AGENDA
CHASKA PARKS AND RECREATION
CHASKA EVENT CENTER - 3210 CHASKA BLVD & ZOOM
Tuesday, March 09, 2021
7:00 PM

1 Call To Order

2 Roll Call

3 Adopt Agenda

4 Visitor Presentation

- 4A Tim Vossberg - Update on Hawks Ridge Trails.

5 Approve Previous Meeting Minutes

- 5A Park Board February 9th, 2021

6 Receive Council and Planning Meeting Minutes

- 6A Council Minutes January 25th
- 6B Council Minutes February 1st

7 Action Items

- 7A Recommend Consulting Firm to Develop Pedestrian and Bicycle Master Plan
- 7B Appoint Park Board Member to Serve on Bicycle Friendly Community Committee

8 Discussion Items

- 8A Community Center Update
- 8B Curling and Event Center Update
- 8C Recreation Program Update

8D Capital Improvement Project Update

8E Park Board Applicant Update

9 Other Business

9A Board Reports

10 Adjourn

10A Next Meeting Date is April 13, 2021

Chaska Park Board
Meeting Minutes
February 9th, 2021
Zoom

1. Call to Order

The February 9th meeting of the Chaska Park Board was called to order by Chair David Downs at 7:00 pm via Zoom.

2. Roll Call

Attendance via Zoom: David Downs, Jason Branch, Elizabeth Wyveen, Georgiann Keyport, Zach Saueressig

Absent: Ernesto Ruiz Gutierrez, Jalen Destin

Staff: Marshall Grange, Mary Monteith, Mike Tudor-IS assistance

3. Adopt Agenda

Motion by Wyveen, second by Branch to adopt the February 9th, 2021 meeting Agenda.

Roll Call for Approval

4. Visitor Presentation

None in Attendance

5. Approve Previous Meeting Minutes

5A. Motion by Wyveen, second by Branch to approve the Chaska Park Board meeting minutes of December 14th, 2020.

Roll Call for Approval

6. Receive Council and Planning Meeting Minutes

6A. Council Minutes November 30th

6B. Council Minutes December 7th

6C. Council Minutes December 21st

Downs shared that in reading these Council minutes, it appears that the City Square project is ramping up. The developer has been picked and there now are weekly meetings. More to come.

6D. Council Minutes January 4th

6E. Planning Minutes October 14th

6F. Planning Minutes December 9th

7. Discussion Items

7A. Carver County Arts Consortium Update

Grange gave an update on the Arts Consortium. The MOU and Lease Agreement was approved by the Council at the Dec. 21, 2020 meeting. In January, various meetings occurred with staff and Cindy Anderson to talk through the planning process to establish the rent and billing in Active Net. The gift shop rent will be set up as a monthly auto withdrawal from their account for the base rent. The Arts Consortium will then submit a sales reports to CCC staff, by the 5th of each month. If there is revenue due to the CCC, they will pay by the 15th of each month.

The Programming partnership piece, is a bit more complex. While many of the programs will be done in partnership, each entity is responsible for various pieces; room reservations, program registration, supplies, staffing, etc. plus the shared program revenue of 50%. There is a bit more to it, but think we are headed in the right direction. We have had good discussion and staff are working hard to get it all set up. As far as programming right now, most of their events are set up in the gallery. This month there is a Family Connected exhibit through February 27th. The opening reception is February 11th. They have been planning for various events this year. In planning are: Art Stock, literary events, music in the theater, and their annual CD release concert hopefully in June. There are bookmarks throughout the building for patrons to grab of the listings for this year. Saueressig suggested they put a stand at the CCC front entrance with the bookmarks so there is a better visual. Currently on FB we both are marketing an art and bake kit available for purchase. Cindy meets monthly with our programmers to talk through new program ideas, while still navigating through COVID protocols.

7B. Bicycle and Pedestrian Master Plan Update

Grange shared that the SHIP Agreement with Carver County Public Health for the Bicycle and Pedestrian Master Plan was approved at the January 25th Council meeting. Grange this week sent out the Request for Quotes (RFQ) on the Master Plan. It was sent out to 3 consultants, WSB, Community Design Group and Hoisington. BikeMN, also suggested a couple others to forward the RFQ to. The quotes are due March 1st, staff will review them and bring back to the March meeting for discussion. We will set up a work session with the selected consultant hopefully in April, as well as bring back the Bike Committee to review the results. This will ensure we all are on the same page. We will want representation from the Park Board on the Bike Committee as things move forward. Grange asked all to think about that and will talk more in March.

Keyport asked about the current members on the Bike Committee. Grange explained the history on how the committee was created and shared who is on it and their role in helping to prepare the Bike Friendly application. The committee consists of various representatives from other city departments, Planning Commission, District 112, Human Rights commission, SW Transit, the Downtown Business Alliance, and Carver County Public Health. As we get closer to picking a consultant, we will want to get more public representatives involved, as well as a Council rep.

Wyveen asked if still planning to apply this summer? No, more than likely we will target February 2022. A lot of resources are still needed, lots of things need to happen. COVID played

into this as well with timing. There are 180 questions that we need to prepare to address in the application.

7C Community Center Master Plan Update

We have not started planning yet but wanted to share more on this. The CCC is celebrating the 30-year anniversary of the dedication on Feb. 19. We plan on celebrating the success of the Community Center and are offering memberships that day at 30% off. The CCC has been a premier gathering space for the City for years. But it is a 30-year-old building, it is aging. We have many upgrades we need to account for. We need to think about how we may want to do things differently looking forward. Maybe establish a new vision, while we continue to serve the needs and wishes of the community. Trends have changed, maybe we look at new ideas.

Discussion has also started with our finance department as well as consulting firm Baker Tilly on laying out a baseline for financials, and ideas on change. The current makeup of our general fund has a lot of program activity in it that is conducted within the CCC. Discussion needs to happen on what should be more general fund budget, and what is more of a CCC cost. We currently budget about $30/per capita, most other similar Centers, spend about $120/capita. We need to reconsider and refine that better. Staff need to make decisions on what we are currently offering, and again, what the trends are. Grange is starting work on a proposal to go out mid-March for a planning/architectural RFQ. Then we will start work on compiling a citizen task force. We would look at 2 from the Council, 1 from each commission, staff from our finance department, the CCC Manager, the Program Manager, a CCC member, and a community representative. Grange sees about 15 on the task force. They would be charged with working with the consultant over time on shaping the Master Plan. There would be group focus meetings with staff, and other city departments. We also will seek feedback from current renters in our building, major users, and District 112. This will help determine the best way to survey the public for feedback. It is complex but exciting!

Staff just did a kickoff video on social media for the 30-year celebration as well as the one-day sales promotion on the 19th. Grange also mentioned the Master Plan.

Downs, the Master Plan, certainly valuable. Guessing it could be a significant amount of money. But let's start dreaming, what could it be 20 years from now. Additions, remodel etc.

Saueressig asked about park board representation on the committee. Grange, one person would be the rep on the task force, as things get going, that rep would give monthly updates at the park board meetings. Grange will come up with plan as to who that rep will be.

Keyport, if the financial side is refigured, would that impact our residents? Downs, by separating and allocating costs out from the CCC, it should show a much better picture. Maybe then we want that piece of the pie to be way bigger. Then we need to make decisions, taxes, sponsorship opportunities etc. A nice opportunity to dream but must be a realistic plan. Grange shared that the Council remains committed that the CCC remains assessable to all in the community.

8. Other Business

8A. Board Reports

Saueressig-I'm impressed when I go into the CCC in the morning. The system for sign up, staff, swimming, all is great. And seeing more and more people coming in, great stuff. One thing, the family locker rooms. Need bigger area. Grange, a perfect example to think on, how can that area look different.

Wyveen-There currently are Take and Make craft kits available for families at the Chaska Library, free! Stop by to pick up. There is also a food distribution event at Gedney coming up, re-scheduled to Feb. 18th. The Ice Gardens at Firemen's Park, the kids had a blast. Really fun, and everyone wore masks and distanced.

Keyport-We visit the CCC in the mornings, I appreciate having to wear masks, with the new variant threat, I really appreciate that. I encourage you to keep at it. Grange, we continue to abide with the Governors Orders. People are tired of COVID things but stay strong.

Downs, Reminder of the Feb. 22nd meeting on social media. Thank Brian Jung again for tonight, always appreciate him coming and sharing things. He is awesome.

9. Adjourn Meeting

Motion to Adjourn the February meeting by Keyport, second by Saueressig.

Roll Call by Downs

- MINUTES -
CHASKA CITY COUNCIL
January 25, 2021

1. Call to Order
The meeting was called to order by Mayor Windschitl at 7 pm.

2.Pledge of Allegiance

3. Roll Call
Roll call was taken. Present: Councilmembers Hatfield, Hubbard, Huang, Grau, and Mayor Windschitl.
Absent: None.

Also Present: Kevin Ringwald, Community Development Director; Liz Hanson, City Planner; Luke Melchert, City Attorney; Noel Graczyk, Administrative Services Director; City Engineer Matt Clark; Nate Kabat, Assistant Administrator; and Matt Podhradsky, City Administrator.

4. Adopt the Agenda
Motion by Councilmember Hubbard, second by Councilmember Hatfield to adopt the agenda as presented. Motion carried.

5. Minutes
Motion by Councilmember Hatfield, second by Councilmember Hubbard to approve the minutes of the January 4, 2021 City Council meeting. Motion carried.

6. Consent Agenda
Mayor Windschitl inquired if 6.A. pertains to people who have solar inputs.

City Administrator Podhradsky confirmed it does.

Motion by Councilmember Hatfield, second by Councilmember Huang to approve the Consent Agenda Items A through D:

A. Adopt Resolution 2021-01, Cogeneration and Small Power Production Tariff for City Electric Utility
   Motion to adopt Resolution No 2021-1 for Cogeneration and Small Production Tariff.
B. Adopt Resolution 2021-2, Accepting Gifts and Donations
   Motion to adopt Resolution No. 2021-2 acknowledging and accepting gifts to the City of Chaska received during the period October 1, 2020 through December 31, 2020.
C. Adopt Resolution 2021-4, Resolution of Support for Application to the CDA Community Growth Partnership Initiative Community Development Grant to Support the Ernst House Redevelopment
   Motion to approve Resolution No. 2021-4 of Support for Application to the CDA Community Growth Partnership Initiative Community Development Grant to Support the Ernst House Redevelopment.

D. Approval of Carver County 2021 SHIP Grant Agreement for a Pedestrian and Bicycle Master Plan and Staff Authorization to Seek RFQ

Motion to approve the 2021 Project Grant Agreement Between the City of Chaska and Carver County for a Pedestrian and Bicycle Master Plan and Authorization for Staff to Submit RFQ to Consultants.

Motion carried.

7. Action Items

7.A. Adopt Ordinance 985, Adoption of a Chicken Article to Animal and Fowl Chapter

Assistant Administrator Kabat presented the item to the Council.

Councilmember Hubbard relayed a suggestion from residents regarding explicit language directing residents to check any homeowner associations prior to applying.

City Administrator Podhradsky and Community Development Director Ringwald stated this is typically added to the application and they will ensure it is there.

Councilmember Hubbard commented that the $100 application fee per year seems excessive.

City Administrator Podhradsky provided further detail regarding the cost per service and why Staff suggests the $100 fee per year and explained it is up to the Council.

Councilmember Grau looked to clarify Councilmember Hubbard's suggestion for April renewals.

Councilmember Hubbard provided further explanation regarding her thought around streamlining the process with April renewals.

City Administrator Podhradsky stated the fee would be pro-rated.

Attorney Melchert suggested reworking the Ordinance language regarding issuance and renewal.

Councilmember Grau asked for more information regarding impoundment for chickens.

City Administrator Podhradsky provided further information regarding that process.

Councilmember Hubbard inquired if neighboring cities that have passed a similar ordinance have had to impound any chickens.

Assistant Administrator Kabat and City Administrator Podhradsky stated they were not aware if that has happened.

Councilmember Huang asked what happens to impounded chickens that are not reclaimed.

Assistant Administrator Kabat and City Administrator Podhradsky stated they were unsure but the details of that would be explored.

City Administrator Podhradsky suggested the Council clarify the fee.

The Council and Staff discussed possible fee models.

Councilmember Huang asked what the process will be for those residents illegally raising chickens if this ordinance is passed.

City Administrator Podhradsky provided further detail regarding compliance and the permit process.

John Pronz, resident, summarized his concern regarding the allowance of chickens in residential areas.

City Administrator Podhradsky explained that HOA covenants take precedent over City ordinance and explained the City has not typically enforced private covenants. He also spoke further regarding due process and the difficulty of the City enforcing private covenants.

Councilmember Grau commended the City and Council on following due diligence with this topic.

The Council shared their thoughts on this item.

Kristin Bartley, resident, shared her support for this ordinance passing and explained that she has heard great feedback and support for this item from other residents.

Motion by Councilmember Grau, second by Councilmember Hubbard to adopt Ordinance MC 2021-985, A Chicken Article to the Animal and Fowl Chapter.

The Council shared that this is a difficult issue as there is support for both sides.

Attorney Melchert noted that the ordinance on the table is as written and this would be the time to adjust any language if desired.

City Administrator Podhradsky suggested that any details that need refining and amending could be brought back to the Council.

With Councilmembers Hatfield and Hubbard voting aye and Councilmembers Grau, Huang, and Mayor Windschitl voting nay, the motion failed 3:2.

Mayor Windschitl asked if anyone was present for visitor presentation. There was no one present.

7.B. Adopt Resolution 2021-3 and Ordinance 986, Approving the Preliminary Plat & Rezoning
City Administrator Podhradsky introduced the item to the Council.

City Planner Hanson presented the item to the Council.

Mayor Windschitl looked to clarify if this is the cul-de-sac that parallels Savanna Way.

City Planner Hanson detailed the location using the site exhibit and noted the redesign was due to the building cost and maintenance cost of the retaining wall that was proposed with the initial design. She then continued her presentation of the item.

Councilmember Grau asked for more detail regarding park access.

City Planner Hanson went over the possible access points and continued her presentation of the item.

Councilmember Huang inquired if there are plans to build trails on the northern end of the site.

City Planner Hanson stated there are bituminous trails planned up to the edges of the development and that future connections will be made once details with the plan are finalized.

City Administrator Podhradsky noted that this is the neighborhood park and most who come will be within walking distance of the park. He also clarified that although labeled "city park" in the plan, it is a neighborhood park, and the neighbors will be the ones notified for the public input portion of this project.

Councilmember Huang noted this development has an HOA.

Councilmember Hubbard asked if there will be parking for the park.

City Administrator Podhradsky stated there is not parking for neighborhood parks.

Community Development Director Ringwald commented that there is plenty of room to accommodate a typical neighborhood park.

City Planner Hanson continued with her presentation of the item.

Councilmember Huang inquired when Savanna Way will connect up with Creek Road in the north if this item passes.

City Administrator Podhradsky stated that it is not driven by this neighborhood but by the traffic needs.

Community Development Director Ringwald reiterated that the building blocks for that connection are there and when traffic dictates the need, the connection will be made.

Councilmember Hubbard asked what that connection would look like through this neighborhood when completed.

City Administrator Podhradsky described the layout for that, noting the height of the proposed lot locations in regard to the collector road.

The Council noted the importance of the developer and realtors sharing the future plans for this area to any potential buyers.

City Engineer Clark noted the location of that road was graded in when Savanna Way was graded but that a sign noting future plans would not hurt.

Motion by Councilmember Huang, second by Councilmember Hubbard to adopt Resolution No. 2021-03 approving the Preliminary Plat for Harvest West 3rd (PC #2020-22). Motion carried.

Motion by Councilmember Huang, second by Councilmember Hubbard to adopt Ordinance No. 986 approving the Rezoning from Open (O) to Planned Residential District (PRD-77). Motion carried.

Patrick Wrase, applicant, thanked the Council and briefly summarized the change made to the project and stated he looks forward to working with the City.

7.C. Adopt Resolution 2021-5 and Ordinance 987, Approving the Preliminary Plat, Preliminary Site & Building Plan, and Rezoning for Chaska Creek Industrial/Oppidan/PC #2020-25
City Administrator Podhradsky introduced the item to the Council.

City Planner Hanson presented the item to the Council.

Mayor Windschitl inquired if someone could rent the whole building.

City Planner Hanson stated that the way zoning is drafted does not allow for a distribution center use. She then continued her presentation of the item.

Mayor Windschitl inquired what the concern was for Wetzel Lane.

City Planner Hanson explained there was concern for how the edge of the plan relates to the residences to the South where Wetzel Lane stubs out.

Councilmember Huang inquired what the parcel to the south is zoned and if the owner of that parcel has intent to develop in the near future.

City Planner Hanson stated it is zoned commercial industrial and that the owner has been looking at something. City Administrator Podhradsky noted he will address this when he talks about Creek Road sewer.

Councilmember Huang referred to the agenda packet and asked if there are plans for creek alterations within the basin.

Community Development Director Ringwald stated the westerly portion will be re-meandered.

Councilmember Hubbard asked if bike paths will be built in this location.

City Administrator Podhradsky stated that there are paths up Chaska Creek Boulevard, which turns down Creek Road with a trail into downtown.

Councilmember Huang inquired if there is language in the ordinance that prohibits use as a distribution center.

City Planner Hanson explained that is stated in the draft ordinance.

Mayor Windschitl asked if work on this will begin this year.

City Administrator Podhradsky explained that discussions with the developer regarding their approach to development. He provided further detail into that plan and presented information regarding the sewer utilities on Creek Road.

City Engineer Clark reiterated that a feasibility study for Creek Road will come before the Council.

Mayor Windschitl commented that he did not believe the surface of Creek Road lasting much longer. He also stated he thought it was a two-year process for this project due to permits.

City Administrator Podhradsky stated the timing is right, and that it is an 18-month project.

City Engineer Clark provided further detail regarding the necessity of the 18-month timeline.

Mayor Windschitl inquired what the project timeline is for the current item.

City Administrator Podhradsky estimated that if started this summer, it could be completed six months after that.

Mayor Windschitl asked how this will work if the Creek Road project is 18 months.

City Administrator Podhradsky explained that this project would be phased, and the north section of the sewer would be put in first and used for storage.

Mayor Windschitl inquired after the size of the trunk line.

City Engineer Clark stated it will be 18-inch.

Councilmember Huang asked if Met Council gave any reasons why they denied aid for this sewer project.

City Engineer Clark summarized the difficulties of the project that lead to them denying aid.

Jay Moore, applicant, spoke in further detail about the tentative project timeline.

Councilmember Huang asked Mr. Moore what the price per square foot is for this type of product.

Mr. Moore stated they consider themselves at market rate and that they will do their best to attract business to the City.

Councilmember Huang inquired what the going rate is for an industrial product of this type.

Mr. Moore summarized the estimates for that.

Motion by Councilmember Hatfield, second by Councilmember Huang to adopt Resolution No. 2021-05 approving the Preliminary Site & Building Plan and Preliminary Plat for Chaska Creek Industrial (PC #2020-25). Motion carried.

Motion by Councilmember Hubbard, second by Councilmember Grau to adopt Ordinance No. 987 approving the Rezoning from Open (O) to Planned Multi-Use District (PMD-20). Motion carried.

7.D. Adopt Resolution 2021-6 and Ordinance 988, Approving the Preliminary Plat and Rezoning for Chaska Bluffs 2nd Addition/DDK Construction/PC #2020-24
City Administrator Podhradsky introduced the item to the Council.

City Planner Hanson presented the item to the Council.

Mayor Windschitl inquired if the trail to the pond will be paved.

City Planner Hanson confirmed that it will be a bituminous trail and continued her presentation of the item.

Motion by Councilmember Huang, second by Councilmember Hatfield to adopt Resolution No. 2021-6 approving the Preliminary Plat for Chaska Bluffs 2nd Addition (PC #2020-24).

Motion by Councilmember Hubbard, second by Councilmember Huang to adopt Ordinance No. 988 approving the Rezoning from Open (O) to Planned Residential District (PRD-78). Motion carried.

8. Bills
8.A. Accounts Payable Council Roster 1-25-2021

The Council requested further information about bills on pages 18, 20, and 29.

City Administrator Podhradsky provided further information regarding those bills.

Motion by Councilmember Huang, second by Councilmember Grau to approve the bills as presented. Roll call was taken. Voting aye: Councilmembers Hatfield, Hubbard, Huang, Grau and Mayor Windschitl. Voting nay: None
Motion carried.

9. Other Business
9.A. City Administrator's Report
9.B. Bi-Weekly Report Day-Month-2021
9.C. Other Reports
    9.C.i. Financial Reports – November 2020
9.D. Other Meeting Minutes
    9.D.i. Draft Minutes of the Dec.17, 2020 Human Rights Commission Meeting
    9.D.ii. Receive the Jan 13, 2021 draft minutes of the Planning Commission Meeting

Councilmember Grau:
- Noted the fencing on Big Woods Boulevard is up and looks great.
- Noted the carving for the Downtown Business Alliance Ice Gardens begins at 1:30 on Sunday.
- Commented that there is a need for more kindness in the world and challenged residents to purposely do something kind for someone.

Councilmember Huang:
- Noted the MLK breakfast last Monday was well done and congratulated the recipient of the Human Rights Award Winner.
- Noted there will be two more food distribution events, one on February 11 and one on March 11.
- Updated the Council on a trial service SouthWest Transit is offering for grocery shopping.
- Updated the Council on a presentation he gave to legislators regarding suburban transit.
- Inquired what the plans are for downtown road construction this summer. City Administrator Podhradsky provided the details regarding downtown road construction this summer.
- Asked for an update regarding Hy-Vee. City Administrator Podhradsky stated Chaska is not on their list of stores to look at this summer.

Councilmember Hatfield:
- Noted that January 19 was the national day of racial healing and reported there is a free online event on Tuesday, January 26 at 10am regarding racial healing.
- Reported this Sunday the ice sculptures will be located at Fireman's Park for viewing and at 1pm there will be live carving.

Councilmember Hubbard:
- Noted the MLK video was well done.
- Reported she attended Coffee with a Cop this past weekend and encouraged others to make sure to sign up to do this.
- Noted the CDA sent an email that the landlord and tenant assistance applications are out on their website.

- Noted the business grant assistance funding from the CDA is still available.
- Reported that the Concerned Citizens group that she sits on is doing great work and provided a brief update on their current work.
- Commented that the state pilot program for the COVID-19 vaccination sounds great.

Mayor Windschitl:

- Noted all those in police and fire department that wanted vaccination have now received it.
- Noted City Administrator Podhradsky had a successful meeting with Twin City Western Railroad.
- Requested an update on the opening of City Hall next week. City Administrator Podhradsky provided details regarding the opening.
- Noted Fire Department Fishing Contest is cancelled for this year and the Guardian Angels is not having their Winter Dinner this year.
- Congratulated the Human Rights Award winner, LeAnn Winters.
- Congratulated the Human Rights Commission for a successful MLK event.
- Reported the next Council meeting is February 1, 2021 and then again on February 22, 2021. He noted in March meetings resume on the 1st, 3rd, and 5th Mondays.

10. Adjourn

Motion by Councilmember Huang, second by Councilmember Hubbard to adjourn the meeting at 10:58 pm. Motion carried.

- MINUTES -
CHASKA CITY COUNCIL
February 1, 2021

1. Call to Order
The meeting was called to order by Mayor Windschitl at 7 pm.

2.Pledge of Allegiance

3. Roll Call
Roll call was taken. Present: Councilmembers Hatfield, Hubbard, Huang, Grau, and Mayor Windschitl.
Absent: None.

