



AGENDA
PARKS, RECREATION & NATURAL RESOURCES COMMITTEE
MEETING

July 16, 2025 - 6:00 PM
Lake Marion Conference Room

1. Call to Order
2. Approval of the Minutes
 - a. June 4, 2025 Meeting Minutes
3. Citizen Comments
4. Discussion Items
 - a. Updated Tree Preservation Ordinance
 - b. 2026-2036 Parks System Master Plan Update
5. Staff Report
6. Adjourn

**CITY OF LAKEVILLE
PARKS, RECREATION & NATURAL RESOURCES COMMITTEE
MEETING MINUTES
June 4, 2025**

Committee Chair Weberg called the meeting to order at 6:00 p.m. in the Lake Marion Conference Room.

Members Present: Holly Weberg, Steve Henneberry, Pat Sauer, Vicki Schwartz, Renee Brekken, Mark Engler, Saima Ali

Members Absent: Shahid Nadeem, Dan Volkosh

Staff Present: Parks and Recreation Director Joe Masiarchin, Environmental Resources Manager Mac Cafferty, Environmental Resources Specialist Maria Friedges

1. Approval of May 21, 2025 minutes

A motion was made by Henneberry, seconded by Schwartz to approve May 21, 2025 minutes as written.

Ayes: unanimous

2. Citizen comments

No citizens were present.

3. SWPPP Public Meeting was opened at 6:03 p.m.

Environmental Resources Specialist Maria Friedges gave a presentation on the Storm Water Pollution Prevention Plan (SWPPP), a list of best management practices implemented to protect the health of the water system and outlined the minimum control measurements required for the City to meet the Minnesota Pollution Control Agency (MPCA) permit. For each best management practice, there are required goals, timelines and education efforts associated with them. The goals include, clean water, public education and outreach, public participation and involvement, illicit discharge detection and elimination, construction site stormwater runoff control, construction stormwater management and pollution prevention/good housekeeping. Staff facilitates several projects and education/volunteer events throughout the year, part of the public outreach campaign includes the Annual Watershed Cleanup and Earth Day Celebration. Staff also developed other educational programs including videos and educational tips that are shared via social media platforms. In collaboration with the Recreation department, Puppet Wagon, Ritter Farm Park After Dark and Nature Detectives programming are some of the other environmental programs available.

- How do the stormwater grates get serviced and cleared from debris? The Streets Department is responsible for clearing the grates from debris and litter. Some of the designs have skimmers included that reduce the need for larger grates and frequent maintenance. Stormwater grates are essential for reducing debris from flowing into the stormwater system and also prevent pedestrian access.
- What is the city's policy for topsoil replacement in new developments? The topsoil must be replaced once removed and is left up to the developers to replace the topsoil at a 4–6-inch depth. This is an ongoing discussion for staff and is recognized as a concern for residents and developers.

There were no citizens present and the SWPPP Public Meeting was closed at 6:14 p.m.

Blue Water Science Presentation with Steve McComas

McComas has worked with the city and Environmental Resources department for a number of years on water quality management, invasive species management and other projects. He provided an overview on the different mitigation efforts that have taken place over the years to improve and maintain the water quality of the city's lakes.

4. Draft Electric Bike Policy

Staff presented a draft policy for the usage of e-bikes on city paths and sidewalks. Under the current ordinance, e-bikes are not allowed on paths and sidewalks but with their growing popularity and feedback from residents, staff recognizes the need for an update to the original ordinance.

Committee Discussion:

- Public education is a key component to implementing this type of policy, partnering with the PD and other associations to educate riders was recommended.
- Committee members recommended reducing the proposed speed limit, adding guidance around passing/sharing the trail with pedestrians. A slower speed limit could be posted on more heavily trafficked trails; these don't currently exist at all and would be a new feature with the rollout of the proposed ordinance.
- Stressed the need for a consistent policy between regular bikes and e-bikes, the speed limit would be applicable to pedal bikes as well as e-bikes.
- Explore other speed mitigation, barriers, natural barriers, etc. to reduce speed on heavily utilized trails.

5. Lake Marion Greenway Alignment Review

Staff presented the most recent Lake Marion Greenway Trail alignment through Ritter Farm Park. This alignment would extend the pavement past the frontage road bridge and require additional widening of the entrance from the bridge to the park. The existing bridge is not wide enough to accommodate the addition of a designated bike lane and riders will be sharing the road with cars over the bridge. This would create a sharp, right turn that will require traffic control, the greenway way will then traverse through the meadow linking up with the woods.

A tree survey has been completed and the impact to the trees within a 100-foot radius is being determined. The proposed trail would be a 10-foot trail with 2-foot maintenance easement on either side. The existing trail will be repurposed as part of the greenway and some changes to the equestrian trail alignment will need to occur. A potential equestrian realignment could include a portion of the existing trail running to the silo and gravel parking lot. The trail segments surrounding the silo could also be shifted to repurpose a portion of the parking lot into the trail system and reduce wetland impacts in this area. A small portion of the parking lot has also been identified as a spot for a new shelter with modern unisex restrooms, this would serve as the trailhead for the Lake Marion Greenway in Ritter. The northwest exit out of the park to 185th Street West depends on the purchase of additional easement and/or property acquisition. The details of this have not been worked through but have been assessed, it would have been staff's preference to complete this portion as part of the greenway development. Staff encouraged the committee to attend the June 10 open house to share their opinions on the project.

6. Staff Report

Consultant interviews for the 2026-2036 Parks System Master Plan are currently in progress. Staff along with selected committee members have reviewed the proposals and provided feedback on each.

Three concepts have been received for the East Community Park Phase II project. Staff will review and then share with the committee at a future meeting.

7. Other Business

Staff will send a few different date options for a park tour so that more committee members can attend.

8. Adjourn

Meeting 7:46 p.m.

DRAFT



Memorandum

To: Parks, Recreation and Natural Resources Committee
From: Joe Masiarchin, Parks and Recreation Director
Date: July 10, 2025
Subject: Updated Tree Preservation Ordinance

Over the last year, Community Development and Forestry staff began revisions of the current Tree Preservation Ordinances that are a part of the zoning and subdivision codes. At the February 2, 2025 meeting, a joint meeting between the Parks, Recreation & Natural Resources Committee (PRNRC) and Planning Commission was held to review the current ordinance and proposed changes. The proposal to update the current ordinance was also taken to the April City Council Work Session during which the Council made their recommendations to the updated ordinance. Review of the current ordinance focused on items such as:

- Scope of application
- Removal threshold
- Removal calculations
- Tree replacement requirements

Forestry staff provided an overview of tree preservation standards from comparable communities and what changes to the current ordinance they recommended including:

- Diversity of species with a focus on native variants
- Updating replacement requirements to include tree type
- Public education on where to plant trees
- Possible incentives for preserving heritage or other high-value species

Following the review and discussion, both committees were in agreeance that changes to the Tree Preservation ordinance were appropriate. Attached in your packet is the final draft of the proposed ordinance with changes that were recommended by the City Council, PRNRC, Planning Commission, Community Development and Forestry Staff. This ordinance is tentatively slated to go to City Council for review at their August 4 meeting.

ORDINANCE NO. _____

**CITY OF LAKEVILLE
DAKOTA COUNTY, MINNESOTA**

**AN ORDINANCE AMENDING THE SUBDIVISION ORDINANCE AND ZONING ORDINANCE OF THE
LAKEVILLE CITY CODE**

THE CITY COUNCIL OF THE CITY OF LAKEVILLE ORDAINS:

Section 1. Section 10-3-2.C.3.d of the Subdivision Ordinance (Plat and Data Requirements – Preliminary Plat) is hereby amended to read as follows:

- D. A survey prepared by a licensed or registered forester or landscape architect identifying tree coverage in the proposed subdivision in terms of type, weakness, maturity, potential hazard, infestation, vigor, density and spacing. A tree preservation plan and tree replacement plan as required by section 11-21-11 of the Zoning Ordinance.

Section 2. Section 10-4-7.D of the Subdivision Ordinance (Design Standards – Tree Protected Areas) is hereby amended to read as follows:

- D. The submission of a tree preservation plan ~~subject to the review of the parks, recreation, and natural resources committee and the approval of the city council~~ subject to the requirements and procedures established by section 11-21-11 of the Zoning Ordinance.

Section 3. Section 10-4-11 of the Subdivision Ordinance (Design Standards – Tree Preservation) is hereby repealed in its entirety with subsequent sections renumbered accordingly.

Section 4. Section 11-2-3 of the Zoning Ordinance (Rules and Definitions - Definitions) is hereby amended add the following definitions alphabetically:

TREE PRESERVATION RELATED:

- A. Caliper Inches: Stem diameter of nursery stock as identified by American Nursery Standards
- B. Common Tree: A deciduous overstory tree including cottonwood, poplars/aspen, boxelder, willow, silver maple, elm or tree considered non-native to Minnesota.
- C. Coniferous Tree: A woody plant bearing seeds and cones having foliage on the outermost portion of the branches throughout the year; Tamaracks are included as a coniferous tree species.
- D. Construction Activity: Any disturbance to the land that results in a change in the topography or existing soil cover (both vegetative and nonvegetative) that may result in accelerated

stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems including, but not limited to, clearing, grading, filling, excavating, building construction and landscaping.

- E. Construction Damage: Any action such as filling, scraping, trenching, or compacting the soil around trees or wounding trees in such a manner that it may result in the eventual death of the tree.
- F. Critical Root Zone (CRZ). An imaginary circle surrounding the tree trunk with a radius distance of one foot (1') for each one inch (1") of tree diameter from the trunk outwards (e.g. a twenty-inch diameter tree has a critical root zone with a radius of twenty feet (20') as measured from the trunk).
- G. Deciduous Tree: A woody plant with a defined crown that shed leaves annually.
- H. Diameter Inches: The diameter of the main stem of the tree measured at a point four and one-half feet (4.5') above the ground.
- I. Drip Line: The farthest distance away from the trunk of a tree that rain or dew will fall directly to the ground from the leaves or the branches of the tree.
- J. Hardwood Deciduous: Any deciduous tree with the exception of those defined as common trees.
- K. Landscaping: Plantings such as trees, perennials, grass, and shrubs.
- L. Nuisance Tree: Any tree defined by section 4-4-4 of this code to be a public nuisance.
- M. Shade Tree Disease: Dutch elm disease (*Ophiostoma ulmi* or *Ophiostoma novo-ulmi*), oak wilt (*Ceratocystis fagacearum*), or any other tree disease of epidemic nature.
- N. Shade Tree Pest: Any vertebrate or invertebrate animal, plant pathogen, parasitic plant or allied organism in the community threatening to cause significant damage on an epidemic level to a shade tree or community forest as defined by section 4-4-3 of this code.
- O. Significant Diameter Inches: The total diameter inches of all significant trees inventoried in each tree category (common, conifer, hardwood deciduous, heritage).
- P. Significant Tree: A healthy tree measuring a minimum of six inches (6") in diameter for deciduous trees or six (6) inches in diameter or twelve feet (12') in height for coniferous trees.
- Q. Significant Woodland: Two (2) acres or more of undisturbed woodland, predominantly composed of significant and/or heritage hardwood and/or coniferous trees.
- R. Heritage Tree: A healthy hardwood deciduous tree, measuring equal to or greater than thirty inches (30") inches in diameter or a healthy coniferous tree measuring forty feet (40') in height.
- S. Tree Certification: A certified inventory of trees on the site after work is complete listing all trees and their final disposition signed by a licensed forester or landscape architect.

- T. Tree Preservation Plan: A plan certified by a forester, registered landscape architect, International Society of Arboriculture (ISA) Certified Arborist, or a Registered Consultant Arborist (RCA) that identifies the species, size, and tag number of all significant trees and their locations within the subject property identifying trees to be saved, trees to be removed, the measures proposed to protect significant trees for the duration of construction, and the calculations to determine the number of replacement trees required.
- U. Tree Protection Zone (TPZ): An identified area around one (1) or more significant trees where construction activities are restricted to avoid damage to the tree(s) and root system(s) and to protect soils from compaction.

Section 5. Section 11-21-9.B of the Zoning Ordinance (Fencing/Screening/Landscaping – Required Screening and Landscaping) is hereby repealed in its entirety and amended to read as follows:

~~B. Landscaping: Required landscaping for new residential subdivisions and commercial, industrial or institutional uses shall include plantings at the property perimeter, off street parking perimeter landscaping and interior landscape plantings as well as required residential buffer yard or transitional buffer zone plantings.~~

B. Landscaping: All residential, commercial, industrial, and institutional uses shall require the following landscaping:

1. Single-family dwellings and two family uses within the RST-1 District shall provide a minimum of two (2) deciduous shade trees per lot.
2. Detached townhouses, two family, townhouse and multiple family uses shall comply with the landscape requirements of the RST-1, RM-1, RM-2, RM-3, RH-1, RH-1, M-1, and M-2 Distircts.
3. Commercial, industrial, and institutional uses shall submit a landscape plan a provided for by Section 11-21-9.C of this section with an emphasis upon the following areas:
 - a. The boundary or perimeter of the proposed site at points adjoining other property.
 - b. The immediate perimeter of the structure.
 - c. The perimeter of parking and loading areas.
4. Residential buffer yards shall be installed as required by section 11-21-9.E of this chapter.

Section 6. Section 11-21-11 of the Zoning Ordinance (Fencing/Screening/Landscaping – Tree Preservation) is hereby repealed in its entirety and amended to read as follows:

11-21-11: TREE PRESERVATION:

- A. Purpose. The purpose of this section is to identify trees that are to be saved when development or land disturbing activity is occurring in wooded areas. It is the city's intent to protect, preserve, and enhance the natural environment of Lakeville and to encourage a resourceful and prudent approach to the development of wooded areas. In the interest of achieving these objectives, the city has established tree preservation regulations to promote the following:
1. Protection and preservation of the environment and natural beauty of the city.
 2. Assurance of orderly development within wooded areas to minimize tree and habitat loss.
 3. Evaluation of the impacts to trees and wooded areas resulting from development.
 4. Establishment of minimum standards for tree preservation and the mitigation of environmental impacts resulting from tree removal.
 5. Reflect the developer's best effort to determine the most feasible and practical layout of buildings, parking lots, driveways, streets, storage, and other physical features such that the minimum number of significant trees are damaged or removed as a result of development.
- B. Scope. The following types of development within the city shall require a tree preservation plan regardless of zoning district:
1. New development at the time of application for subdivision approval in accordance with title 10 of this code.
 2. New development requiring site plan approval in accordance with chapter 9 of this title.
 3. Application for building permit for infill development involving new single family or two family construction on a vacant lot of record.
 4. Application for building permit for reconstruction or expansion of an existing residential principal building that enlarges the footprint of the original existing structure shall require a tree preservation plan for heritage trees located on the lot.
 5. Land disturbing activities as regulated by section 11-16-7 of this title.
- C. Incentives. As an incentive to protect heritage trees or significant woodlands, the city will allow the following:
1. Heritage Tree Credit. A credit may be applied to the required tree replacement if a healthy heritage tree within a subject property is preserved.
 2. Significant Woodland Credit. A credit may be applied to the required tree replacement if a significant woodland area within a subject property is preserved.

