



A PROPOSAL FOR

Parks Master Plan

FOR SPRING LAKE PARK



A PROPOSAL FOR

Parks Master Plan

FOR SPRING LAKE PARK

November 19, 2020

Kay Okey, Parks and Recreation Director
1301 81st Ave. NE
Spring Lake Park, MN 55432



Re: Proposal for Parks Master Plan

Dear Kay,

On behalf of WSB, thank you for the opportunity to submit our qualifications for the Parks Master Plan project. We are truly excited about the prospect of working with the City of Spring Lake Park. Our Landscape Architecture team will be led by Jeff Feulner, a Senior Landscape Architect and supported by Candace Amberg, Senior Associate. The design team will include additional team members with varying backgrounds and areas of expertise for a well-rounded planning team to provide you with a successful project:

Responsive & Creative Solutions: WSB has extensive experience in the development of creative and unique designs that strengthen the sense of place by highlighting local characteristics, features and details to shape the design. We will work collaboratively with Spring Lake Park staff and stakeholders to develop a plan that reflects their priorities and meets the changing needs of the community, potential budget limitations and equitable balance of facilities.

Local Knowledge & Park Expertise: The WSB design team has been specifically focused on park and recreation projects for the past 25 years. We are passionate about every project we undertake, and stay attuned to current recreational trends in order to make improvements that are relevant and meaningful to users. We are highly familiar with the area, having recently completed Park System plans in Blaine, New Brighton, and currently developing a master plan for Fridley. Our team also includes HCM Architects, who have evaluated, designed and built numerous park building facilities for local municipalities. Our design team has the knowledge, dedication and resources to save you time and effort. From initial visioning to final designs, we will be there every step of the way for consistent communication and a broad set of tools and services to inform the decisions that will have the greatest positive impacts.

Effective & Efficient: Our track record of developing successful master plans allow us to efficiently key into issues in your community and develop solutions that take transform initial feedback into an effective vision. Our plans meet the needs of the community, fit within reasonable budgets and reduce overall maintenance and replacement costs. We utilize technology to streamline the inventory process, engage with the public and identify grant opportunities. WSB can provide a practical and feasible solution to guide the Spring Lake Park parks system into the future.

Again, thank you for this opportunity. We are excited to build a relationship with the City of Spring Lake Park. If you have any questions, please contact Jeff Feulner at jfeulner@wsbeng.com or 612.328.6682.

Sincerely, WSB

A handwritten signature in black ink that reads "Jeff A. Feulner".

Jeff Feulner, PLA | Project Manager

A handwritten signature in black ink that reads "Brian J. Bourassa".

Brian Bourassa, PE | Principal



TABLE OF CONTENTS

Firm Overview.....	1
Project Understanding	2
Project Approach.....	4
Team & Experience.....	15
Schedule.....	26
Fee.....	27



Forge ahead.



WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Our staff of over 450 improve the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services in over 25 complementary areas that seamlessly integrate planning, design and implementation. Our coast-to-coast client base is served from 14 offices in four states.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

450+
STAFF

25+
SERVICE AREAS

14
OFFICES

4
STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Survey | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind



Project Understanding

The City of Spring Lake Park is an established residential community, located in the counties of Anoka and Ramsey, which is approximately 2.1 square miles in size. The City's Parks and Recreation Department serves the community with six community parks, ranging in size from 1.8 acres to 10.8 acres.

The parks currently include recreational amenities such as basketball courts, sand volleyball, picnic shelters, skating and hockey rinks, several playgrounds, softball fields, fishing pier, skate park, tennis courts, and warming house. Park properties also include passive areas with ponds and trails, as well as a community garden area.

Spring Lake Park also partners with nearby communities including Mounds View, Blaine, and Fridley, as well as school districts, youth organizations and private businesses to share facilities and provide recreation and leisure services to the community.

The Parks and Recreation Department of Spring Lake Park is looking to create the City's first Parks Master Plan, which will guide park improvements over the next 10 years or more. This plan will provide guidance for the Parks and Recreation Department by integrating community input and recreation standards to develop a comprehensive plan for improvements and expansions over the next 10 years.



WSB has carefully reviewed the RFP, visited various parks in the City of Spring Lake Park, and put together a team of professionals to prepare a master plan which will:



Create an inventory of existing parks and amenities, and evaluates condition of existing facilities.



Develop and execute a public engagement strategy which will gather input and priorities from the community and facility users.



Review community user and demographic information as it relates to planning for the future of the park system.



Identify current and future needs for the system, locations of, and scope and budgets for recommended improvements. Improvements may include shelters, skate park, playgrounds, fields/courts, restrooms, shelters, parking areas or other assets.



Prioritize recommended improvements and system expansions.



Identify funding needs and strategies for staffing, reducing maintenance costs, as well as recognize potential grant funding or partnership opportunities.

Final document will be in a format that can be adopted by the City Spring Lake Park and will be able to be revised as needed in the future. Common goals and design principles for the system plan may include:

- Accessibility
- Sustainability
- Safety and security
- Beautification and uniqueness
- Capacity versus demand
- Environmental stewardship
- Economic/fiscal responsibility
- Healthy lifestyle
- Connectivity
- Sense of community



Project Approach

The following detailed work plan provides comprehensive services to meet the goals of the City of Spring Lake Park. The overall approach of the WSB design team is to improve the quality of life for communities while protecting the natural environment in creative ways. We strongly believe in the value of investing in public infrastructures for the common good if those investments are well reasoned and justified, to ensure that public dollars are wisely spent.

We are confident we can meet or exceed your expectations to provide you with a plan and strategy that will be comprehensive and successful.



TASK 1:

Develop Inventory and Conditions Report

KICK-OFF MEETING

At the start of the project, the WSB design team will meet with the City of Spring Lake Park to review and identify the key contacts throughout the design process, as well as develop a very clear understanding of the intended project outcome and the expectations of the project. This will include reviewing the overall project approach, process and deliverables, and general discussion about the project goals. At this time the WSB design team will also collect any relevant data from the City of Spring Lake Park.



REVIEW AND ANALYSIS

WSB will review all the data collected including all previous planning initiatives and projects in recent years, recent needs and demands, and funding mechanisms and policies, in order to gain a broader understanding of the comprehensive park and recreation system within the City.

The team will then undertake site visits of the parks and open spaces. WSB has developed a site evaluation app for iPad/iPhone, which will be used to gather information about each site, amenity, and facility. The tool allows for individual assessments of each location as well as the ability to organize clear and effective note taking, photo documentation and both evaluation and ranking of the existing features, the overall development, condition, design, and characteristics. WSB has found that the tool streamlines the information gathering process, allowing us to gain a personal understanding of the system and identify various opportunities and constraints that will help influence decision making as it relates to the park system master plan goals. This includes ensuring safety, accessibility and athletic needs are adequately being met while balancing the demands of other types of recreation.

Additional data collection will include reviewing updated demographics, recreational trends, general land cover classifications as they relate to the parks, trails, open spaces, and parks facilities.