Also Present: Kevin Ringwald, Community Development Director; Liz Hanson, City Planner; Luke Melchert, City Attorney; Noel Graczyk, Administrative Services Director; City Engineer Matt Clark; Nate Kabat, Assistant Administrator; and Matt Podhradsky, City Administrator.

4. Adopt the Agenda
Motion by Councilmember Huang, second by Councilmember Hatfield to adopt the agenda as presented. Motion carried.

5. Visitor Presentation

5.A. Senator Julia Coleman
Senator Coleman introduced herself and provided an update on what work she has going at the Capital.

Mayor Windschitl inquired if there have been any discussions at the State level regarding loss revenues for cities.

Senator Coleman noted that she has heard conversations regarding this but has not seen any legislation at this point. She encouraged cities to reach out to their legislative leaders.

Councilmember Huang thanked Senator Coleman for attending the SouthWest Transit meeting in December and noted that having her support in transportation will be beneficial.

City Administrator Podhradsky referred to the proposed improvements on 82nd Street and Highway 5 and noted he will send her information regarding discussions from the work sessions and other updates with this corridor work.

Councilmember Hubbard asked if the goal of not having applicants pay taxes on the PVP loans will be realized with the new round.

Senator Coleman stated that would be the end goal.

6. Minutes
Motion by Councilmember Grau, second by Councilmember Hatfield to approve the minutes of the January 25, 2021 City Council meeting. Motion carried.

7. Consent Agenda
Motion by Councilmember Hubbard, second by Councilmember Huang to approve the Consent Agenda Items A through D:

A. Adopt Ordinance 989, Adopt Amendment to Transient Accommodations Ordinance
   Motion to adopt Ordinance 2021-989 to amend Chapter 5.20 Transient Accommodations.
B. Massage Therapy Registration
   Motion to approve Massage Therapy Registration No. MTL 21-04 to allow Jamie Reinbold to practice Therapeutic Thai Massage out of Natural Point Wellness at 546 Bavaria Lane, Chaska.
C. Adopt Ordinance 990, Establish and Amend Ordinance 984 2021 Utility Rates
   Motion to adopt Ordinance No. 2021-990 establishing 2021 Electric Utility Rates, Motion to adopt an amendment to Ordinance No. 2020-984 establishing 2021 Water and Sewer Utility Rates.
D. Adopt Ordinance 991, Convenience Fee for Governmental Fees and Charges Paid at City Hall
   Motion to adopt Ordinance 2021-991 to establish a Convince Fee on all Debit and Credit Merchant Card payments for governmental fees and charges at Chaska City Hall.

Motion carried.

8. Action Items

8.A. Commissioner Appointments
Motion by Councilmember Hubbard, second by Councilmember Grau to appoint Jason Branch, Dave Downs, and Jalen Destin (youth member) to the Park and Rec Board for the term February 1, 2021 to December 31, 2023. Motion carried.

Councilmember Hubbard noted she would abstain from voting for the Human Rights Commission. She noted that she did not find out her husband was applying to the Commission until the application was submitted.

Motion by Councilmember Huang, second by Councilmember Hatfield to appoint Celine Haga, Sarah Carlson, Eder Castillo, Martin Hubbard, Hanna Sandison, Lisa White (Alternate 1), and Dante Hughes (Alternate 2) to the Human Rights Commission for the term February 1, 2021 to December 31, 2023.

Mayor Windschitl noted he forgot to add Sienna White to the list as the youth member.

City Administrator Podhradsky noted that Staff will bring back language for adding the youth position to the Human Rights Commission to the ordinance.

Motion by Councilmember Huang, second by Councilmember Hatfield to amend the main motion to add Sienna White (youth member) to the list of appointees. With all members voting in favor and Councilmember Hubbard abstaining, the motion carried.

Councilmember Grau noted that representation matters and that this is one of the more diverse groups that has stepped forward to serve in commissions.

Councilmember Huang inquired where the two openings for Planning Commission came from.

City Administrator Podhradsky stated it was Susan Cross and Misty Bowe.

The Council and Staff briefly discussed the process for approving the Vice Chair for Planning Commission.

Mayor Windschitl also thanked everyone who came forward and applied for these commission positions.

9. Bills
9.A. Accounts Payable Council Roster 02-01-2021

The Council requested further information about bills on pages 2, and 4.

City Administrator Podhradsky provided further information regarding those bills.

Motion by Councilmember Huang, second by Councilmember Hatfield to approve the bills as presented. Roll call was taken. Voting aye: Councilmembers Hatfield, Hubbard, Huang, Grau and Mayor Windschitl. Voting nay: None
Motion carried.

10. Other Business
10.A. City Administrator's Report
10.A.i. Bi-Weekly Report 02-01-2021
10.B. Other Reports
10.B.i. 4th-Qtr. 2020 Investment Report dated February 1, 2021

Councilmember Huang:

- Noted the Stuff the Bus Drive is cancelled.
- Noted there are food distribution events on February 11 and March 11 from 12-1:30 at the old Gedney factory.
- Inquired what is going on with the KFC building. City Administrator Podhradsky gave a brief update on that site.

Councilmember Grau:

- Noted the Ice Gardens event was awesome and encouraged residents to get out to see it. Councilmember Huang inquired if these will be lit at night. Assistant Administrator Kabat stated that there will be.

- Inquired after the timing for filling the police officer position and for the recruitment strategy. City Administrator Podhradsky clarified that there are two upcoming positions and detailed that timeline and noted Staff are having recruitment strategy discussions. He noted he will discuss with Staff the short- and long-term strategies with this.
- Wished his son Happy Birthday this coming Saturday.

Councilmember Hubbard:

- Thanked the Parks and Recreation Board for what is provided for residents even in the winter.

Councilmember Hatfield:

- Recognized the Downtown Business Alliance's role in putting together the Ice Gardens.
- Noted it is Black History Month and stated she looks forward to seeing inclusion grow in the community and encouraged residents to seek out sources to learn more about black history.

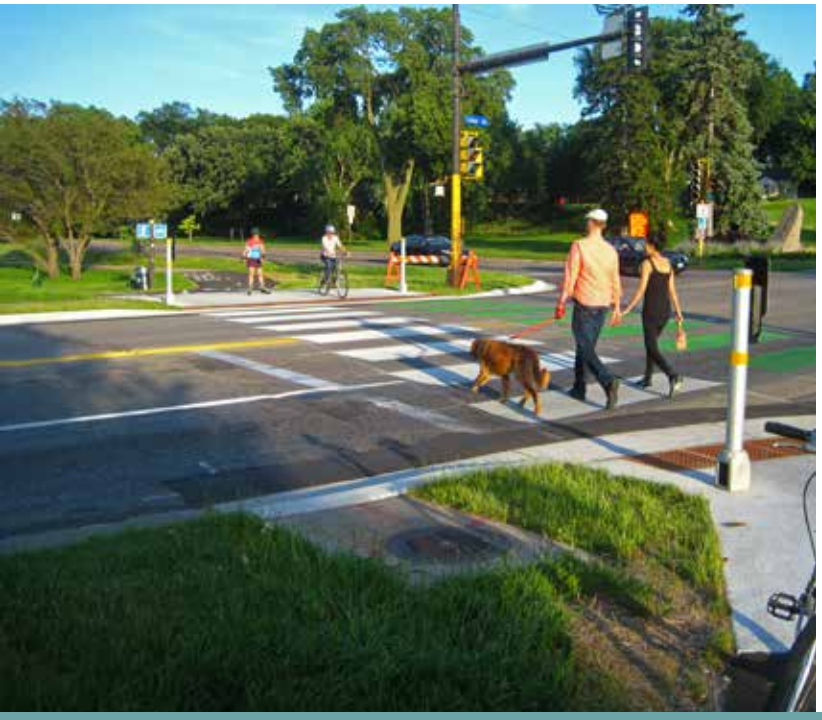
Mayor Windschitl:

- Noted the next Council Meeting is February 22, 2021 and the meeting will be live, in-person at the Community Center.
- Thanked Staff for all their work in putting on ZOOM meetings over the past couple of months. The Council and Staff commented on the benefits of ZOOM meetings.
- Commented that the Ice Garden event was amazing and well done. He thanked everyone who was involved in putting this event on and preparing the park.
- Noted the sign on Stoughton Avenue was removed.
- Reported there will be a "Find the Gnome" event put on by Parks and Recreation and encouraged residents to participate in that.
- Noted the use of Fireman's Clayhole for skating has be incredible this winter. City Administrator Podhradsky briefly spoke about ideas for a future warming house and for ice skate rentals.
- Thanked Chris Goodman, a resident that lives near Lion's Park, who has offered to go turn the lights on the hockey rink on and off each night.

11. Adjourn

Motion by Councilmember Huang, second by Councilmember Hatfield to adjourn the meeting at 8:10 pm.
Motion carried.






PROPOSAL AND QUALIFICATIONS FOR PLANNING SERVICES

PEDESTRIAN AND BICYCLE PLAN
CHASKA, MINNESOTA

Prepared by HKGi
March 1, 2021



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March 1, 2021

Dear Mr. Grange,

HKGi provides its clients with a broad base of community planning knowledge built through years of experience conducting everything from park and trail system plans and comprehensive plans, all the way down to grant writing for small improvement projects that enhance connectivity and safety. This experience and knowledge means that we approach all of our planning work with an understanding that even something as specific as a bicycle and pedestrian plan has to fit with broader community planning directions, initiatives, policies, and the needs and values of community stakeholders.

As you know, HKGi brings a great deal of knowledge and understanding about Chaska's planning and development context, including our current streetscape design work for Hwy. 41/61 in Downtown Chaska, which includes integrating the Circle the Brick trail into the streetscape improvements. We believe this knowledge makes us a good fit to conduct an efficient process that will not only help the City achieve its goal of becoming a Bicycle Friendly Community, but will also provide a custom-designed plan that responds to Chaska's unique needs and helps prepare the community for further improvements even after that objective is reached.

This proposal provides a representative sampling of our bicycle and pedestrian-related work. We are excited about the opportunity to be considered for an intriguing project like this one, and we look forward to learning about it in more detail. If you have any questions or need additional information, please don't hesitate to contact us. We look forward to speaking with you.

Sincerely,
the HKGi Team

CREATING PLACES THAT ENRICH PEOPLE'S LIVES

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Landscape Architecture
Urban Design

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1 Communications Staff

COLLABORATE
LISTEN
EXPLORE
CREATE



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UNDERSTANDING & APPROACH

Project Understanding

The City of Chaska seeks to create a feasible, long-term Pedestrian and Bicycle Plan that establishes a community-supported vision for a connected, convenient, and enjoyable network of facilities. This plan will guide programs and investments that will position the City to accommodate today's residents and visitors while also looking ahead to the future to meet rising demand for non-motorized transportation options and increased focus on public health and active living.

The Pedestrian and Bicycle Plan will guide the City by providing recommendations for:

- Future trail/sidewalk network improvements
- Safety measures and best practices for crosswalk and facility design
- Management, operations and maintenance of facilities
- Policy initiatives and design standards
- Programs and partnerships that provide education and encouragement of non-motorized transportation and active living initiatives
- Implementation and funding strategies
- On-going evaluation and measures of success of plan implementation

Opportunities

The City of Chaska has demonstrated a clear understanding of the importance of fostering a walkable and bicycle community, as shown by recent efforts to apply for designation as a Bicycle Friendly Community through the League of American Bicyclists. The City has already taken many steps to provide a high-quality trail system with links to the Minnesota River Bluffs LRT Regional Trail, efforts to connect schools to sidewalks and trails, and further recreational trails linking to the Minnesota River State Recreation Area. The City's existing street network, primarily comprised of low-volume residential roadways in combination with county roadways and paved shoulders, provides an excellent framework upon which to build a cohesive and comfortable network for biking and walking.

We also see an opportunity for better synergy between this planning process and HKGi's work on the Circle the Brick Trail, which is part of the streetscape design work we are currently conducting in Downtown Chaska along Hwy. 41/61.

Challenges

Some challenges that the planning process will need to address include evaluating and identifying best practices for connecting bicyclists and pedestrians across several state and federal highways, as well as understanding areas of opportunity for retrofitting historical areas of the Downtown. We anticipate other potential challenges as well, such as addressing the rise of e-bikes, ensuring an equitable and accessible process, planning for an aging population, and finding a balance between investing in new facilities while maintaining the assets that are already built. We have found these issues to be a common thread recently among our work with other communities to conduct bicycle and pedestrian planning, and we are active in staying current with national, regional, and statewide best-practices.

Approach

HKGi approaches bicycle and pedestrian through the lens of active living. This approach means that we custom-tailor future network plans and recommendations to meet the specific needs of your community, avoiding a one-size-fits-all approach. Integrating active living principles involves understanding how the community uses and enjoys the current network. We work closely with key stakeholders, representing a wide variety of perspectives, to develop an attainable vision for making it easy, convenient, and safe for people of all ages and abilities to walk or bike throughout the community.

Our planning approach emphasizes finding ways for people to reach community destinations, enjoy the outdoors, get exercise, and recreate on a daily basis. The insight we have gained from our long-standing relationship and history working in Chaska suggests that this planning effort will also involve finding ways that the pedestrian and bicycle network can contribute to regional tourism, economic development, and strengthen connections to natural resources and regional park destinations.

Detailed Project Plan

The following tasks represent our proposed planning process to complete the Pedestrian and Bicycle Plan for the City of Chaska. This process is based on information provided in the RFQ regarding project scope, with additional items provided where necessary to meet the goals and anticipated outcomes of the project.

Task 1 - Organize the Effort

April 2021

The objective of Task 1 is to build a communication framework throughout the duration of the project and introduce the project team to City staff and the Bicycle Friendly Community Committee (BFCC).

HKGi will work with the City and the BFCC to develop a detailed Community Engagement and Communications Plan, which will outline the expectations for communicating internally and with community stakeholders throughout the project. Roles and responsibilities, stakeholder contacts, and schedule of events and meetings will be components of this Community Engagement and Communications Plan.

The HKGi Team will be introduced to key city staff and the BFCC at a Kick-Off meeting and System Tour. This task also includes the development of outreach materials, such as project branding and communication templates, social media materials, and the development of a project website, which will serve as a primary hub of information to be shared with the public about the plan and process. A Parks and Recreation Commission Work Session will also be included in this task, as a means to gather preliminary information and coordinate the project with a key stakeholder group.



Task 1 Subtasks:

1.1 Develop Community Engagement and Communications Plan

1.2 Develop project outreach materials

1.3 Kick-off meeting and system tour with City Staff/BFCC Meeting #1

1.4 Parks and Recreation Commission Work Session (April 13, 2021)

1.5 Coordination with City Staff

Task 1 Deliverables:

- Project outreach materials (project website, social media, branding materials)
- Community Engagement and Communications Plan





HKGi will work with the City to develop a detailed Engagement Plan before developing a project brand and engagement materials.

(Left) A system tour led by the City and the BFCC will let planners get familiar with the City's system and learn about current conditions and challenges.

Task 2 - Inventory and Existing Conditions

April-June 2021

This task will include the collection and assembly of base information through GIS files, maps, studies, and surveys provided by the City. A set of basemaps will be developed and used to perform analysis on the existing roadway and trail network. From these, a series of existing conditions maps will be created that inventory existing bicycle and pedestrian facilities, previously planned facilities, the Regional Bicycle Trail Network (RBTN) and regional connections beyond the City, and key community destinations for biking and walking. Then, a series of analysis maps will be created to better understand the issues and opportunities of the current system: origin/destination analysis, demand analysis, network gaps, crash data and safety barriers, level of stress analysis, and a sidewalk/trail condition analysis.

A complete review of existing and related policy and previous planning documents will also take place during this task, including a summary of relevant take-aways from the 2040 Comprehensive Plan, recommendations provided in the BFC Assessment, Carver County trail and roadway documents, and previous wayfinding and development plans.

Finally, a trends and demographic analysis will be completed, which will examine relevant national and regional trends in biking and pedestrian planning, current demographic make-up of Chaska residents, pedestrian and bicycle facility best practices, and climate change considerations.

A summary report of existing conditions analysis, with concluding issues and opportunities, will be reviewed and discussed at the second BFCC meeting.

Task 2 Subtasks:

2.1 Assemble background data

2.2 Review of City Policy and Previous Planning Documents

2.3 Existing Condition and System Analysis Mapping

2.4 Demographic and Trends Analysis

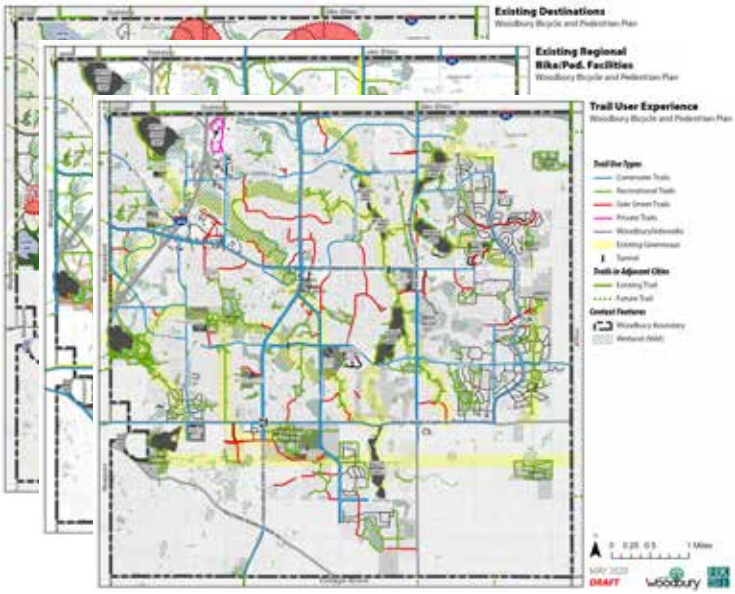
2.5 Summary of Existing Conditions Analysis

2.6 Coordination with City Staff

2.7 BFCC Meeting #2: Review Existing conditions, Identify Needs and Opportunities

Task 2 Deliverables:

» Existing Conditions + Analysis Summary, including:
- Review of Policies and Plans
- System Analysis
- Demographic and Trends Analysis
- Summary of Needs Analysis



Existing conditions mapping will include items such as existing sidewalk and trail network, existing regional/state trails, destinations, and user experience levels.

Task 3 - Community Engagement Phase 1

April – June 2021

The first phase of community engagement will commence at the beginning of the project and scheduled activities will overlap with Task 2. The objective of this task is to gather input from a wide variety of community stakeholders through a mix of online and in-person methods. To gather broad community feedback, we will develop and launch an online survey to collect information about who is currently using the bicycle and pedestrian system and work to understand barriers, concerns, and ideas. Adjacent to this survey, HKGi will create a Social Pinpoint survey, which is an online mapping tool that allows us to gather location-specific ideas and feedback from the community about destinations, concerns, and ideas.

A Community Open House will be hosted during this phase, with the intent of introducing the project, answering questions, and gathering initial feedback from community members. This event will likely be hosted as a virtual event, due to the anticipated timing with public health guidelines related to COVID-19. With the help of web applications, we can replicate a virtual experience that allows for small group discussion and feedback gathering, similar to an in-person event.

A Pop-Up event will be hosted during the first phase of engagement. The purpose of a pop-up event is to meet with people where they are already going—by setting up a booth or table at an event like the Farmers Market or Chaska Fire + Ice Festival and gathering feedback through interactive activities or quick surveys.

Targeted stakeholder groups, such as disability advocates and youth athletic groups, have already been identified by the BFCC. HKGi will work with the BFCC to perform outreach to gather these targeted stakeholders for Focus Group Listening Sessions.

Finally, all of the feedback gathered through each means of engagement will be carefully documented and compiled into a graphic-focused summary document that can be shared widely.

Task 3 Subtasks:

3.1 Develop and launch community survey materials

3.2 Community Open House #1

3.3 Focus Group Listening Sessions (2)

3.4 Pop-Up Event (1)

3.5 Summary of Community Engagement Phase 1: What We Heard

3.6 Coordination with City Staff

3.7 BFCC Meeting #3: Review CE, Develop Vision / Goals, Continue BPP Best Practices Discussion

Task 3 Deliverables:

» Summary of Community Engagement, including
- What We Heard from each event
- Survey + Social Pinpoint feedback
- Summary of Issues + Opportunities identified by the community



HKGi has used creative methods for engaging community members and inspiring them to participate in the planning process.



HIGHLIGHT

WASHINGTON COUNTY BIKE AND PEDESTRIAN PLAN

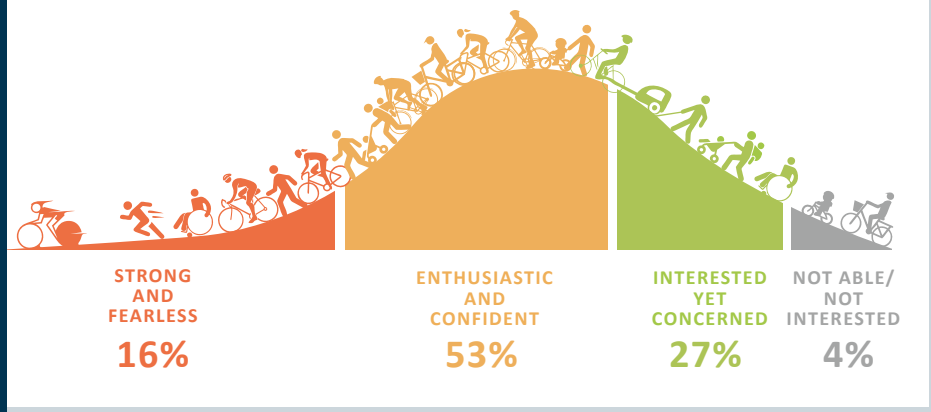
"I reviewed the Washington Bike Ped Plan and am impressed. The residential survey and engagement results strengthened this plan, despite COVID curtailing your efforts. The results around transportation barriers are impactful.

I appreciate the focus on equity, continued commitment around coordination and the specific list of prioritized projects."

Ellen Pillsbury,
Active Transportation Coordinator

Minnesota Department of Health





Residents were surveyed and interviewed through a variety of methods throughout the project process. Information gathered provided a snapshot of the types of bicyclists and pedestrians that are using the system today.

Task 4 - User Count Data

May-September 2021

The objective of Task 4 is to collect baseline data throughout the City of Chaska to understand where, how, and when people are using the existing bicycle and pedestrian system. This information will be used to inform future network planning, program planning, as well as set a baseline for measuring the future success of plan implementation.

While there are many ways to collect user data, no single method or approach will give a full snapshot of user behavior. Therefore, we are proposing a multi-faceted approach, which will be refined with further direction from the BFCC, to better understand specific goals for the data. In this task, we will work with the BFCC and the BikeMN (Bicycle Alliance) to perform manual (visual) counts at 2-3 identified locations within Chaska. MnDOT provides free use of automatic counter equipment for cities and non-profits. We will augment the manual count effort with an automatic count taken at 1-2 identified locations in the City. These manual and automatic counts will likely be performed twice (early spring and late summer/early fall) to understand potential seasonal changes in use.

Additionally, HKGi will work with the school district to coordinate a spring and fall hand tally count for students arriving and leaving school. These counts are necessary as an evaluation tool for any school or district seeking Safe Routes to School implementation or planning grants, and serve as very useful baseline data. Finally, we will collect publicly-available user data from sources such as Strava, Streetlight Data, the MetCouncil Travel Behavior Inventory, and Carver County traffic modeling to perform analysis on user behavior.

