



PARK SYSTEM PLAN

CITY OF ARDEN HILLS,
MINNESOTA

APRIL 9, 2025



**BOLTON
& MENK**

Real People. Real Solutions.

Contact:

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February 05, 2025

David Swearingen
Public Works Director/City Engineer
City of Arden Hills
1245 W Highway 96
Arden Hills, MN 55112

RE: Proposal for Park System Plan

Dear David:

The City of Arden Hills' Parks, Trails, and Open Space Plan is an exciting opportunity to elevate the city's sense of fun, safety, and community pride. Bolton & Menk, Inc. is uniquely positioned to support this initiative, leveraging decades of experience in park planning and design. We understand that the City of Arden Hills provides a system of parks and facilities with diverse recreational opportunities. Our approach to this project centers on comprehensive community engagement, which we believe is crucial to the success of any public planning initiative. Our guiding principles ensure that the plan will be safe, sustainable, and beautiful.

PARKS AND RECREATION EXPERTS

We are passionate about park and recreation planning and are dedicated to a set of strong guiding principles. We strive to build and sustain healthy, equitable, and resilient communities while navigating current and future opportunities and challenges. Our team shares one goal—to create healthy connected communities for all.

EQUITABLE ENGAGEMENT

Our approach is to collaborate with the City of Arden Hills to bring a tailored engagement process that prioritizes inclusive and equitable engagement. Our team is skilled in combining traditional and innovative public outreach strategies to involve a diverse range of park users. We're especially focused on engaging historically underrepresented communities in recreation planning, identifying their needs, and addressing barriers that may prevent them from fully enjoying Arden Hills parks.

Our goal is to create an inclusive plan that truly reflects the community's desires and aspirations.

IMPLEMENTATION-BASED

We pride ourselves on creating plans that are not just visionary, but also practical and implementable. Arden Hills park system is a cherished asset, providing year-round recreation for residents and visitors. Our team understands how to optimize these resources to enhance quality of life and maintain Arden Hills reputation as a premier city in the metro area. You can trust that our approach will be thoughtful, efficient, and aligned with the city's long-term goals.

We share your dedication to creating safe, sustainable, and enjoyable spaces for the entire community. We look forward to the opportunity to work together and help make the City of Arden Hills' vision of its parks a reality. I will serve as your lead client contact and project manager. Please contact me at 763-344-3319 or Bryce.Shearen@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.



Bryce Shearen, CPRE
Project Manager



We promise every client two things:
**WE'LL WORK HARD
 FOR YOU AND WE'LL
 DO A GOOD JOB.**

We take a personal interest in the work being done around us and do our part to build a better quality of life for all. At the end of the day, we're Real People offering Real Solutions.

BOLTON & MENK

FIRM PROFILE

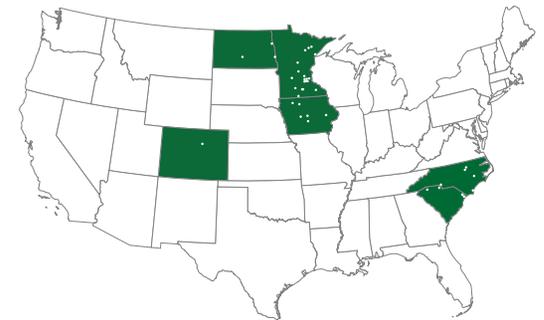
We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949, serving the needs of municipal clients in small towns. As we continue to grow in both numbers and experience, our dedication to building trust and ensuring a true partnership with our clients remains the same. Our goal is to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Simply put, we're people helping

people. Today, Bolton & Menk has more than 1,000 multiregional employees including a professional staff of more than 300 engineers, planners, landscape architects, and surveyors.

Our dedication to our clients shines through in the work we provide. We are committed to cultivating and delivering exceptional community infrastructure solutions. From advocating for our communities to designing

their dreams to finding funding; we take pride in our work because we live here too. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.



We're Your Local, Trusted Partner

We understand the city's processes through our team's work on prior projects, including the improvement projects at Arden Manor, Arden Oaks, and Freeway Park. As well as various road constructions, grant applications, and on-call services for general engineering and parks related projects. Several Bolton & Menk employees live in and near Arden Hills and are personally invested in this project.