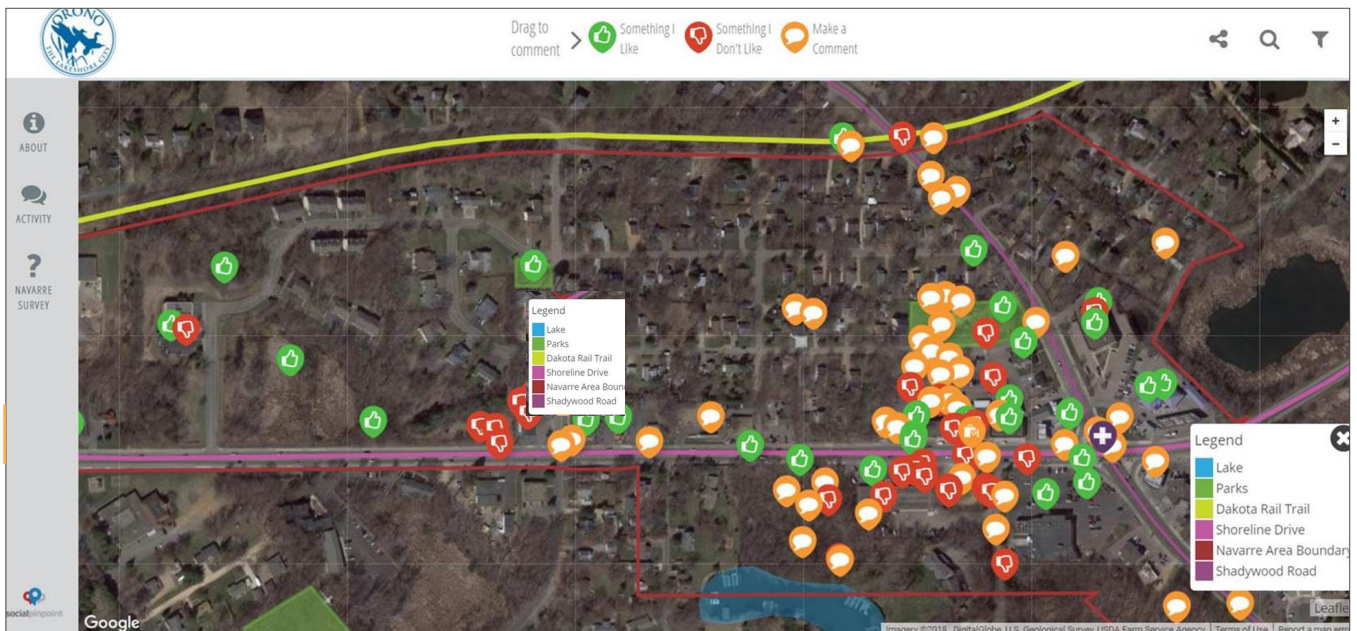
TASK 2:

Public Involvement

WSB has a strong commitment to using the public outreach process as a means to understand the needs of the constituents and gain confidence that the planning objectives and recommendations are in line with community sentiment. This will be particularly important in terms of reviewing concept plans, developing strategic prioritization and confirming an implementation plan that is favored by the community. We anticipate using outreach to gain feedback and approval of the concept plans and overall approach to prioritization for implementation.

WSB uses varying community engagement techniques that encourage involvement in a fun and meaningful manner and allow us to reach a broader audience, resulting in a more equity-based plan. WSB is suggesting the following engagement plan, but will work with the City to confirm the various methods, which we know may sometimes need to be adjusted as the project progresses or depending on current recommendations for meetings or gatherings. While the onset of COVID-19 has altered some of the approaches to public outreach, WSB has been using a variety of alternative methods for public outreach with great success for many years, and we can still provide in-person events following recommended guidelines.

We understand that a more traditional public involvement process creates barriers to community participation. Many residents do not have the time, transportation, or child care arrangements to attend an evening open house meeting. Members of some cultural groups may not feel comfortable in this format or are not able to participate due to language barriers. Our community engagement approach will find alternative methods to reaching our target audience effectively and can include language interpretation at public meetings at an additional cost, if requested by the City.



SOCIAL PINPOINT

This interactive mapping tool is an excellent way to engage community members in a virtual dialogue. The software allows people to “pin” ideas, questions and concerns to a map of the project area, as well as host surveys, images, GIS information, maps, plans, aerial images and photos to articulate issues and questions to the community. Communities find that sharing the map link on their social media channels can drive robust engagement with the project. Additionally, digital tools like Social Pinpoint help reach a broad and diverse section of the community; a recent Pew Research poll found that 77% of Americans own smartphones – a figure that varies minimally across diverse groups.

The Social Pinpoint program allows for customization with a drag-and-drop interface that can be easily shared through various forms of social media platforms. It can be used to:

- Generate ideas.
- Show photo images.
- Collect feedback to specific questions.
- Illustrate alternative design ideas.
- Collect comments regarding planning and design preferences.

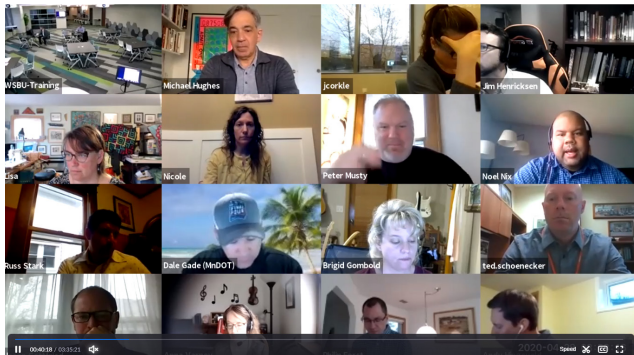
Information gathered on the Social Pinpoint project page can then be exported into graphs and excel spreadsheets and can even be integrated into the City’s GIS maps.



VIRTUAL ENGAGEMENT

Thoughtful, inclusive, and intentional public engagement can be challenging especially when we cannot meet in-person. Virtual engagement through live webinars or recorded videos and interactive websites create opportunities to continue public engagement.

In communities where internet access is not a barrier to participation, we've seen an increase in public participation using virtual engagement tools. Through boosted social media, stakeholder notifications, and postcard mail 3500+ people visited an interactive project website and provided 550+ comments over two fourteen-day engagement events in May and July 2020.



Live webinars can be implemented across a number of platforms with their reach extended through streaming to the clients YouTube or Facebook accounts. Presentations, facilitated discussions, Q&A, survey/ polling are all available to gather community input and maintain interest in the webinar. Our team plans to host a live webinar event early in the process to inform and gather community input for the project.

OPEN HOUSE

For some community members, a traditional open house is still the best way to engage meaningful conversation and gather comments. Our team wants to ensure that every community voice is heard, and will facilitate an in-person meeting which will follow current social distancing guidelines.



OPTIONAL ADDITIONAL SERVICES



STAKEHOLDER INTERVIEW SESSIONS

The WSB design team, in coordination with City staff, will meet with stakeholder groups for one-on-one interviews and discussion. This allows us the opportunity to reach those who may have very specific and detailed information that will contribute to the overall park and recreation master plan who may not participate otherwise. Our design team will dedicate specific times to meet with athletic associations, school district representatives or special users groups.



LANGUAGE TRANSLATION

Residents with limited proficiency are often not aware of a traditional public involvement process and many times are excluded from participation due to the lack of effective communication. WSB has a network of translators and interpreters that can be utilized as an additional service to translate key project documents, surveys, and meeting notices and schedule translation services at community meetings, if requested by the City.



TASK 3:

Gap Analysis / Needs Assessment

Many facilities may need updates or replacement due to their age and condition, so it is important to consider variety of opportunities in the context of potential overlaps or gaps within park service areas. WSB will develop a city-wide needs assessment that examines both the needs in the existing parks as well as the need for additional parks, facilities and amenities.

The system plan will be created on the premise of being responsive to the needs and desires of the community set forth by a shared project vision. A strong project vision will account for varying age groups, abilities, and perspectives; therefore, the system plan needs to respond to those needs accordingly to strengthen the community through common goals. The overall importance of the park system goes beyond providing recreation. It also serves to provide the “sense of place” within a community. A high-quality park and trail system will attract and keep residents and even businesses.

This analysis will include recommendations for system-wide improvements, improving existing parks and potential opportunities to provide additional needs for the community. The analysis will come primarily from existing data including:

- The inventory and conditions report
- Projections of population growth, demographic characteristics
- Recreation participation trends
- National Level of Service (LOS) standards
- Geographic distribution within the city
- Identified unmet needs of residents
- Identification of areas of non-existent recreational opportunities

TASK 4:

Priority Recommendations for Park Improvement and Development

From the conditions report and needs assessment, WSB will develop prioritized recommendations to meet needs through improvements and maintenance of parks facilities, development of additional recreational amenities and potential land acquisition.

Our team will develop estimates of the capital and operational cost for renovation and maintenance, development of additional recreational features and acquiring additional land as needed.