3. Trees eligible for the credits provided for by this section shall be approved by the city forester as healthy trees worth saving.
4. Credits shall not be approved for trees located within fifteen feet (15') of a building pad.
5. A credit in diameter inches will be applied at a ratio of two inches of replacement for one inch preserved (2:1) up to fifty percent (50%) of the required replacement diameter inches.
6. If a tree for which a credit is provided does not survive two (2) years after construction, the developer shall be required to pay the cash fee in lieu of replacement planting fee in accordance with the city fee schedule in effect at the time the tree preservation plan was approved.

D. Implementation, Administration, and Compliance:

1. No land disturbance or removal of trees shall occur within properties subject to the provisions of this section until a tree preservation plan and tree replacement plan has been approved by the city forester.
2. Tree Removal Prior To Development:
 - a. A developer shall be responsible for replacement tree planting for the total removal of trees within an area greater than two (2) acres occurring within two (2) years of an application for development subject to the provisions of this section.
 - b. The replacement schedule for tree removal prior to development shall be calculated at one (1) replacement tree that complies with section 11-21-11.G.2 of this section for every three hundred (300) square feet of trees removed, with fractions thereof rounded up to the next whole number.
3. Inspection. A developer shall implement the tree preservation plan as approved by the city forester prior to and during any land disturbing or construction activities; the city forester shall determine whether compliance with the tree preservation plan has been met and shall have the right to inspect the subject property to determine compliance with the approved tree preservation plan.
4. Tree Protection Removal. Tree protection measures as approved on the tree preservation plan shall remain in place until all land disturbing and construction activity is terminated or until a request to remove the tree protection measures is made to, and approved by, the city forester.
5. Preserved Tree Mitigation. If significant tree(s) or heritage trees identified to be preserved on the approved tree preservation plan is removed or damaged to the point that the city forester believes the tree will not survive, the developer shall pay to the City a tree replacement cash in the amount set forth in the City fee schedule.

- E. Tree Preservation Plan Required. A tree preservation plan shall be prepared and submitted in accordance with the following provisions:
1. Information Required. The tree preservation plan shall be a separate plan sheet(s) that includes the following information:
 - a. The name(s), telephone number(s), email address(es), and mailing address(es) of the person(s) responsible for tree preservation during the course of the development project.
 - b. A tree inventory in both graphic and tabular form, indicating the size, species, general condition, and location of all existing significant and heritage trees located within the subject property. All significant and heritage trees shall be tagged in the field for reference on the tree preservation plan.
 - c. Trees that were planted as part of a commercial business, such as a tree farm or nursery, that the developer shall provide sufficient evidence of to support the determination by the city forester that the trees were planted as part of a commercial business do not need to be inventoried on an individual tree basis, but a general description of the trees and an outer boundary of the planted area must be provided.
 - d. A listing of the total diameter inches of healthy significant and heritage trees inventoried, not including diseased, dying, or dead trees.
 - e. A listing of the total diameter inches of healthy significant, heritage, and hardwood deciduous, and coniferous trees and common trees to be removed.
 - f. Delineation of all areas to be graded and limits of land disturbance.
 - g. Locations of the proposed buildings, structures, and impervious surfaces.
 - h. Identification in both graphic and tabular form of all significant and heritage trees proposed to be saved or removed within the construction area.
 - i. Outer boundary of all contiguous significant wooded areas to be saved.
 - j. Tree protection measures to preserve significant and heritage trees to be saved, including required protective measures and any additional protective measures.
 - k. Size, species, number, and location of all replacement trees proposed to be planted on the property in accordance with the tree replacement schedule in both graphic and tabular form.
 2. Certification. All tree preservation plans and tree replacement plans shall require the signature of the certified forester, licensed landscape architect, International Society of Arboriculture (ISA) Certified Arborist, or a Registered Consultant Arborist (RCA) preparing the plan.

F. Allowed Tree Removal:

1. Heritage Trees. Trees defined as heritage trees are unique to Lakeville due to their size and age. All reasonable measures shall be taken to preserve these trees; All diameter inches of heritage tree removed shall require replacement in accordance with the with the replacement schedule established by section 11-21-11.G of this section.
2. Residential Districts:
 - a. Development in residential districts may remove or disturb up to forty percent (40%) of the total diameter inches of significant trees without replacement requirement; any tree removal or disturbance beyond this threshold shall require replacement tree planting.
 - b. The following calculation procedure shall be used to determine tree replacement requirements:
 - (1) Determine the total number of diameter inches of significant trees within the subject property.
 - (2) Calculate forty percent (40%) of the total diameter inches of significant trees within the subject property to determine the allowed tree removal limit, or the number of diameter inches allowed to be removed without replacement.
 - (3) Subtract the total diameter inches of common trees from the allowed tree removal limit;
 - (4) If any diameter inches remain, subtract the total diameter of significant coniferous trees from the remaining allowed tree removal limit;
 - (5) If any diameter inches remain, subtract the total diameter inches of significant hardwood deciduous trees from the remaining allowable tree removal limit.
 - (6) All diameter inches of significant trees above the forty percent (40%) allowed tree removal limit shall require replacement as provided for by section 11-21-11.G of this section.
3. Mixed Use, Commercial, Industrial, and Special Districts:
 - a. Development in mixed use. commercial, industrial, and special districts may remove up to seventy percent (70%) of the total diameter inches of significant trees without replacement; any removal or disturbance of trees beyond this threshold shall require replacement tree planting or mitigation.

- b. The following calculation procedure shall be used to determine tree replacement requirements:
 - (1) Determine the total number of diameter inches of significant trees within the subject property.
 - (2) Calculate seventy percent (70%) of the total diameter inches of significant trees within the subject property to determine the allowed tree removal limit, or the number of diameter inches allowed to be removed without replacement.
 - (3) Subtract the total diameter inches of common trees from the allowed tree removal limit;
 - (4) If any diameter inches remain, subtract the total diameter of significant coniferous trees from the remaining allowed tree removal limit;
 - (5) If any diameter inches remain, subtract the total diameter inches of significant hardwood deciduous trees from the remaining allowable tree removal limit.
 - (6) All diameter inches of significant trees above the seventy percent (70%) allowed tree removal limit shall require replacement as provided for by section 11-21-11.G of this section.
4. Exceptions. Any trees removed or disturbed under the following circumstances shall be exempt from removal threshold calculation:
 - a. Dead trees.
 - b. Any living or standing tree infected to any degree with a shade tree disease or shade tree pest, unless properly treated under the direction of a professional arborist or City Forester.
 - c. Trees listed as invasive by the Minnesota Department of Agriculture;
 - d. Trees planned as part of a commercial operation including a tree farm or orchard.
 - e. Trees located within the right-of-way of major collector and arterial streets.
- G. Tree Replacement Requirements:
 1. If the diameter inches of trees removed exceed the allowed removal threshold determined in accordance with section 11-21-11.F of this section, the remaining inches of removal above the removal limit shall be replaced according to the following replacement schedule, adjusted for tree type as follows:

- a. Common trees: Twelve and one-half percent (12.5) of the diameter inches removed above the removal limit shall be replaced.
 - b. Conifer trees:
 - (1) Twenty five percent (25%) of the diameter inches removed above the removal limit must be replaced.
 - (2) Coniferous species shall be replaced with new trees, either coniferous or deciduous, at a rate of twenty five percent (25%) the diameter inches removed.
 - c. Hardwood deciduous trees: Fifty percent (50%) of the diameter inches removed above the removal limit shall be replaced with new deciduous or coniferous tree diameter inches.
 - d. Heritage trees: One hundred percent (100%) of diameter inches removed must be replaced.
 - e. Trees indicated on the tree preservation plan to be saved but ultimately were removed or damaged shall be replaced at 100% of the diameter inches removed.
2. Replacement trees shall consist of certified nursery stock that meet the American Standard for Nursery Stock and be not less than the following sizes:
 1. Deciduous: Not less than two and one-half caliper inches (2.5”).
 2. Coniferous: Not less than six feet (6’) feet in height, which shall be equivalent to 2.5” caliper when determining replacement requirements.
 3. Replacement trees may be larger than two and one-half caliper inches (2.5”) or six feet (6’) in height, as applicable, but the additional size shall only be credited for at the minimum required caliper inches or height.
 4. Replacement tree species shall be limited to those identified on the City of Lakeville Building Permit Guidelines, except as otherwise approved by the city forester, and the following:
 - a. Where ten (10) or more replacement trees are required, not more than twenty percent (20%) shall be of the same genus.
 - b. Ornamental tree species of a lesser size may comprise up to fifteen percent (15%) of the required replacement diameter inches provided that the required total replacement diameter inches is met.
 - c. Recommended species for tree replacement for each natural environment type may be obtained from the Minnesota Department of Natural Resources, subject to review and approval of the city forester.

5. Required tree replacements shall be shown in graphic and tabular form on a landscape plan prepared and signed by a licensed forester or a registered landscape architect in accordance with section 11-21-9.C of this chapter and the following:
 - a. The location of replacement trees shall be approved by the city forester.
 - b. Replacement trees shall be planted on the same property or development area from which the trees were removed. Replacement trees shall not be placed on easements or street rights-of-way, except as allowed by section 11-21-9.C.4 of this chapter.
 - c. If tree replacement is required within an individual lot because the builder removed or damaged a tree that identified to be saved on the approved tree preservation plan, the forester or landscape architect shall determine where the replacement trees shall be installed.
 - d. Trees planted on an individual lot basis as required by section 11-21-9.B of this chapter shall not be credited as replacement tree diameter inches, except for those trees planted as a residential landscape bufferyard in accordance with section 11-21-9.E of this chapter.
6. Cash Contribution:
 - a. The city recognizes that there may be developments where required tree replacement cannot be practically be accomplished within the subject property.
 - b. In lieu of planting replacement diameter inches, the city may require a cash fee as established by the city fee schedule.
 - c. The city may at its discretion elect to require to receive a combination of planting of replacement trees and payment of cash fees in lieu of planting replacement trees.
 - d. Cash fees accepted by the city in lieu of (or in combination with) planting of replacement trees shall be placed in the community planting fund and used only for reforestation projects or public acquisition of forested lands in the city.
7. Warranty requirement.
 - a. All trees identified to be preserved shall be guaranteed to be alive, in good health, of good quality and structural condition, and insect and disease free for two (2) years from the date of project completion. from the time planting has been completed.

- b. All trees planted as replacement trees in accordance with this section shall be guaranteed to be alive, in good health, of good quality and structural condition, and insect and disease free for twelve (12) months from the time of planting.
- c. Warranty Replacement:
 - (1) Any tree identified to be preserved or replacement tree which is not alive or healthy, as determined by the city forester, before the expiration of the warranty period shall be removed and replaced with a new tree meeting the requirements for a replacement tree required by section 11-21-11.G of this section.
 - (2) The warranty replacement tree shall be planted within eight (8) months of removal.
 - (3) The warranty replacement tree shall be guaranteed to be alive, in good health, of good quality and structural condition, and insect and disease free for twelve (12) months from the time of planting.

H. Required Protective Measures. The tree preservation plan shall identify and require the following measures to be utilized to protect significant trees:

- 1. Prior to land disturbance or construction activity, orange polyethylene laminar safety netting or chain link, four feet (4') in height shall be installed at the drip line or at the perimeter of the critical root zone, whichever is greater, of significant trees, heritage trees, and significant woodlands to be preserved to define the tree protection zone.
- 2. No land disturbance or construction activity shall occur within the tree protection zone.
- 2. Storage, operation, or parking of vehicles, construction equipment, or construction materials within a tree protection zone shall be prohibited.
- 3. Root pruning at the edge of a tree protection zone shall be completed by hand or with a machine designated for root sawing prior to grading or other soil disturbance;
- 4. Oak Trees:
 - a. Oak trees shall to be pruned, wounded, or damaged (roots, bark, branches, etc.) between the dates of March 15 and July 30.
 - b. Contractors shall have a nontoxic tree wound dressing with them on the development site; if wounding of oak trees occurs, a nontoxic tree wound dressing must be applied immediately.
- 5. Implementation of measures approved by the city engineer to prevent of change in soil chemistry due to concrete washout and leakage or spillage of toxic materials, such as fuels or paints.

- I. Additional Protective Measures. The following tree protection measures are recommended to protect significant trees that are to be preserved according to the approved tree preservation plan, and may be required as determined necessary by the city forester:
1. Installation of retaining walls or tree wells to preserve trees.
 2. Placement of utilities in common trenches outside of the tree protection zone of significant trees, or use of tunneled installation.
 3. Use of tree root aeration to mitigate compacted soils
 4. Provision of supplemental irrigation during the growing season when dry weather occurs.
 5. Installation of tree protection measures to protect and preserve trees located on abutting properties or the public right-of-way.
- J. Performance Security. The developer shall provide a performance security as may be required by section 11-9-7 of this title.

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Section 7. This Ordinance shall be effective immediately upon its passage and publication according to law.

ADOPTED by the Lakeville City Council this ____ day of _____, 2025.

CITY OF LAKEVILLE

BY: _____
Luke Hellier, Mayor

ATTEST

BY: _____
Ann Orlofsky, City Clerk



Memorandum

To: Parks, Recreation and Natural Resources Committee
From: Joe Masiarchin, Parks and Recreation Director
Date: July 10, 2025
Subject: 2026-2036 Parks System Master Plan

In April of this year, staff developed and published an RFP for the 2026-2036 Parks System Master Plan. The scope of work in the RFP included a number of elements:

- An inventory of existing parks/facilities with recommendations for future needs
- A review of existing trails and greenways
- A strategy for future parks, trails and open spaces
- Public engagement
- Creation of an implementation plan

Staff received five proposals, proposals were reviewed by staff and select members of the Parks, Recreation and Natural Resources Committee. Each consultant proposal was rated on various factors including:

- Project Management
- Public/Community Engagement
- Needs Assessment
- Community Profile
- System Analysis
- Strategic Vision
- Implementation Plan Development

Consultant interviews were completed in early June with staff from Parks and Community Development. HKGi was selected as the consultant to complete the Master Plan. The project will kick off in 2025 with public engagement initiatives, a review of existing parks system conditions and a needs assessment. The project will be completed over the next two years. Attached in your packet is a project timeline and HKGi's proposal.

Attachment A – Work Plan

We have adjusted the tasks from the RFP to align with the sequencing of the project, but all bullet points from the RFP have been addressed in below.

Task 1: Project Management

The project management task will extend throughout the course of the entire project.