User count data will be gathered, documented, and analyzed in a summary document, along with an account of methodology used for data collection. The timing of this task will span over the spring, summer and fall months, therefore results may not align perfectly with draft plan development. However, results will be integrated into the final document and used as in-progress reference during development of recommendations.

Task 4 Subtasks:

4.1 Collect User Counts (Manually)

4.2 Collect User Counts (Automatically)

4.3 Spring + Fall SRTS school hand tally count (SRTS)

4.4 Gather publicly-available user data

4.5 Summary and Analysis of User Count Data

4.6 Coordination with City Staff/BFCC/Local Agencies

Task 4 Deliverables:

» Summary of User Count Data including
- Methodology of counting
- Evaluation of counting methods and recommendations for future evaluation

Task 5 - Develop Plan Recommendations

June – August 2021

With analysis of existing conditions and foundational community input gathered, the project team will work to develop the plan and recommendations. These recommendations will cover a draft network plan with a defined network hierarchy and identified route types, as well as future trailhead and pedestrian/bicycle amenity locations.

A plan for maintenance and management will include pavement preservation and an associated cost analysis of existing and proposed facilities.

Policy recommendations will be drafted that address street design standards, trail/facility best practices, Safe Routes to School policies, and/or Complete Streets policies.

Recommendations to address education, encouragement, and evaluation will include identification of programs and partnerships for implementing programs and events.

Implementation and funding recommendations will include a phasing plan and a framework for future prioritization or decision-making. Specific grants and funding opportunities will be identified that align with the project phasing and priorities.

Finally, a set of performance measures will be outlined, which will build off of the user count data collected in Task 4. These measures,will create a framework for future evaluation of plan implementation based on criteria established with City staff and the BFCC.

These recommendations will be created alongside City staff and with the BFCC during meetings #4 and 5. Recommendations and plans will be compiled into a draft document layout for wide review.

Task 5 Subtasks:

5.1 Develop Draft Network Plan

5.2 Develop Plan/Recommendations for Maintenance and Management of Facilities

5.3 Develop Policy Recommendations

5.4 Develop Education, Encouragement, Evaluation Recommendations

5.5 Develop Implementation and Funding Recommendations

5.6 Develop Performance Measures Recommendations

5.7 Meetings and coordination with City staff to review/revise draft materials

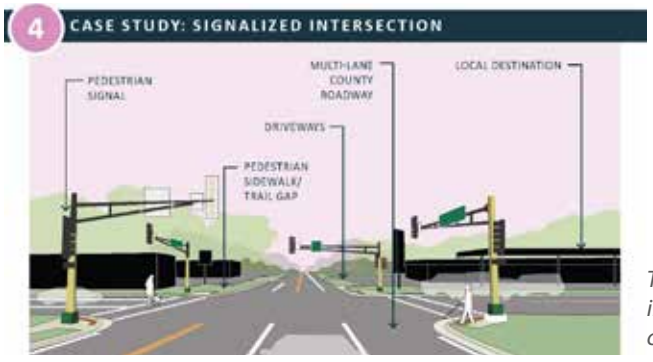
5.8 Draft plan layout

5.9 BFCC Meetings #4-5 Development and Review of Draft Materials

Task 5 Deliverables / Milestones

» Draft Recommendations for the Pedestrian and Bicycle Plan

» Approval from City staff and BFCC to move forward with Community Engagement Phase 2



Task 6 - Community Engagement Phase 2

August - September 2021

The draft plan and recommendations will be shared broadly through community engagement efforts in Task 6. At this time, the draft plan elements will be formatted for sharing through the project website and survey platforms, with the intent being the collection of community feedback on ideas contained in the draft plan.

A second community open house will be held (potentially a virtual event, depending on public health guidance at this time), as well as a fall pop-up event. This pop-up event could be coordinated with the Cycle Chaska Event, the Chaska Farmers Market, or with the Chaska Fire & Ice Festival, depending on timing of events. Feedback gathered from community engagement in this phase will be documented and organized into a summary document that will inform revisions to the plan and recommendations, with the assistance of City staff.

Task 6 Subtasks:

6.1 Formatting of draft plan recommendations for web-based community feedback

6.2 Community Open House #2

6.3 Fall Pop-Up Event (1)

6.4 Coordination with City Staff/BFCC to execute engagement activities

6.5 Summary of Community Engagement Phase 2: What We Heard

Task 6 Deliverables:

» Summary of Community Engagement, including
- What We Heard from each event
- Summary of Online feedback

The final plan will include a wide variety of information, from maps illustrating trail and sidewalk improvements and alignments to case studies that provide guidance for specific contexts.

Task 7 - Final Plan Document + Approvals

September - October 2021

Task 7 includes addressing final revisions to the plan document, per comments received from City staff, the BFCC, and community input gathered in Task 6, to create a final draft plan document. This final draft will be presented to the Parks and Recreation Commission, and any necessary revisions will be addressed before presenting to the City Council for final plan approval. Upon approval of the plan, all files and documents will be packaged and delivered at the direction of City staff, including GIS files and any branding or graphics that might be used for future implementation efforts.

Task 7 Subtasks:

7.1 Revisions to Draft Plan based on community feedback, staff comments

7.2 Presentation to Parks and Recreation Commission

7.3 Presentation to City Council for Plan Approval

7.4 Final formatting of materials (package of GIS files, website/social media outreach materials)

Task 7 Deliverables:

» Final presentations (pdf/ppt) of Plan Components

» Final Plan Document (pdf + printed/bound copies)

» Final GIS files and requested outreach materials for implementation of plan

Engagement/Outreach Contingencies

In order to adapt to changing conditions and have flexibility to accommodate new ideas that may come up during the course of the project, we have included a set of contingencies that could be used on an 'as-needed' basis. These are optional or additional items that are not included in the base scope of work, but could be added as deemed appropriate.

Contingencies include time and budget allocated for:

» Hosting an additional Listening Session

» Hosting additional Pop-up Events

» Coordination of a Spring Community Activity Event, such as:
  - Group hike and/or bike ride
  - Spring Bike tune-up/safety event (potentially in coordination with local police/fire department)
  - Open Streets / Block Party Event

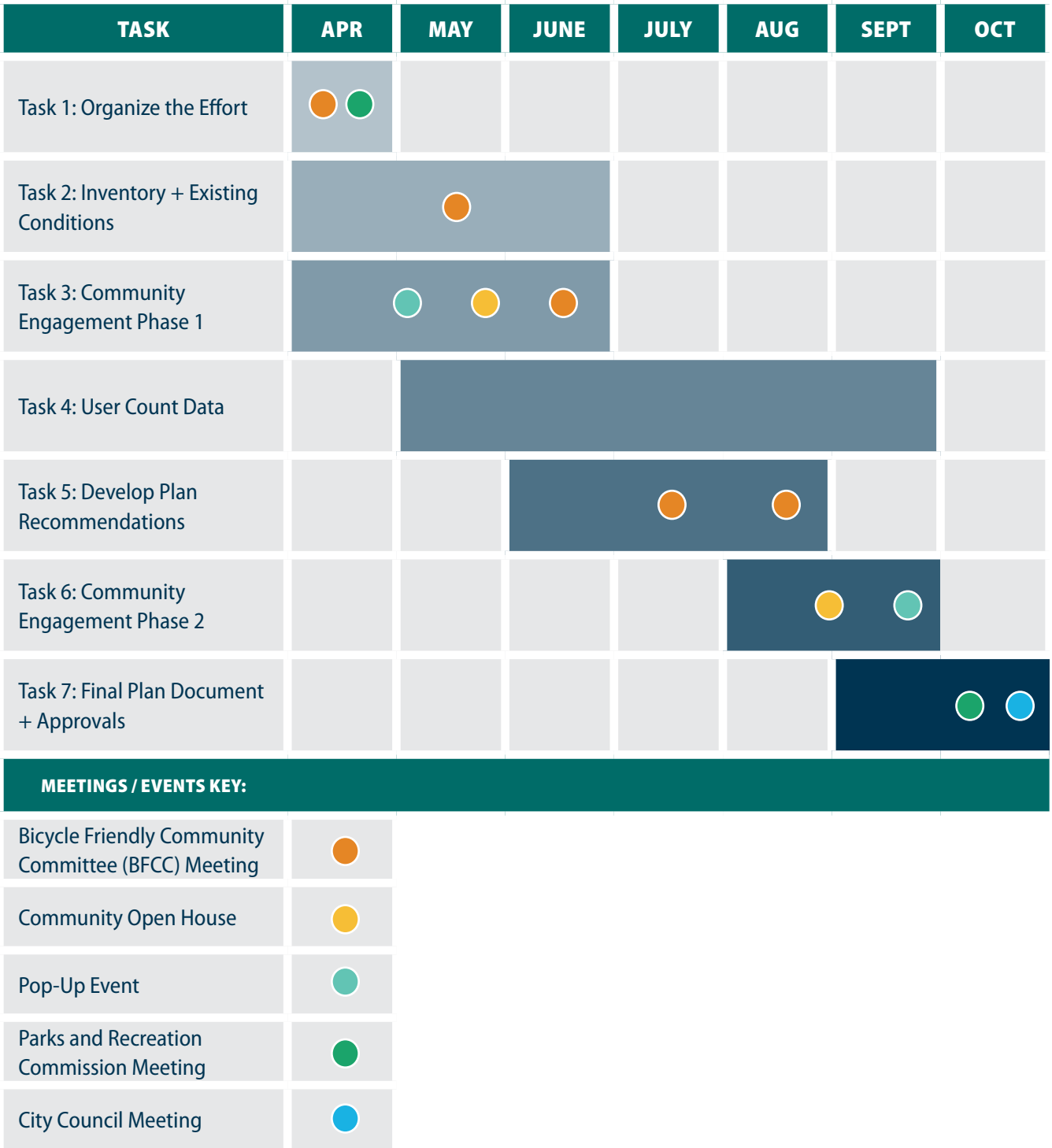
» Coordination of additional locations or dates for manual or automatic user counts

» Coordination of a Fall Community Activity Event, such as:
  - Group hike and/or bike ride
  - Winter Biking Workshop

» Hosting an additional BFCC Meeting

» Presentation for an additional Council or Commission Meeting

Schedule



The schedule above outlines the anticipated duration for each task listed in the detailed work plan, as well as an approximate timeframe for each meeting or event, with the assumption that the project will begin April 2021. Task 4 - Collect User Count Data is anticipated to extend through September 2021, to allow time for hand tally counts to be conducted in coordination with Chaska schools after the start of the fall semester. Pop-up events will be scheduled in coordination with planned community events.



PROJECT TEAM



HKGi

HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest. Our objective is to help our clients build great places for people to live, work, and play.

HKGi's project work has increasingly involved an emphasis on creating environments that encourage walking and bicycling as viable means of transportation. These projects have included bicycle and pedestrian, trail, greenway, and Complete Street plans, but have also included downtown and neighborhood revitalization; streetscape design; transit-oriented development; corridor studies; comprehensive plans, park and recreation plans, design guidelines, and zoning ordinances.

Because of our broad-based experience, we bring a deep understanding of how land uses, building design, streetscape design, transportation infrastructure, and municipal development policies impact the environment for pedestrians and bicyclists. We use a community-based planning approach that combines our technical skills and expertise with the local knowledge that only community members and leaders can provide. We use the community's strengths, values, and needs as the foundation for plans, designs, and strategies that prepare them for the future and put them in position to thrive as the community grows and evolves.

Our broad-based expertise means we can augment pedestrian and bicycle planning best practices with other planning and design practices to address the full range of issues that impact the viability and effectiveness of pedestrian and bicycle planning initiatives.

Regardless of whether we are developing a pedestrian-bicycle plan or a comprehensive plan, creating a redevelopment master plan, or designing a key community amenity, gathering and responding to community input remains essential to ensuring that our plans and designs are feasible, supported by the community, and will generate positive results for our clients and their constituents.

Qualifications

The following pages identify the experience and skills our assigned team of planners and urban designers will bring to this project. This section also include descriptions of some of HKGi's relevant project experience and contact information for clients who can speak to their experience working with this team.



Jody Rader

ASLA, PLA

Landscape Architect

612.252.7136

jody@hkgi.com

Jody will serve as Project Manager for this project. She brings experience developing ped-bike plans, but she also brings well-rounded experience conducting community planning projects addressing redevelopment, transit-oriented development, comprehensive planning, park and trail planning, and urban design. Her diverse experience enables her to apply a holistic approach that integrates pedestrian and bicycle plans into broader community planning directions and initiatives.

Jody is committed to conducting community planning and design that promotes healthy living, sustainable ecosystems, and quality of life for all. She is an outstanding communicator who excels at developing design solutions that incorporate stakeholder input and address key concerns and project objectives. In recent years she has provided grant writing services, helping clients secure funding for improvements that enhance multi-modal connectivity and provide a safer environment for pedestrians and bicyclists.

Relevant Project Experience

- Bike and Pedestrian Plan | Washington County, MN
- Bicycle and Pedestiran Plan | Woodbury, MN
- Bike + Ped Plan | Farmington, MN
- Downtown Study Phase 2 Walk/Bike Connectivity Engagement | Golden Valley, MN
- Glacial Edge Regional Trail Master Plan | Fergus Falls, MN
- Vermillion River Greenway Master Plan | Dakota County, MN
- Grant Writing | Anoka and Dakota Counties, MN
- Regional Solicitation Before and After Study | Metropolitan Council

Years of Experience: 11

Education

Master of Landscape Architecture, University of Minnesota

B.S. Architecture, University of Minnesota

Registration

Landscape Architect, Minnesota
License No. 57311

Awards

ASLA Student Honor Award

College of Design Student Excellence and Scholarship Award

HUD Innovation in Affordable Housing Finalist

Professional Activities

Member of ASLA and Association for Community Design

Bike Walk MN 2018 Conference, Presenter

ASLA-MN Executive Committee, Student Chapter Liaison, Step-Up Chair and WILA (Women in Landscape Architecture) Co-Chair

Guest reviewer for the College of Design at the University of Minnesota and Dunwoody Institute Architecture Department

STRENGTHS SUMMARY

Connectivity & Accessibility
Problem Solving
Engagement Communication



Paul Paige PLA

President

612.252.7125

paul@hkgi.com

Paul will provide guidance to this project as Principal in Charge. He brings an extensive understanding of Chaska's planning and development context to this project and will be able to provide advice related to context-sensitive urban design topics. He will also provide quality control oversight, ensuring that the HKGi team has the resources it needs to provide the City with an outstanding level of service.

Paul provides design and landscape architecture leadership for many of HKGi's urban design and park and trail planning and design projects. Paul has also played a valuable creative design role in preliminary planning. His creativity combined with his implementation experience, enables planning teams to more fully evaluate potential planning directions and strike the appropriate balance between innovation, feasibility, and functionality.

Relevant Project Experience

- Downtown Streetscape and Public Space Design | Chaska, MN
- City Square West Redevelopment Planning | Chaska, MN
- Veterans' Park | Chaska, MN
- West End District Redevelopment Planning | Red Wing, MN
- Main Street/Hwy. 61 Streetscape | Red Wing, MN
- Twin Lakes Parkway Design | Roseville, MN
- Broadway Avenue Streetscape | Alexandria, MN
- Greenway Planning and Design | Dakota County, MN
- Rice Marsh Lake Trail | Chanhassen, MN
- Community-wide Trail Master Plan | Northfield, MN
- Great River Regional Trail Master Plan | Wright County, MN

Years of Experience: 31

Education

Bachelor of Landscape Architecture - University of Minnesota

Registration

Landscape Architect, Minnesota, License No. 23594

Awards

2020 MRPA Excellence Award - River's Edge Commons Expansion - Elk River

2020 MRPA Excellence Award - Fernbrook Athletic Fields Complex - Maple Grove

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

2015 ACEC-MN Excellence in Engineering Honor Award - Buffalo Downtown Commons

2013 MN ASLA Merit Award and 2009 MRPA Award of Excellence - Rivers Edge Commons, Elk River, MN

2003 Mpls AIA Merit Award - Bloomington Civic Plaza

2002 MRPA Award of Excellence - Normandale Lake Bandshell

STRENGTHS SUMMARY

Creative & Technical Design
Implementation Experience
Problem Solving



Lance Bernard

Associate

612.252.7133

lance@hkgi.com

Years of Experience: 17

Education

B.S. Community Development/Urban Affairs, St. Cloud State University

Memberships/Affiliations

Legislative and Law Committee Co-Chair for the Minnesota Chapter of the American Planning Association

Engagements

Shared Parking: How Does it Work? – Railvolution Conference, Denver, Colorado (2017)

TOD and Districtwide Parking Forum –Metro Transit (2016)

Comprehensive Planning and Public Health Community Workshop – City of Eau Claire, Wisconsin (2013)

Integrating Public Health Into the Planning Process Trainings– Minnesota Department of Health (2009 – 2011)

Lance will serve as a Planning Advisor for this project, providing advice in the areas of implementation, funding, and multi-modal transportation planning best practices. He brings experience conducting planning initiatives related to both transportation and public health/ active living and has led several bicycle and pedestrian planning projects. He also has experience developing comprehensive plans, long-range transportation plans, parking studies, and downtown master plans, which enables him to bring broad-based planning knowledge to his work.

In recent years, Lance has been recognized as a leader in developing grants, asset management plans and financial plans. He has helped clients identify asset management needs while aligning those needs with innovative funding mechanisms. In the last several years, Lance has helped his clients secure over $250 million in grant dollars.

Relevant Project Experience

- Regional Solicitation Before and After Study Phase 1 (Pedestrian and Bicycle Funding) | Metropolitan Council
- Grant Writing for Regional Solicitation through Local Planning Agencies and Organizations
- Bike and Pedestrian Plan | Washington County, MN
- Bicycle and Pedestrian Plan| Woodbury, MN
- Grant Services | Sherburne County, MN
- Gold Line BRT Station Area Planning | Woodbury, MN
- Xenia-Park Place Bike-Walk Plan | St. Louis Park, MN
- *Asset Management (Trail Pavement) Study | Minneapolis, MN
- *Complete Streets Check-List | Wadena, MN

STRENGTHS SUMMARY

Engagement Facilitation
Data Collection and Analysis
Implementation Planning



Jeff Miller

AICP

Associate

612.252.7123

jmiller@hkgi.com

Jeff will serve as a Planning Advisor for this project, providing general planning advice related to design guidelines, regulatory tools, and overall planning direction in Chaska. He is a veteran planner with extensive experience conducting planning in Chaska, and he will help the HKGi planning team work efficiently while also providing valuable insight to help integrate previous planning direction and initiatives into the Ped-Bike Plan.

Jeff is valued by clients for his outstanding listening and communication skills, his thoughtful approach, and his emphasis on providing outstanding client service. He prioritizes community input as the foundation for good planning and strives to ensure that local needs, desires, and concern drive planning recommendations and initiatives. He leverages his problem solving and critical thinking skills to address stakeholder concerns and find appropriate planning and design solutions.

Relevant Project Experience

- Wayfinding Signage System Plan | Chaska, MN
- Downtown Study Phase 2 Walk/Bike Connectivity Engagement | Golden Valley, MN
- Glacial Edge Regional Trail Master Plan | Fergus Falls, MN
- Munger Spur Trail Master Plan | Hermantown, MN
- Comprehensive, Downtown, and Growth Area Planning | Chaska, MN
- Uniform Development Code Update | Winona, MN
- Comprehensive Plan | Farmington, MN
- Transit-Oriented Planning (land use and connectivity) | St. Louis Park, MN

Years of Experience: 20

Education

Master of Planning, University of Minnesota

B.A., Economics, St. Olaf College, Northfield, MN

Registration

American Institute of Certified Planners, Certification #025995

Awards

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

2017 MN APA Success Stories in Implementation Award - Chaska Downtown Master Plan

2017 MN APA Context in Planning Award - Eliot School Site Reuse Study - St. Louis Park, MN

2014 MN APA Planning in Context Award - Chaska Downtown Signage Design Guidelines

2007 MN ASLA Merit Award for Private Landscape Design - Chevalle, A Country Estate - Chaska, MN

2002 MN APA Outstanding Plan Award - Northwest Corridor Planning and Design Framework

STRENGTHS SUMMARY

Listening & Communication
Problem Solving
Idea Generation & Evaluation



Tim Solomonson

PLA

Landscape Architect

612.252.7137

tim@hkgi.com

Years of Experience: 8

Education

Master of Urban and Regional Planning, Master of Landscape Architecture, and Bachelor of Environmental Design, University of Minnesota

Registration

Landscape Architect, Minnesota, License No. 53837

Awards

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

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

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

Tim will provide GIS and Planning Analysis expertise to this project. In this role he will provide critical mapping and data collection services as well as conduct current conditions inventories and analysis support.

Tim has provided landscape architecture services on a broad range of urban planning and design projects and has several trail, ped-bike, and connectivity-related planning projects in his portfolio, including developing wayfinding signage systems and plans. He is also experienced at providing implementation support, including development of construction documentation and cost estimation. The data and information he collects and develops will form the foundation for many of the plan's recommendations.

Tim is a veteran who has contributed to numerous projects in Chaska, including the Southwest Growth Area Plan and Veterans' Park.

Relevant Project Experience

- Bicycle and Pedestrian Plan | Woodbury, MN
- Robert Piram Regional Trail | Saint Paul and West St. Paul, MN
- Veterans Park | Chaska, MN
- Southwest Growth Area Plan | Chaska, MN
- Gate, Wayfinding and Signage Plan | Duluth, MN
- Downtown Wayfinding and Signage | Hutchinson, MN
- People Movement Plan | Hastings, MN
- Trail and Sidewalk Study | Prior Lake, MN
- Gold Line BRT Station Area Planning | Woodbury, MN
- River to River Greenway | Dakota County, MN

STRENGTHS SUMMARY

Design and Construction Administration Experience
Problem Solving



Aimee Hackett

Urban Designer

612.252.7138

aimee@hkgi.com

Years of Experience: 2

Education

B.S., Landscape Architecture, Arizona State University

Awards

Williams Family Scholarship, received scholarship twice

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

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

Aimee will provide Engagement and Graphic Design services to this project. In this role she will ensure that visual communications materials for the engagement effort and the final report are attractive and communicate clearly to stakeholders, community members, and city leaders.

Amiee's graphic design creativity and technical skills have been a key ingredient in the success of many of HKGi's recent projects. She has designed community engagement materials, infographics, engagement summaries, online materials, and plan reports, and for each project creates a recognizable and unique brand that enhances the ability of community members to recognize and participate in engagement activities.

Her work creating appealing, reader-friendly documents also enrich community support and play a key role in securing funding and support for implementation and public improvement initiatives contained in the plan.