A few key improvements in the system can dramatically raise the overall perception of the system and encourage support for future improvements and development. WSB has extensive experience in comprehensive park system planning and we can provide recommendations for strategic and balanced implementation based on priorities that will have the greatest positive impact for the community while building community “champions” and future support for funding the improvements.



WSB will create a 10-year Capital Improvement Plan (CIP) for park and trail improvements in Excel format that will guide long-term investment and rehabilitations in the park and trail system, to include the following:

- Identification of current yearly revenue and funding sources
- Identification of potential partnerships and funding opportunities
- Identification of priority projects across a 10-year period to include proposed replacements, repairs, development, redevelopment, and anticipated design fees

Chris Petree has extensive experience with multiple communities drafting and executing CIP's and has spent his entire career advancing strategic initiatives for the communities he has served. The City of Spring Lake Park will benefit from his knowledge and ability to work with the staff, City Council, Parks and Recreation Commission and other stakeholders to create a CIP that is unique to the community.

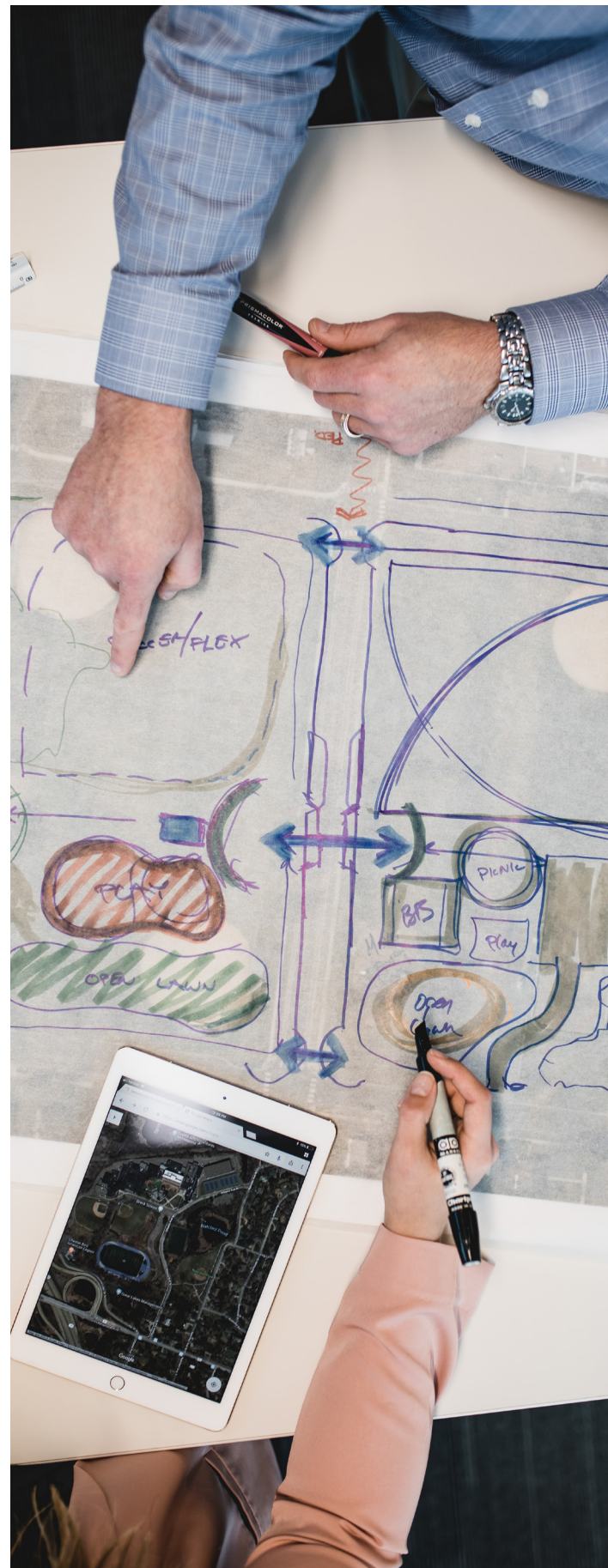
DRAFT IMPLEMENTATION PLAN

Based on the review and analysis of the existing system, WSB will identify methods to increase flexibility and balanced recreation opportunities across the park system. Balanced development will be key to meet the varying needs and abilities for a broader range of demographics while ensuring the recommendations for the changes are sensible and will not detrimentally affect or eliminate another user group.

It is our goal to work with the City of Spring Lake Park to identify preliminary recommendations for implementation related to the overall park system that will raise the service level of the parks. This may include identification of more sustainable methods or approaches to reduce ongoing operation, maintenance and replacement needs as well as identification of locations to implement more challenging or engaging features to encourage activity. Improved designs and unique experiences can help create greater satisfaction and encourage exploration across the system.

WSB will develop conceptual sketches for each site to illustrate overall site layouts and potential recreational features at a conceptual level. This may include up to two (2) conceptual design options for some of the park sites and will take into consideration the existing uses, but may also include alternative approaches based on our experience in park and recreation design and recreational trends.

WSB will outline the draft implementation plan and will develop corresponding estimate of probable costs. WSB has a strong track record of estimates that are in line with actual construction costs and can identify best construction methods for longevity and sustainability, cost-saving techniques, funding opportunities, and potential partnerships that may be applicable. Cost estimates will also include construction contingency, professional design fees and other cost considerations.





TASK 5:

Identify Staffing and Funding Needs

Our design team members have prepared numerous park and trail system plans and can provide not only the recreational expertise but also identify accurate implementation, staffing and future maintenance considerations. Our past system plans are highly regarded by our clients as both visionary and realistic given the budget constraints faced today. Many of our past system plans have gained community-wide support and proven instrumental to our clients through successful bond referendums, tax levies, and/or grant funding to implement the vision established in the plan

As part of the Capital improvement Plan development in the previous task, our process will examine the City's organizational structure, including staffing and funding levels compared with cities of similar size and in relation to national averages to provide a budget and staffing analysis needed for levels of service ranging from adequate to desirable, and determining where current service levels fall on that spectrum. The analysis will include funding and staffing requirements for future growth and operation corresponding to the proposed recommendations .

GRANT APPLICATIONS:

Our team can identify potential grant and funding opportunities that could be pursued to assist the community with funding:

- **Extensive Database:** We have developed an extensive database that not only houses examples of successful grant and funding applications, but that also notifies key WSB representatives and our clients of any upcoming grants.
- **Opportunities:** Grants fund ideas. Our dedicated grant and funding committee focuses on the cities we serve to discover new funding opportunities and prepare the appropriate applications.



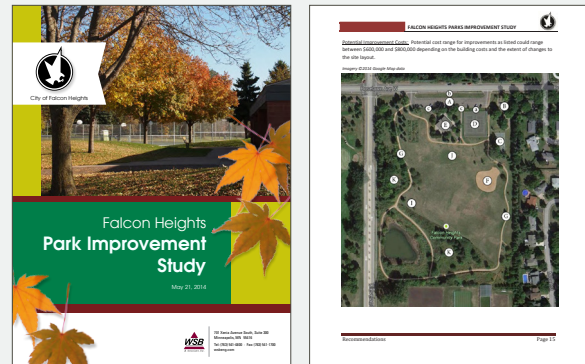
TASK 6:

Prepare Final Document

Based on the input from the City of Spring Lake Park and the feedback collected from community feedback, WSB will develop a preferred master plan document which will outline options for implementation within a corresponding timeline and budget. We have found that trying to spread numerous but smaller improvements across a system can go unnoticed or even result in lower overall satisfaction. The preferred implementation strategy will outline an approach to guide the development, redevelopment and improvements that will have the greatest positive impacts to the community and foster support for subsequent improvements.

The preferred implementation strategy will include the preferred concept plans for the parks and trails, overall priorities and will identify the following:

- Identification of amenities and park elements to be retained, restored, or replaced
- Identification of new equipment and park elements to be provided
- Identification of new parks or park land to be acquired
- Priority projects and phasing plan
- Estimates of Probable Costs



The Final document will include the use of diagrams, plans and figures to clearly illustrate the intended result of the improvements. The plan will be formatted in away that can be easily updated in the future, as master plans tend to be a “living document”, which will be able to adjust with changes to economic conditions, population shifts and unpredictable circumstances.