WORK PLAN

The City of Arden Hills can rest assured that the Bolton & Menk team will provide superior project management, exceptional community engagement facilitation, and outstanding technical deliverables in a timely and cost-effective manner to create this plan.

The document is intended to provide guidance to the Public Works Department, Parks, Trails & Recreation Committee (PTRC), city council, and the community to prioritize programs and projects as future decisions are made on how to manage and improve the park and trail system. The resulting master plan will be flexible in format so that it can be integrated into the city's 2050 Comprehensive Plan.

The detailed work plan is outlined by tasks addressing all elements from city council direction.

Under each phase, time has been allocated for task management that will capture the effort necessary for internal project team coordination.

PHASE 1: EXISTING CONDITION INVENTORY AND ANALYSIS

The inventory and analysis phase of our work plan will allow us to develop a thorough understanding of the qualitative and quantitative condition of the park system. We will also look into the programming and services offered by the city, as well as the departmental operations of the park department.

The following are specific components of this phase that will be accomplished:

- Level of Service (LOS) analysis: identify gaps and redundancy in park proximity across the community
- Evaluate the type, quantity, and conditions of assets
- Develop comparative metrics considering National Recreation and Parks Association (NRPA) data, national recreation trends, and peer-community comparisons
- Mobility analysis: identify high-level gaps in connectivity to parks and trails and reviewing how certain connections could be achieved
- Input gathering: at a community-wide level, and through the input of stakeholders and staff

We will rely on city staff knowledge to supplement data collection through site inventories or database reviews during this task. Evaluation of this information with respect to national trends and benchmarks—along with the operational needs and goals of the public works department—will be included in this phase.

Task 1.1: Preparation of Base Mapping

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



Task 1.2: Previous Plan Audit

In coordination with city staff, our team will review the following previously completed planning studies and reports that are related to this plan:

- 2040 Comprehensive Plan
- 2002 Parks, Trails and Open Space Plan
- Previously prepared park inventory data
- Maintenance, operations, and other departmental data
- Metropolitan Council Parks and Trails Plan
- Ramsey County Parks and Recreation Master Plan
- Arden Hills Capital Improvement Plan relating to Parks and Recreation

Task 1.3: Field Inventory and Review of Existing Park and Trail Facilities

Data will be collected of existing park and trail facilities/amenities to develop both a qualitative and quantitative understanding of each park within the City of Arden Hills. To streamline this process, we will start with what we/city staff already know and use current or recently documented information to plug into our collective inventory of data.

Visiting current park facilities is essential to understanding and familiarizing ourselves with its resources, reviewing existing conditions, and confirming the accuracy of collected data to update the city park inventory. **All information will be added to a customized Field Map app that will allow inventory collection to be easily integrated with Arden Hills existing GIS software.** We will also assess amenity adherence to the Americans with Disabilities Act (ADA).

Task 1.4: Park and Recreation Programs

Review current park and recreation programs and available park use data as provided by the city.

Task 1.5: Demographics, Trends, and National Metrics Analysis

Our team will review available information from Metropolitan Council, the U.S. census, NRPA, and previous studies completed in Arden Hills and Ramsey County to understand and document demographic shifts, local and regional trends, and what is new in the parks and recreation field. Understanding these changes will be critical to formulating a future vision for the park system.

Along with city staff, we will review the existing funding allocations to assess how Arden Hills compares to national averages and communities with similar park systems. We will identify opportunities for the city to consider improving its facility's functionality and level of service. This effort will include a review of funding strategies.

Task 1.6: Steering Committee Meeting No. 1

This meeting will be an opportunity to introduce the planning process, review work completed to date, review project timeline, and engage the committee in analysis. We will review where they have been in the past, what the collective vision is for the future, and equally important, to set expectations for how the committee can be champions for the park system planning process.

The proposed steering committee will be comprised of city staff, two PTRC members, and two city council members. Our team will assist the city in determining how this committee will be engaged during the process, what level of decision making and review responsibility it will have, and how they can advocate for input and participation.

Task 1.7: PTRC Meeting No. 1

The planning team will present the findings from the existing conditions inventory and analysis to the PTRC and gather feedback on the findings. Our team will develop meeting materials including agendas, content, and meeting minutes.



