approx. 7.5 Acres
(4.4 of which are city owned)

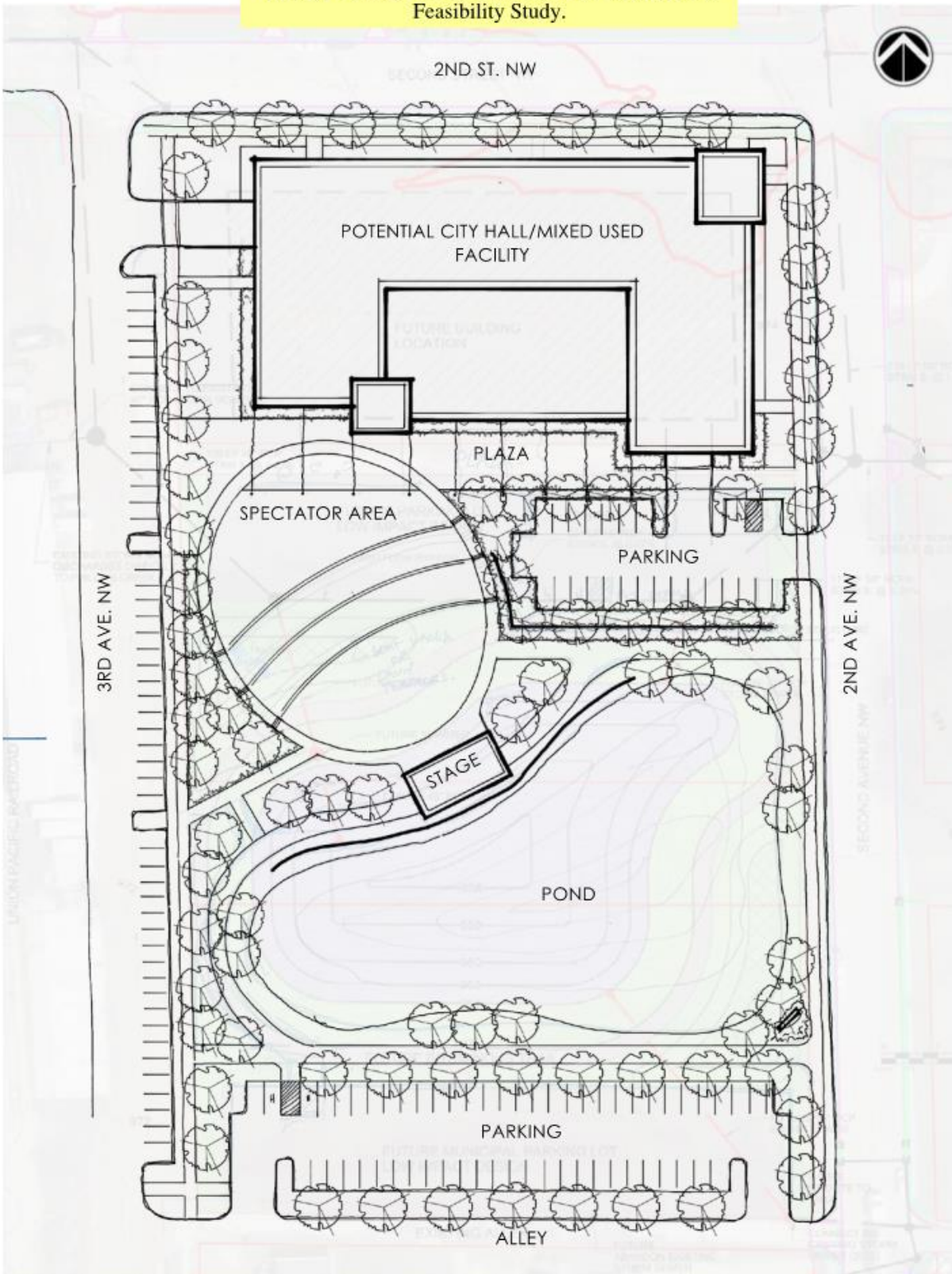


Prepared by:
City of New Prague
Planning Department
Date: 11/27/23
For Reference Purposes Only.