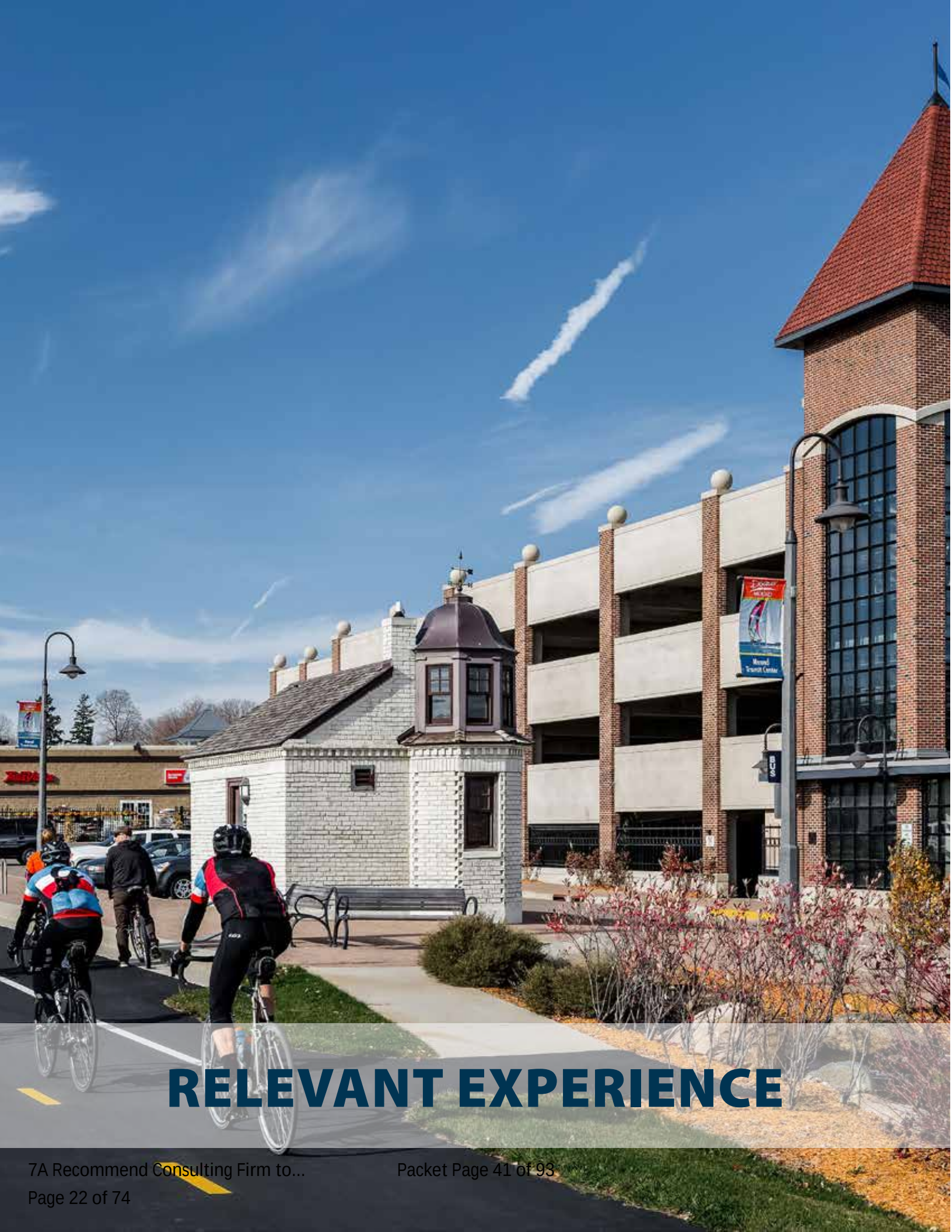
Relevant Project Experience

- Bike and Pedestrian Plan | Washington County, MN
- Bicycle and Pedestrian Plan| Woodbury, MN
- People Movement Plan | Hastings, MN
- Downtown Study Phase 2 Walk/Bike Connectivity Engagement | Golden Valley, MN
- Vermilion River Greenway Master Plan | Dakota County, MN
- Czech Heritage Trail Plan | Tri-City School District, MN
- Great River Regional Trail Master Plan | Wright County, MN
- Minnehaha Parkway Regional Trail Master Plan | Minneapolis, MN
- Park and Recreation System Plan | Otsego, MN

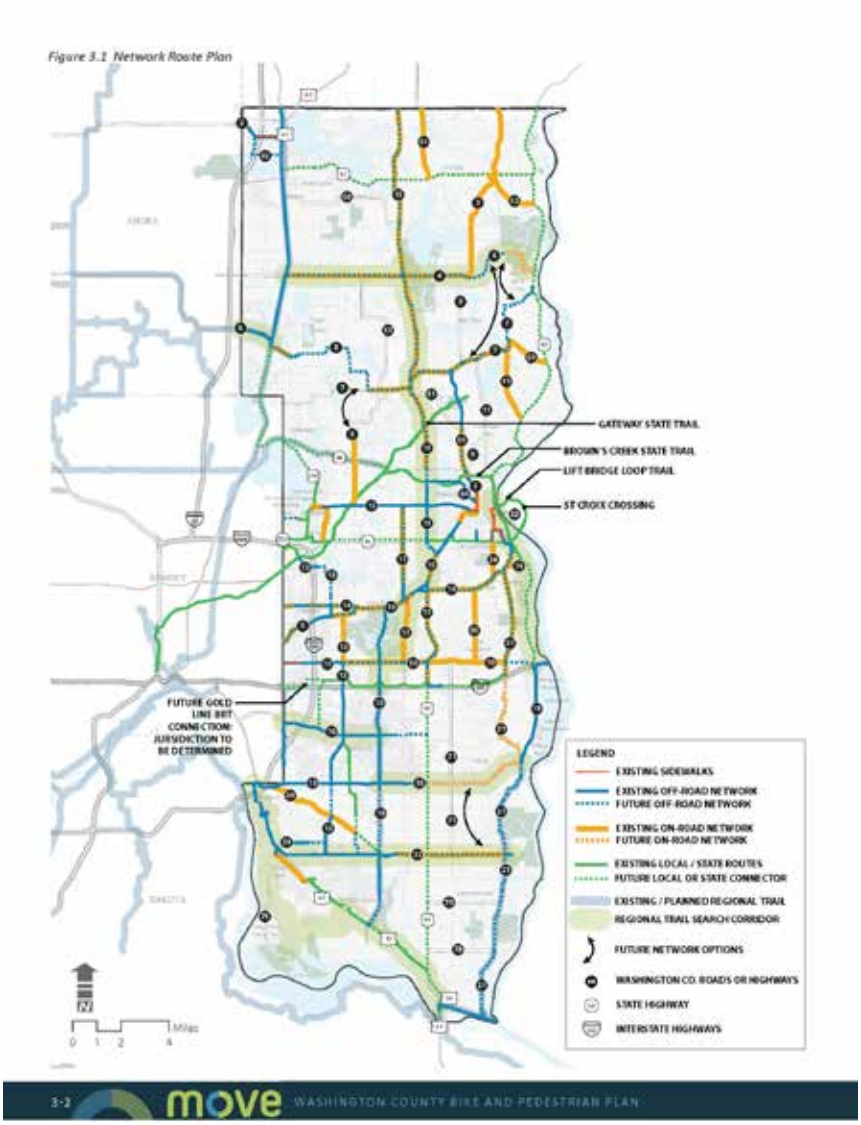
STRENGTHS SUMMARY

Graphic Design and Visual Communication

Report Design



RELEVANT EXPERIENCE







Engagement included pop-up surveys, online interactive input, and awareness campaigns to spark interest and solicit greater input for planning efforts.

County Bike and Pedestrian Plan

Washington County, Minnesota - HKGi is currently leading the development of a Bicycle and Pedestrian Plan that will guide future investment decisions and prioritize initiatives to improve and enhance the County's bicycle and pedestrian network.

In the initial phase of the project HKGi and its consultant partner CivicBrand collected input from stakeholders from across the County and conducted a detailed existing conditions analysis. Engagement activities included pop-up meetings at community events such as the Tour de Hugo and a local bluegrass festival. The existing conditions report included analyses of Level of Comfort, trip orientation-destination, demographic/population trends, crash data, and demand.

The next phases of the project, currently in progress, will establish a hierarchy of existing routes and trails and identify recommended new or improved routes. HKGi will also help the County prioritize recommended improvement projects by identifying low cost/high benefit improvements as well as crossings and focus areas that will have the greatest impact on safety and usage of the network.

HIGHLIGHTS

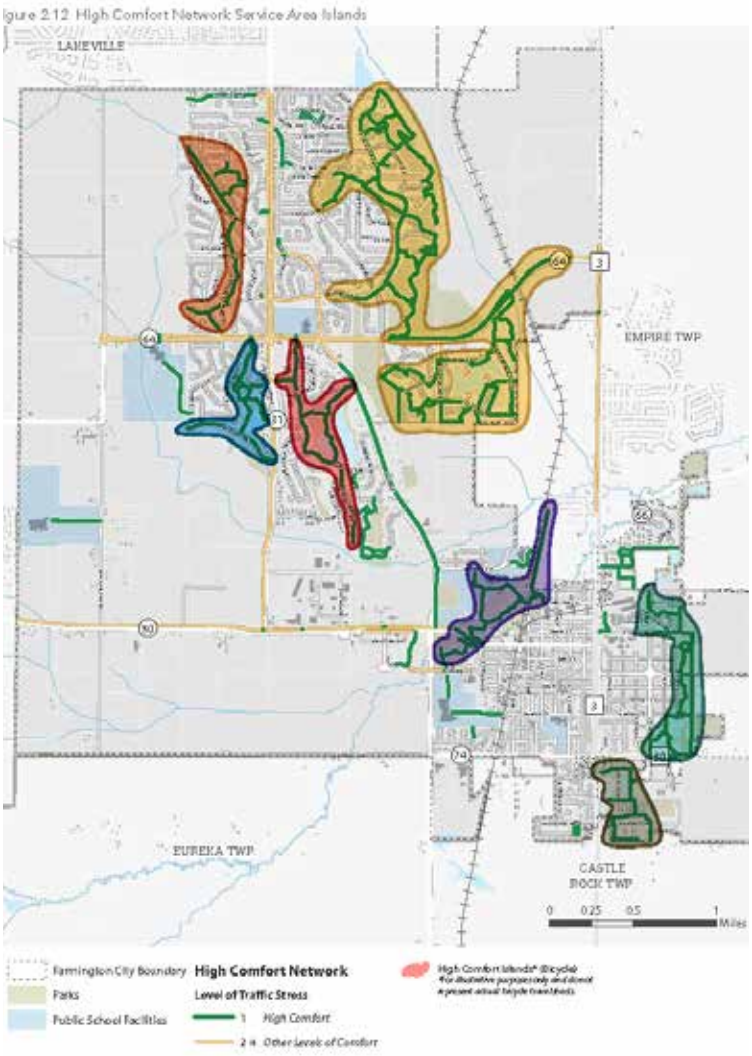
Social Pinpoint™ used for online engagement, enabling collection of detailed, location-specific input

Enhanced branding to increase visibility of the project and solicit greater quantity of input

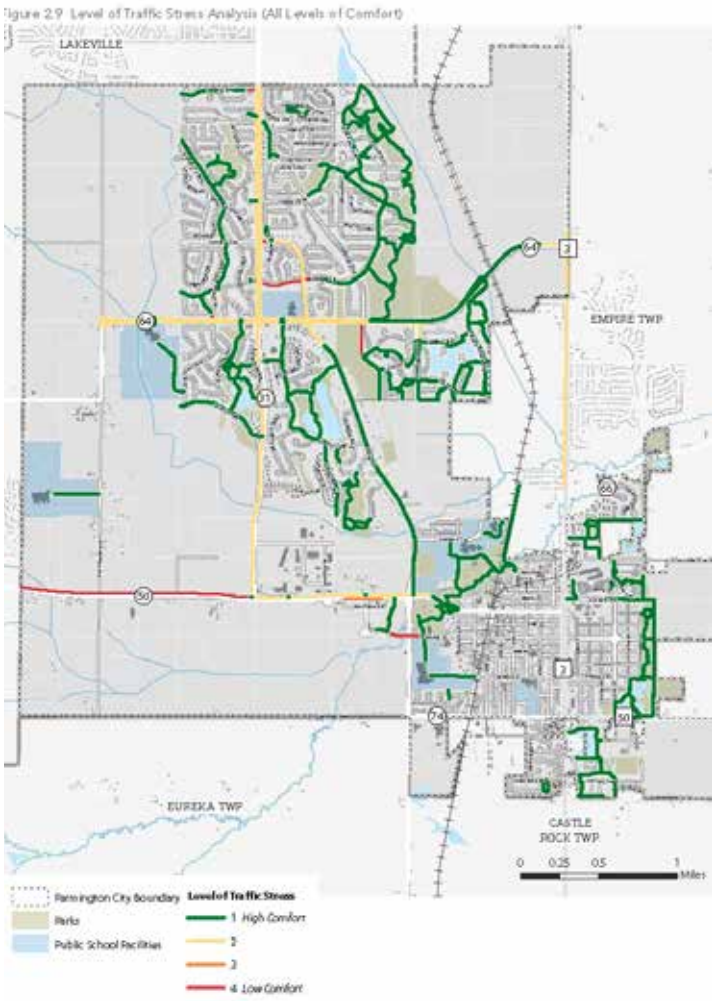
Focus on identifying low-cost/high-benefit improvement initiatives

REFERENCE

Emily Jorgensen, Project Manager
Washington County
651-430-4338
emily.jorgensen@co.washingon.mn.us



Farmington enjoys a reasonably extensive network of high comfort bikeways, but they are largely disconnected islands.



The Level of Stress analysis shows that many of the connecting routes are rated as low comfort/high street routes.

Bike + Ped Plan

Farmington, Minnesota - HKGi led the bicycle and pedestrian planning process for Farmington, a suburban community at the southeastern edge of the Twin Cities metro. Initial engagement, analysis, and inventory of existing conditions conducted by HKGi helped identify travel behavior and characteristics of commuters and potential users of a bicycle and pedestrian network within the community. This engagement also helped identify the varying levels of comfort Farmington residents have with bicycling and walking in the community, as well as which locations residents identify as dangerous, uncomfortable, or safe places to bike and walk.

Farmington's suburban development pattern has resulted in the creation of an adequate level of bicycle-pedestrian routes in several newer parts of the community, but those routes are disconnected from one another and are also disconnected from key destinations such as Farmington's downtown area. The plan created by HKGi focuses first on improving connectivity between already existing facilities. Increased functionality and use will then provide the City with greater opportunity to expand the bicycle and pedestrian network throughout the community.

HIGHLIGHTS

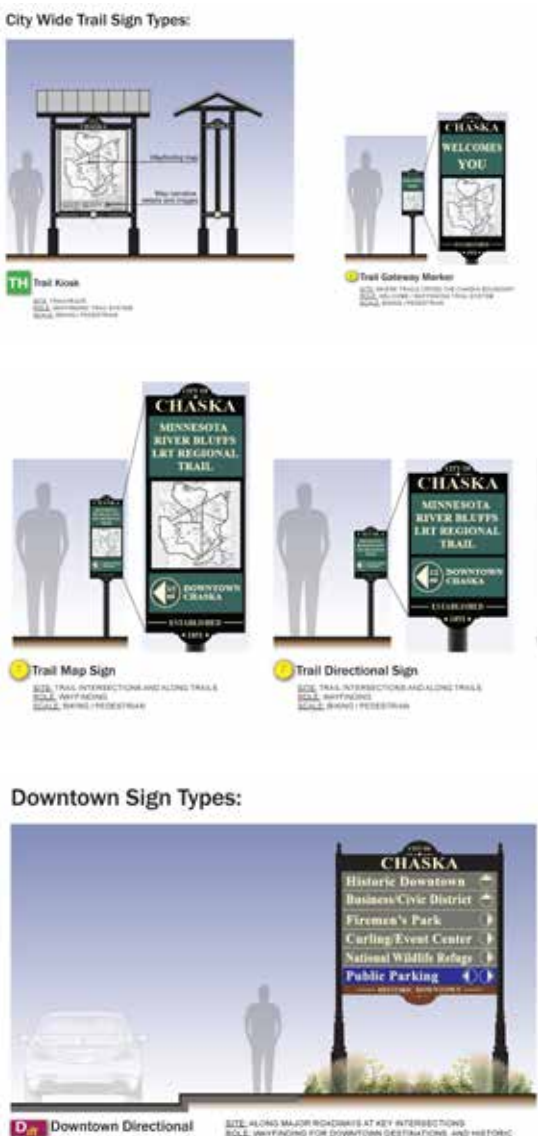
Prioritizes connectivity between already existing but largely disconnected bicycle-pedestrian routes

Assessment criteria included level of comfort and connectivity analyses

REFERENCE

Randy Distad, Parks and Recreation Director
City of Farmington
rdistad@ci.farmington.mn.us
651-280-6851





Wayfinding Signage System Plan

Chaska, Minnesota - HKGi conducted a citywide analysis to identify Chaska's wayfinding needs for signage targeted towards vehicular traffic, trail users, and signage needs specifically in the downtown area. After conducting an analysis of current conditions, HKGi identified key destinations, specific locations throughout the community for new signage, and also identified what type of signage (Gateway, Directional, primary, secondary, Trailhead, Trail) would be most appropriate for each location.

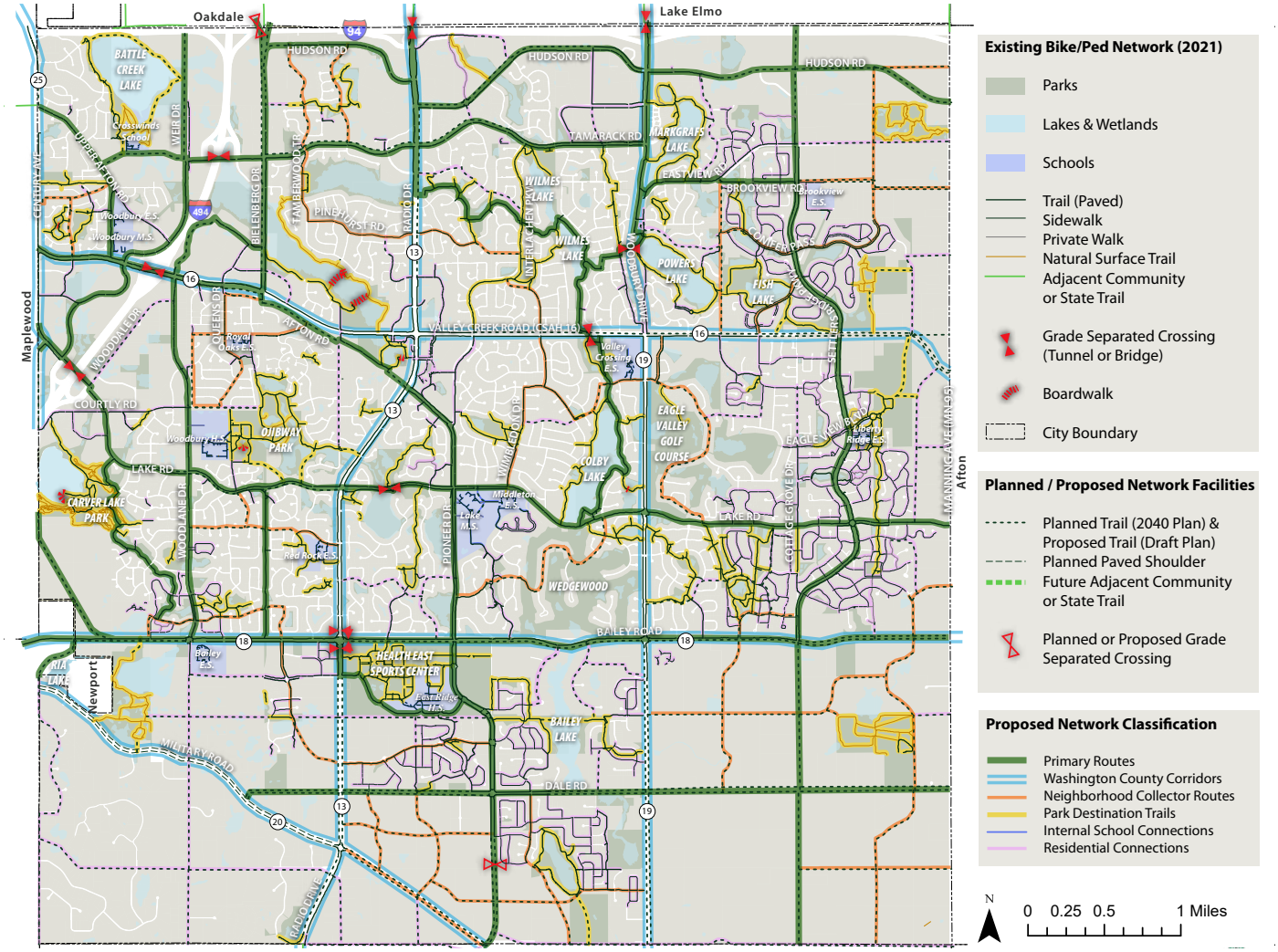
HKGi also designed signage concepts and sketches for each type of sign as well as potential thematic concepts to help organize the signage system. Information delivered to the City by HKGi also included unit cost estimates for each sign type, design guidelines, and phasing for implementation.

HIGHLIGHTS

Takes a citywide approach to developing a wayfinding signage system

Addressed wayfinding for vehicles as well as for bicycles and pedestrians

Design criteria specified for each sign type



For this Bicycle and Pedestrian Plan, HKGi has worked with City staff and stakeholders to create a network classification system that corresponds to recommended improvements and investments. Classifications include primary trails, county corridors, neighborhood collectors, park destinations, school connections and residential connections.

Bicycle and Pedestrian Plan

Woodbury, Minnesota - HKGi is currently leading the process to create a bicyclepedestrian plan for this growing east metro community. At the beginning of this project, HKGi's planners worked with the City to identify a set of objectives for this project that would suit Woodbury's current development context while also helping the City prepare for future expansion of the bicycle and pedestrian network not only in already developed areas but also in parts of the city yet to be developed. Engagement emphasized developing a better understanding of the public's needs and concerns when walking and biking in the community.

Some of the primary concerns for this plan will be to identify system preservation strategies for maintaining the existing system in a "state of good repair;" addressing key crossing safety issues throughout the community so the City can adequately prepare investment plans and compete for multi-modal transportation grant programs; improve or enhance neighborhood connectivity to destinations such as parks, schools, athletic facilities, and business centers; improve multi-modal access to the planned Gold Line BRT corridor; incorporate direction from other planning documents into this plan.