We will have a kickoff meeting with the Project Management Team (PMT) to cover schedule, data needs, project plan and purpose, contact information, and public engagement approach. Based on this meeting, HKGi will begin compiling and reviewing background materials, budgets, GIS mapping, and other necessary data.

We will also maintain a standing meeting on an approximately bi-weekly timeframe between City and HKGi project managers. A project schedule will be used and updated at each of these meetings to ensure timely progress through each task. We will also use this schedule to keep a running “to-do” list of items for both HKGi and the City.

In order to keep the PMT, City officials, and other interested parties up to date, we will provide a written update monthly to staff and for posting on the project website. It will cover what has been accomplished and what is coming up in the process, particularly with regards to public engagement and other events.

MEETINGS:

- » PMT Kickoff
- » Ongoing Staff Check-In meetings

DELIVERABLES:

- » Project Schedule (to be updated as the project progresses)
- » Finalized Stakeholder Engagement Plan
- » Project Website
- » Monthly Updates

Task 2: Public Engagement

HKGi will also work with staff to finalize the approach to public engagement. This includes tools used for engagement, identification of stakeholders, contact information, schedules of events and other outreach efforts.

Each step of public engagement is done as part of a larger task, with a general breakdown as follows:

TASK 1 ENGAGEMENT ACTIVITIES:

Project Management

- » **Finalize Stakeholder Engagement Plan**
- » **Project Website**

TASK 3 ENGAGEMENT ACTIVITIES:

Existing Conditions

- » **Preliminary Online Survey**
We expect to develop an online survey at the beginning of the project that helps us “take the pulse” of the community with regards to parks and recreation.
- » **Statistically Valid Survey (Additional Services)**
HKGi will work with the City and a specialized research firm to prepare a statistically valid survey that reflects the make-up of Lakeville and is representative of the larger population. Findings will be presented in a clear and understandable manner to help decision makers representing the City.

TASK 4 ENGAGEMENT ACTIVITIES:

Needs Assessment

- » **Stakeholder Meetings (up to 4)**
We will meet with key stakeholders to understand their issues and opportunities in the park system today. Examples of stakeholders could include Dakota County, the School District, youth athletics, seniors, etc.
- » **Social Pinpoint Mapping #1 – Park Needs**
We will utilize an online mapping tool that allows people to provide site specific feedback and ideas.
- » **Open House #1 – Park Needs and Vision Kickoff**
HKGi will host an open house at the City to solicit more feedback about needs and use this time as an opportunity to kickoff the visioning portion of the system plan.



» **Pop Up #1 – Park Needs and Vision Kickoff (Additional Services)**

In addition to the open house, we will engage the community at an existing event to get more feedback about needs.

TASK 5 ENGAGEMENT ACTIVITIES:
Strategic Vision and Recommendations

» **Stakeholder Meetings (up to 4)**

We will reconvene with key stakeholders to review the vision and recommendations.

» **Social Pinpoint or Survey #2 – Vision Evaluation**

HKGi will utilize an online platform such as social pinpoint or surveymonkey to evaluate different vision ideas for the system.

» **Open House #2 – Vision Evaluation and Implementation Kickoff**

Using an open house format, we will gather public input about the Vision and to start the conversation about implementation in the plan.

» **Pop Up #2 – Vision and Implementation (Additional Services)**

In addition to the open house, we will engage the community at an existing event to get more feedback about the desired direction for the park system.

TASK 7 ENGAGEMENT ACTIVITIES:
Draft and Final Report and Approvals

» **Posting of Plan for comment**

We will post the draft plan online and provide hard copies for review at appropriate locations, such as City Hall or the Library.

Task 3: Existing Conditions

We will look at the current and projected demographic profile of Lakeville, especially as it is distributed around the community. We will use the Met Council's demographics as a starting point, but dive deeper into service areas, considering variables such as tenure, income, language, family size, race, and population density.

We will look at the system today, including connectivity, trails, open space, and accessibility and provide findings that will inform the needs assessment in the next task.

Lakeville's park system also exists as part of a larger recreation system. Dakota County, the school district, neighboring communities, and private entities all provide recreation offerings in or near Lakeville. Residents benefit from these facilities, and the City should take them into account so as not to duplicate services or to consider opportunities for collaboration.

Existing conditions in the park system are the starting point for evaluating any future reinvestment. We will start our evaluations with a site tour from staff to see the highlights, issues, and opportunities in the system today. We will follow that up with individual inventory trips. Facilities in good condition will be a focus of ongoing maintenance while those features that are reaching the end of their lifespan should be evaluated for upcoming replacement and/or the opportunity to do something different in that location. The project team will build on the City's Cartegraph mapping to inventory the "capital level" assets in the parks. This includes elements that would be considered in a CIP, such as playgrounds, ballfields, courts, parking lots, shelters, trails, and park buildings.

As a base, we will develop an online survey that asks about how people use the parks today and what they feel is missing. As an additional service option, we can provide a statistically valid phone survey that matches

the demographic makeup of the City. This may also be used to discuss support for “big idea” concepts to introduce new recreational offerings in the City.

DELIVERABLES:

- » Existing Conditions Chapter
- » Survey Results

Task 4: Needs Assessment

We will analyze and review park properties throughout the system, and work with staff to identify missing pieces and opportunities within the park system. Mapping will help determine where geographic gaps exist. Using National Recreation and Park Association (NRPA) metrics, we will evaluate the system for surpluses and deficits of certain features. When developing a needs assessment, HKGi considers the existing and future demographics of a community. Age, household structures, income, and immigration can all provide unique insights into what a community needs for recreation.

HKGi will also work with the City’s Cartegraph mapping and the asset inventory to review necessary replacements.

We will examine the current funding structure, including the fee structures related to park dedication, as well as other funding mechanisms. These will be cross referenced with current replacement needs and anticipated growth to identify surpluses or shortfalls relative to the current 10 year CIP and other anticipated needs.

HKGi will facilitate up to 4 stakeholder meetings in order to get a better handle on specific issues in the park system. These groups will be identified with City direction. Examples of stakeholders could include youth athletics, senior citizens, or other recreation providers (Dakota County, neighboring communities, Schools). These meetings allow us to have more focused discussions on specific topics. Additionally, HKGi will host a more general open house to present findings, and further listen to community needs and desires. Lastly, we will utilize a mapping feedback tool like Social Pinpoint to gather site specific feedback.

We will consider unique and emerging trends and see whether specific needs are being met in the community. Each of these variables helps tell part of the story about the park system, but none will tell the whole story.

It is important that our findings do not just reflect back stats, but that there are key takeaways related to each variable.

At the conclusion of task 4, we will participate in a “State of the Parks” meeting with elected officials to discuss what we’ve found to date. This is typically a joint meeting of the PRNRC and City Council.

MEETINGS:

- » Stakeholder Meetings (up to 4)
- » Open House #1
- » State of the Parks joint work session

DELIVERABLES:

- » Needs Assessment Chapter
- » Social Pinpoint Mapping Findings

Task 5: Strategic Vision and Recommendations

Using what we’ve learned through the Existing Conditions and Needs Analysis, we will prepare a vision statement that describes where the Park System should be headed in the next 10 years and long term. This will be paired with guiding principles that are focused at a system level. Each guiding principle will include clear, measurable goals.

We recognize that the vision will set the course for Lakeville as it continues to build out. The decisions made now will shape the type of system the City has for long into the future.

The vision will address different issues related to park and recreation buildout. Items will be determined during the process, but likely topics include:

- » Park Service Area Model
- » Acquisition and Dedication Approach
- » Neighborhood Park Strategies (Locations and Amenities)

- » Community Scale Park Strategies
- » Connectivity Approach
- » Evaluation of “Big Ideas”

We will utilize both online (survey/social pinpoint) and in-person (open house) options to evaluate these approaches and vision for the park system.

MEETINGS:

- » Stakeholder Meetings (up to 4)
- » Open House #2

DELIVERABLES:

- » Vision and Recommendations Chapter
- » Survey or Social Pinpoint #2 Findings

Task 6: Implementation

For upcoming projects, we will incorporate them into a prioritization framework developed in coordination with the City. Variables for prioritization will be identified in task 5, and task 6 will refine the scoring methodology. We will also compare the costs of implementing recommendations with historic financial outlays to give the City of what these changes may cost, relative to past budgets.

Based on need, available budget, and feature lifespan, recommendations will be sorted into an implementation schedule and short term projects will be incorporated into the City’s CIP planning process. HKGi will also work with the City to refine phasing strategies based on need and available funding.

Inevitably in the future, the City will receive requests for projects that are not in the park system plan. The implementation chapter will include a worksheet to evaluate new proposals and score them relative the City’s other projects.

Finally, HKGi will also prepare an overview of funding strategies and match those to priority recommendations in the document and asset management tool. Because certain sources of money come with restrictions on how it can be spent, it is imperative that the City understand what sources pair with specific kinds of projects.

We will participate in a PRNRC Meeting to review the vision and implementation and to give commissioners a look at the report direction prior to it going out for public review.

MEETINGS:

- » PRNRC Meeting

DELIVERABLES:

- » Updated CIP recommendations
- » Asset management tool
- » Prioritization/Decision making framework
- » New Project Worksheet
- » Implementation Chapter

Task 7: Draft and Final Report Reviews and Approvals

The findings and reporting from each of the tasks will be the basis for different chapters in the plan. Task 7 includes development and layout of plan content. The plan document will be thoughtfully organized, graphically compelling, and easy to read and use.

A draft of the plan will be posted for public comment. Task 7 also includes bringing the plan to PRNRC for recommendation, and City Council for approval.

The final plan will be provided digitally and printed. We will also provide a public engagement summary, all GIS and other background data, and the final asset management tool files and directions for use. The asset management tool is intended to be an ongoing tool for the City to manage future CIP planning and to manage assets as needs arise.

MEETINGS:

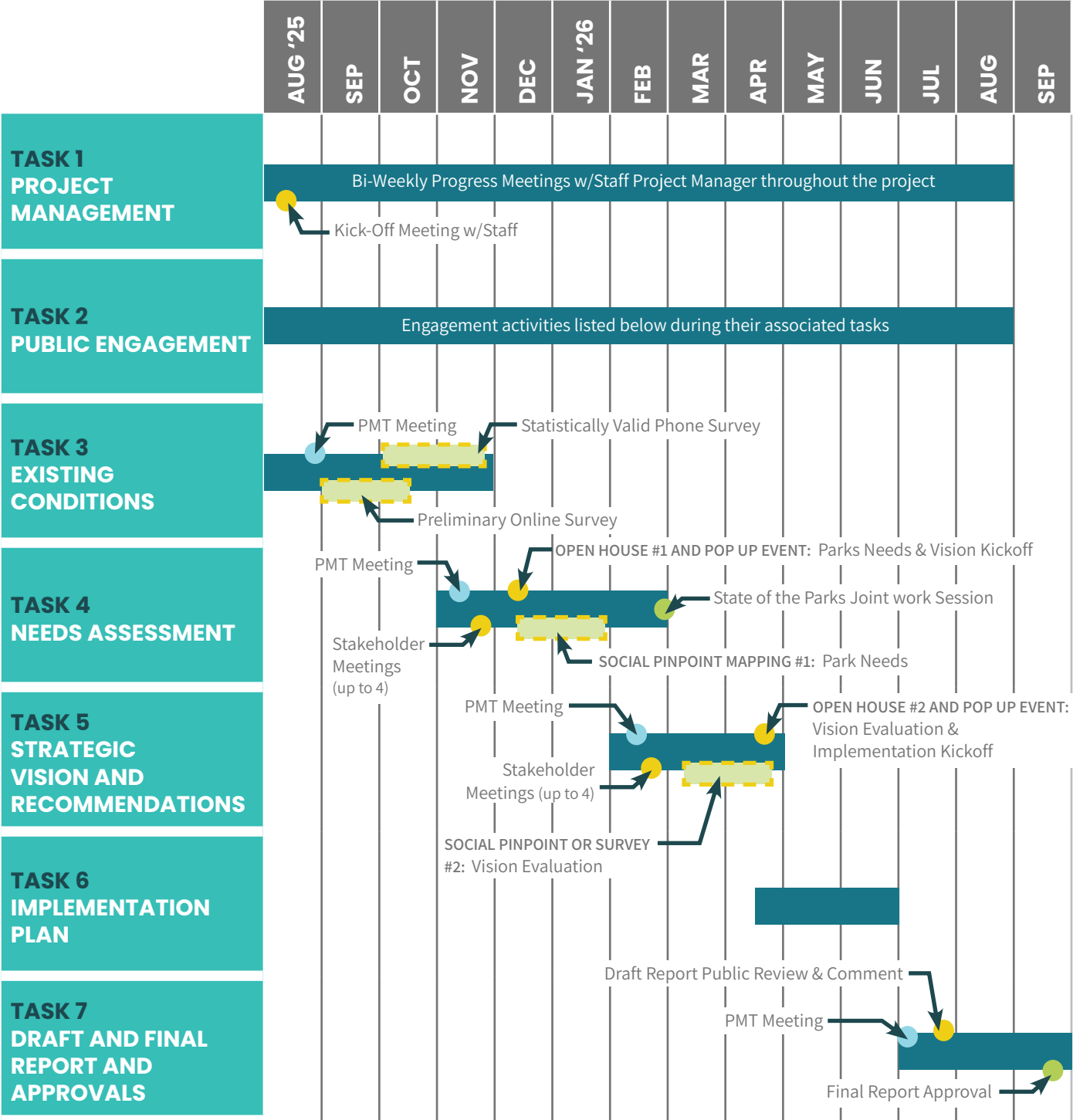
- » PRNRC Meeting
- » City Council Meeting

DELIVERABLES:

- » Draft Report
- » Public Comment Summary
- » Final Report
- » All associated files

PROJECT TIMELINE

The table below outlines our anticipated timeline for conducting the work plan presented earlier in this proposal. One of our first tasks will be to confirm this schedule or modify it to best fit the City’s needs and the needs of the project. We will also work with City staff to add detailed dates, as appropriate, for the milestones illustrated below.



A photograph of three young boys playing on a wooden play structure in a park. The structure consists of two vertical wooden posts and a thick rope bridge. One boy is standing on the rope bridge, another is climbing it, and a third is running towards the structure. The background is a lush green field with trees. The text 'FEE PROPOSAL' is overlaid in large white letters.

FEE PROPOSAL

COST PROPOSAL

FEE PER TASK PROPOSAL

The table below contains our proposed fee per task to conduct the work plan contained in this proposal. Cost estimates for the desired optional tasks are included at the end of the work plan. Anticipated costs for 2025 and 2026 are separated.