TASK 7:

Meetings, Presentations, and Public Involvement

Throughout the entire master planning process, continuous communication with City staff, stakeholders, the public and other professionals is key to identifying issues and developing an effective plan for the future. The WSB team has established the following formal meeting and check-in points throughout the process, in addition to informal correspondence with City staff on a regular basis. The collaborative design approach that our staff brings to each project has helped identify varying perspectives from park users, which has resulted in creative and effective design solutions.

MEETINGS:

Task 1: While developing the Inventory and Conditions Report, the following meetings will be held:

- Kick-off Meeting with City Staff and stakeholders
- Background Information Review meeting with Staff and Stakeholders

Task 2: Facilitating the Public Involvement tasks for this project will include several meetings:

- Public Engagement Webinar / Virtual Meeting
- Public Engagement Open House Meeting
- Engagement Summary Meeting with staff and stakeholders

Task 3: During the Gap Analysis and Needs Assessment task, the following meetings will take place:

- Discussion of identified gaps and elements needs with City Staff

Task 4: While developing Recommendations for Park Improvement and Development, the following meetings will be coordinated:

- Review of recommendations and initial plan draft meeting with City Staff and stakeholders to review the conceptual design options and draft implementation plan.
- Presentation of Draft plan at City Council Work session.

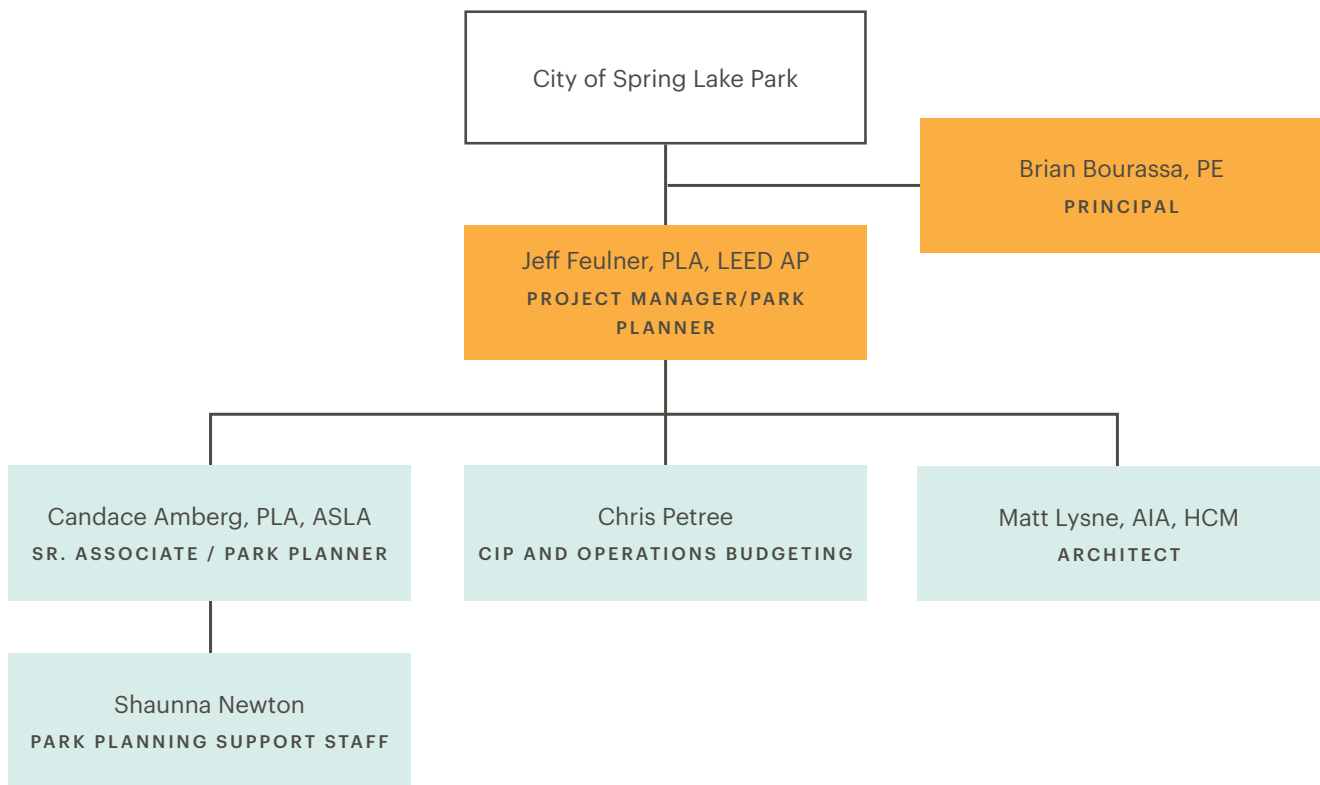
Task 5: The process to Identify staffing and funding needs will include one review meeting with City Staff.

Task 6: As part preparing the final document, the following meetings will be held:

- Review of recommendations and final plan meeting with City Staff and stakeholders.
- Presentation of master plan to City Council for adoption



Team & Experience





Jeff Feulner, PLA, LEED AP



PROJECT MANAGER

Jeff is a Landscape Architect with over 19 years of professional experience. He has worked on projects of various scales and scope both in the private and public sector. His attention to detail and analytical approach to problem solving has allowed him to become an integral part of WSB's design team. His responsibilities include site inventory and analysis, master planning and developing design solutions, detailing, cost and budget preparations, development of construction documents, and construction administration. Jeff has significant experience as a project manager in the field directing installations and performing construction observation. He embraces the collaboration between the client, designer, and contractor that takes place as a project is constructed, to ensure a superior product.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect Minnesota #42976

LEED Accredited Professional

US Green Building Council GBCI #10359911

EDUCATION:

Bachelor of Landscape Architecture, North Dakota State University, 2000

Bachelor of Science in Environmental Design, North Dakota State University, 2000

River Park | Brooklyn Park, MN

CLIENT: CITY OF BROOKLYN PARK

PROJECT DURATION: MAR 2018 - SEP 2020

As Project Manager, Jeff worked with the City of Brooklyn Park to develop a refined Master Plan and construction plans for improvements to River Park. The park improvements include new trails, an overlook area, dedicated canoe / kayak launch on the Mississippi River, a new restroom building, and large stormwater pond connected to the City storm sewer system, which slows and treats runoff from a 300-acre area of Brooklyn Park. Since the project lies on the banks of the Mississippi River, agency stakeholders were identified early in the process to develop design solutions that meet the expectations and criteria of the DNR, Corps of Engineers, watershed district and National Park Service. Jeff also assisted the City in obtaining grant funding for the project through several agencies.

Mississippi Gateway Regional Park | Brooklyn Park, MN

CLIENT: THREE RIVERS PARK DISTRICT

PROJECT DURATION: DEC 2015 - MAY 2017

Jeff worked closely with Three Rivers Park District to create a master plan for this regional park. The plan respects the natural setting of the site and offers nature-based recreation and educational opportunities, combining the elements in this regional park with the features of the city park to the west. The masterplan includes a multi-use visitors center, a network of paved and natural trails, a canoe / kayak launch, nature observation points, fishing opportunities, a series of picnic areas, as well as pedestrian and vehicular circulation and connections between the park, regional trails and the city park to the west.

Pedestrian and Bicycle Master Plan | Savage, MN

CLIENT: CITY OF SAVAGE

PROJECT DURATION: OCT 2017 - JUN 2018

Acting as Co-Project manager, Jeff assisted the City of Savage in preparing its first ever Pedestrian and Bicycle Master Plan, to address the ongoing evolution of non-motorized transportation facilities and increased walking and biking trends nationwide. The Pedestrian and Bicycle Master Plan provides a framework for future implementation and maintenance of the city's sidewalk and trail system by: prioritizing sidewalk and trail projects that maximize connectivity within Savage and link to adjacent communities; incorporating policies and practices to enhance the sidewalk and trail system; and recognizing best practices and approaches for maintaining the sidewalk and trail system.