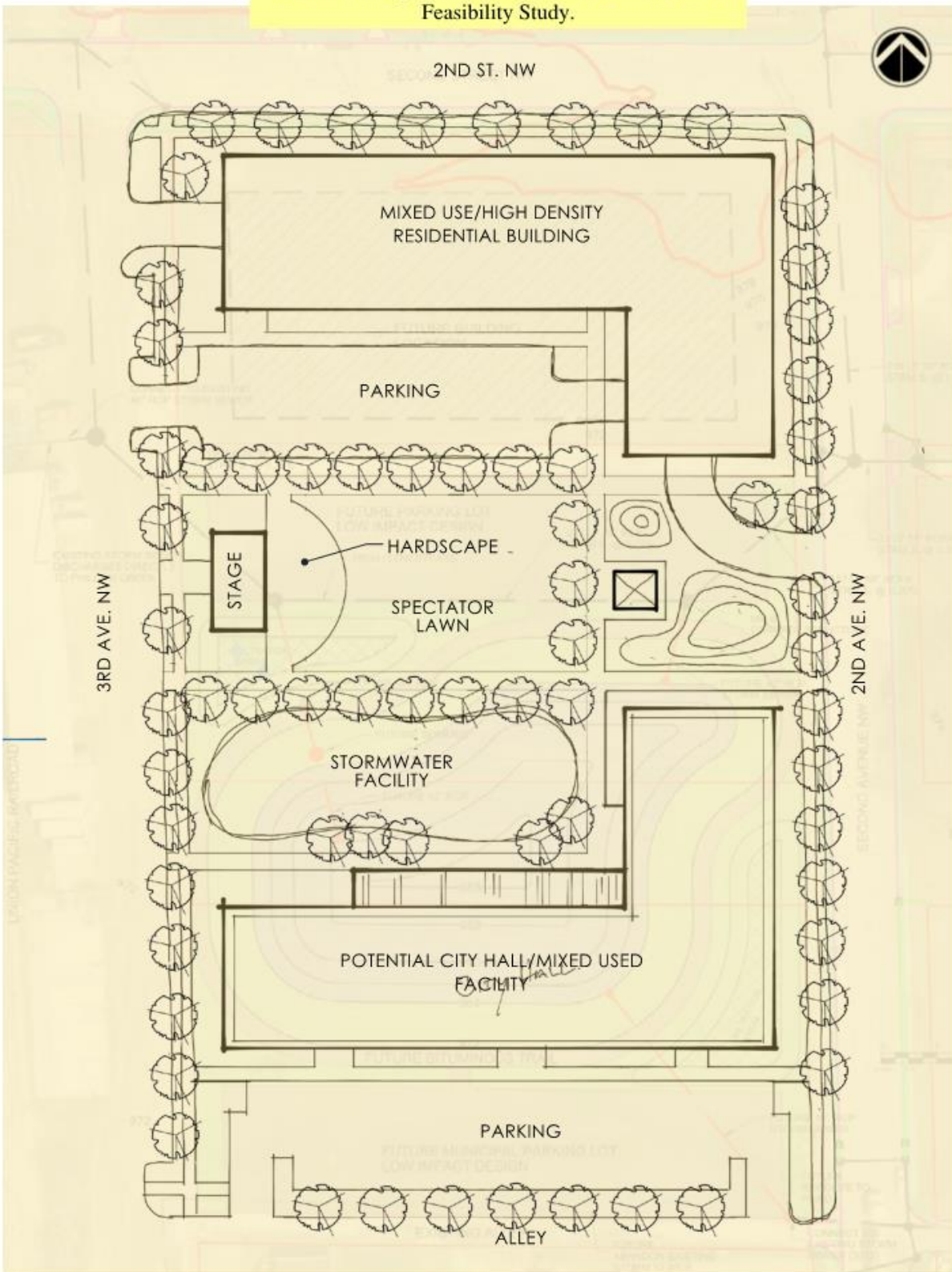
Disclaimer: This map was prepared using the City's GIS and is based on the City and City Street Data maintained by the City and City. While the City believes that this map is accurate, the City does not warrant that data is the City's best and the City does not represent that the City's GIS data can be used for purposes such as navigation or any other purpose requiring high accuracy or precision of distance and direction. The accuracy of geographic features. This disclaimer is provided to the user of the City's GIS data and is not intended to be a warranty. The user of the map acknowledges that the City does not warrant for any damages that may arise from this map or the information it contains.

This is "Concept A" from the Bolton & Menk POPS Feasibility Study.



City Center (Central Park) Site Plan Concept A

This is "Concept B" from the Bolton & Menk POPS Feasibility Study.



City Center (Central Park) Site Plan Concept B



December 7, 2022

Ken Ondich, Planning Director
City of New Prague
118 Central Avenue North
New Prague, MN 56071

Re: Letter of Interest to Provide Consultant Services to Create a Small Area Plan

Dear Ken,

Attached you will find a scope and fee for a small area plan for the City Center Site. I have also included some resumes as we've pulled in team members from our parks and recreation team, stormwater team and Mike Lamb. Mike has a great resume and background in urban design and Emily Chris and I have been successfully working with him on projects.

Please review the proposed scope and fee and let me know if you have any questions or adjustments. We can easily do this as an amendment to the comprehensive plan contract or provide you with a separate task order. As the comprehensive plan is close to completion and we anticipate March adoption, I propose that the small area plan for the City Center Site be incorporated into the comprehensive plan as an appendix after adoption. Keeping timelines separate but acknowledging the importance of the two documents. Either way this study can be easily incorporated into the comprehensive plan as an appendix after adoption of the comprehensive plan.