	FEE		2025	2026
TASK 1 PROJECT MANAGEMENT	\$11,500		\$4,600	\$6,900
TASK 2 PUBLIC ENGAGEMENT	\$17,700		\$6,800	\$10,900
TASK 3 EXISTING CONDITIONS	\$13,700		\$13,700	
TASK 4 NEEDS ASSESSMENT	\$20,200		\$10,100	\$10,100
TASK 5 STRATEGIC VISION AND RECOMMENDATIONS	\$24,800			\$24,800
TASK 6 IMPLEMENTATION PLAN	\$11,400			\$11,400
TASK 7 DRAFT AND FINAL REPORT AND APPROVALS	\$21,500			\$21,500
SUBTOTAL	\$120,800		\$35,200	\$85,600
EXPENSES (PRINTING, MILEAGE, PROJECT MATERIALS)	\$1,000		\$300	\$700
REQUESTED ADDITIONAL SERVICES				
STATISTICALLY VALID SURVEY	\$25,000		\$25,000	
ADDITIONAL OPEN HOUSE/POP-UP STYLE MEETINGS (EA)	2 X \$5,000		\$5,000	\$5,000
NOT-TO-EXCEED TOTAL FEE & EXPENSES	\$156,800		\$65,500	\$91,300

PARKS SYSTEM MASTER PLAN

Lakeville, Minnesota

Prepared by



Planning | Landscape Architecture | Urban Design

Proposal for Park System
Planning Services
May 20, 2025

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May 20, 2025

Joe Masiarchin, Parks and Recreation Director
City of Lakeville
20195 Holyoke Avenue
Lakeville, Minnesota 55044



800 Washington Ave. N.
Suite 207
Minneapolis, MN 55401
612-338-0800 | hkgi.com

RE: Proposal for Parks System Planning Services

Dear Mr. Masiarchin:

Parks and open space planning has been a core service for HKGi since the firm's establishment in 1982, and as professionals and people who love the outdoors, we believe that great public spaces—parks and trails in particular—are critical for making great communities. In the past decade alone we have developed more than forty park system master plans, needs assessments, and usage studies for Minnesota communities, and we have completed hundreds of park and trail improvement projects, everything from designing brand new athletic complexes to smaller scale improvements such as new playgrounds, splash pads, or picnic shelters.

We also recognize the challenges many communities face in right-sizing their systems, funding new parks while maintaining existing parks, and keeping up with evolving recreational trends and demands from residents for new programs and services. In our system planning work, we strive to provide clients with the types of information and guidance they need to keep their parks in good shape, plan for future needs, and cost effectively provide a high quality parks and recreation system that meets the needs of community members. In our planning process we build a data-based foundation that staff, parks commissioners, and elected officials can use to make informed decisions about investments in their parks system. We collect data related to demographics, recreational and local development trends, peer community benchmarks, industry standards, cost estimates and, perhaps most importantly, the thoughts and ideas of community members and key user groups.

Our community-based planning approach, customized for each unique community, is an important link between a city's parks and recreation system and its primary users. Our process helps both staff and officials understand how their constituents value their parks and what new services or facilities they would support in the future. The planning process is also an opportunity to raise awareness about parks and recreation services and program, and, critically, can help build long-term community support for subsequent implementation initiatives.

HKGi brings a good understanding of Lakeville's planning and development context through our work for the City of Lakeville. We have provided planning services to the city, primarily in the downtown area, several times in the past decade. Our Principal for this project, Bryan Harjes, is a resident of Lakeville, and Rita Trapp, who will provide park dedication ordinance expertise, began her professional career with the city. Additionally, we have been involved in planning for Dakota County's greenway network since its establishment in 2009 and have master planned several county parks. For more than a decade we have also led grant writing efforts for the county, primarily for greenway and bike-ped connectivity improvements. We will be able to leverage our working relationships with county staff and our understanding of the greenway network to assist us in developing a plan that more fully integrates planned county initiatives, enabling the City to better focus its own investments.

If you have questions about our proposal or would like to discuss the project in further detail, please don't hesitate to reach out to us. We appreciate the opportunity to be considered for this project, and we look forward to speaking with you soon.

Sincerely,



A handwritten signature in black ink, appearing to read 'K Clarke'.

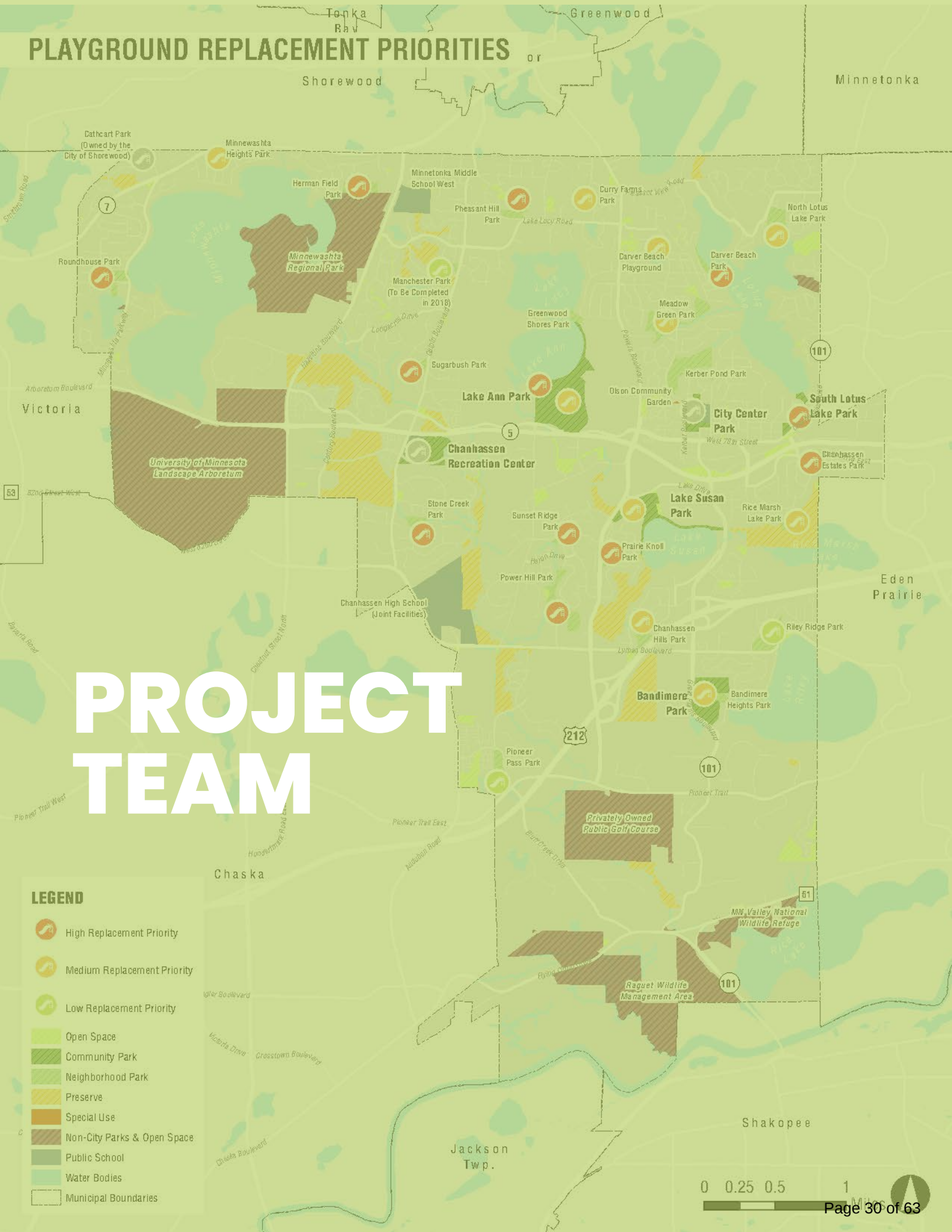
Kevin Clarke
Project Manager
503-926-4447 | kevin@hkgi.com



A handwritten signature in black ink, appearing to read 'Bryan Harjes'.

Bryan Harjes
Principal in Charge
612-310-2419 | bryan@hkgi.com

PLAYGROUND REPLACEMENT PRIORITIES



PROJECT
TEAM

LEGEND

- High Replacement Priority
- Medium Replacement Priority
- Low Replacement Priority
- Open Space
- Community Park
- Neighborhood Park
- Preserve
- Special Use
- Non-City Parks & Open Space
- Public School
- Water Bodies
- Municipal Boundaries

0 0.25 0.5 1

FIRM PROFILE



For more than forty years HKGi has helped communities throughout the Upper Midwest create great places for people to live, work and play. HKGi's landscape architects and planners share their design expertise and passion with clients striving to create quality places. Our community-based approach to planning and design builds on the four key principles that have defined HKGi's practice since the firm's beginning: **collaborate, listen, explore, create.**

PARK PLANNING & DESIGN

Park and trail planning has long been a core HKGi service, with the firm completing more than forty park system plans and needs assessments along with hundreds of park and trail plans and improvements. In our system planning work, we assist clients with prioritizing and planning for future improvements, including repair and replacement of existing assets, construction of new facilities and amenities, and planning for operations and maintenance costs for both existing and future assets.

HKGi's park planners also bring broader planning experience to their park system planning work, routinely contributing to community-wide planning such as comprehensive plans and bicycle-pedestrian plans. These efforts involve understanding how communities are evolving, identifying service needs and gaps, and creating shared community visions to guide long-range planning. These services facilitate holistic, well-informed decision-making among city leaders, staff, and community members and lead to system plans that better respond to the community and its future needs.

hkgi.com | 612-338-0800

MAIN OFFICE

800 Washington Ave. N., #207
Minneapolis, MN 55401

SATELLITE OFFICE

Vernon County, WI

PRINCIPALS

- Bryan Harjes, President
- Brad Scheib, Vice President
- Gabrielle Grinde, Vice President
- Rita Trapp, Vice President

ASSOCIATES

- Jeff Miller, Senior Associate
- Jody Rader, Associate
- Kevin Clarke, Associate
- Sarah Evenson, Associate

STAFF

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



OUR EXPERIENCE

40+

Park System Plans



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

Detailed examples of our park system planning work are included in this proposal beginning on page 12. Resumes for HKGi staff members who will provide service for this project are included beginning on the **next page**.



Learn
Community
Values



Benchmarking



Identify
Service Gaps



Plan for
Community
Growth



Guide Future
investments



Establish
Priorities





Kevin Clarke

Project Manager
kevin@hkgi.com

Years of Experience: 14

Education

Master of Landscape Architecture and
Master of Urban and Regional Planning -
University of Minnesota

B.A., Economics -
Saint John's University

Awards

2017 MN APA Success Stories in
Implementation Award - Downtown
Master Plan and Streetscape Design -
Chaska, MN

2015 MI APA Daniel Burnham Award for
a Comprehensive Plan - Comprehensive
Plan for the City of Ironwood

Introduction

Kevin will serve as the Project Manager for Lakeville's Parks System Master Plan. He will provide leadership throughout the process, including coordinating engagement on behalf of the consultant team and serving as the primary point of contact for city staff.

Kevin brings a versatile skill set and both depth and breadth of parks planning experience to this project. He has led system planning initiatives, park master plans, and the design and implementation of park improvements. His skill in data collection and analysis has also enabled him to provide asset management planning services and to conduct several needs assessment studies. This assessment process helps communities identify strategies to address future investments and improvements.

Relevant Project Experience

- Park System Master Plan | Eagan, MN
- Parks and Recreation System Master Plan | South St. Paul, MN
- Park System Plan | Inver Grove Heights, MN
- Parks and Recreation Master Plan | Nisswa, MN
- Parks and Trails System Master Plan | Alexandria, MN
- Athletic Fields and Greenspace Master Plan | Becker, MN
- Park System Plan | Carver County, MN
- Park System Master Plan | Elk River, MN
- Outdoor Athletic Facilities Study; Community Recreation Impact Study; and MHealth Fairview Ice Rink Study | Woodbury, MN
- Athletic Fields Feasibility Study | Maple Grove, MN
- Commons Ballfield Improvements | Excelsior, MN
- Ponds Park Ballfield & Playground Improvements | Prior Lake, MN
- Athletic Facilities Assessments and Master Plans for Campbell Lake, Spring Lake Park, and Ponds Park | Prior Lake, MN
- Athletic Facilities Needs Assessment | Chanhassen, MN
- Athletic Field Utilization Study and Master Plans | Elk River, MN
- Fernbrook Athletic Complex & Gleason Fields Athletic Complex | Maple Grove, MN



Bryan Harjes PLA (MN, MI), LEED AP Principal in Charge bryan@hkgi.com

Years of Experience: 24

Education

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

Registration

Landscape Architect, Minnesota,
License No. 42954; Michigan License No.
3901001779

Awards

2021 ASLA-MN Honor Award for
Planning and Urban Design - Minnehaha
Parkway Regional Trail Master Plan

2018 ASLA-MN Merit Award for Planning
and Urban Design - St. Louis River
Estuary National Water Trail Master Plan
- Duluth-Superior

2014 APA-MN Innovation in Planning
Award and 2013 ASLA-MN Merit Award
for Analysis and Planning - Great River
Passage, Saint Paul

Introduction

Bryan will provide oversight of the project as the Principal in Charge. In this role he will provide guidance and quality control services, ensuring that the team has the resources it needs to conduct an outstanding planning process and produce high quality deliverables that will help the City achieve its objectives for this project.

As a resident of Lakeville, Bryan is familiar with the community and its parks and recreation program. He will also be able to provide the planning team with insights regarding the community to supplement information provided by staff, community members, and other stakeholder groups.

Bryan has provided leadership for several complex park and recreation planning and design projects in communities throughout the state and the metropolitan region. He is a creative thinker who emphasizes high quality solutions that meet long-term community needs and promote fiscal and ecological sustainability.

Relevant Project Experience

- Parks, Recreation, and Community Education Master Plan | Hutchinson, MN
- Park Master Plans | Olmsted County, MN
- Park System Plan | Rice County, MN
- Outdoor Athletic Facilities Study | Woodbury, MN
- St. Louis River Recreational Corridor Master Plan | Duluth, MN
- Gate, Wayfinding and Signage Plan | Duluth, MN
- Great River Passage Master Plan | Saint Paul, MN
- Minnehaha Parkway Regional Trail Master Plan and Improvements | Minneapolis, MN
- Western Duluth Trails Master Plan | Duluth, MN
- Commons Park Master Plan & Improvements | Fridley, MN
- Kenwood Trail Reconstruction | Lakeville, MN
- Holyoke Avenue Streetscape Improvements | Lakeville, MN
- Lakeville Arts Center Site Design | Lakeville, MN



Gabrielle Grinde PLA (MN)

Principal – Project Advisor

gabrielle@hkgi.com

Years of Experience: 17

Education

Master of Landscape Architecture,
University of Minnesota

Bachelor of Arts-Political Science,
University of Wisconsin-Madison

Registration

Landscape Architect, Minnesota
License No. 50416

Awards

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

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

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

2012 ASLA-MN Merit Award for Planning
- Minnesota River and North Creek
Greenway Master Plans, Dakota County,
MN

2012 MN APA Partnerships in Planning
Award - Dakota County Greenway
Collaborative Guidebook

Introduction

Gabrielle will serve as a Project Advisor who will assist the planning team by providing insights based on her long history of providing planning services to Dakota County for the development of their greenway network. She will also be able to provide guidance based on her experience developing park system plans for several clients similar in size and scope to Lakeville.