Brian Bourassa, PE



PRINCIPAL

Brian is a registered professional engineer with over 30 years of experience in many types of municipal and general civil engineering projects, including streets, parking lots, storm sewers and drainage, water distribution systems, sanitary sewer systems, site grading, park improvements, and infrastructure reconstruction. Brian’s experience includes all phases of the project including feasibility study, design documents, bidding process and construction administration. Brian is an experienced leader and is passionate about delivering successful projects for the clients that he serves. Whether the project involves construction, facilitation, coordination, or simply organizational collaboration, he is willing to invest the time and energy required to get the job done.

SERVICE GROUP:

Business Services

REGISTRATION:

Professional Engineer
Minnesota #21816

Wisconsin #27995

EDUCATION:

Bachelor of Science in Civil
Engineering, University of
Minnesota, 1987

Experience

PROJECT LEADERSHIP

Brian has planned, designed, and managed the planning, engineering, and construction for numerous projects, including; parks, roadway and utility improvements and land development/sitework projects. He has also represented both public and private entities. His broad range of experiences provides the framework for visionary and straight-forward project solutions and win-win collaborations.

ADVOCACY

Having participated in negotiations from varying perspectives, Brian has developed a strong sense of how to best get to “yes” in stakeholder interactions. Experience has taught him to provide a clear project vision that elevates dialogue and delivers transparent communication. This transparency promotes trust in the collaborative process which sets the stage for successful community improvement projects and plans.

SITE DEVELOPMENT

Brian has completed several site development projects in both the public and private sector. His experience, attention to detail, and strong personality make certain that his clients receive quality projects and value. His ability to present findings to owners and respond to their agency questions has proven critical effective project delivery and bottom line project success.

PUBLIC INVOLVEMENT

Brian has led and participated in many public involvement meetings and has presented to councils, commissions, boards, neighborhood and other groups. His ability to adapt to the situation and understand issues from the has been invaluable in developing trust and confidence from the public.



Candace Amberg, PLA, ASLA



SR. ASSOCIATE/PARK PLANNER

Candace is a registered Professional Landscape Architect in the states of Minnesota, North Dakota and Texas. She has been directly involved in a variety of landscape architectural projects including parks and public use spaces, trails, and streetscaping since 1996 and is highly skilled at community engagement methods to ensure all stakeholders are heard. She understands the guiding themes and finer design details that will create meaningful spaces for the users and strives to provide innovate design solutions that improve communities. She has shared her expertise through various presentations at professional organizations, such as the MRPA and APA-Minnesota, and enjoys the creative process that comes from working directly with project stakeholders to implement visionary projects. Candace has worked on various Trail System Plans including New Brighton, Prior Lake, Lino Lakes, Mahtomedi, and Coon Rapids

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect
Minnesota #40646

North Dakota #76

Texas #3283

EDUCATION:

Bachelor of Landscape
Architecture, North Dakota
State University, 1995

Bachelor of Science in
Environmental Design,
North Dakota State
University, 1995

MEMBERSHIPS +

RECOGNITIONS:

ASLA-MN Executive
Committee Member

Minnesota Recreation and
Park Association

North Dakota Recreation
and Park Association

APA-MN 2016 Equity
Planning Award (MLK Park)

ACEC-MN 2019 Honor
Award (Hwy 22 Victory
Memorial Drive) & 2018
Excellence Award (Afton
Revitalization Project)

New Brighton Park & Trail System Plan | New Brighton, MN

CLIENT: CITY OF NEW BRIGHTON

PROJECT DURATION: 2018 - 2020

Candace was the project manager and primary planner for the development of an updated Park & Trail System Plan for the City of New Brighton. Candace and the WSB design team worked with the numerous stakeholders and city to develop a visionary plan for making strategic improvements to parks and trails that was focused on providing better connectivity between the north and south areas of the city currently separated by a major highway, planning for a comprehensive civic center campus and providing more balanced recreation opportunities for a broader user base.

Legacy Park | Lakeville, MN

CLIENT: CITY OF LAKEVILLE

PROJECT DURATION: JUN 2017 - DEC 2018

Candace was the project manager and landscape architect for the creation of a master plan and eventual development of Legacy Park, a neighborhood park located within a park site containing a variety of natural resources. Working with the residents, a master plan was created that improved pedestrian access to the natural amenities, and developed recreational amenities for a broad range of users and age groups. The new park development was blended into the natural surroundings with a multi-use lawn space, picnic shelter, a series of loop trails, exercise stations, and included both standard playgrounds, as well as natural play elements.

Lake Waconia Regional Park | Carver County, MN

CLIENT: CARVER COUNTY PARKS

PROJECT DURATION: 2015 - PRESENT

Candace was the project manager and lead designer for this regional park that includes the main park located on the shores of Lake Waconia and Coney Island of the West, which is on the National Register of Historic Places. The project included improvements to open the island for public recreational use while highlighting and protecting its historical and cultural features and implementing the initial phases of construction for the main park. This project included extensive coordination with Carver County Parks, the Minnesota DNR, City of Waconia, Metropolitan Council, SHPO, and local developers.



Chris Petree



OPERATIONS

Chris has served as a Director of Public Works in three communities and in public works profession for over 24 years. Chris joined WSB in December 2019 and brings a unique perspective to WSB clients as his years of experience as an owner and client are apparent. Currently, Chris serves as the Director of Rochester Operations for WSB and leads a team of talented individuals in that office. Prior to working at WSB, Chris served as Director of Public Works for the City of Rochester from 2018-2019, the City of Lakeville from 2008-2018, the City of Hugo from 1999-2008 and worked for the City of Apple Valley prior to 1999. Chris holds a Class A Water Supply System Operators License from the MDH and a Class A Collection System Operators License from the MPCA.

SERVICE GROUP:

Municipal

REGISTRATIONS:

Class A Water Operator

SA Wastewater Treatment Facility

Certified Tree Inspector

EDUCATION:

Bachelors in Business Management, College of St. Scholastica

MEMBERSHIPS +

RECOGNITIONS:

APWA: Chapter President (2017) & Current Alternate Delegate

AWWA: 20-year member

MSSA

Director of Public Works | Rochester, MN

CLIENT: CITY OF ROCHESTER | **DURATION:** JUN 2018 - DEC 2019

As the 3rd largest city in Minnesota, Chris was responsible for the supervision, management, planning and coordination of all activities of the physical development (traffic, transit, parking, engineering, GIS, land development), environmental services (wastewater, storm water), infrastructure maintenance, facilities and fleet divisions of the Public Works Department including a staff of approximately 160 FTE's. Budget responsibilities in this position include an annual operating budget of over \$35 million and an annual significant capital budget that ranged from \$50-\$100 million. Chris directed and planned all operations for the department.

Director of Public Works and Parks & Recreation Director | Hugo, MN

CLIENT: CITY OF HUGO | **DURATION:** JUN 1999 - AUG 2008

During Chris' time in Hugo, the City expanded considerably as did its infrastructure. Chris' group was responsible for the supervision, management, planning and coordination of all activities of the parks, utilities, streets, parks, engineering, environmental, facilities and fleet divisions of the Public Works & Parks Department including a staff of 15 FTE's. Budget responsibilities in this position included an annual operating budget of approximately \$5 million and an annual capital budget in excess of \$8 million. During this time, Chris was the staff liaison to the Parks Commission and successfully developed 10 neighborhood parks and 2 community parks.

Director of Public Works | Lakeville, MN

CLIENT: CITY OF LAKEVILLE | **DURATION:** AUG 2008 - JUN 2018

Lakeville was the fastest growing suburb in the Minneapolis/St. Paul area during Chris' tenure. Chris was responsible for the supervision, management, planning and coordination of all activities of the utilities, streets, construction services, forestry, engineering, environmental resources, GIS, facilities and fleet divisions of the Public Works Department including a staff of 58 FTE's. Budget responsibilities in this position include an annual operating budget of approximately \$15 million and an annual capital budget in excess of \$30 million. While at Lakeville, Chris implemented the City's first asset management program and a comprehensive street reconstruction program for the City's 350 miles of roadway. Chris also worked closely with the parks department on maintaining the City's infrastructure.