PHASE 2: PUBLIC ENGAGEMENT

A successful parks and recreation master plan must reflect the needs and desires of the stakeholders that will fund, use, and maintain the facilities. Public involvement and engagement is one of the most critical components of the planning process. We are committed to providing a robust engagement process that goes beyond traditional engagement methods and provide fun, convenient, and accessible methods that will range from in-person and online formats to engage stakeholders.

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

Task 2.1: Community Survey

Working in conjunction with city staff, we will develop a survey to solicit input from the broader community. We envision this to be available through an online platform to allow for efficiency to respondents and in data collection and analysis. The Bolton & Menk team will provide the city with a link to the survey for use on its public-facing website and social media platforms. Upon completion of the survey timeframe, we will provide a summary of the results. This information will inform recommendations and priorities in the master plan.

**A hard copy of the survey can be made available if the city would like to distribute paper copies. City staff would need to add responses from the paper copies to the online survey platform.*

Task 2.2: Pop-Up Engagement

Our team will facilitate two pop-up meetings to solicit feedback from the public. Our intention is to coordinate these efforts with city staff to determine a venue and existing community events that would engage with culturally unique populations in the community while still being available for all residents to participate. Possibilities include the Touch-a-Truck event in May and Penny Carnival in July.



Task 2.3: Enhanced Survey and Project Marketing

Effective public engagement plays a key role in project success. To generate interest in the online survey and getting feedback from residents, signage and sidewalk/trail decals will be incorporated throughout the city during the survey phase. The enhanced tools will be eye-catching and have a QR code that links to the survey and other important online materials. These enhanced tools will not only allow an alternative way for residents to discover a way to provide feedback but will also allow residents to be aware of the important park system planning project. Our team proposes using 25 yard signs and 25 trail decals.

Alternative Task 2.4: Interactive Community Map

In addition to our online survey, we will use our INPUTiD™ web-based comment map to gather feedback on the existing conditions and proposed project designs. Location-based feedback aids in understanding community input, while user features like liking, disliking, and responding to comments help us identify key issues, ideas, and concerns in exact locations.

Alternative Task 2.5: Youth Engagement

Youth are often some of the heaviest users of a community's park system; capturing their voices is critical to successful master plan development. We suggest coordinating with local schools to distribute an activity that is tailored to this demographic and will invite youth to share what is important to them in the parks and recreation system.

Task 2.6: Project Open House

To ensure the community remains engaged in the master planning process, we propose one open house events at city hall. The open house will present key findings from the needs analysis, the current state of the park system, and how the park system should grow in the future. This feedback will inform prioritization of initiatives/improvements. The location of the open house will be important, so it is inviting and easy to access. We will work with city staff to determine the best location and date to schedule the event.

The open house events are an important step in seeking consensus from the community while validating that this plan was developed in part from the feedback they provided throughout the process. PTRC meetings will be used as alternative engagement opportunities to share findings and solicit feedback from residents.