Park and trail planning and design has been a critical focus area for Gabrielle throughout her career. She has been a key contributor to planning for Dakota County's greenway network since 2009 and has developed the long-range plans for nearly every greenway currently in development. She has also assisted with grant writing efforts to help the County and its constituent communities secure funding for greenway and other bicycle-pedestrian connectivity improvements.

She has conducted park and trail planning and design in a variety of complex contexts. Through this experience she has built a strong knowledge base that will enable her to provide the team with critical guidance.

Relevant Project Experience

- Greenway Collaborative Guidebook | Dakota County, MN
- North Creek and Lake Marion/South Creek Greenway Master Plans | Dakota County, MN
- Parks and Recreation System Master Plan | Maple Grove, MN
- Parks, Recreation, and Community Education Master Plan | Hutchinson, MN
- Park and Recreation System Plan | Otsego, MN
- Park and Recreation System Plan | Chanhassen, MN
- Park and Recreation System Master Plan | Duluth, MN
- Park and Recreation System Plan | Sherburne County, MN
- Parks and Trails System Plan | Stearns County, MN
- Park and Recreation System Plan | Wright County, MN
- Park System Plans Evaluation | Farmington, MN
- Park and Trail Wayfinding Plan | Farmington, MN



Rita Trapp AICP, LEED AP
Principal – Project Advisor
rita@hkgi.com

Years of Experience: 22

Education

B.S., Land Use Geography and
Economics, University of Wisconsin-Eau
Claire

Registration

American Institute of Certified Planners
- Cert. #021555

Awards

2018 MN APA Excellence in Community
Engagement Award - Chanhassen Parks
and Recreation System Plan

2017 National APA President's Council
Leadership Award

2009 ASLA-MN Honor Award for
Planning and Research - Saint Paul Park
and Recreation Vision Plan

Introduction

Rita will serve as an Advisor to the planning team regarding park dedication ordinance strategies. She has worked with several Minnesota communities to develop, evaluate, and revise park dedication ordinances to identify effective funding methods that provide adequate support for park and recreation development while balancing the need for client communities to remain attractive for new development.

Rita has twenty-plus years of experience providing a wide variety of planning services to communities throughout the state. Her services range from development code updates and day-to-day planning services to park and park system master planning. She has also led grant writing initiatives on behalf of Dakota County for more than a decade and has helped the County secure tens of millions of dollars for greenway and connectivity improvements. She has always focused on developing action-oriented plans that help clients generate positive results for their communities.

Relevant Project Experience

- Park Dedication Ordinance | Farmington, MN
- Park Dedication Study and Training | Elk River, MN
- Park Dedication Update | Livonia Township, MN
- Park Dedication Ordinance | New Brighton, MN
- Park Dedication Study | Prior Lake, MN
- Parks and Recreation System Master Plan | Maplewood, MN
- Parks and Recreation System Plan | Chanhassen, MN
- Active Living Grant Writing | Dakota County, MN
- Greenway Master Planning | Dakota County, MN
- Community Recreation Study | Woodbury, MN
- Parks and Recreation System Master Plan | Rochester, MN
- Park Master Plans | Olmsted County, MN
- Lake Byllesby Regional Park Master Plan | Dakota County, MN
- Thompson County Park Master Plan | Dakota County, MN



Jordan Hedlund

Landscape Designer

jordan@hkgi.com

Years of Experience: 9

Education

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

Awards

2025 ASLA-MN Merit Award for General
Design, Grams Park Nature Play,
Sherburne County, MN

2024 On the Rise Alumni Leader Award
from the University of Minnesota Alumni
Association

2021 President's Student Leadership &
Service Award, University of Minnesota

2021 ASLA-MN H.W.S. Cleveland Award

Professional Activities

College of Design Advisory Chair,
University of Minnesota

Equity Planning Committee for
Landscape Architecture

Past Director of Programs, ASLA-MN

Past Advocacy Chair, ASLA-MN

Introduction

Jordan will provide planning and design support throughout the duration of this project, including field research, data collection, engagement, concept planning, and cost estimation. He provides a variety of services at HKGi, particularly on park master planning and park improvement design and implementation projects.

Jordan has been a key contributor to the development of HKGi's asset management planning services. He has also played a critical role in several playground design and replacement projects, leveraging his previous employment with a playground design/build firm. Jordan is adept at using AutoCAD, GIS, Lumion, and Adobe Creative Suite to create visual communications materials for park improvement projects. His visualization skill has been an important ingredient in public engagement and awareness efforts. The graphics he has created help staff, city officials, and community stakeholders envision and evaluate potential design directions.

Relevant Project Experience

- Park System Plans Evaluation | Farmington, MN
- Parks and Trails Master Plan | Alexandria, MN
- Parks and Recreation Master Plan | Nisswa, MN
- Park Amenity Improvements | Apple Valley, MN
- Park and Trails Asset Management Plan | Carver County, MN
- Park System Plan | St. Francis, MN
- Park Planning and Design | Corcoran, MN
- South Valley Park Improvements | Inver Grove Heights, MN
- Jordan Court Block Improvements | Red Wing, MN
- Ponds & Memorial Park Improvements | Prior Lake, MN
- Kennedy Park Improvements | West St. Paul, MN
- Soldier's Field Park Improvements | Rochester, MN
- Lakeview Knolls Park Improvements | Maple Grove, MN
- Grams Park Nature Play Design | Sherburne County, MN
- Police Station and City Hall Site Improvements | Burnsville, MN



Leilen Farias

Landscape Designer
leilen@hkgi.com

Years of Experience: 9

Education

Master of Landscape Architecture,
University of Minnesota

B.S. in Architecture, University of
Minnesota

Registrations

Certified Minnesota Tree Inspector,
#20106176

Awards

Regents Scholarship - University of
Minnesota

Student Academic Excellence Award, U
of Minnesota College of Design

U of Minnesota Design Student and
Alumni Board Member

Introduction

Leilen will provide support services for this project including engagement, data collection, field work, visualization, and report writing and layout. Leilen is also fluent in Spanish and can provide bi-lingual engagement support throughout the process as needed.

At HKGi Leilen has provided planning and design support for a variety of projects in communities throughout the region, including recent park system planning initiatives in Eagan and South St. Paul and the current systemwide park amenity replacement project in Apple Valley. She has also provided planning and design services for several park plans and park improvement projects and brings seven years of experience contributing landscape design services to public space improvement projects with the University of Minnesota's Landcare Department.

Relevant Project Experience

- Park System Master Plan | Eagan, MN
- Parks Master Plan | South St. Paul, MN
- Park Amenity Planning | Apple Valley, MN
- Thompson County Park Ph. 2 Improvements | Dakota County, MN
- Ponds Park Improvements | Prior Lake, MN
- Lake Ann Preserve | Chanhassen, MN
- Lions Park Pickleball Improvements | Chaska, MN
- Lake Rebecca Park Master Plan | Hastings, MN
- Splash Pad Concept Plan | Hutchinson, MN
- Maple Lakes and Teal Lake Linear Park Plan | Maple Grove, MN
- Village Park | Maple Grove, MN
- Audubon Park Concept Plan | Minneapolis, MN
- Prairie Park Master Plan | Otsego, MN
- Indoor Turf Athletic Facility | Rogers, MN
- Recreation Area Park Master Plan | Grand Marais, MN
- Trail Wayfinding Signage Plan | Hastings, MN



Mia Colloredo-Mansfeld

GIS & Planner

mia@hkgi.com

Years of Experience: 2

Education

Bachelor of Arts, Geography and
Environmental Studies - University of
North Carolina-Chapel Hill

Awards

McNally Award for Excellence in
Geography

Douglas Eyre Award for Outstanding
Leadership

Activities

Volunteer Ambulance Driver - North
Haven, Maine EMS

Introduction

Mia will provide GIS data collection and mapping services to this project. Her data collection, analysis, and mapping capabilities will provide the planning team with critical data about Lakeville demographics, development patterns, and projected trends. This data will provide a solid foundation for understanding the community's current context and potential future needs.

Mia has an affinity for working with GIS data and has developed her collection and analysis skills both at HKGi and in her previous employment where she built a GIS database from scratch for a small village in Maine.

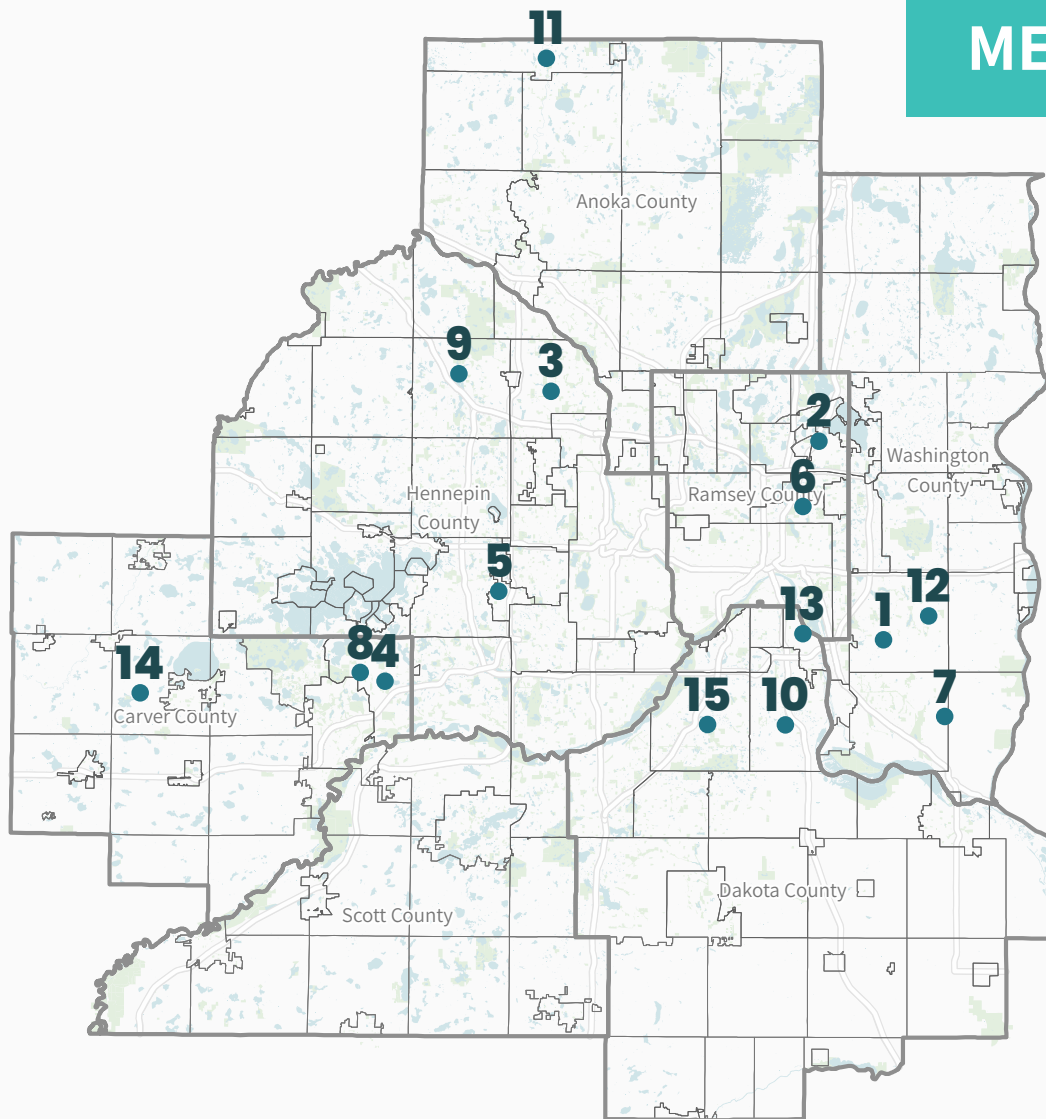
Relevant Project Experience

- Park and Recreation System Plan | Cedar Falls, IA
- Park and Open Space Plan | Watertown, WI
- Active Living Grant Writing | Dakota County, MN
- Party on the Plaza Engagement | Burnsville, MN
- Comprehensive Plan Update | Ironwood, MI
- Comprehensive Plan & Zoning Ordinance Update | St. Charles, MN
- Comprehensive Plan & Zoning Ordinance Update | St. Michael, MN
- City Center Small Area Plan | Vadnais Heights, MN

RELEVANT EXPERIENCE

A photograph of a playground with a large blue slide and yellow slides, with two children playing. The image is overlaid with a semi-transparent blue filter.

Park & Recreation System *Planning Experience*



The park and recreation system plans we have completed for communities in the metropolitan region in recent years include:

1. Woodbury - Park and Recreation System Plan
2. White Bear Lake School District - Athletic Facilities Needs Assessment
3. Brooklyn Park - Park and Recreation System Plan
4. Chanhassen - Athletic Facilities Needs Assessment
5. Hopkins - Park System Reinvestment Plan
6. Maplewood - Park System Plan
7. So. Washington County - Athletic Facilities Needs Assessment
8. Chanhassen - Park and Recreation System Plan
9. Maple Grove - Park and Recreation System Plan
10. Inver Grove Heights - Park and Recreation System Plan
11. St. Francis - Park and Recreation System Plan
12. Woodbury - Athletic Facilities Needs Study
13. South St. Paul - Parks Master Plan
14. Carver County - Parks System Plan
15. Eagan - Parks System Plan (in progress)

Parks & Recreation Master Plan

MAPLE GROVE, MINNESOTA



What We Heard

(Community Survey results)

Over 80% of survey respondents indicated that they use the **Community Center**, the highest response for any park facility.

57% of respondents (504) said that the **Community Center meets the needs** of their household.



73% of survey respondents indicated that members of their household are interested in **playgrounds**. **70%** are interested in **swimming**. **46%** are interested in **picnicking**. **40%** are interested in **ice skating/hockey**. **21%** are interested in **indoor court sports** (basketball, volleyball), and **8%** are interested in **skateboarding**.



When asked which facilities they use at the **Community Center**, respondents indicated:

- 70%** use **Grove Cove**
- 52%** use the **Maple Maze**
- 29%** use the **Ice Arena**
- 22%** use the **Gym**
- 18%** use **meeting rooms**
- 10%** use the **skate park**
- 8%** use the **senior center**
- 7%** use the **banquet room**
- and **5%** use the **teen center**

Over 40% of respondents (375) indicated that the Community Center meets **some or none of their households' needs**...of those people, **71%** indicated a desired for **expanded** facilities, and **51%** indicated a desire for **improvements** such as a **larger pool** and a **fitness center**.