HIGHLIGHTS

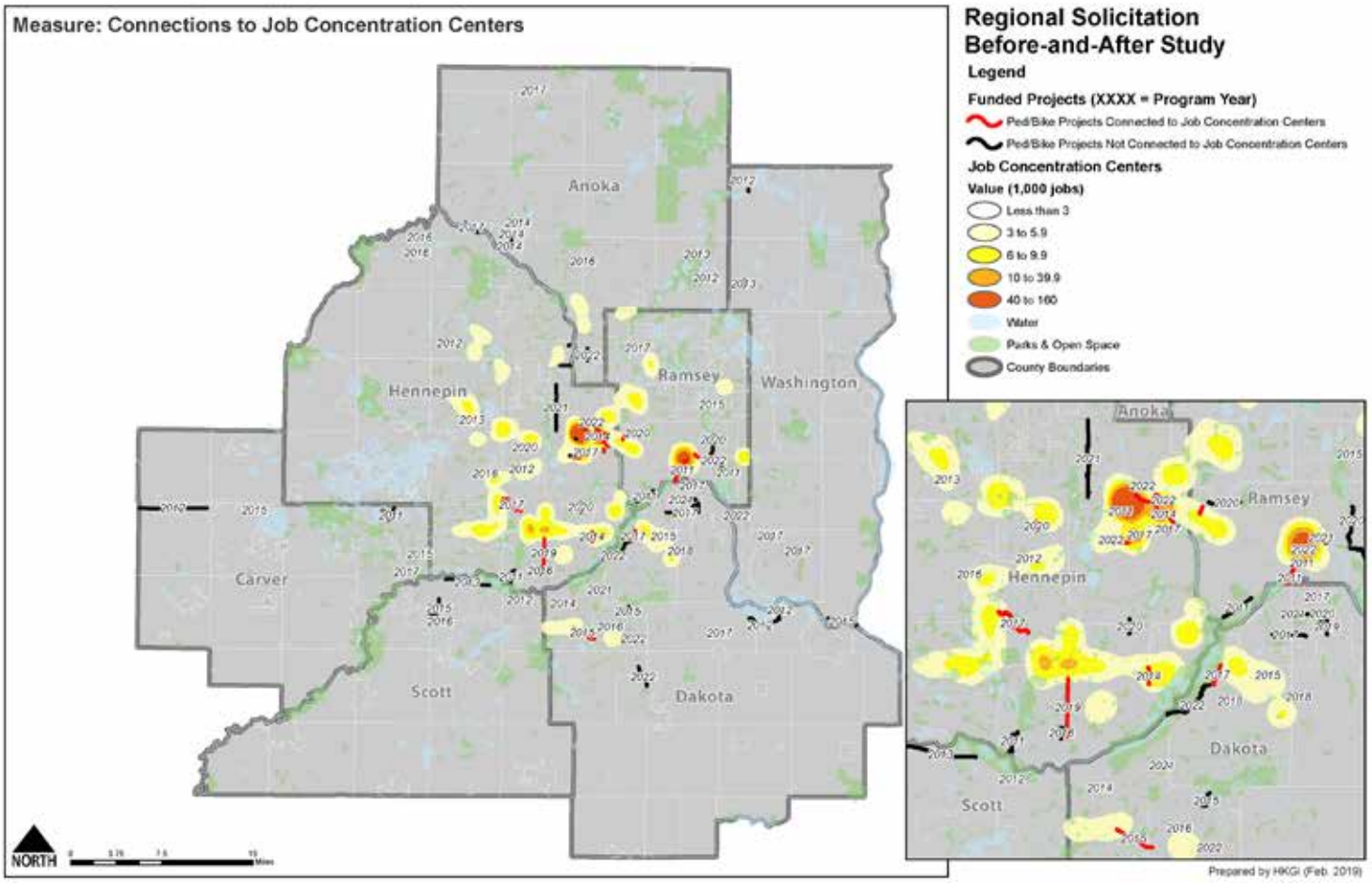
Identifying ways in which land use offers ways to encourage or facilitate multi-modal transportation

Engage community members to understand their needs, concerns and desires for bicycle and pedestrian improvements and their usage patterns

Identify methods for ensuring current system can be maintained

REFERENCE

Tony Kutzke, City Engineer
City of Woodbury
tony.kutzke@woodburymn.gov
651-714-3593



Regional Solicitation Before & After Study

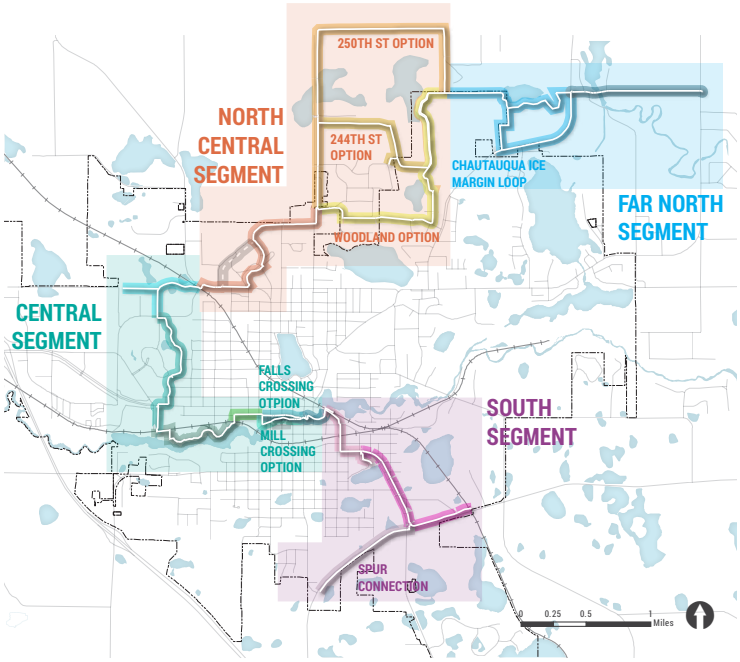
Metropolitan Council - The study documented the regional benefits achieved through the Regional Solicitation and Highway Safety Improvement Program (HSIP) solicitations dating back to 2007. This was achieved by using a performance-based approach that evaluated the "before-and-after" conditions associated with a built project .

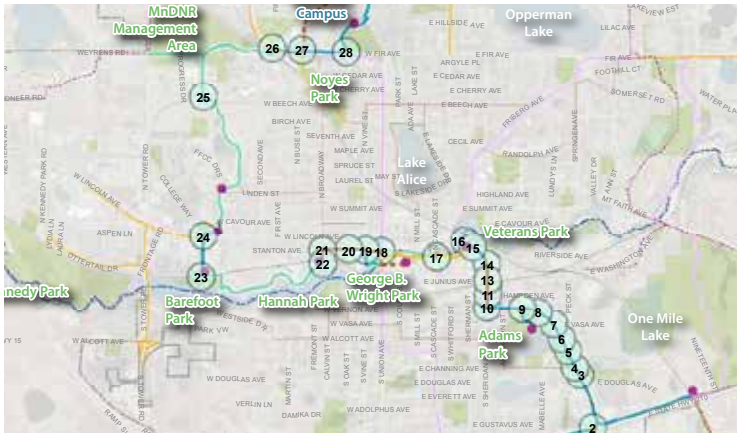
HKGi led the planning process and conducted the pedestrian/bicycle analysis to determine if pedestrian and bicycle safety benefits have been achieved by evaluating crash data. HKGi also tabulated the number of bikeway miles funded and programmed and their contribution to the Regional Bicycle Transportation Network (RBTN) and documented the number of desirable destinations (jobs, homes, shopping, etc.) connected/ linked by built or programmed pedestrian or bikeway projects.

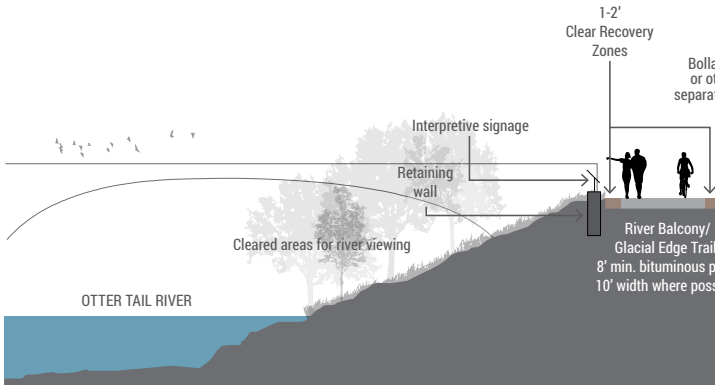
HKGi was selected for this project given its extensive experience with Regional Solicitation applications and securing bicycle and pedestrian funds for our clients. Since the last three solicitation cycles (2014, 2016, and 2018), HKGi has secured over $13 million in bicycle and pedestrian funds.

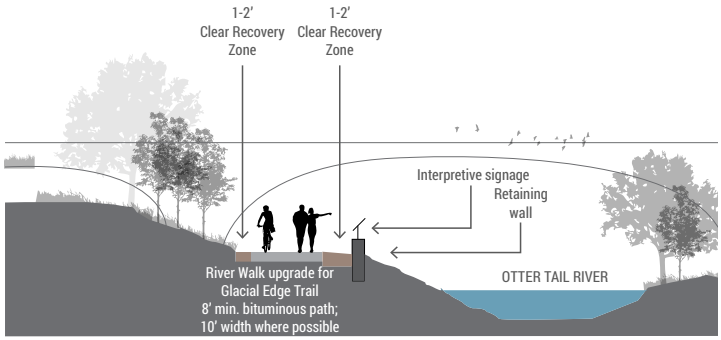
REFERENCE

Steve Peterson, Manager of Hwy. Planning
Metropolitan Council
651-602-1819
Steven.Peterson@metc.state.mn.us









Section drawings illustrate recommended improvements in relation to the landscape (above)

The Glacial Edge Trail Route Map illustrates preferred alignments for the four trail segments including potential spur and loop connections in the South and Far North segments (top left).

The trail master plan identifies safety-related intersection treatments along the trail. This map is keyed to a matrix that identifies recommended improvements (bottom left).

Glacial Edge Trail Master Plan

Fergus Falls, Minnesota - The Glacial Edge Trail Master Plan establishes the framework for completion of a 14-mile destination regional trail that will provide a vital link to several other area destinations such as the Central Lakes State Trail, the Otter Tail River, downtown Fergus Falls and its River Walk, the Prairie Wetlands Learning Centre, and the Chautauqua Ice Margin. The trail is also designed to facilitate future links to Maplewood State Park, the Heartland State Trail, and the North Country Trail which will one day provide a non-motorized trail running from North Dakota to Vermont.

HKGi's trail planners worked with the community to identify trail alignments for four distinct segments. In addition to recommended alignments, the master plan includes an implementation chapter that addresses project phasing recommendations; cost estimates for construction and land acquisition; and information and recommendations for ecological stewardship, management and operations, programming, funding, and outreach and marketing.

HKGi is currently working with Otter Tail County to amend the Master Plan to plan for an extension of the trail north to Maplewood State Park.

HIGHLIGHTS

Identifies alignment options through downtown and to destinations within the city limits

Otter Tail County extension will connect to Maplewood State Park

Master Plan was used to gain regional designation and will be used to apply for implementation grants

REFERENCE

Ryan Miller, Development and Planning Specialist
City of Fergus Falls
218-332-5420
ryan.miller@ci.fergus-falls.mn.us







HKGi works with communities to match projects with the appropriate grant opportunities and prepares grant applications. Successful grants have secured funding for community gardens, trails, Safe Routes to Schools, and downtown master planning.

Grant Writing Services

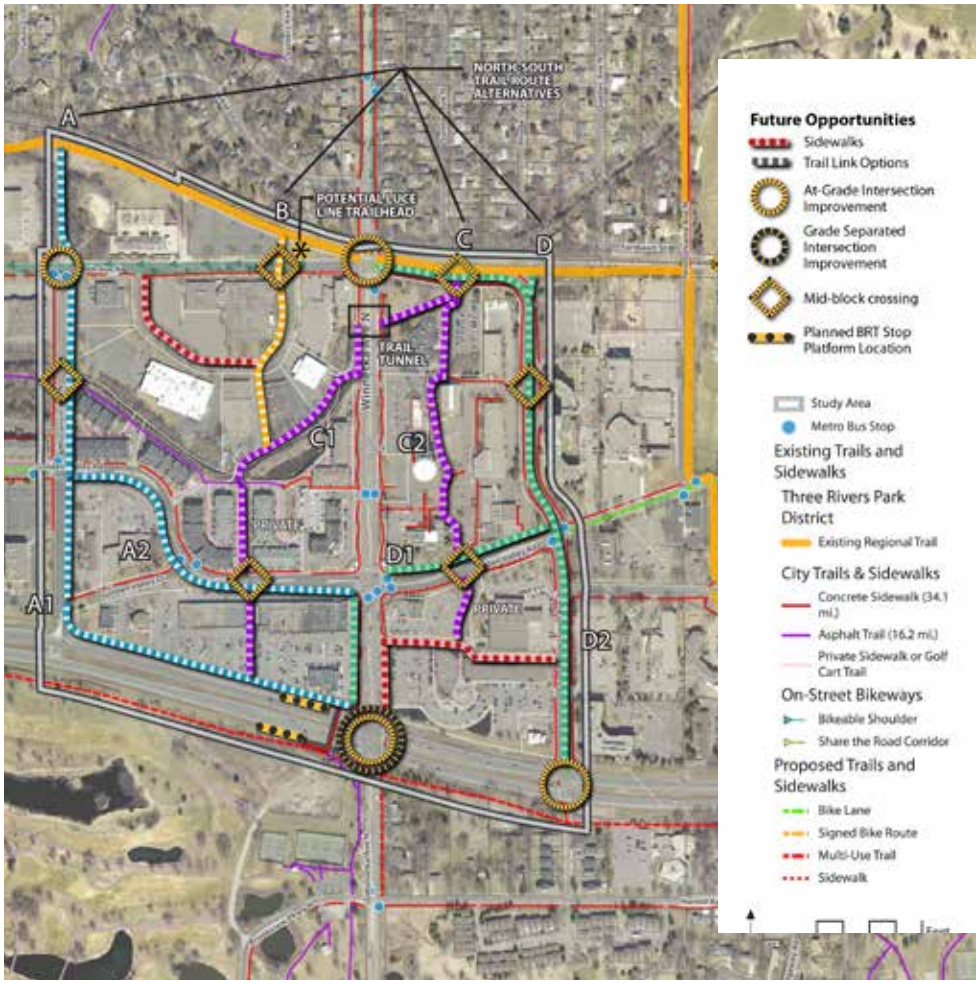
Since 2009 HKGi has assisted cities and counties in securing more than $23 million in funding from a multitude of funding sources. Projects funded have ranged from downtown master planning, to community/ school gardens, to identifying how to develop an arts campus in a community. The funding has supported active living initiatives, park and trail development, bridge construction, lighting, wayfinding and interpretation signage, and amenities such as benches and bike racks.

With dozens of governmental units involved, a key component of HKGI's success lies in evaluating potential projects and assisting communities in better positioning themselves to seek grant sources. This has occurred at many scales, including the preparation of project site plans, project master plans, and the preparation of system-wide park and trail plans and comprehensive plans.

REFERENCE

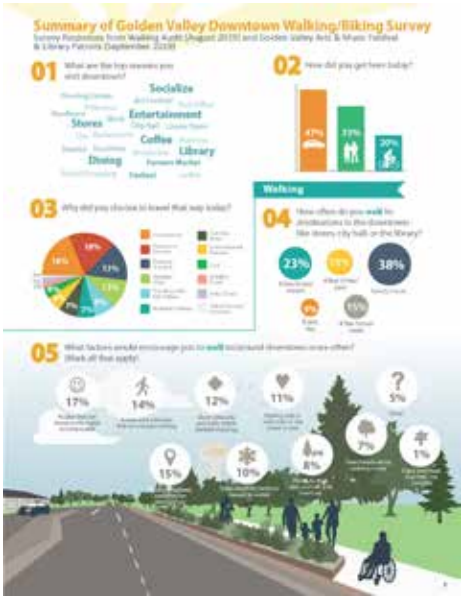
Lil Leatham, Planner
Dakota County
952-891-7159
lil.leatham@co.dakota.mn.us

Gretchen Etzler, SHIP Coordinator
Anoka County
763-422-7234
gretchen.etzler@co.anoka.mn.us



The final study report for Phase 2 identified a variety of opportunities for improving bike/walk connectivity for the downtown area.





Downtown Study Phase 2 - Walk/Bike Connectivity

Golden Valley, Minnesota - As part of the planning process for downtown Golden Valley, HKGi produced a Walk/Bike Connectivity engagement report to better understand what improvements could be made in the downtown area to improve safety for pedestrians and cyclists. The engagement effort was also intended to lay the foundation for new partnerships between businesses, residents, the City and community organizations to support and encourage biking and walking to and within downtown. Engagement included three booths, temporary wayfinding kiosks, and a bike corral at the Golden Valley Arts and Music Festival and Luce Line Regional Trail. A walk/bike audit was also conducted.

The report summarizes engagement findings and also includes detailed engagement responses that can help inform the City and other stakeholders as they identify investments, improvements, and additional development opportunities. Engagement findings indicated a wide variety of potential barriers to walking and cycling. These barriers range from safe crossings and traffic behaviors to land uses and building configurations. The report also includes seven recommended next steps.

HIGHLIGHTS

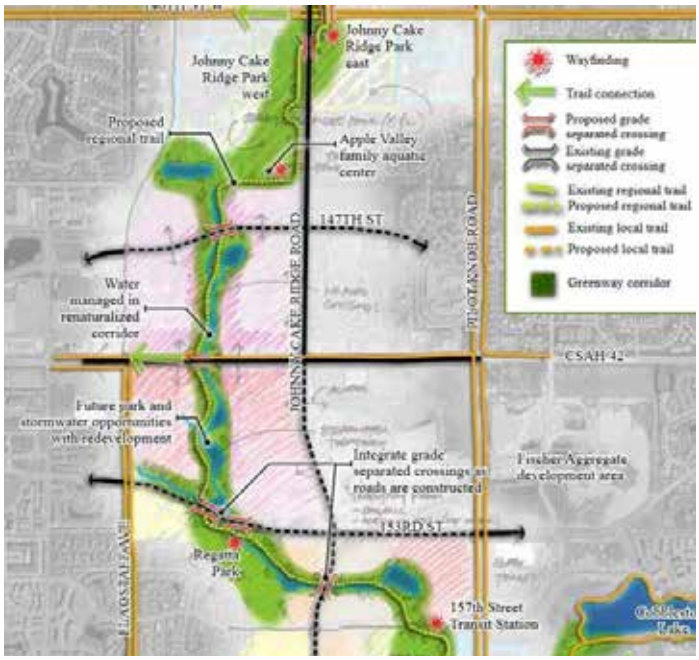
Water and natural resources planning is key project driver

The parkway is a significant amenity for neighborhoods across south Minneapolis

Creative ideas for new park amenities that are appropriate for the corridor and can work in concert with flood mitigation/storm water facilities

REFERENCE

Jason Zimmermann, Planning Manager
City of Golden Valley
763-593-8099
jzimmerman@goldenvalleymn.gov







Greenway Master Plans

Dakota County, Minnesota - Since 2009 HKGi has worked with Dakota County on ground-breaking master plans for its county-wide greenway system. These projects represent the first regionally-designated corridor master plans in the Twin Cities to intentionally combine the functions of water quality, habitat, linear recreation, non-motorized transportation, and interpretation planning.

The master plans are rooted in the directives outlined in the Dakota County Greenway Guidebook, developed by HKGi, and they exemplify HKGi's long-standing approach to infusing ecological functions into community planning and infrastructure investments. The master plans demonstrate HKGi's ability to engage a broad range of stakeholders, land-owners in particular, in creative problem solving that address concerns and build a viable path to implementation.

Key topics addressed by the master plans include alignment, interpretation and design; strategies to meet objectives for recreation, transportation, natural resource management and improved water quality; recommendations for natural and cultural resource stewardship; and implementation strategies, phasing, and budgeting.

HIGHLIGHTS

ASLA, Minnesota Chapter Merit Award, 2012 for North Creek Greenway and Minnesota River Greenway Master Plans

REFERENCE

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

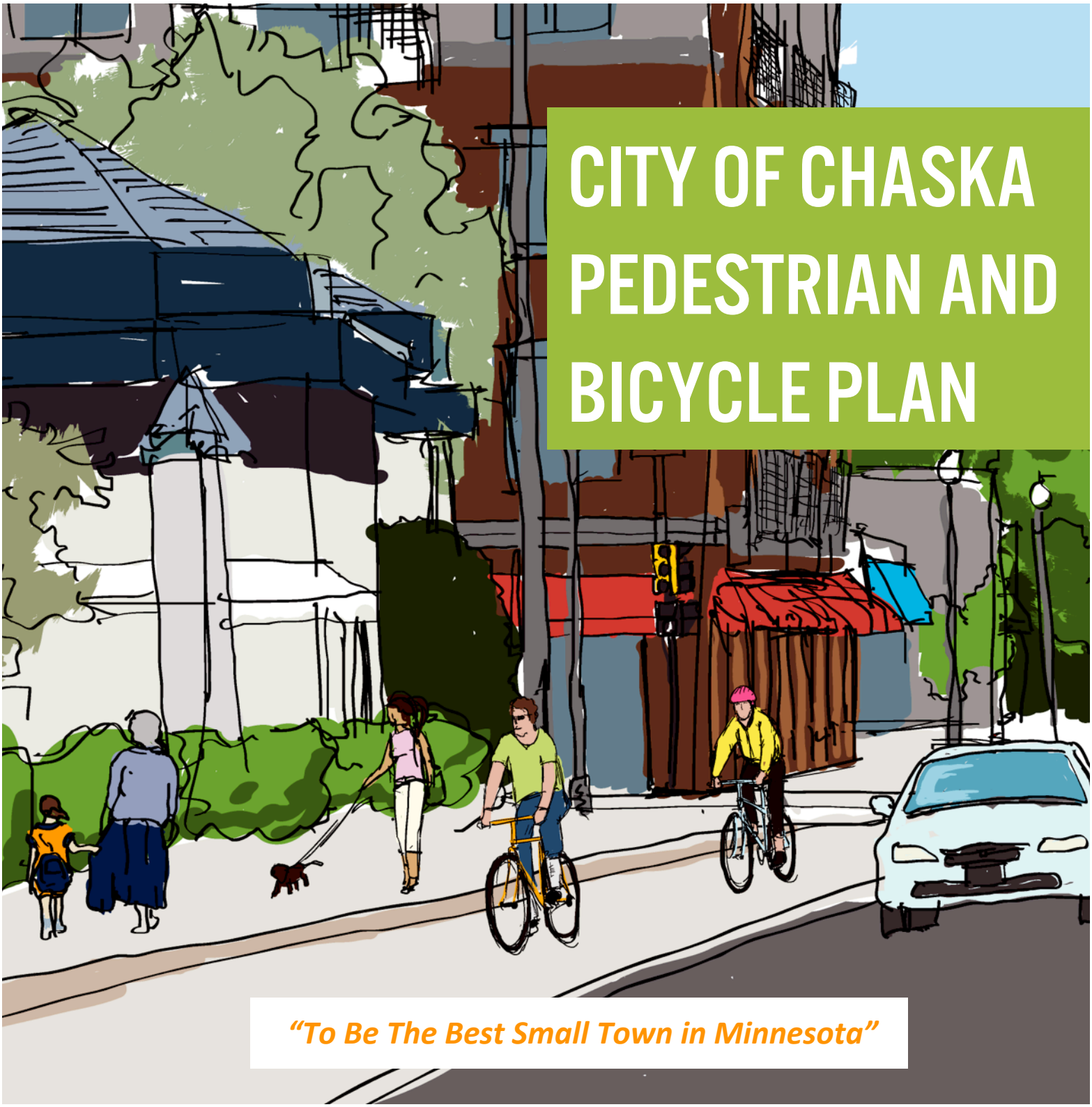


PROPOSED FEE

Fee and Hours by Task

TASK DESCRIPTION	HOURS: PRINCIPAL	HOURS: PROJECT MANAGER	HOURS: PLANNING GIS/ANALYSIS	HOURS: PLANNING ENGAGEMENT & GRAPHIC DESIGN	HOURS: PLANNING ADVISORY	COST
Task 1 Organize the Effort	1	17	4	8	0	**$3,100**
Task 2 Inventory and Existing Conditions	1	22	36	20	12	**$9,600**
Task 3 Community Engagement Phase 1	1	23	20	28	0	**$6,800**
Task 4 User Count Data	0	16	20	0	8	**$5,100**
Task 5 Develop Plan Recommendations	1	48	40	24	24	**$15,000**
Task 6 Community Engagement Phase 2	0	22	20	34	0	**$6,900**
Task 7 Final Plan Document and Approvals	1	20	24	20	0	**$6,300**
Subtotals	**5**	**168**	**164**	**134**	**44**	**$52,800**
Optional Engagement / Outreach Contingencies	0	31	32	16	0	**$7,900**
					Expenses	**$1,300**
					Total Fee and Expenses with All Optional Contingencies	**$62,000**


CREATING
PLACES
THAT ENRICH
PEOPLE'S
LIVES.