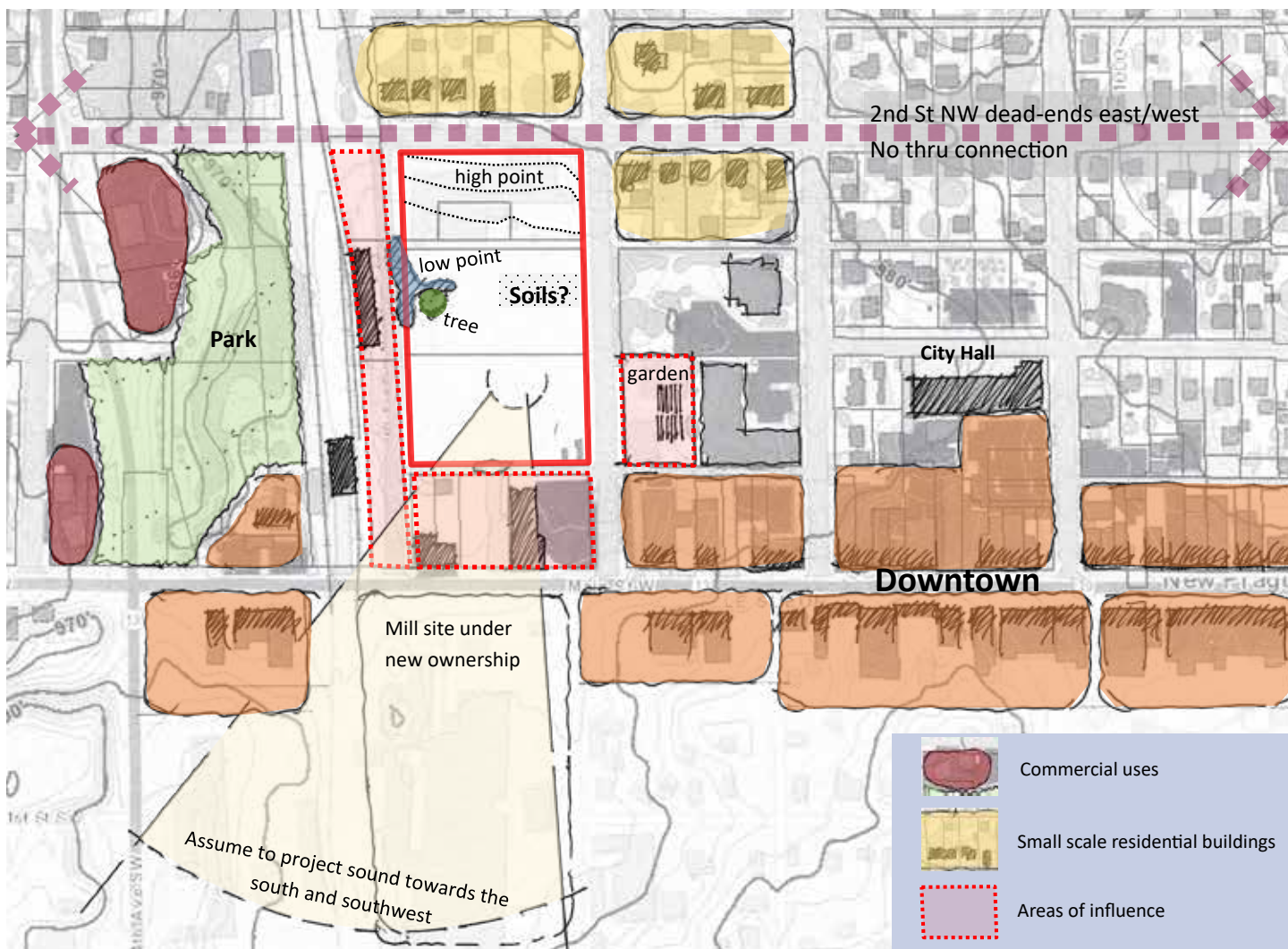
Thank you again for this opportunity to continue working with New Prague. We look forward to diving deeper in the City Center Site. Please let me know if you have any questions, we are happy to pivot as needed.

Sincerely,

MSA Professional Services, Inc. | Planning and Design Studio

A handwritten signature in black ink, appearing to read "Claire Michelson". The signature is fluid and cursive, with a large initial "C".

Claire Michelson, AICP
Project Manager



PROJECT UNDERSTANDING

We understand the City is interested in how to best plan for and develop the “city center” site as identified in the Bolton & Menk PRAHA Outdoor Performance Stage Site Feasibility Study completed this year. We also understand upon the recommendation of the Park Board, the City Council would like to take a more detailed and comprehensive plan of the “city center” site that consists of city owned and privately owned parcels. The POPS committee continues to successfully raise funds for the performance facility and anticipate the opportunity to begin this project in late 2024. The Council sees this site and performance facility as an opportunity that could support the downtown business community and provide an initial phase for more investment on this site in the future (perhaps either a residential building or public facility).

A Specific Area Plan would seamlessly correspond to the ongoing Comprehensive Plan update, would review the site and surrounding area (including the downtown main street area), and address highest and best use for the site. The master plan would, at a

minimum, review the city parcels as well as available private lots to determine a number of options that may be reviewed for future development. The development program should include the POPS performance facility with seating area for at least 500, supportive parking areas, a stormwater pond to handle the larger site runoff, and the potential for future building sites as maybe accommodated by the site size and conditions.