When asked about which improvements/additions respondents would support through funding mechanisms, such as a bond referendum, **44%** indicated **great support for upgrading the Community Center**.

Almost **80%** of survey respondents said the reasons they visit parks and facilities are for **fitness and exercise** and **family/friend time**.



Potential Community Center Improvements & Additions

- » Expand space for senior center programs and activities (card club, speakers, etc.)
- » Expand indoor and outdoor swimming pools with more lap swim space, more swimming lesson availability, and more activities for older children
- » Add outdoor refrigerated hockey rink
- » Build outdoor covered, open air market space
- » Remodel indoor playground with better ventilation and more opportunities for younger kids
- » Add fitness facilities, such as indoor walking track and outdoor exercise stations
- » Add parking ramp

NEEDS ASSESSMENT



HKGi provided leadership and planning expertise for the creation of a Parks and Recreation Master Plan that establishes a strong, community-supported vision for the future of Maple Grove. This system-wide planning process helped the community understand how Maple Grove's impressive set of signature parks fit into this fast-growing community's "base" park system, which the community intends to complete by 2030. This Plan also helped staff and community leaders and stakeholders understand demographic and recreational trends that will influence future system wide improvements and investments.

As part of the process HKGi conducted a study of Maple Grove's Community Center in order to identify existing conditions, issues, needs, and collect feedback from community members on how they use the Community Center and what improvements they would like to see in the future.

Since completion of the Plan, HKGi has provided assistance with implementation efforts by planning and designing a new pickleball complex, a new urban neighborhood park, and two tournament-scale athletic complexes.

CLIENT

City of Maple Grove

REFERENCES

Chuck Stifter
Parks and Recreation Director
City of Maple Grove
763.494.6501
cstifter@maplegrovern.gov



[Click here to view the full plan document!](#)

Park System Plan

SOUTH ST. PAUL, MINNESOTA



Top row: Community engagement summaries illustrate the ways in which community members use the system and what they need from their parks and recreation system. **Bottom row:** HKGi has conducted a detailed inventory and analysis of all the parks in the system to establish a baseline understanding of the system's current condition.

HKGi recently completed a Parks Master Plan for the City of South St. Paul. Like many older, fully developed suburban communities, South St. Paul's park system has a limited ability to expand and finances are also tight, making ongoing improvements or upgrades to existing equipment and facilities challenging.

The system plan HKGi developed with the assistance and input of City staff and community members provides the City with an asset management tool—an inventory of its current system and an assessment of the system's condition—that can be used to establish maintenance and improvement priorities and identify funding strategies and a timeline to methodically guide future investments and ongoing operations the park system.

The Plan also includes a wide variety of other critical elements such as 12 system initiatives, concept plans for all 16 city parks, and strategies and priorities to guide future implementation initiatives.

CLIENT

City of South St. Paul

REFERENCE

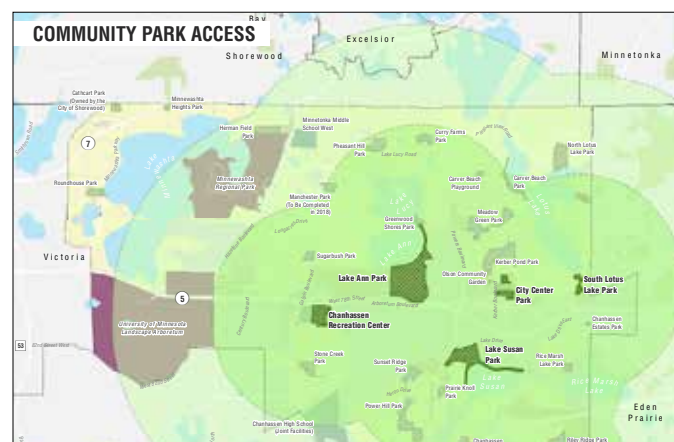
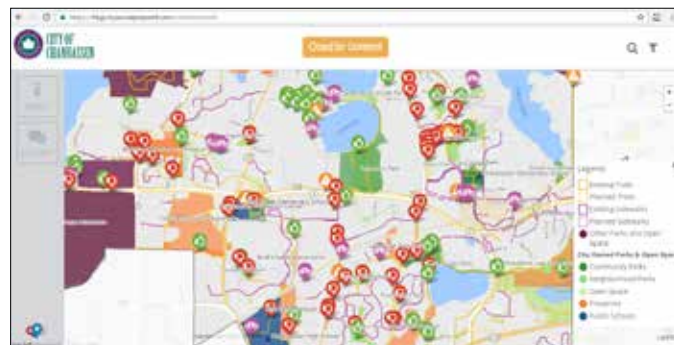
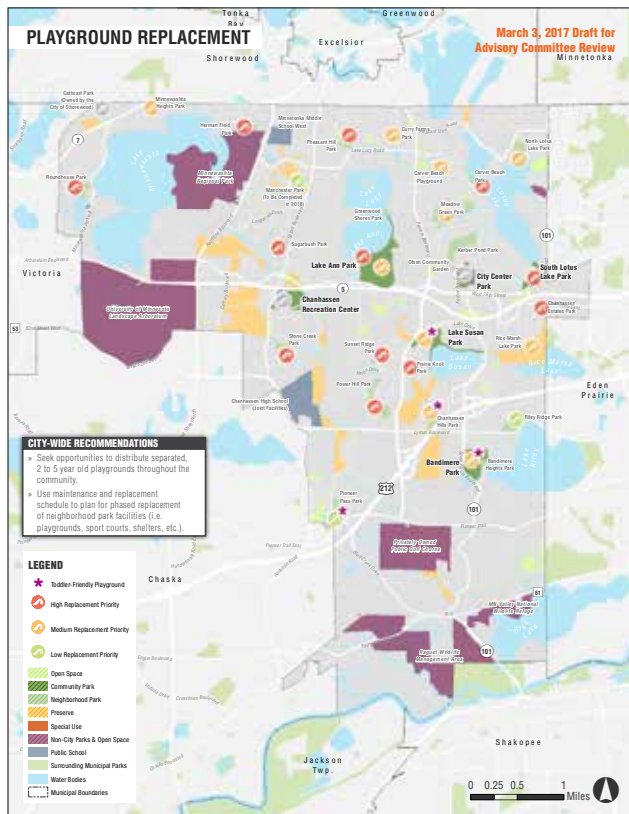
Shannon Young, Parks and Recreation Director
City of South St. Paul
syoung@sspmn.org
651-366-6203



Click here to view the full plan document!

Parks & Recreation Master Plan and Playground Replacement

CHANHASSEN, MINNESOTA



HKGi led the community through its first system wide planning process, providing staff with the opportunity to take a comprehensive look at their system and identify guidelines for growing and maintaining the system as the community continues to grow. HKGi assessed current conditions within the system, including identifying levels of access to community and neighborhood parks, distribution of facilities, and gaps in the trail and open space system.

HKGi's extensive community engagement process enjoyed a high level of community participation, and support expressed for the parks system by stakeholders inspired the City Council to designate maintenance and enhancement of parks and trails as a key funding priority for future budgets. HKGi's planners worked with the City to analyze all of the input collected and use that information to develop recommendations that include long-term Goals, Policies to guide decision-making, and Initiatives that detail actions and steps needed to implement the plan.

One of the key elements in the Plan addressed the need to conduct a citywide playground replacement initiative and establish a proactive maintenance program. Following adoption of the Plan, HKGi assisted the City in identifying and replacing playgrounds in key parks over the course of a several years.

CLIENT

City of Chanhassen

REFERENCE

Jerry Ruegamer, Parks and

Recreation Director

City of Chanhassen

952-227-1129

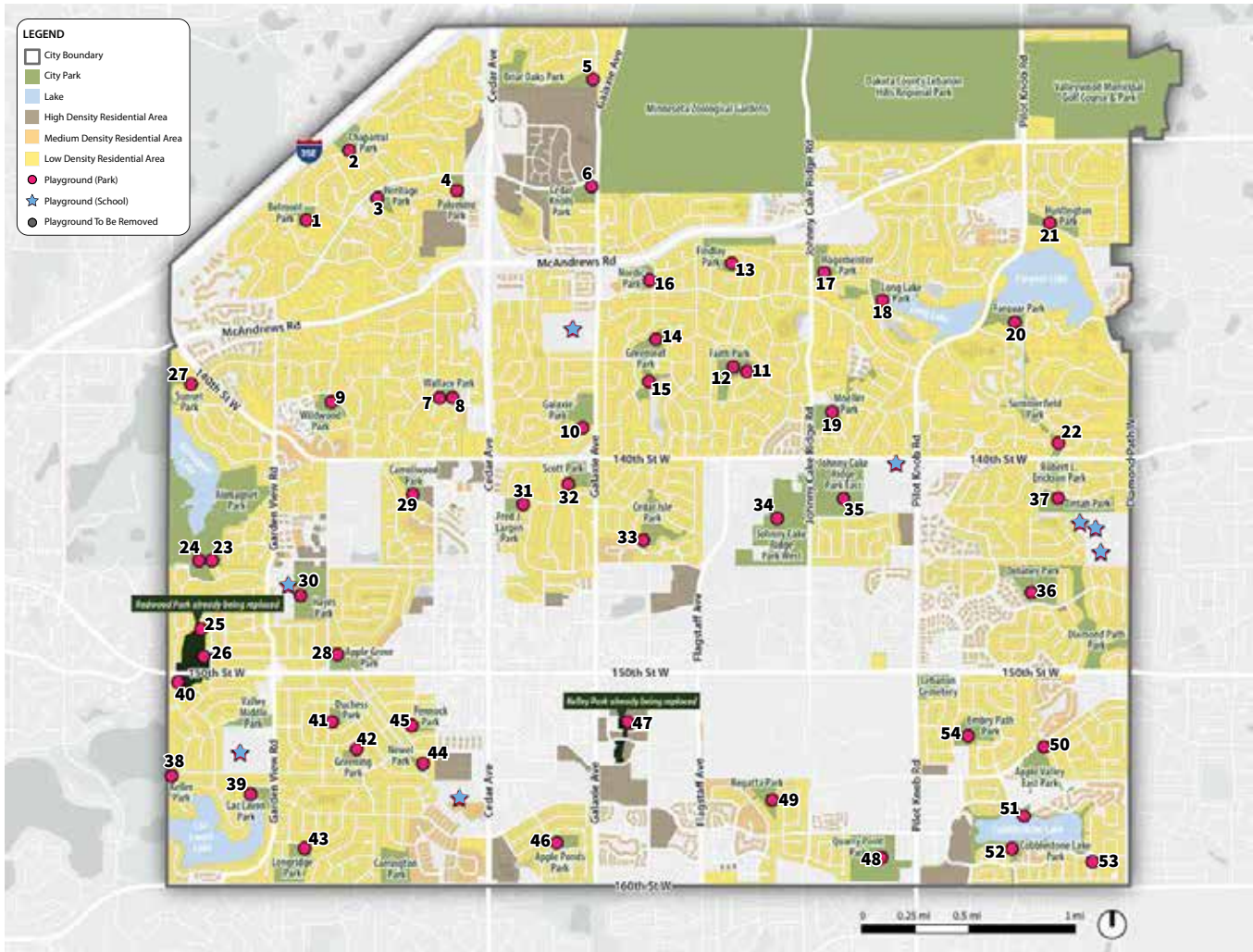
jruegamer@chanhassenmn.gov



Click here to view the full
plan document!

Parks Amenity Planning

APPLE VALLEY, MINNESOTA



HKGi is currently in the process of assisting the City of Apple Valley in conducting a city-wide planning and engagement process to develop a plan for neighborhood park amenity replacement over the next 10-20 years. A successful referendum to fund proposed parks and trails improvements and neighborhood park and playground improvements was held recently. The City has over fifty playgrounds, many of which are more than twenty years old, so further data collection, engagement, and analysis are required in order to prioritize improvements and allocate available funding.

In addition, HKGi will study the number of tennis courts, basketball courts, and outdoor skating sites to determine where potential overages or deficiencies of access exist. The project involves working closely with city staff to develop a method for setting replacement timelines, and identifying a funding process for longterm updates.

CLIENT

City of Apple Valley

REFERENCE

Eric Carlson
Parks and Recreation Director
City of Apple Valley
952-953-2310
eric.carlson@applevalleymn.gov

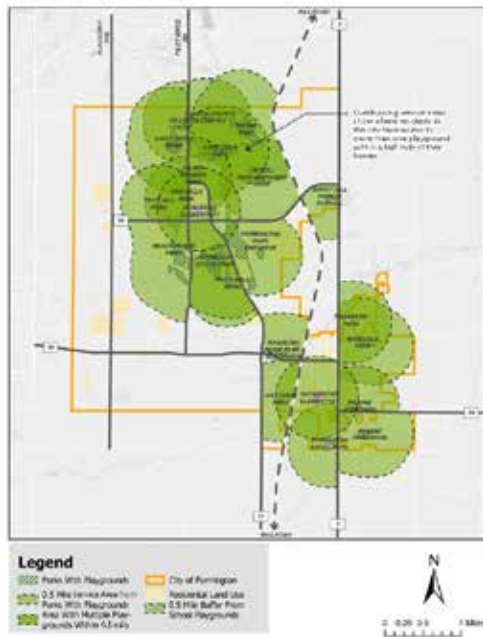
System Analysis and Asset Management Tool

FARMINGTON, MINNESOTA

PARKS WITH BASKETBALL COURTS



PARKS WITH PLAYGROUNDS



PARKS WITH SHELTERS OR GAZEBO



HKGi's analysis process included creating a detailed inventory of park and trail assets and park amenities such as playgrounds, shelters, and athletic facilities.

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

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

CLIENT

City of Farmington

HIGHLIGHTS

- Key findings include inventory of cost estimates for park master plan initiatives and system-wide investments
- Analysis included recommended approach for proceeding with implementation of priority projects and strategies for securing needed funding for future projects

REFERENCE

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



Click here to view the full plan document!

Parks and Recreation Planning & Analysis

WOODBURY & SOUTH WASHINGTON COUNTY, MINNESOTA



In recent years, HKGi has conducted several unique park studies to help the City of Woodbury and other agencies in South Washington County develop a more thorough understanding of its park system needs. These studies have included an athletic facilities needs assessment for the communities in South Washington County; an Outdoor Athletic Facilities Study focused on assessing Woodbury's needs; and a Community Recreation Impact Study for Woodbury that assesses the usage of Woodbury's broader parks and recreation programming and facilities.