CITY OF CHASKA PEDESTRIAN AND BICYCLE PLAN

"To Be The Best Small Town in Minnesota"

Submitted by

Community Design Group (CDG)

with

wsb

c-d-g.org

PROPOSAL

March 1, 2021

community design group
a people-centered, asset-based approach to urban planning, policy and design
Community Design Group (CDG) | PO Box 8096, Saint Paul, MN 55108 | 612-234-7078 | www.c-d-g.org

March 1, 2021

Mr. Marshall Grange, Parks and Recreation Director
City of Chaska, 1661 Park Ridge Drive, Chaska, MN 55318
Re: City of Chaska Pedestrian and Bicycle Master Plan

Dear Mr. Grange,

Congratulations on taking this key step for Chaska's continuing growth as a pedestrian and bicycle-friendly community. We are excited to present our proposal to support this important goal and work with the Chaska community to develop a **responsive, innovative and action-oriented plan for success**.

We are well-qualified to meet the needs of this exciting project, bringing a **20-year trajectory of innovation in bicycle and pedestrian planning and design**, with a portfolio that includes **more than one hundred bicycle, pedestrian, and safe routes to school plans** in Minnesota and other states in our region - from rural to urban and suburban settings, and city, county, regional and state scales.

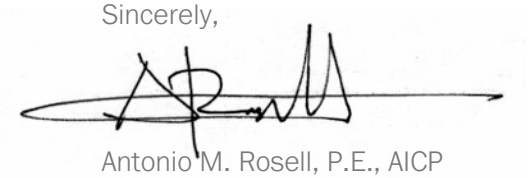
We offer an **Active Living/Community Health framework** and a **6E's approach** that incorporates the latest guidance and best practices from AASHTO, NACTO, FHWA, MnDOT and ITE, fully integrating both infrastructure and programming approaches to make walking and biking safer, more comfortable, more convenient and useful activities - **for people of all ages and abilities, everyday - including through the winter months**.

An important component of our approach (and one of our company's key values) is our commitment to **inclusive and proactive community engagement** as a powerful tool for developing better plans and building momentum for implementation. We are excited to work with the City's BFC Committee, City staff and leaders, and the wider Chaska community to build the recommendations of the plan.

We are pleased to also feature the participation of WSB to strengthen our **engineering design, construction feasibility, and implementation capabilities**. CDG and WSB have a successful history as partners, having worked together on numerous projects since 2013.

Thank you for the opportunity to submit this response. Please contact me if you have any questions or if you would like any additional information for evaluation of our submittal. To download a selection of recent pedestrian and bicycle plans we've completed please visit this page at our company's website: www.c-d-g.org/chaska

Sincerely,



Antonio M. Rosell, P.E., AICP
Director, Community Design Group (CDG) | arosell@c-d-g.org | 612-234-7078 | www.c-d-g.org



Table of contents

To facilitate evaluation of our submittal we have organized it to match the order of components noted on page 4 of the City's RFP.

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1 Introduction To Our Team



The **CDG & WSB Team** are pleased to present this proposal to develop the City of Chaska Pedestrian and Bicycle Master Plan.

We are excited to work closely with the Chaska community - residents, businesses, visitors, City leaders and staff - to develop a **responsive, innovative and effective plan** that delivers a best-in-class, 6Es approach and solutions that lead to implementation and **grow walking and bicycling in the community**.

About Community Design Group (CDG)



Community Design Group (CDG) is a Minnesota planning and design firm specializing in bicycle and pedestrian planning.

Active since 2001, CDG is recognized for its **people-centered, asset-based approach** that infuses a community health and Active Living perspective through all of its work.

Leadership in **community visioning and engagement**, and community planning and urban design, strengthen the firms's approach and recommendations.

Led by Minnesota APA's **2015 Planner of the Year** Antonio Rosell, the firm bases its work on responding to community needs and vision - and has done so since its founding.

CDG's community-centered approach engages clients, residents and stakeholders in meaningful consultation and develops consensus toward solutions and implementation.

ABOUT CDG

- Established in 2001
- Over 100 walk / bike plans throughout Minnesota and the Midwest
- Based in Saint Paul, MN

Specializing in

- Bicycle and Pedestrian Planning
- Community Planning, Placemaking and Urban Design
- Community Visioning and Engagement

Find out more: www.c-d-g.org

About WSB









WSB is a Minnesota design and consulting firm specializing in engineering, community planning, environmental, and construction services.

With more than 450 employees, WSB improves the way people engage with their communities, transportation, infrastructure, energy and environment.

With a coast-to-coast client base, WSB offers services in over 25 complementary areas that seamlessly integrate planning, design and implementation - and make real their Clients' visions for tomorrow.

For more information: www.wsbeng.com

WSB SERVICES AND CAPABILITIES

WSB offers a broad and deep set of capabilities as well as **hundreds of built projects and satisfied Clients**.

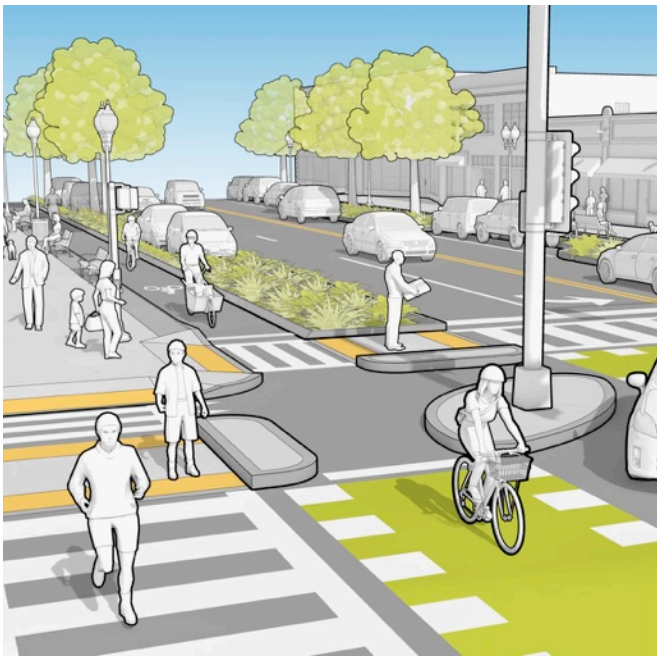
WSB's in-depth expertise will inform **nuts-and-bolts components of the City's Plan** including:

- Traffic Engineering
- Transportation Planning
- Site Validation, Right of Way & Surveying
- Landscape Architecture and Urban Design
- Stormwater & Environmental Compliance
- Municipal Engineering
- Zoning Administration

2 Project Understanding and Approach

The City of Chaska seeks to develop a Pedestrian and Bicycle Master Plan to:

- Support ongoing efforts to grow its orientation to walking and biking
- Guide its planning and implementation actions for addressing bicycle and pedestrian needs
- Improve safety and comfort for all users
- Identify opportunities to maximize current opportunities for infrastructure improvements
- Guide an integrated set of infrastructure and programming (6Es) approaches
- Increase the number of people using walking and biking in the city as part of their daily lives
- Gain recognition and attain designation as a Bicycle Friendly Community (BFC)
- Improve community health, quality of life and enjoyment for all its residents, employees and visitors

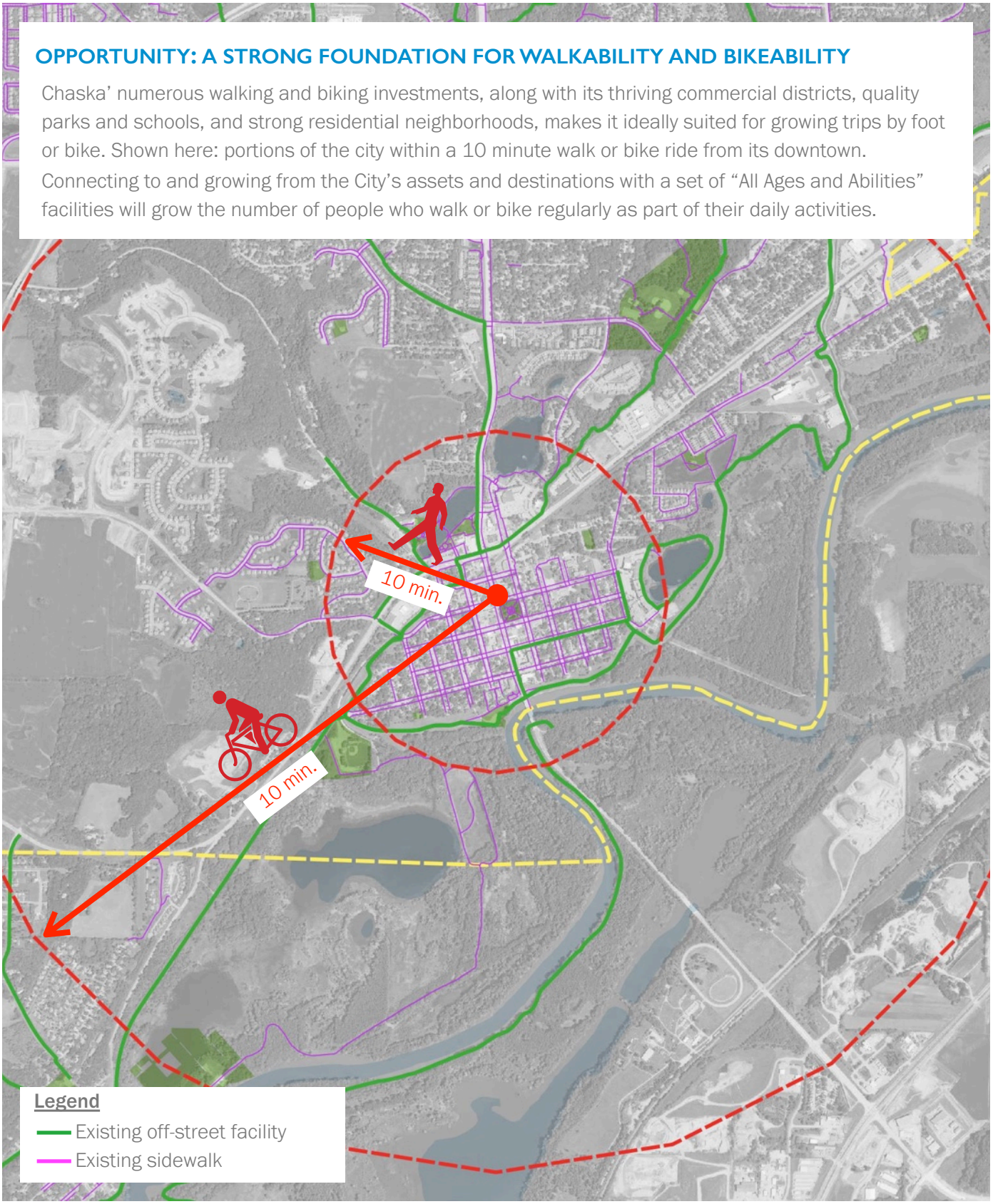


Protected bicycle intersection in a Main Street district. Image courtesy of Massachusetts DOT Separated Bike Lane Planning & Design Guide.

Deploying treatments like protected intersections in strategic locations in the city will greatly increase user safety and feeling of comfort - and lead to increased use of walking and biking as part of residents' normal everyday travel.

OPPORTUNITY: A STRONG FOUNDATION FOR WALKABILITY AND BIKEABILITY

Chaska' numerous walking and biking investments, along with its thriving commercial districts, quality parks and schools, and strong residential neighborhoods, makes it ideally suited for growing trips by foot or bike. Shown here: portions of the city within a 10 minute walk or bike ride from its downtown. Connecting to and growing from the City's assets and destinations with a set of "All Ages and Abilities" facilities will grow the number of people who walk or bike regularly as part of their daily activities.



Assets in Place

The Chaska community has a long history of making investments to improve walking and biking connectivity, and working to address the need to provide a safe, equitable, and cohesive network of walking and biking facilities for residents and visitors. The city;s outstanding trail system provides a unique foundation for growing the City's orientation for walking and biking.

The newly convened BFC Committee, motivated by a desire to grow walking and biking in the City and gain recognition as a Bicycle-Friendly Community by the League of American Bicyclists, is providing a renewed sense of mission for continuing the City's continuing transformation into a more pedestrian- and bicycle-friendly community.

Goals for the Plan

Goals for the City of Chaska Pedestrian and Bicycle Master Plan include:

- Analyze current conditions
- Consider user wants, needs and comfort
- Identify systems gaps and opportunities
- Develop a city-wide network of walking and biking routes
- Improve safety and comfort for all users
- Apply latest guidance and best practices to improve the City's pedestrian and bicycle assets
- Identify a set of priority goals, policies and projects for that address the most pressing safety and connectivity for people walking and biking in the city
- Gain recognition as a Bicycle-Friendly Community
- Develop a set of wayfinding assets to help orient residents and visitors around the community
- Grow the number of people who regularly walk and bike in the community as part of their everyday travel and recreation activities

IMPLEMENTATION-ORIENTED

Implementation is a key goal for this plan. CDG focuses on building a framework of achievable recommendations within a plan document that can be used to support funding applications, grants or prioritization among projects - and can point to many examples, over decades of work - where this has led to project implementation and success.

Before ...



... and after



An underpass identified as a primary network connection during our work in Edina's 2007 Bicycle Master Plan, with the same location in 2012. The 2007 plan led to the development of almost 40 miles of bicycle facilities in the city. Based on the plan's success, we were invited back to develop Edina's 2018 Pedestrian and Bicycle Master Plan.

Our Planning Approach

We believe Chaska is poised to achieve great success on its path to developing a first-class system of bicycle and pedestrian routes and connections.

Working closely with the project's Steering Committee, the BFC Committee and City staff, our work will support the city's continued success and fulfillment of the plan's goals and vision.

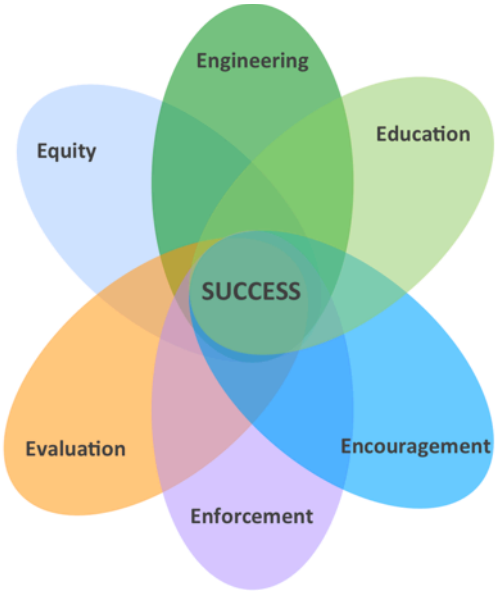
We'll develop a plan that:

- Leverages the work completed by BFC Committee, as well as existing assets and facilities, and recommendations from previous and concurrent plans and projects
- Reflects current state-of-the-practice guidelines, recommendations, and facilities
- Reflects the needs and aspirations of Chaska residents, visitors, and staff

Our work will offer implementable, cost-effective and user-friendly facilities to support Chaska' ongoing evolution as a walk- and bike-friendly community.

Collaboration is Key

Successful, implementable plans are developed through a process that builds and distributes ownership throughout a community's residents, advocates and stakeholders. We'll work with the Chaska community to refine our understanding and access the community's existing knowledge and expertise while building a framework for follow-through and implementation.



6Es for Success

The most effective approach for growing walking and biking in a community is to work comprehensively to combine on-the-ground infrastructure improvements with a wide range of supportive social, educational and enforcement campaigns. We'll orient the plan to offer recommendations and measures for both facilities and programs, and will develop goals and benchmarks for success.

Getting to a Plan

We offer a strong foundation of knowledge and experience in building bicycle and pedestrian plans and Complete Streets policies. We will make good use of this foundation to quickly assess current conditions and develop recommendations with a lens to the future. Our goal? To develop a robust and implementable Master Plan which will guide bicycle and pedestrian connectivity in Chaska for many years to come.

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Approach to Community Engagement

Inclusive and proactive community engagement is a powerful tool for building plans that respond to community needs and aspiration and grow community buy-in and momentum for implementation.

There are two main components to our approach for engaging with the Chaska community and bringing residents' knowledge and ideas into the plan:

1) Engagement with the city's active and engaged Active Transportation community, including the BFC Committee
2) Engagement with the Chaska general community

Given the current social distancing guidelines and their potential extension into the summer, our approach will be flexible and will adjust based on consultation with the City and the project's Steering Committee.



Hands-on, interactive workshop sessions help build participation and bring useful information to a plan.

Engagement with the Chaska Active Transportation community

Chaska is fortunate to have an active and committed community of bicycle and pedestrian advocates. The BFC Committee will be an integral partner in the work of this plan and will help advance its development.

Working closely with the BFC and City staff, we'll leverage completed work, including existing and proposed routes, educational and engagement initiatives, and previously-identified facility maintenance and repair needs.

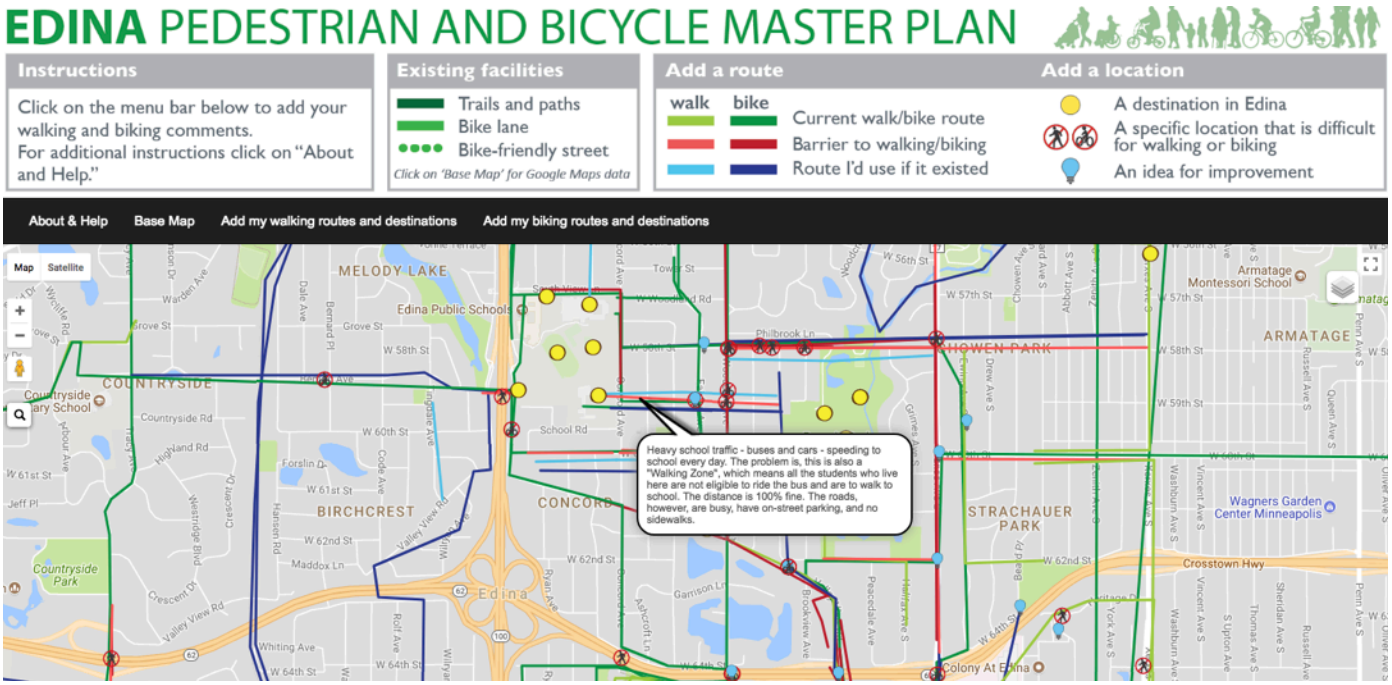


Hosting Pop-Up events at trails and festivals is a great way to expand participation in the plan.

Engagement with the General Public

We will develop and implement a robust set of in-person and online tools to engage members of the Chaska community.

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Wikimap from our work on the City of Edina's Pedestrian and Bicycle Master Plan. Residents used the map to identify specific locations and routes for improvement.

In-person tools and approaches will include:

- *Two Public Open Houses:* We will plan two public open houses to introduce the plan, gather community input, and share progress on the draft master plan. We will work closely with members of the Steering Committee to plan and implement the meetings. The open houses will be held at public locations during convenient times to maximize opportunity for the public's participation.
- *Two Focus Group or Listening Sessions:* Ideal for meeting with members of a specific organization or group - from the Chamber of Commerce to young people or seniors, or members of the City's ethnic / cultural communities.
- *Two "Pop-Up" Community Events:* Pop-Up meetings are user-friendly opportunities to engage the public at popular community events. We will work closely with the City and members of the Steering Committee to coordinate our participation at two or more community events during the summer.

Online tools to gather ideas and guidance from the public include:

- *Online community survey:* We'll develop a survey to understand community travel needs and habits, including:
  - Types of non-motorist commuters present in the community and their current level of comfort with available options for walking and biking
  - Priorities for future improvements
- *Interactive online mapping:* We'll develop an interactive comment map tool ("Wikimap") to gather location-specific comments regarding issues, opportunities and ideas for the city's walk / bike network

3 Scope of Work and Deliverables

Our work on the Chaska Pedestrian and Bicycle Master Plan will complete the following activities and accomplish the following goals:

- Thoroughly review current conditions and existing pedestrian and bicycle facilities to make full use of current assets and leverage strengths
- Use a best practices approach and latest tools, methods, guidelines and standards
- Offer best-practice planning and design for walking and biking facilities and intersections
- Bring together a broad group of residents and stakeholders to participate in the design process
- Identify preferred routes within existing neighborhoods to encourage walking and biking, and include consideration for connections to schools, parks, and other existing amenities
- Provide concept designs for bike parking and other ancillary facilities
- Offer a 6Es approach with a rich suite of programming (non-infrastructure) recommendations to extend the effectiveness of existing and planned investments
- Increase the number of people bicycling and walking in the city

We have structured our work according to the tasks and items shown on the following pages.



Numerous advances in planning for people walking and biking are helping to make our communities more friendly toward Active Transportation.

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Task 1: Project Management and Coordination Plan

In this task we develop a Project Management Plan (PMP), form a Project Management Team (PMT), and engage the Bicycle Friendly Community (BFC) Committee as the plan's Steering Committee for the duration of the work.

Task 1.1: Project Management Team

The Consultant Team's work will be managed by CDG Director Antonio Rosell. Antonio will work closely with the City's Project Manager and other City designees forming the Project Management Team (PMT) for the project. To ensure efficient progress, we recommended that the PMT convene for brief (30 minute) calls at least every two weeks.