Shaunna Newton



LANDSCAPE DESIGNER

Shaunna is a landscape architect-in-training and has worked on a variety of projects such as streetscape design, public park design, playgrounds, and trail corridors. Her responsibilities range from assisting with preliminary design and master planning to preparing technical documents. As a designer, Shaunna brings strong plant knowledge and creative skills to the team.

SERVICE GROUP:

Landscape Architecture

EDUCATION:

Master of Landscape Architecture, University of Minnesota, May 2019

Bachelor of Science in Environmental Horticulture, Emphasis in Professional Landscape Management, Minor in Art, University of Wisconsin – Platteville, May 2016

Ohuta Beach | Lake City, MN

CLIENT: CITY OF LAKE CITY

PROJECT DURATION: JUN 2019 - DEC 2019

The master plan for Ohuta Beach focuses on the community and tourism draw to the area. The design brings flexible programmatic space to accommodate various seasonal events. Shaunna worked with a team to create a special area master plan, grading plan, material palette, phasing diagram, seasonal home relocation assessments, and a cost estimate for the client.

Parks and Trails Master Plan | New Brighton, MN

CLIENT: CITY OF NEW BRIGHTON

PROJECT DURATION: MAY 2019 - JAN 2020

To provide the city with a master plan document that includes public park assessment, vision planning, a park systems plan, and a trail systems plan. Supporting data and graphics accompanied this document to illustrate the City of New Brighton's needs and goals.



Matt Lynse, AIA

ARCHITECT



As one of the Partners at HCM Architects, Matt has over 25 years of professional experience working in many facets of the profession from assessments, to programming and design to construction administration. His design experience has included many programming and master planning efforts for clients. Matt has focused on providing site / location specific design solutions based on client needs. His planning experience helps him not only consolidate the owner's needs and wants, but also allows him to know what questions to ask in order to provide an all-inclusive design that works with Civil Engineering and Landscape Architecture / Planning components of a Parks Master Plan.

COMPANY:
HCM

EDUCATION:
Masters of Architecture and
Urban Design, Syracuse
University

Bachelor of Architecture,
North Dakota State
University

Bachelor of Environmental
Design, North Dakota State
University

AFFILIATIONS:
American Institute of
Architects/AIA Minnesota
Chapter

NCARB Certified

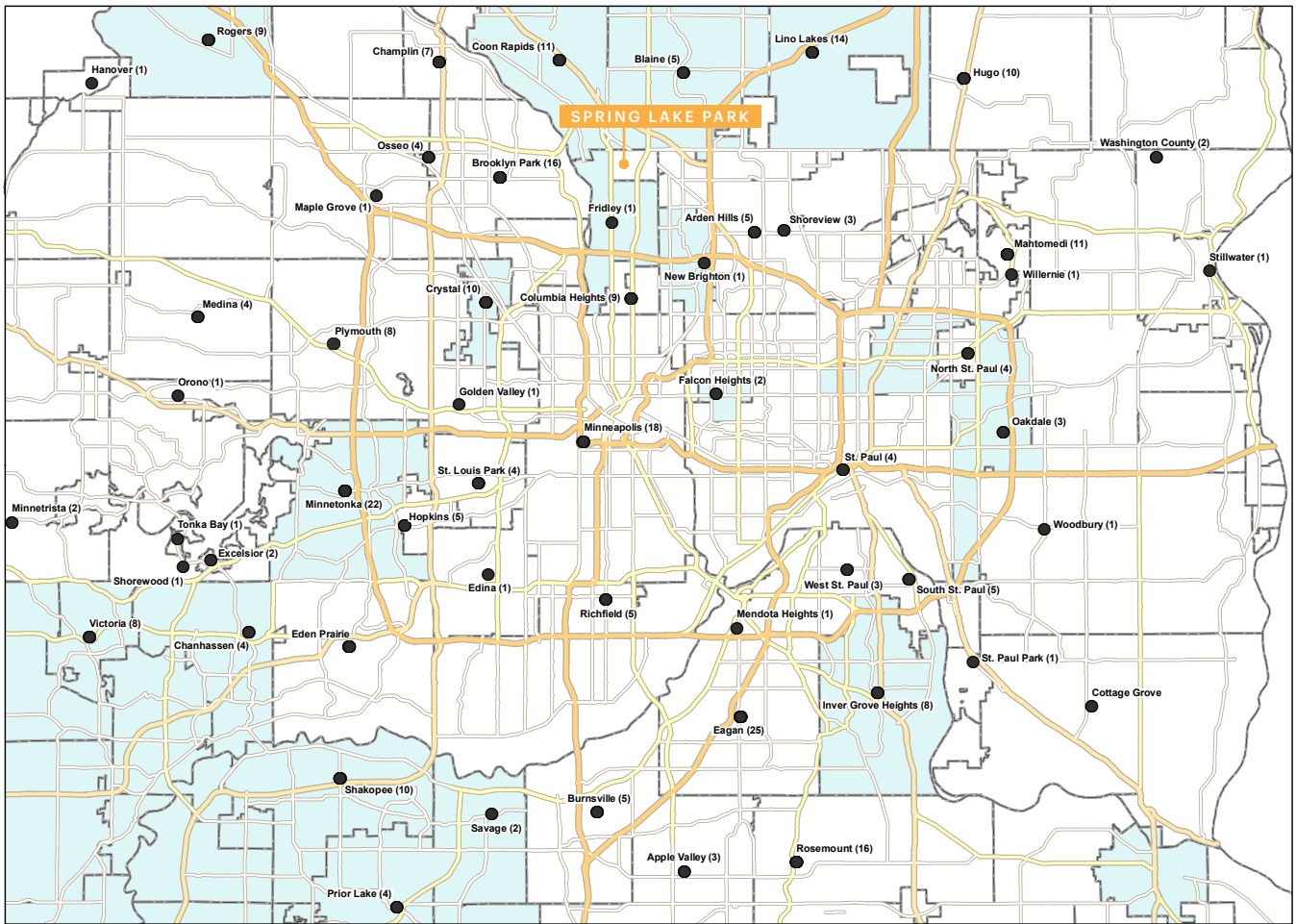
Recent Project Experience:

- Comprehensive Facilities Assessment & Planning | MPRB | Minneapolis, MN
- Hiawatha Service Center Master Plan | Minneapolis, MN
- CARAG Neighborhood Master Plan | MPRB | Minneapolis, MN
- River Park Community & Classroom Building | Brooklyn Park Recreation & Parks Department | Brooklyn Park, MN
- Audit, Assessment, Programming & Master Plan | New Brighton Parks | New Brighton, MN
- Quarry Park Community & Visitor Building | Shakopee, MN
- Assessment & Master Plan | Prior Lakes Park | Prior Lake, MN
- Lyndale Farmstead Rec. Center Renovation & Expansion | MPRB | Minneapolis, MN
- Painter Park Rec. Center Renovation | MPRB | Minneapolis, MN

Experience

WSB has extensive experience in Park and Recreation planning in the Twin Cities and greater Minnesota. The map below highlights communities in the metro area that we have collaborated with on System Plans and other Park and Recreation based projects. We are passionate about Park and Recreation projects and will bring this experience to Spring Lake Park to help shape the future of your park system.

● - Park Projects (#) - Number of projects □ - Park and/or Trail System Plans



System Plan Experience

- Fridley
- Crystal
- Coon Rapids
- New Brighton
- Blaine
- Owatonna
- Bemidji
- Lino Lakes
- Minnetonka
- Carver County
- Northfield, MN
- Hastings
- Rogers
- Scott County
- Maplewood
- Inver Grove Heights
- Falcon Heights
- Oakdale
- LeSueur



2040 Parks and Trails System

CLIENT: CITY OF NEW BRIGHTON, MN
DURATION: NOV 2019 - CURRENT
(COMPLETION EXPECTED MAY 2020)

WSB worked with the City of New Brighton to complete an updated system wide comprehensive plan for their parks, trails and recreation. This strategic planning document will provide guidance and recommendations for improvements, developments and redevelopment over the next 20 years. 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 significant community engagement to better understand the needs of the community.