These projects involve in-depth data collection, including an inventory of public facilities, programs and services offered within the community; a demand assessment; needs expressed by community stakeholders; and projected demand based on anticipated community growth. The assessment also includes a comparison of the community's service levels to national and regional standards and other peer communities identified by the client and the consultant. The needs assessments have enabled Woodbury and South Washington County communities to identify their service gaps or overages, if they exist, and provide for well-informed decision making when planning for future facility and program needs.

HKGi has conducted similar studies for clients such as the White Bear Lake School District and the Cities of Chanhassen and Worthington.

CLIENT

City of Woodbury

REFERENCE

Reed Smidt, Recreation

Manager

City of Woodbury

651-714-3588

reed.smidt@woodburymn.gov

Greenway Planning & Design

DAKOTA COUNTY, MINNESOTA



Since 2009 HKGi has developed nine master plans for Dakota County's greenway system. Key topics addressed by the master plans include alignment, interpretation and design; natural and cultural resource stewardship; and implementation strategies, phasing, and budgeting. In addition, HKGi has also conducted more detail-level planning and design for key greenway segments. For example, HKGi was a key contributor to the planning and design effort on a one-mile segment in West St. Paul to complete the River to River Greenway and connect the Minnesota and Mississippi Rivers via trail.

HKGi provided engagement and landscape architecture services for the preliminary planning and final construction design of this critical segment. HKGi's work focused on alignment and the design of trail amenities and trailheads in support of the project engineer's design leadership.

HKGi's ability to engage key stakeholders at Sibley High School and the Dodge Nature Center to address their concerns about trail alignments adjacent to their property was essential to gaining community support and allowing completion of the project. HKGi was subsequently retained to conduct concept planning for trailheads and amenities throughout the corridor.

CLIENT

Dakota County

AWARDS

- 2015 MnDOT Stewardship Award in Transportation and the Natural Environment
- 2012 ASLA, Minnesota Chapter Merit Award for North Creek and Minnesota River Greenway Master Plan

HIGHLIGHTS

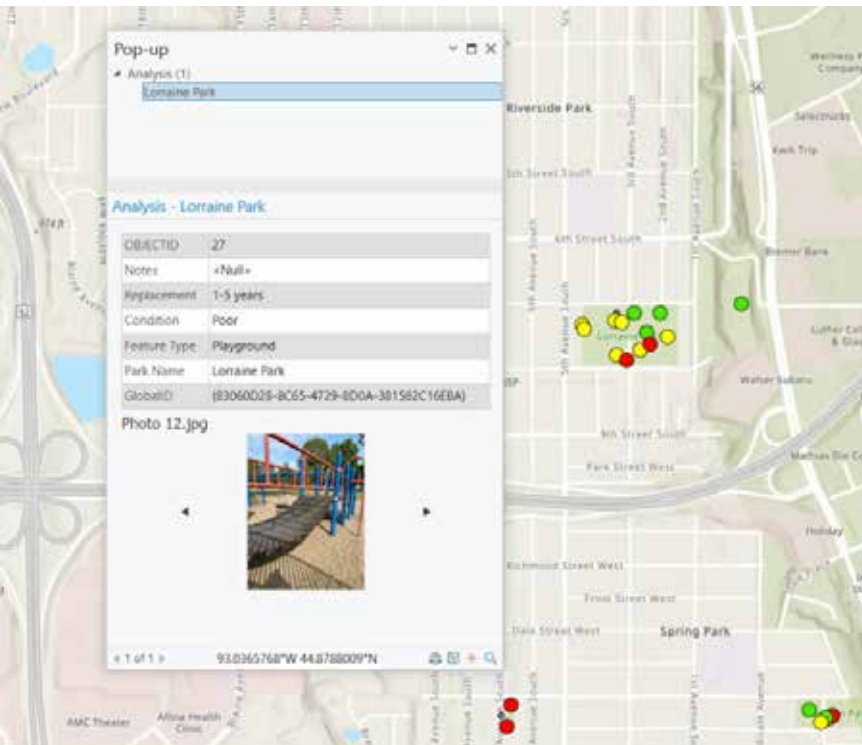
- HKGi has completed master plans for nine greenways and developed the Greenway Collaborative Guidelines to guide planning and design of future greenways

REFERENCE

John Mertens, Senior Planner
Dakota County
952-891-7036
john.mertens@co.dakota.mn.us

Asset Management Planning

PLANNING SERVICES



WHAT IS ASSET MANAGEMENT PLANNING?

HKGi's asset management tool is an inventory all of a city's capital level assets along with condition, expected lifespan, and anticipated replacement cost using a spreadsheet tied to geolocated GIS data and imagery (sample fieldmaps screenshot at right). In a planning document, it may also include new elements that have not been constructed yet. The tool can be expanded to include other variables such as funding sources, eligibility for park dedication funds, and community prioritization. Features can also be formatted to be reconnected to existing Cartegraph mapping.

WHAT IS THE PURPOSE OF THE ASSET MANAGEMENT TOOL?

This tool can be used to guide a community's asset management planning by helping to anticipate larger costs the city may absorb due to planned improvements, new facilities, or periods of increased operations and maintenance costs. This tool can provide the ability to smooth funding bubbles by assisting staff and city leaders in proactively planning for asset replacement or planning to defer replacement on items that may have a little life left.

The asset management tool also helps city staff and leadership tell the asset management story to residents and other officials. HKGi clients have found the asset management tool to be especially important when parks departments seek general funding from a city council or referendum money from community taxpayers. Depending on the City's preference, the findings can be incorporated into a dashboard to more clearly see funding needs and outlays.

HKGi'S ASSET MANAGEMENT PLANNING EXPERIENCE

HKGi's experience developing Parks Asset Management Tools began in 2014 when we developed the City of Chanhassen's Parks Maintenance and Replacement Schedule. Since that time we have developed asset management tools for Minnesota clients such as:

- » Alexandria
- » Carver County
- » Chanhassen
- » Farmington

- » Sherburne County
- » Hutchinson
- » Nisswa
- » Wright County

- » Otsego
- » South St Paul
- » Stearns County

UNDERSTANDING, APPROACH & SCHEDULE



UNDERSTANDING



 **YOUR CITY,**
Our focus

Parks, recreation, trails and open spaces are an essential component of a desirable city. They are not only a source of civic identity and pride, they also bring essential economic, environmental, health, and crime prevention benefits to cities and the people who live in them. With over 1,848 acres of city parks and open spaces, 70 facilities, 150 miles of trails, and significant parks, like the recently improved Antler's Park; the soon be online Grand Prairie Park and the natural beauty of Ritter Farm Park; athletic complexes at King Park, Aronson/Quigley Sime Park, and Steve Michaud Park; and the extensive network of open spaces/conservation areas and greenways including Steve Michaud & Foxborough Conservation Area, Ipava Greenway, and the South Creek Greenway, Lakeville has a comprehensive park and recreation system, which is still growing.

Maintaining and building on the system's success is important to maintaining the high quality of life experienced by Lakeville residents. It is important that the system planning process responds to identified community needs and emerging trends. This includes identifying how the system needs to evolve to respond to the increased interest in health, walkability, and environmental sustainability as well as demographic trends, such as the aging of residents and the influx of new families to growing portions of the community.

As a maturing, but still growing city, Lakeville is at a point where the decisions made in the next decade will have long lasting implications on the way generations of residents recreate. This plan is an opportunity to shape the parks system for many decades to come.

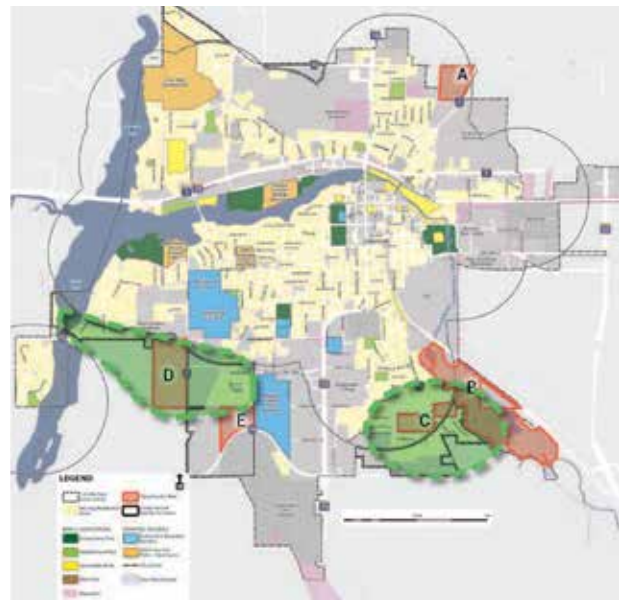
The City needs a plan that will assess the current parks and recreation system, identify the recreational opportunities citizens desire, interpret demographic and recreational trends, and provide a guide to a high performing, sustainable system for the next 20 years and beyond. The Comprehensive Park System Plan should create both a vision and an implementable action plan for parks, trails and open space that integrates the recreational programming goals for the city.

The process must also inform future updates to the Park and Open Space Chapter of the City's Comprehensive Plan in a manner which meets the Metropolitan Council requirements, while allowing flexibility for the system plan to adjust if needed without a comprehensive plan amendment.

HKGI has developed a proposed planning process with subsequent scope of services to meet the desired outcomes identified in the RFP. The planning process has been organized into seven core tasks with associated subtasks, meetings, and deliverables identified under each task. We are open to collaborating with the City to revise the process as needed to ensure that the result is a plan that will best meet the needs of the community.

Our approach places a high priority on the following elements:

- » **A highly inclusive process representing the diverse interests of the community.** Our proposed process will allow the community-at-large, key stakeholders, city staff, and elected and appointed officials to identify needs, shape the vision for the future, and define priorities. This will ensure the final plan reflects community values.
- » **A comprehensive inventory and analysis of the existing system.** Evaluation will be based on condition, usage, accessibility, and quality. The analysis will take into account national



parks and recreation standards, peer community statistics, our extensive database of regional recreation trends, and park improvement, operations, and maintenance cost information in collaboration with the City's current database of information.

- » **A comprehensive system-wide vision for the future.** The vision will be based on needs, community input, and a system level thinking that will allow for a sustainable future and a comprehensive recreation experience.
- » **Transferring the community-based vision and priorities into implementable goals and strategies.** The proposed planning process integrates implementation strategies as a part of the process of defining the Plan. We believe that by directly integrating financial realities with physical planning efforts, the final plan will more readily move toward implementation. Our experience with similar issues and prioritization in many other cities will be of great help in generating effective finance and implementation tools for the Plan.

Methodology and Approach

OUR CORE VALUES

COLLABORATE Foster a spirit of teamwork that welcomes diverse perspectives

LISTEN Client & stakeholder input is the foundation for plans and designs

EXPLORE Evaluate a range of options to facilitate informed decision-making

CREATE Action-oriented, innovative plans that generate positive results for clients



COMMUNITY ENGAGEMENT APPROACH

HKGi's design and planning practice emphasizes an inclusive community engagement process that builds community support and ensures that solutions reflect the community's values. With over 40 years of experience in public engagement, HKGi has a large tool box of effective strategies. At the onset of this project we can work with the City of Lakeville to develop a public engagement plan that uses the most effective communication strategies and methods.

Our recommended approach features a mixture of in-person and online engagement to accommodate the needs and preferences of a wide range of community members. We also recommend consideration be given to employing a variety of activities, some of which would be led by HKGi while others would be led by city staff or key community leaders. This approach uses the project budget most efficiently, builds community advocates for the plan, and strengthens the community's perception that the City is interested in citizen participation.

We understand the goals for the Lakeville Parks System Master Plan to include the following:

- » Collect information about the community's needs and desires for physical park facilities and recreation services.
- » Gather input about the community's current desires for public recreation facilities and their opinions on how well the current facilities fulfill those desires.
- » Use a combination of community workshops, Parks, Recreation and Natural Resources Committee (PRNRC) work sessions, focus groups and stakeholder interviews to gain input from community members.
- » Meet with key leaders and stakeholder groups in the city.
- » Target youth sports associations, seniors, teens, active adults, and other specific groups for input.
- » Summarize, present, and review the public input results with city staff and the PRNRC.

CREATE A STAKEHOLDER ENGAGEMENT PLAN

We have proposed detailed engagement activities and methods in Task 2 of our Work Plan and under the Meeting heading in subsequent tasks. However, one of our first orders of business, as outlined in Task 1, will be to work with City staff to develop a more detailed Stakeholder Engagement Plan that is uniquely suited to the community and this projects most critical objectives.

While we can recommend engagement methods that have been successful for us, in our experience we are able to generate more successful results by collaborating with staff to determine what methods will work best in Lakeville, what stakeholder groups are critical to engage, and other important topics to address during engagement. Through this discussion we may discover that other strategies or methods or timing of activities are better suited to meet the City's needs and objective for this project.

The facing page provides an overview of some of our more commonly used engagement strategies. Development of the Stakeholder Engagement Plan will be an opportunity for us to work with staff to identify which of these methods to use during this project, and drill down to more detailed planning regarding timing, dates, locations, and roles and responsibilities for both consultant and City staff.



Engagement Options

HKGI has experience conducting engagement to collect feedback from many perspectives within a community. At the onset of a project we work with the client to create a customized engagement plan that best suits their community and the project's objectives. To ensure that we engage a broad spectrum of stakeholder groups such as youth, seniors, people with disabilities and parents, we use a variety of methods to collect input.

Below are examples of online tools, in-person events and outreach methods that have been successful in the past.

Drag to comment > Biking and Walking Destinations > Bikeway/Sidewalk Gap > Speeding Traffic > More Bike Parking > Dangerous Crossing > Poor Trail/Sidewalk Condition

ONLINE TOOLS

- » **Social Pinpoint** - Interactive mapping tool for collecting place-based feedback (click for example)
- » **Story Maps & Project Websites** - An information hub for project updates, events and survey tools (click for example)
- » **Surveys** - Online survey tools that can gather demographic information and community sentiments

IN-PERSON EVENTS

- » **Pop-Up Meeting** - We bring information and speak with residents at community events
- » **Listening Sessions & Focus Groups** - Meetings with user groups, neighborhood organizations or targeted stakeholders
- » **Workshops** - Facilitated workshops with interactive activities with staff, stakeholder groups and community members

OUTREACH + COMMUNICATION

- » **Social Media Posts and Press Releases** - Share project highlights & calls to action
- » **Flyers & Handouts** - For project communication, often using QR codes to direct people to web tools
- » **Yard Signs & Posters** - Custom designed informative signs that can be distributed to community spaces/bulletin boards

Work Plan

We have adjusted the tasks from the RFP to align with the sequencing of the project, but all bullet points from the RFP have been addressed in below.

Task 1: Project Management

The project management task will extend throughout the course of the entire project.

We will have a kickoff meeting with the Project Management Team (PMT) to cover schedule, data needs, project plan and purpose, contact information, and public engagement approach. Based on this meeting, HKGi will begin compiling and reviewing background materials, budgets, GIS mapping, and other necessary data.