The Feasibility Study suggested that the northern half of the site is more suited to support a building foundation and that the southern half of the site was formerly a pond that has since been filled. Further review of the October 12, 2000 soil boring exploration prepared by Allied Test Drilling Company resulted in the areas south of the alley on the northern portion of the site that soil conditions were not suitable for shallow foundation systems. Braun Intertec reviewed these borings, conducted additional borings and evaluated the site in October of 2011 and concluded with “some soil corrections” sites could support a small to medium sized building (no dimensions identified) with low to moderate loading that could be achieved with 6-12’ of excavation.

APPROACH AND SCOPE

Our approach identifies a compact schedule organized around inter-active workshop formats and includes at least one public open house. We would conduct a comprehensive review of the existing conditions, plans and studies to date and the surrounding area context and summarize into a memo of findings. This memo would be the subject of workshop #1 that we would conduct with the city's identified 'stakeholder group'. Workshop #2 would review and discuss applicable options and alternatives with the stakeholder group. Workshop #3 would include final recommendations as well as conduct a public open house for discussion and comment. We believe we can complete this scope of work in 4-5 months.

PART 1- MONTH 1

- Assemble the stakeholder group
- Prepare comprehensive review of all studies/plans/conditions and prepare a summary memo of findings
- Conduct a kickoff workshop with the stakeholder group to discuss findings as well as agree on assumptions, the development program, goals/vision and direction going forward.

PART 2- MONTH 2

- Prepare options and alternatives and potential development scenarios
- Hold workshop #2 to review alternatives; agree on development program and identify any options that should be carried forward and agree on a preferred alternative development scenario

PART 3 - MONTH 3

- Refine the preferred development plan
- Quantify the development program and prepare an estimated budget of likely costs
- Submit to city for preliminary review and comments

PART 4 - MONTH 4

- Prepare final specific area master plan
- Prepare site grading plan
- Present to the stakeholder group and public open house

Proposed fee budget not to exceed \$20,000 excluding direct costs for travel and meeting supplies.



Claire Michelson, AICP | PROJECT MANAGER
B.S., Community and Regional Planning, Iowa State University; American Institute of Certified Planners

Claire serves as a project planner for MSA's Planning and Design studio and has also worked on a variety of engineering and planning related projects. Claire has experience in, facilitating public engagement activities, GIS map creation, and document creation and writing. She assists in planning projects in a variety of capacities but is passionate about community engagement and the connection that she is able to make with varying communities and the ability to assist them on becoming better places to live work and play.

Similar Project Experience

- Comprehensive Plan Update, New Prague, MN
- Comprehensive Plan and Zoning Ordinance Updates, Dassel, MN
- Small Area Plans, Harris, MN
- Downtown Master Plan, Clinton, IA
- Downtown Master Plan, Independence, IA
- Zoning Assistance and Administration: Shafer MN, Pine City, MN, Lexington, MN, Harris, MN



Christopher Janson, AICP | PRINCIPAL IN CHARGE
B.S., and Master of Community & Regional Planning, Iowa State University; AICP (American Institute of Certified Planners), Iowa CDBG Certified Grant Administrator

Chris serves as a team leader for MSA's Planning + Design Studio. In this role, he focuses on serving municipal clients in the areas of project management, comprehensive planning, zoning administration, development review, funding administration, GIS mapping, and plan implementation. While at MSA, he has secured more than \$10 million in grant funding. Chris has more than 16 years of experience as a land use planner with planning offices in Iowa, Illinois, Nebraska, and Minnesota.

Similar Project Experience

- Comprehensive Plan Update, New Prague, MN
- Comprehensive Plan, Thomson, MN
- Comprehensive Plan, Hastings MN
- Comprehensive Plan, Lexington, MN
- Comprehensive Plan, Oak Grove MN
- Birdland Area Redevelopment Plan, Des Moines, IA
- Eastside Corridor Redevelopment Study Baraboo, WI
- Downtown Revitalization Plan, Guthrie Center, IA
- Downtown Master Plan, Clinton, IA
- Downtown Revitalization Plan, Wilton, IA
- Downtown Revitalization Plan, La Porte City, IA



Emily Herold | PROJECT PLANNER
B.D.A., Architecture, University of Minnesota – Twin Cities

Emily has experience in many disciplines within the planning and design realm, ranging from comprehensive plan production and community engagement to zoning administration. She is a recent graduate of the University of Minnesota's Bachelor of Design in Architecture program, in which she focused on urban design and small-area planning. She is passionate about the experiential aspects of design and helping communities improve their built environments on small and large scales.