Task 1.2: Project Kick-off

- Meet with City of Chaska staff, review and finalize work plan, overall schedule, discuss communication and file-sharing methods, set dates for significant benchmarks, and establish the Project Management Team (PMT).
- Confirm role and roster of the BFC Committee, who will serve as the Project Steering Committee (PSC) for the project. Confirm if additional members are invited to serve in the PSC (e.g., representative from Chamber of Commerce, young people (student at local school), seniors, members of local cultural communities, etc.
- Set schedule for project meetings for the duration of the project for both the PMT and the PSC.
  - PMT: We recommend bi-weekly meetings (by phone or video conference)
  - PSC: We recommend monthly meetings (in-person or by video conference)
- Establish information-sharing and communication infrastructure that will support an efficient, clear and timely process for coordination, communication and plan development (consider Microsoft Teams, Sharepoint, Google Sites, etc.).



Close coordination with the plan's Steering Committee will help lead to success. Image: Steering Committee meeting for our work on the City of Eden Prairie Pedestrian and Bicycle Plan.

Task 1.3: Steering Committee Schedule, Communication and Coordination

- Meet with Steering Committee, review and finalize study scope, work program, overall schedule, discuss communication and file-sharing methods, and set dates for meetings and benchmarks

Task 1.4: Coordination Meetings with City Staff and Officials

- PMT meetings (approximately 14)
- Chaska Parks and Recreation Commission meetings (2 meetings: one work session, one final presentation)
- City Council meeting (1)

Task 1 Deliverables

- Project Management Plan
- PMT meetings (biweekly)
- PSC meetings (monthly)
- Meetings with City Council and Parks and Recreation Board

Task 2: Public Engagement Process

In this task we'll develop and deploy creative and inviting tools and strategies to engage residents. We'll use multiple approaches to develop meaningful conversations around walking and biking that will strengthen long-term relationships and benefit of plan implementation. We'll implement a robust online and in-person engagement strategy, including two rounds of open house workshops, two focus group / Listening Session meeting, two "Pop-Up" events and ongoing online engagement opportunities.

Task 2.1: Community Engagement Plan

» Work with the PMT and the Project Steering Committee to develop a Community Engagement Plan (CEP) outlining engagement goals, activities and events

- Use public locations during convenient times to maximize opportunity for participation at plan workshops and comment-gathering activities
- Include two "Pop-Up" events for information gathering and dissemination at area festivals and other summer community events

Task 2.2: Project Website, Community Survey and Interactive Online Mapping

» Develop a robust online presence to collect residents' ideas and comments and distribute updates and progress on the plan

» Implement a project website to host and distribute plan materials and notices

- The community survey, online map and other tools will be available from the site

» Develop an interactive comment map tool ("Wikimap") to gather location-specific comments regarding issues, opportunities and ideas for the city's walk / bike network



Pop-Up engagement at a Farmer's Market in Grand Forks, ND.

» Develop a community survey to understand the travel needs and habits of the Chaska community, including:

- Identifying the types of non-motorist commuters present in the community and their current level of comfort with available options for walking and biking
- Identifying priorities for future improvements that respond to the needs of the Chaska community
- Making extensive use of images and visual preferences to identify level of comfort with potential facilities

Task 2.3: Public Workshop #1: Project Introduction

» Work collaboratively with the PMT, BFC Committee/PSC, and City staff to organize and host a Kick-Off Public Workshop

- Introduce plan goals and process to wider community and gather ideas regarding facility types, routes and improvements for the city's future network

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Task 2.4: Pop-Up Engagement Events

» Work closely with the PMT, BFC Committee/PSC, and City staff to coordinate and implement two (2) Pop-Up engagement events to collect ideas and preferences from residents at trails, popular community locations and ongoing events
  - The two events are anticipated the Cycle Chaska Event and the Chaska Fire & Ice Festival

Task 2.5: Focus Group Meetings / Listening sessions / Targeted Engagement

» Work closely with the PMT, BFC Committee/PSC, and City staff to coordinate and implement two (2) focus group meetings / listening sessions with community organizations and hosts to dive deeper into specific issues and ideas from Chaska communities
  - Potential hosts include Chamber of Commerce, local students, seniors group, Downtown Business Alliance, among others

Task 2.6: Public Workshop #2: Refining Options

» Work collaboratively with the PMT, BFC Committee/PSC, and City staff to organize and host a Public Workshop to refine plan recommendations
  - Present all information and results gathered and developed
  - Present options being considered and provide opportunity for public comments and guidance

Task 2.7: Summarize and Report Engagement Results

» Prepare a summary report that includes all of the ideas, comments and preferences received from the Chaska community, including
  - Community survey
  - Interactive online Wikimap
  - Public workshops and Pop-Up events
» Place report online and share results with the wider Chaska community

Task 2 Deliverables

» Community Engagement Plan (CEP)
» Two Public Workshops
» Two Pop-Up events
» Two Listening Sessions
» Summary of Public Outreach Findings



Walkability is a key component for the success of Main Street commercial districts. Image: Northfield, Minnesota.

Task 3: City Policy and Planning Document Review

Several previous and current plans, policies and studies have included mention or goals for non-motorized and active transportation in Chaska. We will conduct a thorough review of these documents and policies, and will summarize key elements, common themes and inconsistencies that may exist between them.

Tasks in this phase include:

- Task 3.1: Review existing documents
- Task 3.2: Evaluation of current policies and strategies
- Task 3.3: Summarize key commonalities and inconsistencies

Task 3 Deliverables

- Summary of existing guidance, and highlight of key commonalities and inconsistencies between current policy and planning documentation

Task 4: Existing Conditions Review and Analysis

In this task we develop a thorough analysis of existing bicycle and pedestrian facilities in Chaska. Research on existing resources, routes and activity zones along with evaluation of potential pedestrian and bicycling facilities and areas inform this task.

Task 4.1: In-Person Review of Existing Facilities and Conditions

- Work collaboratively with the PMT, BFC Committee/PSC, and City staff to to gain a detailed perspective from local users on specific issues and locations of concern, as well as ideas for improvement
- Conduct site visits and other field work to gain fuller understanding of assets, issues, challenges and constraints of existing pedestrian and bicycle facilities

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Task 4.2: Inventory of Existing Pedestrian and Bicycle Facilities, Conditions and Activity

- Review existing and proposed pedestrian and bicycle routes
- Identify typical ADA non-compliance issues and infrastructure
- Identify origins / destinations / trip generators for bicycle and pedestrian traffic, including local and regional destinations and destinations for recreational, commuter, visitors, through-travelers, and other types of non-motorized users
- Research existing conditions as needed through site visits and other field work, including detailed field review and inventory of existing bicycle facility dimensions, conditions, and constraints, using a GIS mobile application
- Review and validate non-motorized routes identified in previous planning efforts
- Inventory existing bicycle and pedestrian activity
- Coordinate with Chaska staff to identify current data collection methodology
- Identify locations of reported pedestrian and bicycle crashes within the study area
- Identify gaps and barriers in the existing bicycle and pedestrian network

Task 4.3: Needs and Demand Analysis

- Perform a user needs and demand analysis of pedestrians and bicyclists to ensure that the proposed systems and networks meet the needs and interests of bicyclists and pedestrians of all ages and abilities
- Perform field research of conditions identified to highlight hazards, barriers and constraints
  - Barriers can include geographical, infrastructure, social and institutional barriers
- Evaluate existing programs to measure needs in each of the “non-infrastructure” 6Es areas
  - Include education, encouragement, enforcement, measurement, and equity
- Evaluate crash data to identify high-crash intersections and infrastructure
- Perform a Level of Traffic Stress analysis on current street and trail network in selected localities to identify opportunities to develop a "low stress" bicycle and pedestrian network
- Provide an overview of issues related to the successful integration of pedestrian, bicycling, and transit infrastructure and networks
- Identify and provide improvement recommendations for pedestrian infrastructure and bicycle routes that align with transit opportunities, including at transit hubs, schools, downtown areas, and employment centers, among others.

Task 4 Deliverables

- Diagnostic of Existing System, Facilities and Activities
- Needs and Demand Analysis Methodology
- Summary of Needs and Demand Analysis

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Task 5: Vision, Principles, Strategies and Goals

Based on the information gathered through public engagement, previous tasks and the review of the guiding principles articulated in other Chaska planning documents, we will develop a clear vision and revised set of guiding principles for a truly walkable and bikeable Chaska. The vision and goals will guide the development of the plan recommendations in Task 6. We will also develop goals to guide the planning, funding and implementation of projects and increase the number of walkers and cyclists of all ages and abilities.

Task 5.1: Develop Plan Vision and Goals

Develop a vision, goals and objectives from public and staff guidance. Comments and guidance from the PMT, BFC Committee/PSC, and City staff, and early engagement efforts, including the first round of open house workshops and interviews with advisory committees and staff, will be used to develop a unifying vision for the plan purpose and preliminary goals and objectives for the plan.

Goals and objectives will consider:

- Community needs and desires;
- The differing needs between pedestrians and cyclists;
- County, State and local responsibilities and roles in planning and designing bicycle and pedestrian facilities.

We will refine the vision, goals and strategies in consultation with the PMT, BFC Committee/PSC, and City staff to offer a firm foundation for the plan's approach and recommendations.

Task 5 Deliverables

- Vision, Goals and Objectives for the Chaska Bicycle and Pedestrian Master Plan

Task 6: Develop Plan Recommendations

In this task we use information generated in the previous tasks to generate plan's principal recommendations. These recommendations are shaped by and respond to the vision, goals and principles defined in Task 5.

Task 6.1: Toolbox of Best Practices and Design Requirements

- Develop a selection of facilities and Best Practices that are especially applicable to Chaska
  - Research and summarize applicable City, County, State and national standards, including AASHTO, NACTO, FHWA, MnDOT and ITE
  - Define best practices for bicycling and walking infrastructure applicable to the City (e.g. bicycle- friendly intersection design, pedestrian-friendly crossings and signalization, bicycle parking)

Task 6.2: Identify Potential Routes, Network and Potential Treatments

Based on analysis of existing network and facilities, gaps/discontinuities and barriers, LTS analysis and location of potential origins and destinations (including neighborhoods, employment centers, parks and recreation areas, educational institutions, shopping destinations, cultural landmarks and others):

- Identify gaps, discontinuities and barriers
- Address locations of trip origins and destinations in and around the city, including schools, parks, employment, shopping and other community destinations
- Work collaboratively with the PMT, BFC Committee/PSC, and City staff to develop a network of bicycling and pedestrian routes, a list

of improvements for each route, and recommendations for prioritization and phasing

- Develop solutions for addressing connections across gaps or barriers
- Review and validate non-motorized routes identified in previous planning efforts
- Identify opportunities to develop a "low stress" bicycle network for the city

» Develop safety improvements to minimize collisions at high risk crash locations

» Explore potential for bikeshare and other micromobility options in the city

Pedestrian circulation network

» Develop a network of pedestrian routes

» Identify key intersections

» Identify potential issues

» Identify potential, specific treatments for specific locations and intersections along the network

Bicycle circulation network

» Develop a network of bicycling routes

» Develop a two- or three-class hierarchy of routes based on connectivity and local / regional access criteria

» Identify regional connections

» Identify key intersections

» Identify potential issues

» Identify potential, specific treatments for specific locations and intersections along the network

Task 6.3: Safety Improvements

» Based on best practices, recommend potential improvements and countermeasures to reduce risk of collisions at the crash locations identified in Task 4.2

» Identify pedestrian, cyclist and automobile driver education best practices

Task 6.4: Operations and Maintenance

» Define recommended practices for maintenance of bicycle and pedestrian infrastructure

» Define expectations for operations, management and maintenance (including applicability of year-round operations) for individual routes in the network

Task 6.5: Transit Integration & Mobility Hubs

» Provide an overview of issues related to the successful integration of walking, bicycling and transit operations

» Identify and provide improvement recommendations for pedestrian and bicycle routes with high potential for successful integration with existing transit routes and infrastructure

» Identify potential locations for shared-mobility options, including bikeshare and mobility hubs

Task 6.6: Wayfinding / Bike Parking / End of Trip Facilities

» Recommend auxiliary facilities for bicycle and pedestrian travel and networks, including bike parking, wayfinding and rest plazas, lighting, placemaking, and other end of trip facilities

» Provide guidelines, which may be adopted into zoning ordinances, for provision of ancillary facilities as part of development practices

Task 6.7: Policy Recommendations and Guidelines

» Recommend potential amendments to Chaska ordinances and zoning code to

- Enhance, encourage, and support bicycling and pedestrian mobility

- Support Complete Streets
- Enrich pedestrian environments and foster placemaking opportunities in the city

Task 6.8: Education, Encouragement, Promotions and Outreach

» Work with the PMT, BFC Committee/PSC, and City staff to prepare a communications strategy to invite Chaska residents to the city's walking and biking infrastructure, including new bicycle routes, Safe Routes to School programs, and Walking / Biking School Bus programs, among others

» Develop network maps and educational materials that could be distributed to support plan goals

Task 6.9: Evaluation: Methodology and Benchmarks

» Work with the PMT, BFC Committee/PSC, and City staff to identify and recommend performance measures and goals for evaluating growth in walking and bicycling in the City, and overall progress on implementation of the plan's recommendations over future years

» Identify and recommend potential demonstration projects to evaluate improvements and build community engagement and interest

Task 6.10: Coordination Between Jurisdictions

» Work to coordinate planning efforts between area jurisdictions, including the County, schools, and community groups, adjoining municipalities, and others

Task 6.11: Renderings, Maps and Graphics

» Prepare renderings, maps and other graphics illustrating proposed pedestrian and bicycle routes, corridors and connections

» Provide illustrations of typical cross-sections, profiles and design standards for pedestrian and bicycle ways, intersections, and other facilities proposed by the plan

Task 6.12: Cost Estimates

» Develop planning-level cost estimates, and identify potential cost, acquisition and construction issues, for the routes and strategies identified in the Plan

Task 6.13: Implementation Action Plan (IAP)

» Prepare an Implementation Action Plan (IAP) identifying steps and prioritization for implementing the proposed network

» Prioritize recommended improvements over the short, medium and long-term, identifying potential relative costs associated with each recommended step

» Identify discrete projects that could be funded individually as opportunities arise

» Identify organizations, public officials, government agencies and other partners whose involvement would be needed for implementing each of the recommended steps

» Identify funding and financing opportunities, at the local, State and Federal level (including grants and state aid funding), which may be used to implement the Plan

» Identify methods to fund the maintenance of the existing and future non-motorized transportation network

Task 6 Deliverables

» Best Practices Guide: Bicycle and Pedestrian Infrastructure Toolbox

» Maps: Proposed Pedestrian and Bicycle Network

» Recommendations for Each of 6Es

» Estimate of Potential Costs

» Implementation Action Plan (IAP)

Task 7: Prepare the Final Pedestrian and Bicycle Master Plan Document

In this task we bring closure to remaining scope items, finalize preparation of final project materials, and provide tools for disseminating results of the work produced.

Task 7.1: Finalize Draft Narrative, Renderings, Maps and Other Graphics

» Prepare and finalize all draft narrative, renderings, maps and other graphics to describe and illustrate project recommendations and final materials as needed

Task 7.2: Publish Public Draft for Review

» Prepare a "Public Draft for Review" document and present to PMT, city staff and council, and stakeholder groups as requested

» Make "Public Draft for Review" document available at the plan website to maximize opportunity for public comment and review

» Ongoing: Obtain comments from listening sessions and web tool, and incorporate into the Draft Plan as appropriate

Task 7.3: Refine Recommendations to Address Comments Received

» Refine Recommendations Based on PMT, BFC Committee/PSC, and City staff and public comments obtained in Task 7.2, identify and address issues, modify recommendations as needed, and/or more clearly communicate rationale for recommendations

Task 7.4: Final Draft of Plan

» Finalize Pedestrian and Bicycle Master Plan

» Present Plan to City Council



Demonstration projects can help build community buy-in and engagement - and test out the effectiveness of potential recommendations and investments.

» Include and respond to all comments provided to the Public Draft of the Plan

» Submit all maps and related documents in hard copy and digital format. Work with City Staff to ensure all materials are submitted in appropriate formats

» Complete Final Draft of Plan by end of September 2021

Task 7.5: Final Meeting with Chaska Staff

» Final meeting with city and other stakeholders

» Verify all project tasks have been completed

» Opportunity for feedback, project evaluation and comments

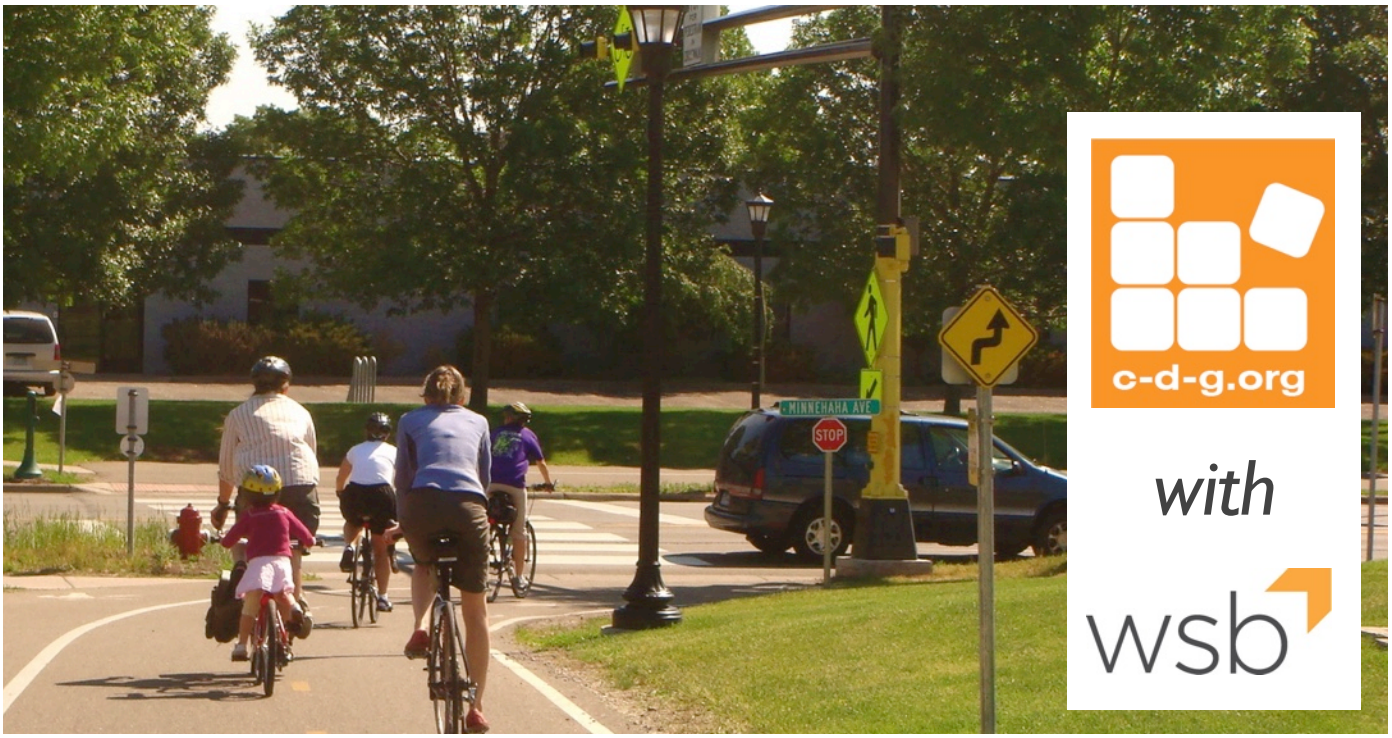
Task 7 Deliverables

» Public Draft for Review of Plan document

» Final Draft of Plan Document

» Presentation to City Council: Key points of Final Draft of Plan

4 Key Personnel



Community Design Group (CDG) will lead pedestrian and bicycle planning activities and serve as the Prime Consultant for the project.

WSB and their team of implementation experts will participate as subconsultants to CDG.

The **CDG Team** will deliver best value and highest implementation to the City.

WHY OUR TEAM

- Trajectory of **bicycle and pedestrian planning innovation** and **community-responsive planning**
- Leadership and demonstrated experience in **communities of similar size**
- **Implementation-focused approach** - our goal and focus will be **growing walking and biking in Chaska**

Antonio M. Rosell, P.E., AICP

Overall Team Project Manager / Planning and Design Lead / Engagement Lead



Antonio Rosell is the founder and Director of Community Design Group. A Civil Engineer and Urban Planner and with **25 years of professional experience**, he integrates innovation and best-practices in pedestrian and bicycle planning, community design, and community participation to facilitate innovation, consensus-building and project implementation.

He has led **over one hundred bicycle, pedestrian and Safe Routes to School planning and design projects** throughout the Midwest. He works to make Active Transportation a normal and fun, everyday part of daily life for people of all ages and abilities.

He serves as Adjunct Professor in the Urban and Regional Planning Program of the University of Minnesota's Humphrey School and was recognized as "**2015 Planner of the Year**" by the Minnesota Chapter of the American Planning Association.

Education

- Master of Urban and Regional Planning, University of Minnesota Humphrey Institute of Public Affairs
- Coursework in Architecture, University of Minnesota
- Bachelor of Science, Civil Engineering, Florida International University

Registrations

- Licensed Professional Engineer (P.E.), Minnesota
- Certified Planner, American Institute of Certified Planners (AICP)

Memberships

- Association of Pedestrian and Bicycle Professionals (APBP)

Awards

- 2015 Minnesota Planner of the Year, American Planning Association Minnesota (MnAPA)

Selected Experience

- Metropolitan Council Mobility Hub Planning Guide - Twin Cities, MN
- Fergus Falls Bicycle and Pedestrian Plan - Fergus Falls, MN
- Three Rivers Park District West Metro Regional Trails Study
- Saint Paul Grand Round Trail Master Plan - St. Paul, MN
- DMC Rochester City Loop Transportation Study - Rochester, MN
- Edina Pedestrian and Bicycle Master Plan - Edina, MN
- Oak Creek Safe Routes to School (SRTS) Action Plans - Oak Creek, WI
- MnDOT Statewide Bicycle Plan - Minnesota statewide
- Bismarck-Mandan 2015-2040 Long-Range Transportation Plan
- Eden Prairie Pedestrian and Bicycle Plan - Eden Prairie, MN
- Grand Forks 2045 Land Use Plan Update - Grand Forks, ND
- Hennepin County Bicycle Transportation Plan
- MnDOT Safe Routes to School (SRTS) Planning - MN statewide
- Bozeman Design Guidelines - Bozeman, MT
- Hopkins Pedestrian and Bicycle Plan - Hopkins, MN
- Maple Plain Trail and Sidewalk Plan - Maple Plain, MN
- Brooklyn Park Pedestrian and Bicycle Plan - Brooklyn Park, MN

Andrew Plowman, P.E.

WSB / Senior Transportation Engineer



Proposed Role in the Chaska Pedestrian and Bicycle Plan

- Intersection concepts, feasibility and implementation
- Constructability and implementation feasibility

Education

- Bachelor of Civil Engineering, University of Minnesota, 2000

Registrations

- Professional Engineer - Minnesota #44200

Andrew is a project manager and lead design engineer in the Transportation Group at WSB. Over the last 20 years, he has led numerous projects involving multimodal design and facilities, from state aid projects to trunk highway projects. Andrew's involvement in the design process ranges from initial concepts to preliminary and final design. He is a firm believer in proactively using the design process to explore constructability and potential for implementation.