We will also maintain a standing meeting on an approximately bi-weekly timeframe between City and HKGi project managers. A project schedule will be used and updated at each of these meetings to ensure timely progress through each task. We will also use this schedule to keep a running “to-do” list of items for both HKGi and the City.

In order to keep the PMT, City officials, and other interested parties up to date, we will provide a written update monthly to staff and for posting on the project website. It will cover what has been accomplished and what is coming up in the process, particularly with regards to public engagement and other events.

MEETINGS:

- » PMT Kickoff
- » Ongoing Staff Check-In meetings

DELIVERABLES:

- » Project Schedule (to be updated as the project progresses)
- » Finalized Stakeholder Engagement Plan
- » Project Website
- » Monthly Updates

Task 2: Public Engagement

HKGi will also work with staff to finalize the approach to public engagement. This includes tools used for engagement, identification of stakeholders, contact information, schedules of events and other outreach efforts.

Each step of public engagement is done as part of a larger task, with a general breakdown as follows:

TASK 1 – PROJECT MANAGEMENT

- » Finalize Stakeholder Engagement Plan
- » Project Website

TASK 3 – EXISTING CONDITIONS

- » Preliminary Online Survey
We expect to develop an online survey at the beginning of the project that helps us “take the pulse” of the community with regards to parks and recreation.
- » Statistically Valid Survey (if included)

TASK 4 – NEEDS ASSESSMENT

- » Stakeholder Meetings (up to 4)
We will meet with key stakeholders to understand their issues and opportunities in the park system today. Examples of stakeholders could include Dakota County, the School District, youth athletics, seniors, etc.
- » Social Pinpoint Mapping #1 – Park Needs
We will utilize an online mapping tool that allows people to provide site specific feedback and ideas.
- » Open House #1 – Park Needs and Vision Kickoff
HKGi will host an open house at the City to solicit more feedback about needs and use this time as an opportunity to kickoff the visioning portion of the system plan.



TASK 5 – STRATEGIC VISION AND RECOMMENDATIONS

» Stakeholder Meetings (up to 4)

We will reconvene with key stakeholders to review the vision and recommendations.

» Social Pinpoint or Survey #2 – Vision Evaluation

HKGi will utilize an online platform such as social pinpoint or surveymonkey to evaluate different vision ideas for the system.

» Open House #2 – Vision Evaluation and Implementation Kickoff

Using an open house format, we will gather public input about the Vision and to start the conversation about implementation in the plan.

TASK 7 – DRAFT AND FINAL REPORT AND APPROVALS

» Posting of Plan for comment

We will post the draft plan online and provide hard copies for review at appropriate locations, such as City Hall or the Library.

Task 3: Existing Conditions

We will look at the current and projected demographic profile of Lakeville, especially as it is distributed around the community. We will use the Met Council’s demographics as a starting point, but

dive deeper into service areas, considering variables such as tenure, income, language, family size, race, and population density.

We will look at the system today, including connectivity, trails, open space, and accessibility and provide findings that will inform the needs assessment in the next task.

Lakeville’s park system also exists as part of a larger recreation system. Dakota County, the school district, neighboring communities, and private entities all provide recreation offerings in or near Lakeville. Residents benefit from these facilities, and the City should take them into account so as not to duplicate services or to consider opportunities for collaboration.

Existing conditions in the park system are the starting point for evaluating any future reinvestment. We will start our evaluations with a site tour from staff to see the highlights, issues, and opportunities in the system today. We will follow that up with individual inventory trips. Facilities in good condition will be a focus of ongoing maintenance while those features that are reaching the end of their lifespan should be evaluated for upcoming replacement and/or the opportunity to do something different in that location. The project team will build on the City’s Cartegraph mapping to inventory the “capital level” assets in the parks. This includes elements that would be considered in a CIP, such as playgrounds, ballfields, courts, parking lots, shelters, trails, and park buildings.

As a base, we will develop an online survey that asks about how people use the parks today and what they feel is missing. As an additional service option, we can provide a statistically valid phone survey that matches the demographic makeup of the City. This may also be used to discuss support for “big idea” concepts to introduce new recreational offerings in the City.

DELIVERABLES:

- » Existing Conditions Chapter
- » Survey Results

Task 4: Needs Assessment

We will analyze and review park properties throughout the system, and work with staff to identify missing pieces and opportunities within the park system. Mapping will help determine where geographic gaps exist. Using National Recreation and Park Association (NRPA) metrics, we will evaluate the system for surpluses and deficits of certain features. When developing a needs assessment, HKGi considers the existing and future demographics of a community. Age, household structures, income, and immigration can all provide unique insights into what a community needs for recreation.

HKGi will also work with the City's Cartegraph mapping and the asset inventory to review necessary replacements.

We will examine the current funding structure, including the fee structures related to park dedication, as well as other funding mechanisms. These will be cross referenced with current replacement needs and anticipated growth to identify surpluses or shortfalls relative to the current 10 year CIP and other anticipated needs.

HKGi will facilitate up to 4 stakeholder meetings in order to get a better handle on specific issues in the park system. These groups will be identified with City direction. Examples of stakeholders could include youth athletics, senior citizens, or other recreation providers (Dakota County, neighboring communities, Schools). These meetings allow us to have more focused discussions on specific topics. Additionally, HKGi will host a more general open house to present findings, and further listen to community needs and desires. Lastly, we will utilize a mapping feedback tool like Social Pinpoint to gather site specific feedback.

We will consider unique and emerging trends and see whether specific needs are being met in the community. Each of these variables helps tell part of the story about the park system, but none will tell the whole story.

It is important that our findings do not just reflect back stats, but that there are key takeaways related to each variable.

At the conclusion of task 4, we will participate in a "State of the Parks" meeting with elected officials to discuss what we've found to date. This is typically a joint meeting of the PRNRC and City Council.

MEETINGS:

- » Stakeholder Meetings (up to 4)
- » Open House #1
- » State of the Parks joint work session

DELIVERABLES:

- » Needs Assessment Chapter
- » Social Pinpoint Mapping Findings

Task 5: Strategic Vision and Recommendations

Using what we've learned through the Existing Conditions and Needs Analysis, we will prepare a vision statement that describes where the Park System should be headed in the next 10 years and long term. This will be paired with guiding principles that are focused at a system level. Each guiding principle will include clear, measurable goals.

We recognize that the vision will set the course for Lakeville as it continues to build out. The decisions made now will shape the type of system the City has for long into the future.

The vision will address different issues related to park and recreation buildout. Items will be determined during the process, but likely topics include:

- » Park Service Area Model
- » Acquisition and Dedication Approach
- » Neighborhood Park Strategies (Locations and Amenities)
- » Community Scale Park Strategies
- » Connectivity Approach
- » Evaluation of "Big Ideas"

We will utilize both online (survey/social pinpoint) and in-person (open house) options to evaluate these approaches and vision for the park system.

MEETINGS:

- » Stakeholder Meetings (up to 4)
- » Open House #2

DELIVERABLES:

- » Vision and Recommendations Chapter
- » Survey or Social Pinpoint #2 Findings

Task 6: Implementation

For upcoming projects, we will incorporate them into a prioritization framework developed in coordination with the City. Variables for prioritization will be identified in task 5, and task 6 will refine the scoring methodology. We will also compare the costs of implementing recommendations with historic financial outlays to give the City of what these changes may cost, relative to past budgets.

Based on need, available budget, and feature lifespan, recommendations will be sorted into an implementation schedule and short term projects will be incorporated into the City's CIP planning process. HKGi will also work with the City to refine phasing strategies based on need and available funding.

Inevitably in the future, the City will receive requests for projects that are not in the park system plan. The implementation chapter will include a worksheet to evaluate new proposals and score them relative the City's other projects.

Finally, HKGi will also prepare an overview of funding strategies and match those to priority recommendations in the document and asset management tool. Because certain sources of money come with restrictions on how it can be spent, it is imperative that the City understand what sources pair with specific kinds of projects.

We will participate in a PRNRC Meeting to review the vision and implementation and to give commissioners a look at the report direction prior to it going out for public review.

MEETINGS:

- » PRNRC Meeting

DELIVERABLES:

- » Updated CIP recommendations
- » Asset management tool
- » Prioritization/Decision making framework
- » New Project Worksheet
- » Implementation Chapter

Task 7: Draft and Final Report Reviews and Approvals

The findings and reporting from each of the tasks will be the basis for different chapters in the plan. Task 7 includes development and layout of plan content. The plan document will be thoughtfully organized, graphically compelling, and easy to read and use.

A draft of the plan will be posted for public comment. Task 7 also includes bringing the plan to PRNRC for recommendation, and City Council for approval.

The final plan will be provided digitally and printed. We will also provide a public engagement summary, all GIS and other background data, and the final asset management tool files and directions for use. The asset management tool is intended to be an ongoing tool for the City to manage future CIP planning and to manage assets as needs arise.

MEETINGS:

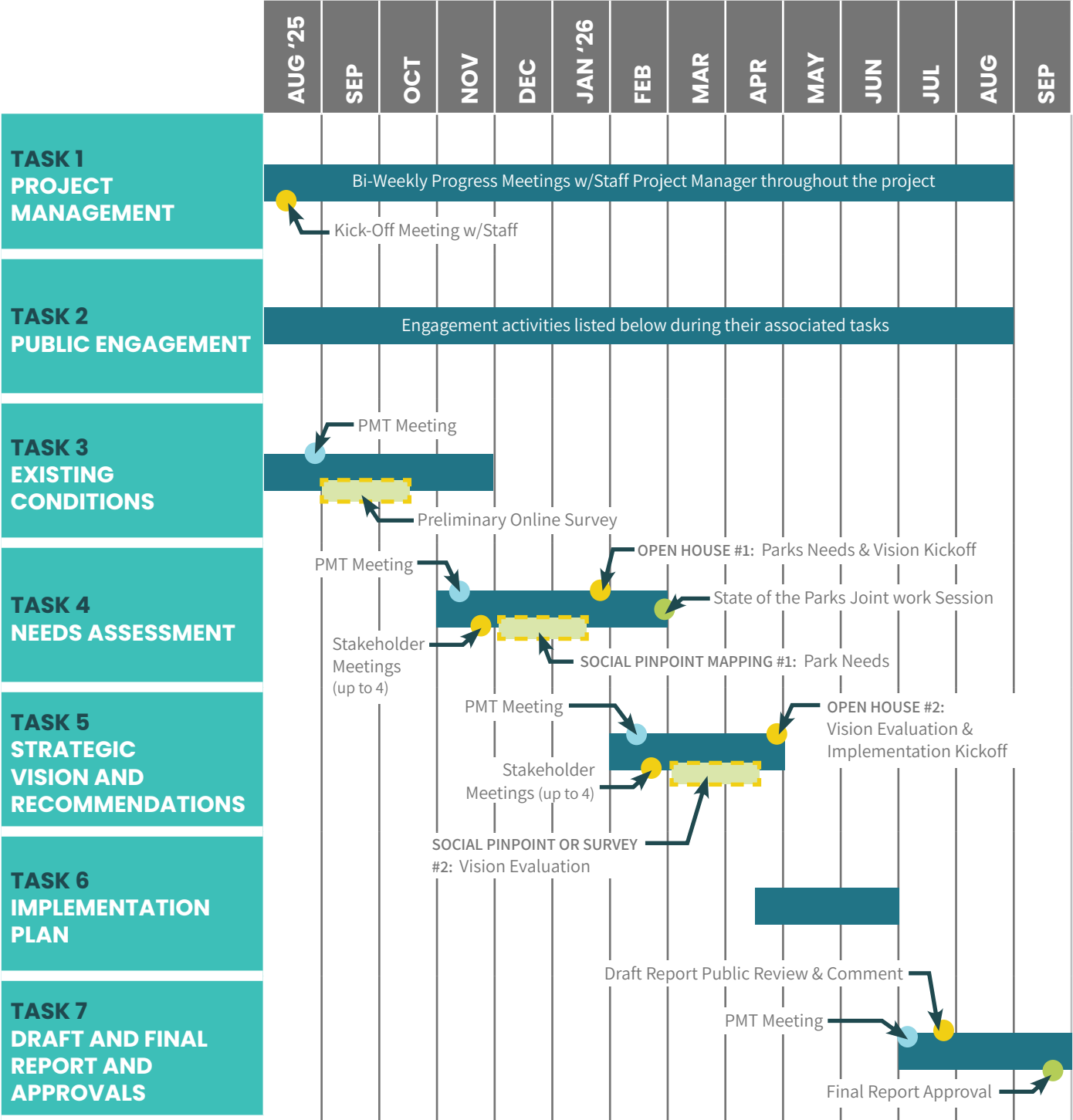
- » PRNRC Meeting
- » City Council Meeting

DELIVERABLES:

- » Draft Report
- » Public Comment Summary
- » Final Report
- » All associated files

PROJECT TIMELINE

The table below outlines our anticipated timeline for conducting the work plan presented earlier in this proposal. If the HKGi team is selected to conduct this project, one of our first tasks will be to confirm this schedule or modify it to best fit the City’s needs and the needs of the project. We will also work with City staff to add detailed dates, as appropriate, for the milestones illustrated below.



A photograph of three young boys playing on a wooden obstacle course in a park. The boy in the center is climbing a vertical wooden post, while the boy on the left is also climbing. The boy on the right is running towards the camera. The background is a lush green field with trees. The text 'FEE PROPOSAL' is overlaid in large white letters.

FEE PROPOSAL

COST PROPOSAL

FEE PER TASK PROPOSAL

The table below contains our proposed fee per task to conduct the work plan contained in this proposal. We have also include cost estimates for the optional tasks included for consideration at the end of the work plan. Costs for the optional tasks will vary depending on the desired scope.

	FEE
TASK 1 PROJECT MANAGEMENT	\$11,500
TASK 2 PUBLIC ENGAGEMENT	\$17,700
TASK 3 EXISTING CONDITIONS	\$13,700
TASK 4 NEEDS ASSESSMENT	\$20,200
TASK 5 STRATEGIC VISION AND RECOMMENDATIONS	\$24,800
TASK 6 IMPLEMENTATION PLAN	\$11,400
TASK 7 DRAFT AND FINAL REPORT AND APPROVALS	\$21,500
SUBTOTAL	\$120,800
EXPENSES (PRINTING, MILEAGE, PROJECT MATERIALS)	\$1,000
NOT-TO-EXCEED TOTAL FEE & EXPENSES	\$121,800
OPTIONAL ADDITIONAL SERVICES MENU	
STATISTICALLY VALID SURVEY	\$25,000
ADDITIONAL STAKEHOLDER MEETINGS	\$1000 (VIRTUAL) \$1,500 (IN-PERSON)
ADDITIONAL OPEN HOUSE/POP-UP STYLE MEETINGS	\$5,000
ADDITIONAL PARKS, REC & NATURAL RESOURCES COMMISSION MEETINGS	\$2,500