Similar Project Experience

- Comprehensive Plan Update, New Prague, MN
- Planning and Zoning Assistance, Afton, MN
- Webster County - Comp Plan, Corridor Plan, and Zoning Updates, Fort Dodge, IA
- Downtown Master Plan, Wyoming, MN
- Comprehensive Plan Update, Hudson, WI
- Comprehensive Parks, Recreation, and Trails Master Plan, Austin, MN
- Parks, Recreation, and Open Space Master Plan, Scandia, MN
- Comprehensive Parks, Recreation, and Trails Master Plan, Austin, MN
- Walnut Street Corridor Plan, La Crescent, MN



Lucas Geiger, PLA, ASLA, NAIOP | LANDSCAPE ARCHITECT
B.S., Landscape Architecture, University of Wisconsin-Madison; Professional Landscape Architect, WI; NAIOP - Commercial Real Estate Development Association, American Society of Landscape Architects

Lucas is heavily involved in MSA's downtown planning, parks and recreation, waterfronts, and urban design projects. He also has experience in the field as a manager of landscape crews for installation of large-scale site plans. Lucas' resume includes site inventory and analysis, concept development and park plans, landscape planting plans, grading, and construction documentation preparation. He is currently leading efforts for MSA in 3D site design to provide communities with realistic renderings of proposed open spaces and parks.

Similar Project Experience

- Downtown Streetscape and Redevelopment, La Porte City, IA
- Alonzo Park Master Plan and Downtown Plan, Hortonville, WI D
- Downtown Planning and Streetscaping, Barron, WI
- Downtown Planning and Street Enhancements, Port Byron, IL
- Downtown Streetscape & Parking Lot Design & Plan, Downs, IL
- Downtown Master Planning and Street Reconstruction, Ely, IA
- Downtown Public Spaces Concept and Streetscape Planning, Waupun, WI



Eric Thompson, PE | STORMWATER ENGINEER
B.S. and M.S., Civil Engineering, University of Minnesota; Professional Engineer, WI, IA, MN, IL; American Public Works Association, Association of State Floodplain Managers, Iowa Floodplain & Stormwater Management Association

Eric leads MSA's water resources team of 11 professionals. He has over 30 years of experience in water resources engineering and has experience working on projects throughout the United States. Eric has been a leader in water resources issues in Iowa for his entire career at MSA. His experience includes planning, study, and design of water resources systems at all levels. He has been involved in a wide range of stormwater management activities, including drainage design, flood reduction, water quality improvements, and stream, lake and wetland restoration.

Similar Project Experience

- Sun Valley Drive Storm Sewer Design, Asbury, IA
- Birchwood Drive Storm Sewer Design, Asbury, IA
- Bishop Avenue Storm Sewer Design, La Porte City, IA
- Police Station Stormwater Management Plan, Davenport, IA
- Infiltration Basin Repair, Baxter, IA
- Sanitary Sewer Master Plan, Dubuque, IA
- West 32nd Street Detention Pond Design, Dubuque, IA
- Neighborhood Flood Reduction Plan, Farley, IA



Michael Lamb, AICP, CNU-A | PROJECT PLANNER
Master of Architecture in Urban Design, University of Colorado/Denver, Bachelor of Arts (Urban Studies), University of Alabama/Birmingham, Auburn University, Architecture American Institute of Certified Planners, Member, Congress for the New Urbanism Accredited, CNU-A Graduate, Form Based Code Institute (FBCI)

Mike leads his consulting practice that is focused on the design and planning of cities, corridors, districts and neighborhoods. His practice is grounded in a community-based and multi-disciplinary approach that has fundamentally addressed issues of change and redevelopment resulting in dozens of adopted plans, policies and zoning codes. His work has addressed urban/infill redevelopment, transit-oriented development, zoning code updates, affordable housing, the greater public realm and community reinvestment for over 30 years. He has operated as Michael Lamb Consulting at various times during his career. Michael has led major redevelopment, transit corridor, comprehensive plans and code updates. He has completed Small Area Plans and Development Master Plans for a variety of clients, many which has included design standards, guidelines and implementation strategies.

Similar Project Experience

- Entertainment/Town Center District Master Plan, Blaine, MN
- Red Rock BRT Corridor/Small Area Plans, Washington County, MN
- Stoughton Road Revitalization Plan, Madison, WI
- SE Waterfront Small Area Plan, Rochester, MN
- Commercial Corridor Land Use & Development Study, Red Cliff, WI
- Grandview Redevelopment Plan, Edina, MN
- Central Avenue Small Area Plan, Minneapolis, MN
- Millwork Warehouse Master Plan, Dubuque, IA
- Rice Larpenteur Small Area Plan Vision, Roseville, Saint Paul & Maplewood, MN
- Uptown Small Area Plan/Guidelines, Minneapolis, MN
- Park Commons Town Center Master Plan (Excelsior & Grand), St. Louis Park, MN
- Shady Oak Road Redevelopment Study, Minnetonka, MN



DOWNTOWN MASTER PLAN

WYOMING, MN

The City of Wyoming, located approximately 30 miles north of St. Paul, hired MSA to create a Downtown Master Plan. The plan document will serve as a guide for improvements to the community's public and private realm, fostering future investment and establishing downtown Wyoming as a more vibrant and walkable destination. The planning process has included a variety of community engagement methods, including an input survey and pop-up booths at local festivals, and close collaboration with Wyoming's Economic Development Authority to develop a cohesive vision for future development. Through this framework, the community will possess the tools to leverage its existing cultural and infrastructural assets, support its strong commercial/industrial base, and make downtown more welcoming for all visitors.