Task 2.7: Steering Committee Meeting No. 2

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

PHASE 3: COMMUNITY NEEDS ASSESSMENT

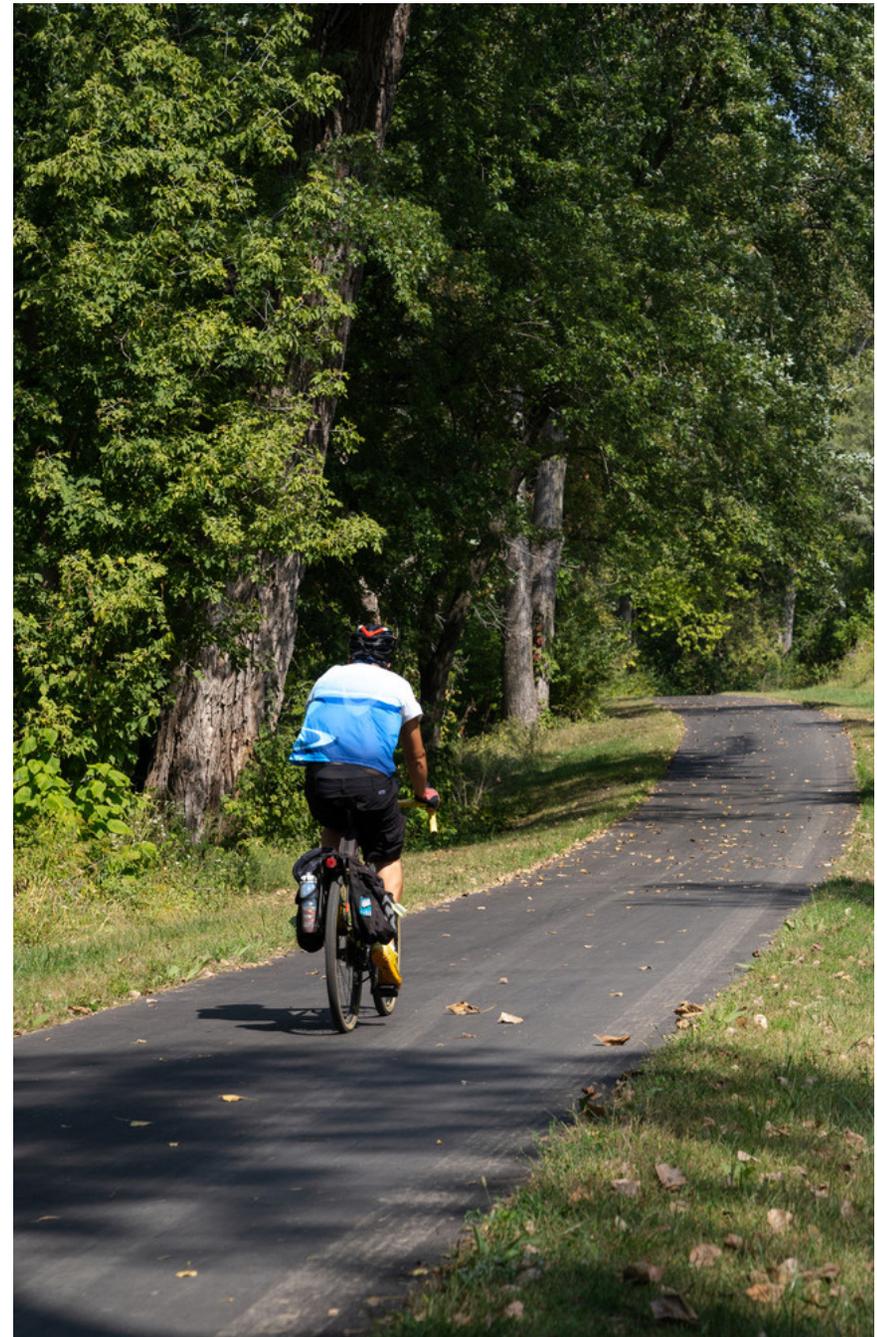
During this phase, we will use the data and input that has been collected and analyzed to evaluate what the community needs in its park system. This determination will be driven largely by the input we gather through various channels. We will assess the park system based on national trends and metrics, but one of the foremost important data points is what the community, city staff, and stakeholders tell us they need for Arden Hills to be successful. Our team intends to listen, learn, and uncover what those needs are.

Task 3.1: Community Needs Evaluation

Feedback and research collected and analyzed will be summarized for review. This information will be used to begin discussions about improvements, opportunities, and priorities.

Task 3.2: Park and Trail Classifications

The planning team will work with city staff to review and confirm, modify, or add to existing classifications, and preferred facility level of service standards. Facility standards include level of service standards and the population served per recreational facility and park amenities. These will be based on NPRA guidelines, our team's experience, and comparison with peer/survey agencies.



Task 3.3: Draft Goals, Policies, and Initiatives

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

Task 3.4: Steering Committee Meeting No. 3

This steering committee meeting will be used to review draft goals, policies, and initiatives for the plan and prepare for Phase 4 of the planning process that will introduce plan recommendations.

PHASE 4: IMPLEMENTATION PLANNING

Our team will work with the city to prepare recommendations for improvements to Arden Hills' parks and recreation facilities. This includes improvements to existing park facilities, maintenance efficiencies, and trail connectivity opportunities. Part of this task will consist of developing implementation budgets to accompany improvement recommendations to seamlessly incorporate park system improvements into the city's capital improvement plan (CIP) process.