Selected Experience

France Avenue Pedestrian Enhancements, Edina, MN

Andrew led design for provision of **safe and comfortable pedestrian accommodations along and across France Avenue** (CSAH 17) from 76th Street to 66th Street. The project included improving intersections at 76th Street, 70th Street, and 66th Street and the addition of sidewalks along the east side of France Avenue. Improvements included creating median refuge islands, constructing corner planter islands, installing new push button stations, and enhancing pedestrian crossing facilities, as well as a large streetscape improvement initiative.

Ridgedale Drive Multimodal Improvements, Minnetonka, MN

Andrew led revisioning and redesign of Ridgedale Drive as a multi-modal, inviting parkway that could provide **safe pedestrian crossings and creating a sense of place** while also handling the high peaks in traffic for the area. Andrew and his team developed concept and final design plans for the reconstruction of Ridgedale Drive. Today, the reconfigured roadway (transformed from a four-lane, undivided roadway into a new two-lane multimodal corridor) is a comfortable and friendly facility for pedestrians while still addressing needs for motor traffic.

Douglas Drive Reconstruction, Golden Valley, MN

Andrew led design and coordination for the transformation of this key corridor in the city. The end result is a multimodal corridor that addresses the needs of multiple users and agencies - and that brought **new on-street bike lanes, sidewalk, trail and streetscape improvements** - as well as traffic roundabouts, sanitary and watermain replacement, retaining walls, box culvert replacements, stormwater facilities, and utility and signals improvements.

D.J. Sosa, P.E.

WSB / Transportation Engineer



Proposed Role in the Chaska Pedestrian and Bicycle Plan

- Pedestrian and bicycle trail and facility concepts, feasibility and implementation
- Constructability and implementation feasibility
- Cost estimation
- Phasing

Education

- Masters of Infrastructure Systems Engineering, University of Minnesota, 2013
- Bachelor of Civil Engineering, Minor in Construction Management, University of Minnesota, 2007

Registrations

- Professional Engineer - Minnesota #49048

DJ brings 15 years of experience working in the design of numerous trail projects - from concepts to preliminary and final design. His first-hand experience in trail design provides him with a rich understanding of impacts to the adjacent roadway infrastructure, identifying constructability issues, and mitigating those issues by providing various geometric design options.

Selected Experience

Lake Marion Trail Project, Burnsville, MN

DJ led development of the final design, right of way acquisition and public involvement for the the Lake Marion Greenway. This trail closes a gap in the regional bicycle/pedestrian network and improves safety for pedestrians and bicycle riders by providing an off-street trail connecting existing bicycle/pedestrian trails - and it greatly expands the overall network available to non-motorized transportation users in the area.

White Bear Avenue Reconstruction & ADA, St. Paul, MN

DJ led the final design to reconstruct a one-mile portion of White Bear Avenue as a new multimodal corridor with reconfiguration of traffic lanes, new traffic signals, ADA improvements, and drainage and utility upgrades. The project included installation of a new HAWK signal to improve connectivity and safety for people walking and biking.

CSAH 9 Trail Project, Pine City, MN

DJ led development of preliminary design concepts and alternatives for th trail along CSAH 9 (East Cross Lake Road) from CSAH 8 to Bridge 7186 (over the Snake River) in Pine City. The client, Pine County, sought to explore feasible options for developing a trail while addressing constraints along the existing road. DJ led identification of drainage and right-of-way impacts, along with costs for each concept.

Cliff Road Trail Project, Burnsville, MN

DJ developed preliminary and final design plans for a trail project along Cliff Road to provide an east-west connection that improves safety for people walking and biking. The dedicated trail facility improves non-motorized access to existing transit service and nearby destinations, and greatly expands the city's network.

Marcus VanderBrug, P.E.

WSB / Transportation Engineer



Proposed Role in the Chaska Pedestrian and Bicycle Plan

- Intersection concepts, feasibility and implementation
- Constructability and implementation feasibility

Education

- Bachelor of Science in Civil Engineering, Calvin University, 2011

Registrations

- Professional Engineer - Minnesota #56164

Marcus VanderBrug offers seven years of experience working in several design, implementation and estimation activities - from concept and desing development of trails and other pedestrian and bicycle facilities - including pedestrian bridges and other infrastructure. Some of the services he will contribute to this project include concepts development, design calculations, implementation feasibility / constructabililty, cost estimating, and utility coordination.

Selected Experience

Memorial Park Trail and Pedestrian Bridge, Shakopee, MN

Marcus coordinated design activities, cost estimation and plan production for construction of 1,800 feet of trail through Memorial Park (including a pedestrian bridge across Shakopee Memorial Pond). Coordination of environmental and wetland issues was an important part of this project.

Mill Pond Trail and Pedestrian Bridge, Champlin, MN

Marcus served as project engineer for preliminary and final design of a trail around Mill Pond in the City of Champlin. Coordinated with a previous TH 169 roadway project, it connected an existing portion of trail south of Mill Pond to the newly constructed pedestrian underpass, and also included design for a new pedestrian bridge.

CSAH 42 Improvement, Prior Lake & Savage, MN

This project included multiple intersection improvements, trail design, ADA improvements, signals, and retaining walls for the reconstruction of CSAH 42 along the border of Prior Lake and Savage in Scott County. Marcus led development of ADA improvements, trails, cost estimation, and right-of-way analysis and utility coordination.

Duluth Avenue Improvements, Prior Lake, MN

This project included ADA improvements, upgrading of crossings and signals at several locations along Duluth Avenue, and development of a new roundabout.

5 Qualifications and Experience

CDG is well qualified to lead this project and bring it to a successful conclusion. We bring a rich history of productive collaboration and excellence in non-motorized transportation planning, community design, and stakeholder engagement.

We offer innovative approaches, concepts and solutions that build community participation and buy-in, and that lead to implementation.

Some of our bicycle and pedestrian planning projects include:

- City of Edina Pedestrian and Bicycle Master Plan (2007 and 2018)
- Three Rivers Park District West Metro Regional Trails Study (Twin Cities, MN)
- City of Fitchburg (WI) Bicycle and Pedestrian Plan
- MnDOT Safe Routes To School (SRTS) Statewide Planning Assistance (four planning cycles, for over one hundred schools, from 2012 to 2017)
- Oak Creek (WI) Safe Routes to School Action Plan
- Saint Paul Grand Round Trail Master Plan
- Hennepin County Active Living Demonstration Project: Hopkins and Brooklyn Center
- City of Brooklyn Park Pedestrian and Bicycle Plan
- City of Bemidji Bicycle Plan
- Destination Medical Center (DMC) Rochester City Loop Transportation Study
- Regional Active Transportation Plan for Benton, Sherburne, Stearns, and Wright counties
- Ramsey County Pedestrian and Bicycle Plan
- MnDOT Statewide Bicycle System Plan
- City of Eden Prairie Pedestrian and Bicycle Plan
- City of Robbinsdale Pedestrian and Bicycle Plan
- Nice Ride Minnesota Twin Cities Bikeshare System Planning (2010 to 2019)
- Metropolitan Council Regional Bicycle System Master Study
- Hennepin County Bicycle Transportation Plan
- City of Maple Plain Trail and Sidewalk Plan
- City of Hopkins Pedestrian and Bicycle Plan
- Hennepin County Pedestrian Plan
- Wright County Trail and Bikeway Plan
- Pedestrian and Bicycle Planning Services, Bike Walk Twin Cities, Federal Non-motorized Transportation Pilot (NTP)

For additional project information, please visit our website at www.c-d-g.org

Edina Pedestrian and Bicycle Plan

Edina, Minnesota



Edina's new Pedestrian and Bicycle Plan focuses on building an "All Ages and Abilities" walking and biking network - an ambitious goal for this fully-developed first-ring suburban community.

Known for its high quality of life and its forward-thinking approaches to sustainability and resident empowerment, Edina sought to develop a non-motorized network that would allow residents and visitors to walk and bike to school, work, parks, shopping and community destinations using facilities that are safe, comfortable and inviting to the majority of its population.

The plan strongly articulates a holistic "6Es" framework, with additional initiatives addressing education, encouragement, enforcement, measurement and evaluation, and equity - setting the city on its path to continuing success.

CDG developed the city's first bicycle plan in 2007 and was hired for this key 2018 update based on the successful implementation experience of that first plan (more than 40 miles of new bike facilities in the city since its adoption).

Client

City of Edina

Scope

- Pedestrian and Bicycle Planning
- Community Engagement

Reference

Mark K. Nolan, AICP
Transportation Planner,
City of Edina
MNolan@edinamn.gov
952-826-0322

Rochester City Loop

Rochester, Minnesota



Rochester's Destination Medical Center (DMC) is a far-reaching, city-shaping initiative for the region. The DMC City Loop bicycle trail is a key component for expanding transportation options for workers and visitors, attracting a skilled workforce to the city, and building quality of life for all.

The City Loop trail expands Rochester's existing bicycle network while creating a premier, world-class facility encircling downtown. Supporting Rochester's DMC Development District, the City Loop will provide comfortable, high quality walking and biking facilities to safely connect residents, employees, visitors, patients, and patient companions with places and spaces throughout the downtown.

CDG worked as part of a multidisciplinary project team to develop design alternatives for the trail, and to develop concept and design drawings to inform the complex planning for the accompanying Bus Rapid Transit (BRT) system serving the city. In addition, CDG provided best practices guidance around the trail's operations and maintenance, with a focus on winter operations to support year-round use.

Client

City of Rochester DMC

Scope

- Pedestrian and Bicycle Planning
- Community Engagement

Reference

Richard Freese, Director of Public Works, City of Rochester
rfreese@rochestermn.gov
507-328-2400

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West Metro Regional Trails Feasibility Study

Minnetonka, Plymouth, Wayzata, Eden Prairie and Hopkins, Minnesota



CDG led a study for Three Rivers Park District (TRPD) to determine the preferred alignments for two future regional trails in the Twin Cities metro area. The trails include a new north-south alignment between Bryant Lake and French Regional Parks, and an extension of the Dakota Rail Regional Trail.

The new trails connect key regional destinations and provide connectivity and access to local destinations in Plymouth, Wayzata and Minnetonka using an "All Ages and Abilities" network designed for the broadest range of users.

To deliver best value to Three Rivers and partner cities, CDG used a planning and design process that deeply considered a range of alternative alignments and evaluated them based on suitability, ease of implementation and user experience. CDG also implemented an extensive community engagement to inform planning and design decisions.

The study determined the preferred alignments for the route, established an estimate of probable costs, and provided the foundation for a subsequent master plan to guide final design and implementation.

Client

Three Rivers Park District

Scope

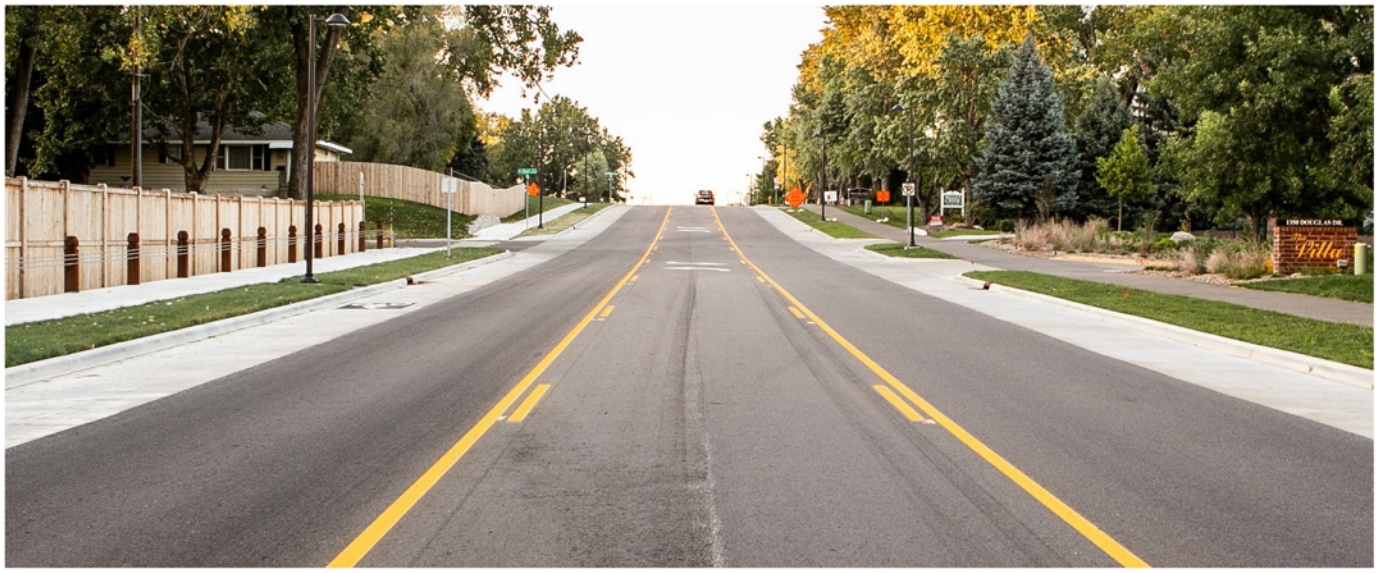
- Pedestrian and Bicycle Planning
- Community Engagement

Reference

Stephen Shurson
Landscape Architect,
Three Rivers Park District
stephen.shurson@threeriversparks.org
763-559-6766

Douglas Drive Reconstruction

City of Golden Valley and Hennepin County, Minnesota



WSB completed conceptual layouts, preliminary design, staff approved layouts, final design, public engagement, and environmental documentation for the $15M reconstruction of Douglas Drive (CSAH 102) for the city of Golden Valley. Douglas Drive was known as a corridor that was unfriendly to non-motorized traffic and had a history of severe pedestrian crashes. To address the challenges along the corridor WSB identified and evaluated several multimodal treatments (bike lanes, trails, sidewalks, landscaping, crossings, bus stop accommodations, corner plaza treatments, etc.) along with traditional design elements associated with roadway design, stormwater treatment, at-grade railroad crossings, intersection control and city utilities. The project required coordination with the City of Golden Valley, Hennepin County, MnDOT, Bassett Creek Watershed District, Metro Transit, Canadian Pacific Rail, Union Pacific Rail, the Perpich Center School and the Robbinsdale School District.



Lake Marion Trail

Burnsville, Minnesota



The Lake Marion Greenway Trail segment of the regional Lake Marion Greenway closes a gap in the regional bicycle/pedestrian network, and improves safety conditions for pedestrians and bicyclists by providing a multi-use trail connecting existing bicycle/pedestrian trails at Sunset Pond Park to existing bicycle/pedestrian lanes on Burnsville Parkway/Hanrehan Lake Boulevard, which connect to Murphy-Hanrehan Park Reserve. Sidewalk construction along the north side of Burnsville Parkway from Hanrehan Trail within the City of Savage limits to the crossing at Cam Ram Park was incorporated with the project. WSB completed the feasibility study, continued the process from preliminary to final design. WSB also completed the permitting, utility coordination, and ROW acquisition.



Cliff Road Trail

Burnsville, Minnesota



After supporting the City of Burnsville in evaluating scope options and preparation of a federal funding application, WSB continued with the project by completing the preliminary and design plans for the Cliff Road trail project.

The Cliff Road Trail segment is approximately 0.75 miles in length. The proposed 10-foot-wide bituminous trail alignment started at TH 13 in the City of Burnsville, follow the northside of Cliff Road (CSAH 32) to Cinnamon Ridge Trail in the City of Eagan.

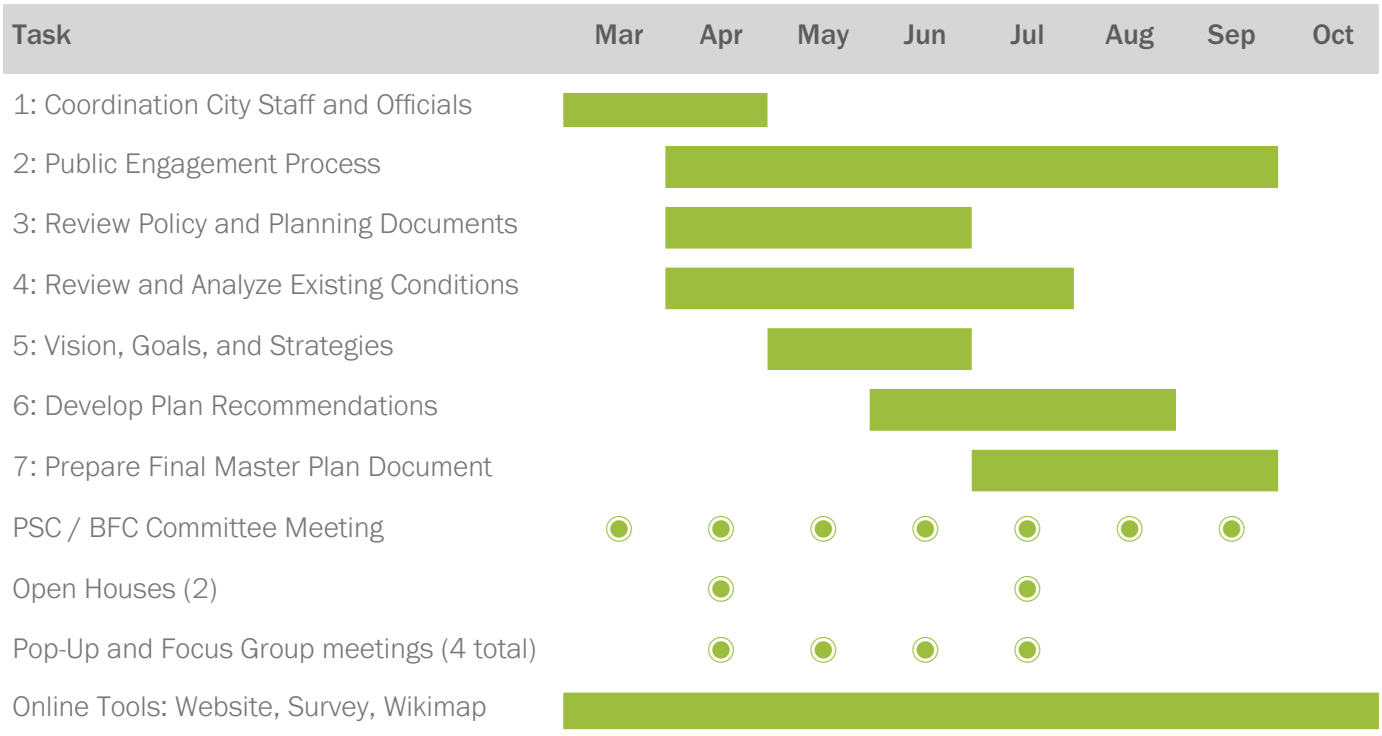
The purpose of the project is to provide an east-west trail connection on the north side of Cliff Road for nonmotorized users that improves safety conditions for pedestrians and bicyclists by providing a dedicated trail facility and improves non-motorized access to existing transit service and nearby destinations. WSB developed the preliminary and final design for the City of Burnsville, our scope also includes permitting, utility coordination, and ROW acquisition. Cost Estimate: $850k



6 Timeline and Task Schedule

To make best use of time and resources, we would start work as soon as the project is awarded (assuming mid-March 2021). Community engagement efforts would begin almost immediately to maximize opportunity for public participation. We anticipate a seven-month timeline for completion of the project, with a draft plan presented to the City on or before the end of September 2021.

We will be happy to modify the timeline as needed to match City priorities and schedule.



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7 Fee Proposal



The CDG / WSB Team will complete all of the requested services for a not-to-exceed fee of $49,975.

We will be happy to work with the City of Chaska to modify the budget or suggested sequence or timing of activities to match the City's financial realities and desired timelines.

Budget

Labor Estimate per Firm and Phase	CDG		WSB		Total labor ($)
Staff	Rosell	Plowman	Sosa	VanderBrug	
Hourly rate	$135	$184	$174	$130	
TASK 1: Project Management and Coordination					
1.1: Project Management Team (biweekly)	7	0	0	0	$945
1.2: Project Kick-off	2	0	2	0	$618
1.3: Steering Committee Meetings and Coordination (monthly)	28	0	0	0	$3,780
1.4: Meetings with City Staff and Officials	6	0	0	0	$810
TASK 2: Public Engagement Process					
2.1: Community Engagement Plan	8	0	0	0	$1,080
2.2: Project Website, Community Survey and Interactive Online Mapping	12	0	0	0	$1,620
2.3: Public Workshop #1: Project Introduction	6	0	2	4	$1,678
2.4: Pop-Up Engagement Events (2)	6	0	0	6	$1,590
2.5: Focus Group Meetings / Listening sessions / Targeted Engagement (2)	6	0	0	6	$1,590
2.6: Public Workshop #2: Refining Options	6	0	2	4	$1,678
2.7: Summarize and Report Engagement Results	12	0	0	4	$2,140
TASK 3: City Policy and Planning Document Review					
3.1: Review existing documents	8	0	0	4	$1,600
3.2: Evaluation of current policies and strategies	2	0	0	4	$790
3.3: Summarize key commonalities and inconsistencies	2	0	0	4	$790

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Labor Estimate per Firm and Phase	CDG		WSB		Total labor ($)
Staff	Rosell	Plowman	Sosa	VanderBrug	
Hourly rate	$135	$184	$174	$130	
TASK 4: Existing Conditions Review and Analysis					
4.1: In-Person Review of Existing Facilities and Conditions	4	0	4	0	$1,236
4.2: Inventory of Existing Pedestrian and Bicycle Facilities, Conditions and Activity	6	0	0	4	$1,330
4.3: Needs and Demand Analysis	4	0	0	4	$1,060
TASK 5: Vision, Principles, Strategies and Goals					
5.1: Develop Plan Vision and Goals	6	0	2	2	$1,418
Task 6: Develop Plan Recommendations					
6.1: Toolbox of Best Practices and Design Requirements	12	0	4	0	$2,316
6.2: Identify Potential Routes, Network and Potential Treatments	16	0	4	4	$3,376
6.3: Safety Improvements	8	4	0	0	$1,816
6.4: Operations and Maintenance	4	2	4	0	$1,604
6.5: Transit Integration & Mobility Hubs	4	0	0	0	$540
6.6: Wayfinding / Bike Parking / End of Trip Facilities	4	0	0	0	$540
6.7: Policy Recommendations and Guidelines	6	0	0	0	$810
6.8: Education, Encouragement, Promotions and Outreach	8	0	0	0	$1,080
6.9: Evaluation: Methodology and Benchmarks	4	0	0	0	$540
6.10: Coordination Between Jurisdictions	2	0	0	0	$270
6.11: Renderings, Maps and Graphics	12	0	0	0	$1,620
6.12: Cost Estimates	2	2	4	5	$1,984
6.13: Implementation Action Plan (IAP)	4	3	4	6	$2,568

Labor Estimate per Firm and Phase	CDG		WSB		Total labor ($)
Staff	Rosell	Plowman	Sosa	VanderBrug	
Hourly rate	$135	$184	$174	$130	
TASK 7: Prepare the Final Master Plan Document					
7.1: Finalize Narrative, Renderings, Maps and Graphics	12	0	2	0	$1,968
7.2: Publish Public Draft for Review	2	0	0	0	$270
7.3: Refine Recommendations to Address Comments Received	8	0	0	0	$1,080
7.4: Final Draft of Plan	4	0	0	0	$540
7.5: Final Meeting with Chaska Staff	2	0	0	0	$270
TOTAL LABOR HOURS	245	11	34	61	
SUBTOTAL LABOR FEE					$48,945
PROJECT EXPENSES Mileage, printing, web and online tools					$1,030
TOTAL PROJECT FEE					**$49,975**

THANK YOU!