ROBINSON PARK MASTER PLAN AND STORYMAP

PINE CITY, MN

The City was hoping to update Robinson Park and requested a master plan of the park facility. Centrally located near main street, this park services a variety of residents and has a regional pull. The master plan involves adding additional sidewalks and paving the band-shell to enhance accessibility, new seating, adding a permanent restroom structure, lighting, and improving the existing playground by adding new equipment and accessible surfacing.

Due to budget constraints, the City is opting to implement these improvements in a series of phases. MSA broke the project into five phases and facilitated public engagement through a Story Map that provided a breakdown of each phase and the associated improvements with estimated costs. After moving through each phase of the park improvements residents could rank the phases in their preferred prioritization order, giving the council an idea of what the community wanted prior to forward movement on any updates.



Building a Better World
for All of Us®

December 14, 2023

RE: City of New Prague, Minnesota
POPS City Center Site
Small Area Plan Study
Letter Agreement
SEH P# 176152

Ken Ondich
Planning/Community Development Director
City of New Prague
118 Central Ave. N
New Prague, MN 56071

Dear Ken:

Short Elliott Hendrickson Inc. (SEH®) appreciates the opportunity to assist the City of New Prague (City) with your proposed Praha Outdoor Performance Stage (POPS) project. We understand the proposed POPS facility is to include a bandshell/outdoor performance stage and is a collaborative project between the New Prague Area Arts Council, POPS Committee and the City of New Prague. New Prague City Council and the Park Board are supportive of this project. While the project will be developed through private fundraising efforts, the preferred City Center Site under consideration is mostly on City owned property. SEH will evaluate this one chosen site as with the proposed features presented in the Site Feasibility Study, July 2023, in the creation of a Small Area Plan outlined below. SEH will provide the services identified below in accordance with our Agreement for Professional Engineering Services dated May 8, 2009, herein called the Agreement.

PROJECT UNDERSTANDING

The City is seeking a qualified consultant to create a small area plan for the POPS city owned City Center Site, known as the old mill pond/creamery site situated on the west end of downtown New Prague at the intersection of 2nd Street and 2nd Avenue. Our work on this proposed study will be coordinated with various City groups and stakeholders under direction provided from the Community Development Director.

A critical component to a successful project is a qualified team that can efficiently deliver the necessary scope of work using technically sound solutions and an eye for cost-effectiveness and constructability. SEH has a long successful history working with the City and is excited to serve as your partner to deliver this small area plan study for you.

The proposed small area plan study will build upon the concept plan for a stormwater pond for this site previously developed by SEH. We will test-fit and evaluate if the proposed POPS facility can be accommodated on the City Center Site along with the pond and possibly another building (potentially a new City Hall location or multifamily housing).

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302
SEH is 100% employee-owned | sehinc.com | 952.912.2600 | 800.734.6757 | 888.908.8166 fax

PROPOSED SCOPE OF WORK

Please refer to the attached Task Hour Budget for anticipated scope of work that essentially includes:

Task 1: Project Management, Initiation and Kickoff

1. Kickoff Meeting with City staff to discuss confirm project goals, objectives, schedule budget and confirming roles and responsibilities of both SEH and the City. Discussion will include anticipated overarching POPS goals and objectives, potential future maintenance practices, safety issues, adjacent business and/or residential neighbors needs/expectations, stormwater management goals, coordination and communication with the New Prague Area Arts Council and/or POPS Committee, and any overall public expectations. We will define and discuss the small area plan study goals and objectives.

Task 2: Information Gathering

1. Gather site and neighborhood context information and generate site inventory for in-place utilities, vegetation, sewer/water systems, edge of sidewalks, curb & gutter, fencing, handicapped accessible parking, parallel street parking, etc.
2. Base map generation using the survey information previously gathered for the Main Street reconstruction project and any other known existing information sources.

Task 3: Site/Context Evaluation and Concept Development

1. Establish Site Program for use of project space and layout in conformance with Site Feasibility Study, and current City design standards and aesthetic guidelines.
2. Establish Design Principles for City Center Site, including consideration for durability, sustainability, maintenance, design flexibility, human-appropriate scale, and potential future phase(s) and staging.
3. Develop up to two (2) Preliminary Concepts and rendered colored plan, including proposed site features, building massing, performance stage and seating layout, on-site parking, city street parking, hardscape, landscaping, furnishings and site amenities.
4. Develop preliminary grading study to determine fit of proposed features with stormwater pond. Update pond grading and sizing.
5. Meet with City staff and POPS Stakeholder Group to review all work performed to date.
6. Based on review meeting comments and directions provided by City and POPS stakeholders, modify Preliminary Concept into one (1) Final Design Concept and supporting written narrative.
7. Create Opinion of Probable Cost.
8. As directed by City staff, present the Final Design Concept and supporting information to City Council, POPS Stakeholder Group and/or other stakeholders as designated by the City.