WSB developed estimates of probable costs and concept site plans for several key parks. The plan guides improvement priorities, focuses on higher quality, and greater flexibility and resiliency. It also identifies methods for improved revenue generation, partnership opportunities and additional funding.

KEY WSB STAFF: CANDACE AMBERG

SUBCONSULTANT: HCM ARCHITECTS

PROJECT COST : \$133K (\$103K - WSB FEE, \$30K HCM FEE)

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



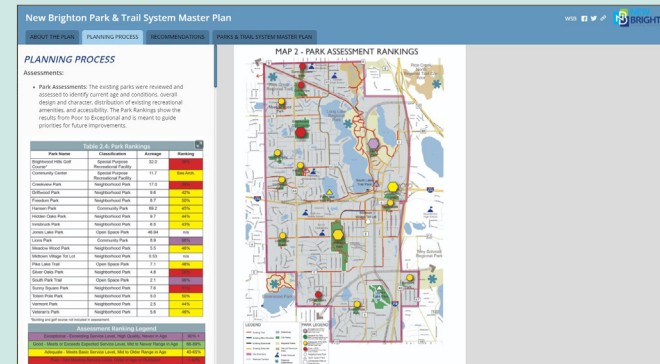
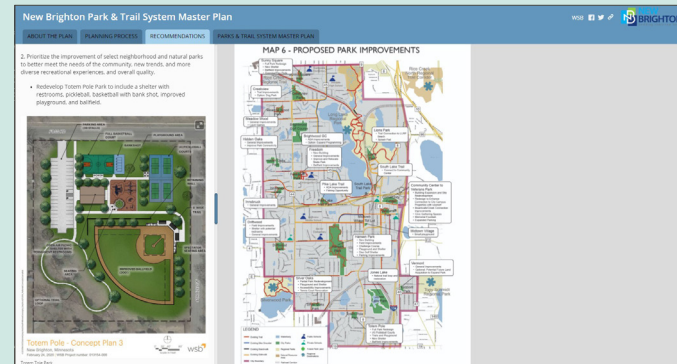
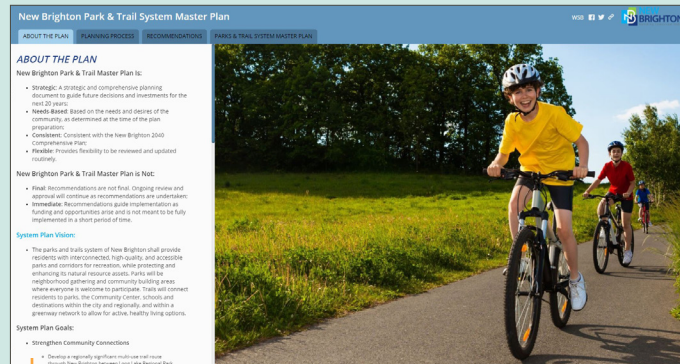
Sunny Square - Concept Plan

New Brighton, Minnesota
February 24, 2020 | WSB Project number: 013154-000

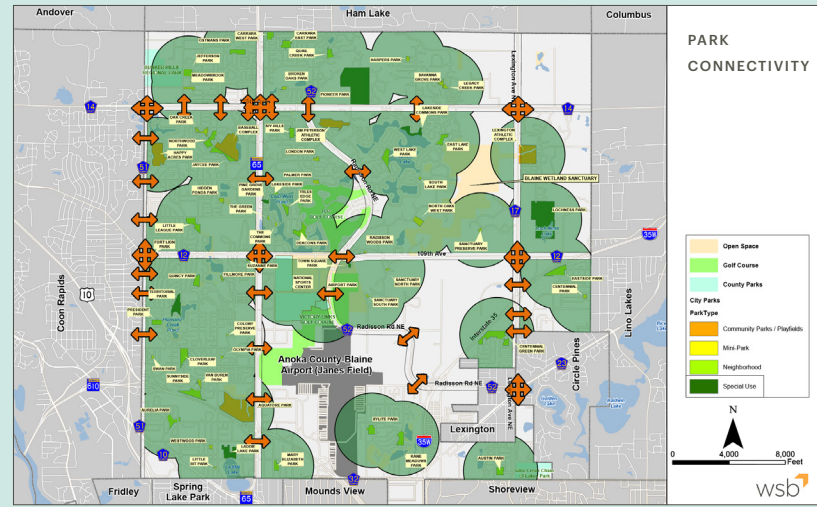


Community Center - Concept Plan Enlargement

New Brighton, Minnesota
December 18, 2019 | WSB Project number: 013154-000



The community helped shape the vision, goals and priorities of the system plan by using Storymap, seen in the screenshots above.



THE PROJECT INCLUDED:

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



Public Engagement at Blaine's 2017 Family Fun Night

Park and Recreation System Master Plan

CLIENT: CITY OF 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.