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

Task 4.1: Project Cost Estimating

Our team will use the prioritized list of recommendations to prepare capital and operational costs, informing anticipated needs from identified improvements. We will note

assumptions included in these efforts to assist the city better as they plan for refinement and future implementation.

The costs will consider current construction costs and anticipated inflation estimates for mid- and long-term improvements.

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

Task 4.2: Develop Prioritized 10-Year CIP

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

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

Task 4.3: Funding and Implementation Plan

The project team will review the existing budget of the department. The review will focus on the existing funding mechanisms the department has and revenue that is generated. The project team will also review recreation programs and events that are being offered by the city and assess if improvements or modifications could be made.

The project team will share with the city the various traditional and non-traditional methods they could employ to implement the plan. As part of the implementation plan the project team will further refine numbers on development and operations, and how funding strategies can potentially offset costs.

Task 4.4: Steering Committee Meeting No. 4

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

Task 4.5: PTRC Commission Meeting No. 2

The second PTRC meeting will be used to present a draft of the recommendations, CIP, and implementation plan strategies for in from the commission members.



PHASE 5: FINAL PLAN PREPARATION AND ADOPTION

Work produced and documented throughout the planning process will be compiled into a user-friendly document.

During this final phase of the project, we will finalize the master plan and provide copies to the city for consideration and approval by the PTRC and city council.

Task 5.1: Draft Plan Preparation and Review

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

Task 5.2: Final Plan Preparation

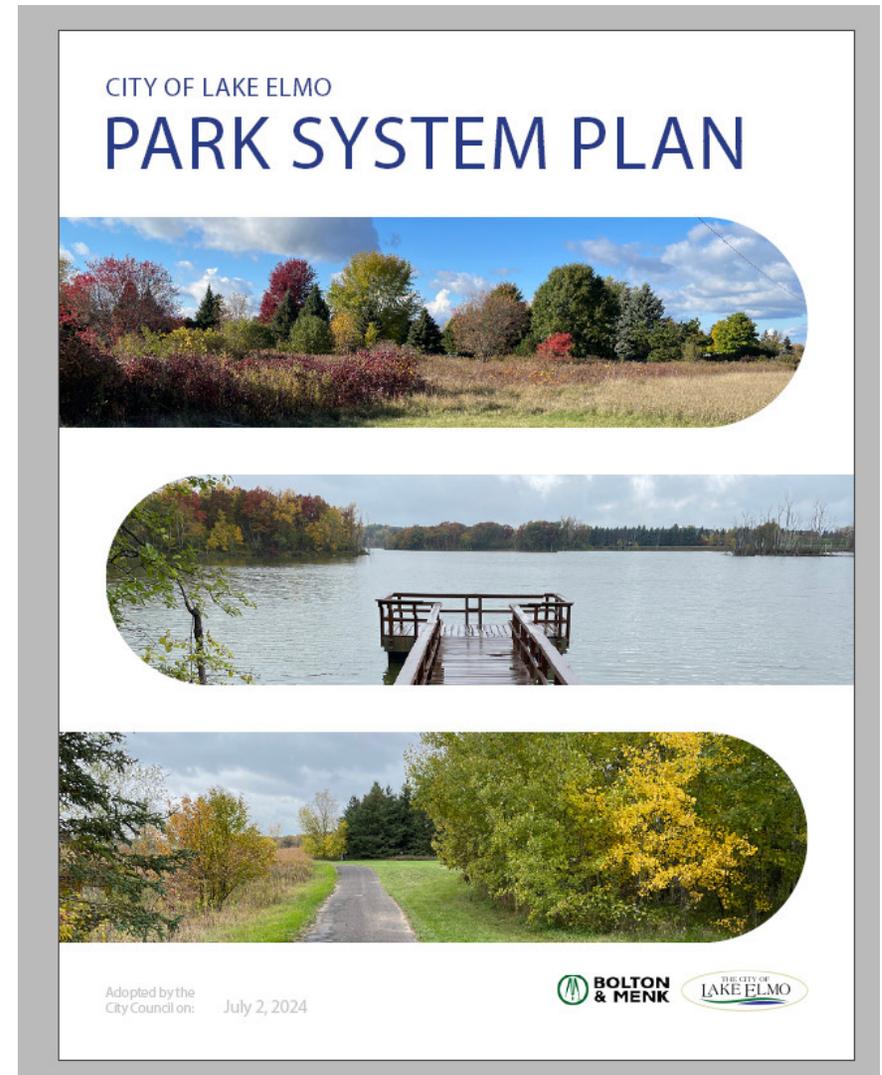
By considering the advisory committee's feedback on the draft, we will enact changes to finalize the master plan document for a final review by the city. Any redlines will be addressed before present to the PTRC and city council.