SEH ASSUMPTIONS

1. SEH does possess a full-range of professional and technical staff and can deliver additional services and items not identified above. Additional services can be estimated and added upon mutual agreement with the City.

2. Any public engagement and public outreach tasks, such as Open Houses, website notices, contact with adjacent property owners, etc., will be coordinated and led by the City with support from SEH.
3. No permitting related to County, State or Federal requirements is expected or will otherwise be performed by the City.

ANTICIPATED PROJECT/ PRODUCTION SCHEDULE

We have developed an anticipated production schedule as shown below. Work as outline herein to be completed by June 1, 2024 closeout. Proposed milestone dates are:

- Start of Work: January 15, 2024.
- Task 1 Project Initiation and Kickoff Meeting complete by: February 1, 2024
- Task 2 Information Gathering complete by: March 1, 2024.
- Task 3 Site and Context Evaluation complete by: April 1, 2024

COST

We anticipate the cost for the above services to be a not-to-exceed fee of \$35,950, including expenses. This amount is detailed in the attached Task Hour Budget (THB) and includes reimbursable expenses as shown. We will bill the City monthly for reimbursable expenses and on an hourly basis for labor.

PROJECT TEAM

The following SEH staff are expected to participate with this work:

Name	Project Role
Chris Knutson, PE (MN)	Client Service Manager
Karyn Luger, PLA (MN, WI, NE), ASLA	Lead Landscape Architect
Virginia (Ginny) Torzewski, Graduate Landscape Architect	CAD & Project Support
Karl Weissenborn, PLA (MN, IA, KS, MI, ND, SD), ASLA	Project Manager, Quality Assurance/ Quality Control

1. Karl Weissenborn will be the Project Manager and will lead the team throughout the process. Karl will be responsible for delivering the project, applying his over 30 years of experience of delivering similar infrastructure projects to successfully complete this work on-time and on-budget.
2. Karyn Luger will be the Lead Project Landscape Architect and will develop and deliver the project design. Karyn has over 20 years of working on landscape architecture design projects, including many similar small park projects.
3. Chris Knutson will provide high-level direction and oversight based on his familiarity with the City and delivering many successful projects.
4. The support team will include Ginny Torzewski for landscape architecture CAD graphics and design support.

Ken Ondich
December 14, 2023
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We thank you for choosing SEH to deliver these services and we expect to deliver them to your complete satisfaction. Please contact Karl or Chris if you have any questions about the content of our proposal or SEH's qualifications to successfully complete this project for you. Thank you again for the opportunity to submit this proposal and we look forward to work on another project in the City of New Prague!

SHORT ELLIOTT HENDRICKSON INC.



Karl Weissenborn, PLA (MN), ASLA
Project Manager
kweissenborn@sehinc.com



Chris Knutson, PE (MN)
Client Service Manager
cknutson@sehinc.com

Enclosures: Task Hour Budget estimate



Project Name: POPS City Center Site Small Area Plan Study

Client: City of New Prague

SEH Project #

Date: December 14, 2023

Prepared by: Karl Weissenborn

Prepared Date: December 14, 2023

Reviewed By: Chris Knutson

Reviewed Date: December 14, 2023

Billing Title Employee Name		CSM Knutson	PM Weissenborn	LA Luger	Sr Tech Torzewski	Accounting Rep Knutson	Admin Tech Anderson	Subconsultant & Expenses	Total
Task #1 - Project Management, Initiation and Kickoff									
1.1	Project Management, Client Communications & Invoicing	2	8			4			14
1.2	Kickoff Meeting	2	2	2					6
	Task Hours Summary	4	10	2		4		N/A	20
	Task Fee Summary	\$783.64	\$2,017.93	\$284.64		\$448.37		\$56.00	\$3,600.00
Task #2 - Information Gathering									
2.1	Gather site and neighborhood info			8	16				24
2.2	Base map generation & graphics			8	16				24
	Task Hours Summary			16	32			N/A	48
	Task Fee Summary			\$2,277.08	\$3,263.52			\$112.00	\$5,660.00
Task #3 - Site/Concept Evalauton and Concept Development									
3.1	Establish Site Program			4					4
3.2	Establish Design Principles			4					4
3.3	Preliminary Concepts		8	40	24				72
3.4	Preliminary Grading Study			16	8				24
3.5	Stakeholder Meeting	2	2						4
3.6	Final Concept	2	8	40	24				74
3.7	Preliminary Opinion of Probable Cost	2		4					6
3.8	Stakeholder or Council Presentation	2	2						4
	Subtotal Hours	8	20	108	56			N/A	192
	Subtotal Fees	\$1,567.28	\$4,035.85	\$15,370.29	\$5,711.16				\$26,690.00
Project Summary									
	Project Hours Summary	12	30	126	88	4		N/A	260
	Project Fee Summary	\$2,350.92	\$6,053.78	\$17,932.01	\$8,974.68	\$448.37		\$168.00	\$35,950.00

Letter from Joe Barten dated 12/14/23

City Council Members,

At the November Park Board meeting, there was discussion on the POPS facility and I wanted to provide a little more background on my personal thoughts and experience as it relates to the POPS facility. I have been involved in the Park Board for a number of years and have been involved in the POPS site selection committee throughout the process.