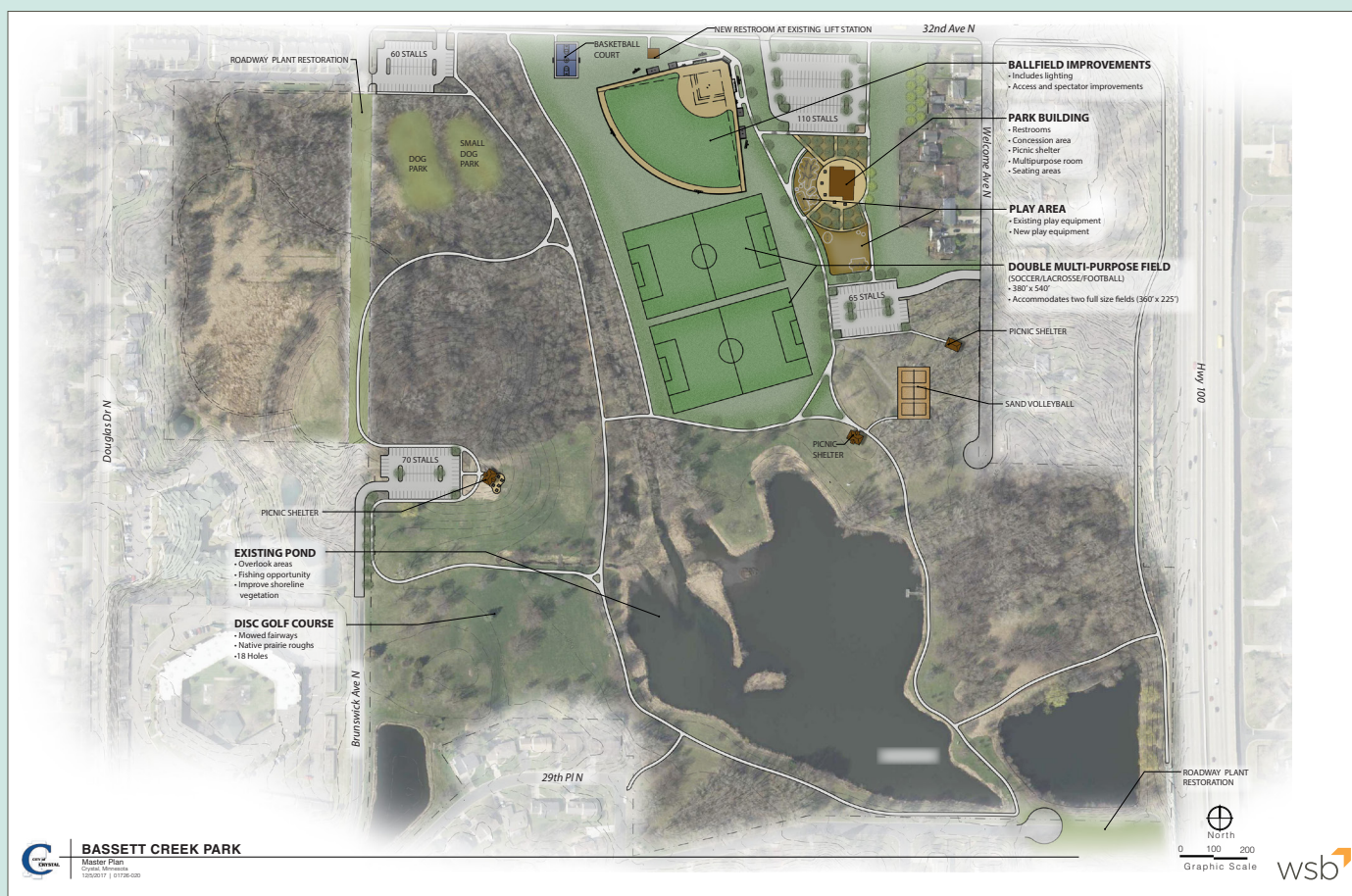
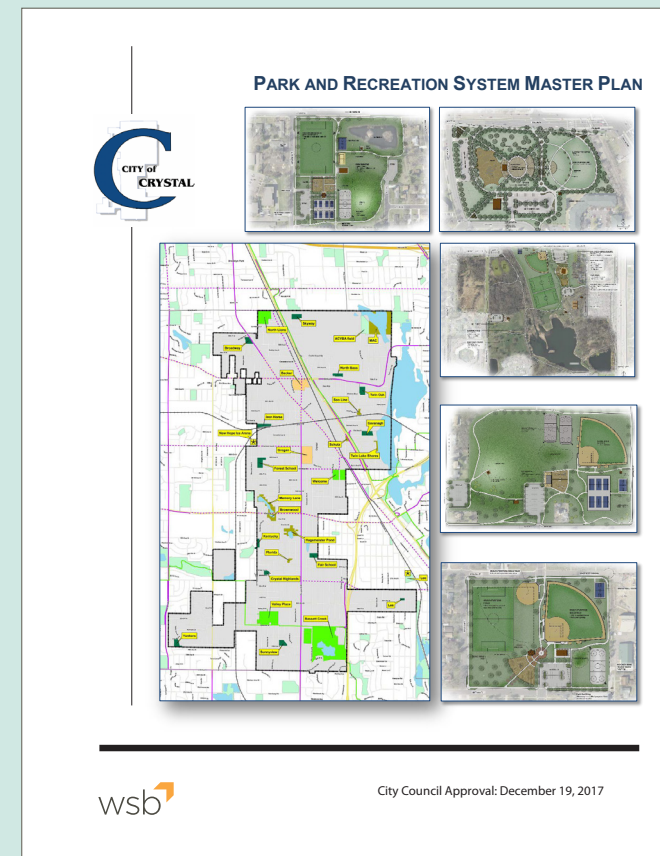
Though the city contains many parks within its community, areas of the community are under-served or lacking adequate open space and/or trail connections to the city-wide trail system. In addition, understanding the opportunities of private amenities within the city like the National Sports Center, Schwann's 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.

KEY WSB STAFF: BOB SLIPKA, JORDAN GEDROSE

SUBCONSULTANT: BIERSCHIED CONSULTING

PROJECT COST: \$85K

REFERENCE: NATE MONAHAN | RECREATION MANAGER
 | 763.785.6151 | NMONAHAN@BLAINEMN.GOV



Park and Recreation System Master Plan

CLIENT: CITY OF CRYSTAL, MN
COMPLETION: 2018

In late 2016, the City of Crystal retained WSB to work with the Parks and Recreation Commission, City Council, City Staff, and various community groups to complete the city's first Park and Recreation System Master Plan. The public engagement process and open communication with the community was vital in developing a 20-year vision for the city's parks, open spaces, and trails that will serve the needs of Crystal and neighboring communities. WSB also developed individual master plans for the Crystal's four community parks and one destination park implementing recommendations of the system plan.

KEY WSB STAFF: BOB SLIPKA, JASON AMBERG

PROJECT COST: \$80,000

REFERENCE: JOHN ELHOLM, RECREATION DIRECTOR
| CITY OF CRYSTAL | 4800 DOUGLAS DRIVE NORTH |
CRYSTAL, MINNESOTA 55429 | 763.531.1150

WSB SERVICES INCLUDED:

- Inventory and survey program uses within each of the city's parks
- Community engagement with community groups, stakeholders, and public to gather information
- Preparation of a park and trail system master plan
- Developing a 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

MINNESOTA RECREATION AND PARK ASSOCIATION
2018 AWARD OF EXCELLENCE



Schedule

TASK / DESCRIPTION	'20	2021						
	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
TASK 1: INVENTORY AND CONDITIONS REPORT								
PROJECT START-UP MEETING WITH CITY STAFF								
REVIEW EXISTING SITE INFORMATION								
SITE VISITS								
REVIEW EXISTING SITE INFORMATION								
REVIEW DEMOGRAPHICS, TRENDS & OTHER INFLUENCING INFO								
REVIEW MEETING: SUMMARY OF INVENTORY AND CONDITIONS INFORMATION								
TASK 2: PUBLIC INVOLVEMENT								
DEVELOP PUBLIC OUTREACH PLAN								
LAUNCH SOCIAL PINPOINT ENGAGEMENT WEBSITE								
PUBLIC ENGAGEMENT WEBINAR MEETING								
PUBLIC ENGAGEMENT OPEN HOUSE								
REVIEW MEETING: SUMMARY OF PUBLIC INVOLVEMENT								
TASK 3: GAP ANALYSIS / NEEDS ASSESSMENT								
ANALYZE GAPS IN PARKS SYSTEM								
DEVELOP ASSESSMENT OF NEEDS								
TASK 4: PRIORITY RECOMMENDATIONS FOR PARK IMPROVEMENT AND DEVELOPMENT								
PARK CONCEPT SKETCHES AND PREFERRED PLANS								
DEVELOP CIP / ESTIMATING								
PREPARE DRAFT MASTER PLAN								
REVIEW MEETING: DRAFT MASTER PLAN								
MEETING: COUNCIL WORK SESSION OR PARKS COMMISSION								
TASK 5: IDENTIFY STAFFING AND FUNDING NEEDS AND STRATEGIES								
EVALUATE CURRENT STAFFING								
DETERMINE ADDITIONAL STAFFING NEEDS								
IDENTIFY STRATEGIES FOR FUNDING								
TASK 6: PREPARE FINAL DOCUMENT								
DEVELOP FINAL PLAN								
UPDATE ESTIMATES								
REVIEW MEETING: FINAL PLAN								
MEETING: FINAL PLAN PRESENTATION TO COUNCIL								



Fee

The following fee proposal is based on our current understanding of the City of Spring Lake Park’s expectations and our recommended approach to the project as defined in our proposal. Any qualifications or limitations defined in this proposal are also used as a basis for preparing our fee proposal. Note that WSB is comfortable with a good-faith negotiation on the final scope of work once we have an opportunity to meet with city staff representatives to review the work tasks and ensure a common understanding of all intended project outcomes. WSB takes pride in providing quality work for a fair price and we are willing to adjust the scope as necessary to best fit your needs.

TASK NO. AND DESCRIPTION	FEE
TASK 1: INVENTORY AND CONDITIONS REPORT	\$2,100
TASK 2: PUBLIC INVOLVEMENT	\$2,800
TASK 3: GAP ANALYSIS / NEEDS ASSESSMENT	\$875
TASK 4: PRIORITY RECOMMENDATIONS FOR PARK IMPROVEMENT AND DEVELOPMENT	\$6,900
TASK 5: IDENTIFY STAFFING AND FUNDING NEEDS AND STRATEGIES	\$875
TASK 6: PREPARE FINAL DOCUMENT	\$2,350
TASK 7: MEETINGS, PRESENTATIONS AND PUBLIC INVOLVEMENT	\$3,800
TOTAL FEE	\$19,700