I noted in the November Park Board meeting that I thought the POPS site selection report from Bolton & Menk was quite thorough, I appreciated the outside perspective from Bolton & Menk (B&M) staff, and noted that I think both Memorial Park and City Center were tied in my mind for the top potential sites. It is worth noting that in the outside perspective (which is something we valued and intentionally sought out) the report ranked Memorial Park first, and that the POPS committee and Park Board accepted that report as completed by the consultant.

In that meeting, I suggested to the Park Board that we ask B&M to provide an updated concept plan for Memorial Park that provides a tree centric or tree preservation minded plan. This is because when B&M staff did their concept plans for Memorial Park, they did not have a tree survey (it was in progress at this time) in front of them, so their concept didn't fully account for different value species and tree location/avoidance. The report instead shows a concept that is more or less "plopped" onto the site, not considering individual trees or tree species. B&M was willing to do an amended concept for a few thousand dollars. I thought this would help alleviate some concerns for potential tree damage/impacts/removal in Memorial Park and show that a POPS facility could fit in the park with quite limited tree removal, damage, and impact. Ultimately the other Park Board members didn't think this was necessary. This could still be pursued, should the Council see merit in doing so. My belief is that a POPS facility, when carefully designed, planned, and constructed, could have minimal impacts to the oak and other high value trees in Memorial park that will remain after ash tree removal. It could also take advantage of the beautiful existing topography and shade of the trees there for performances. I also think that considerations for parking and competing adjacent uses can be accounted for with careful design and planning of a POPS facility at Memorial Park.

I would like to note that I can confidently speak on these topics of planning, design, and tree preservation from my education and work experience. I have a Bachelors from the University of MN Twin Cities in Environmental Design. This degree focused on landscape design and urban planning, with the environment as a primary focus. I worked under the U of M Campus Landscape Architect for multiple years and helped manage construction projects all around the historic Minneapolis and St. Paul campus, where a high value is put on the trees around the campus which are intermixed among the buildings and grounds, which are constantly under construction and where, with careful planning, these old historic trees were preserved and protected. There is certainly the potential for damage to trees from construction. There are also many ways that trees can be protected when in close proximity to construction sites. These include careful design up front to avoid certain trees in the first place, limiting traffic with durable and visible fencing, clear and limited access routes, monitoring and repercussions for contractor damage or impacts outside of approved access areas, root cutting, placement of mulch temporarily to limit compaction around trees if equipment traffic is necessary, and other measures. I have since spent my career working in water and natural resources management, with trees and native plants a focus of my day to day work. I now work for the Dakota County Soil and Water Conservation District and manage large scale redevelopment or conservation projects on Dakota County properties. In this role, I have been involved in projects where we have successfully planned for and protected large old oak trees with significant construction activity around them on multiple occasions.

During the November Park Board meeting, someone asked for a ranking on the sites by Park Board members. I indicated that I rank both Memorial Park and City Center/Central Park as tied for the top sites. The rest of the Park Board members ranked City Center/Central Park as their preferred site. I like to give that clarity as I wouldn't consider that to be 100% consensus that City Center/Central Park is the only

preferred site from all Park Board members. A side note; I personally think considering calling this area Central Park is an important distinction. Given the size of the property, it could be quite the parkland amenity for the City, with various uses from parkland, to stormwater management, to housing, business, POPS, and more. Putting a higher emphasis on parkland in that site could also provide a lacking amenity for that part of the City.

The Park Board then moved the request for further study of the site to the City Council and offered dedicated funding from the Park Board. The idea is that having a more holistic master plan of the City Center/Central Park site can inform how POPS could fit into the property. Additionally, having concept master plans for this area is a first step that would allow for visioning of all of the possibilities for the site, including POPS. It will also provide the framework for discussion on realistic timelines for redevelopment of the entire City Center/Central Park site. The timeline for site development is a large consideration given that the POPS committee does not want to wait years for this to happen, especially since they have made great headway on fundraising and deserve a timely response for their efforts. Clarity should be borne from concept plans on what can be done there, when various aspects can be re-developed/constructed, and whether or not that fits with a POPS facility's timelines. I think that the POPS facility could be a wonderful catalyst both time-wise and funding-wise for improving and developing this site, to spur and move forward planning.

Ultimately, I think Memorial Park is a good option that could be pursued more immediately. I also think the City Center/Central Park site is a good option but it comes down to whether there is the potential and will from the Council to pursue redevelopment of the rest of the site on a reasonable timeline to fit with the POPS facility timeline and not leave that facility on a gravel island for years to come. The decision to move forward with choosing a site for the POPS facility lies with the Council; with input from the POPS committee, Park Board, and residents as guides. I hope this additional information aids in that decision.

Respectfully,

Joe Barten
Chair, Park Board & POPS Site Selection Committee Member