Task 5.3: PTRC Approval and Recommendation

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

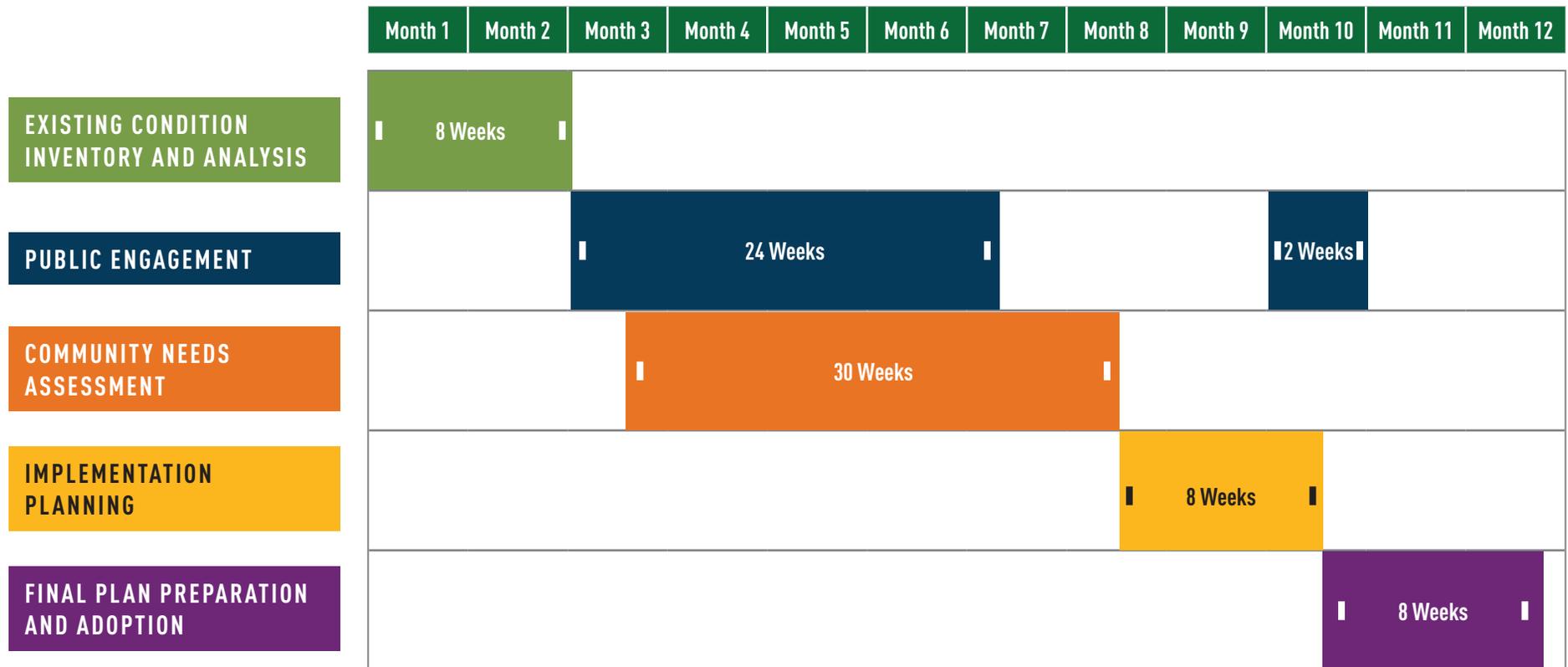
Task 5.4: City Council Approval

Upon acceptance by the PTRC, our team will present the master plan to the city council for consideration of adoption.



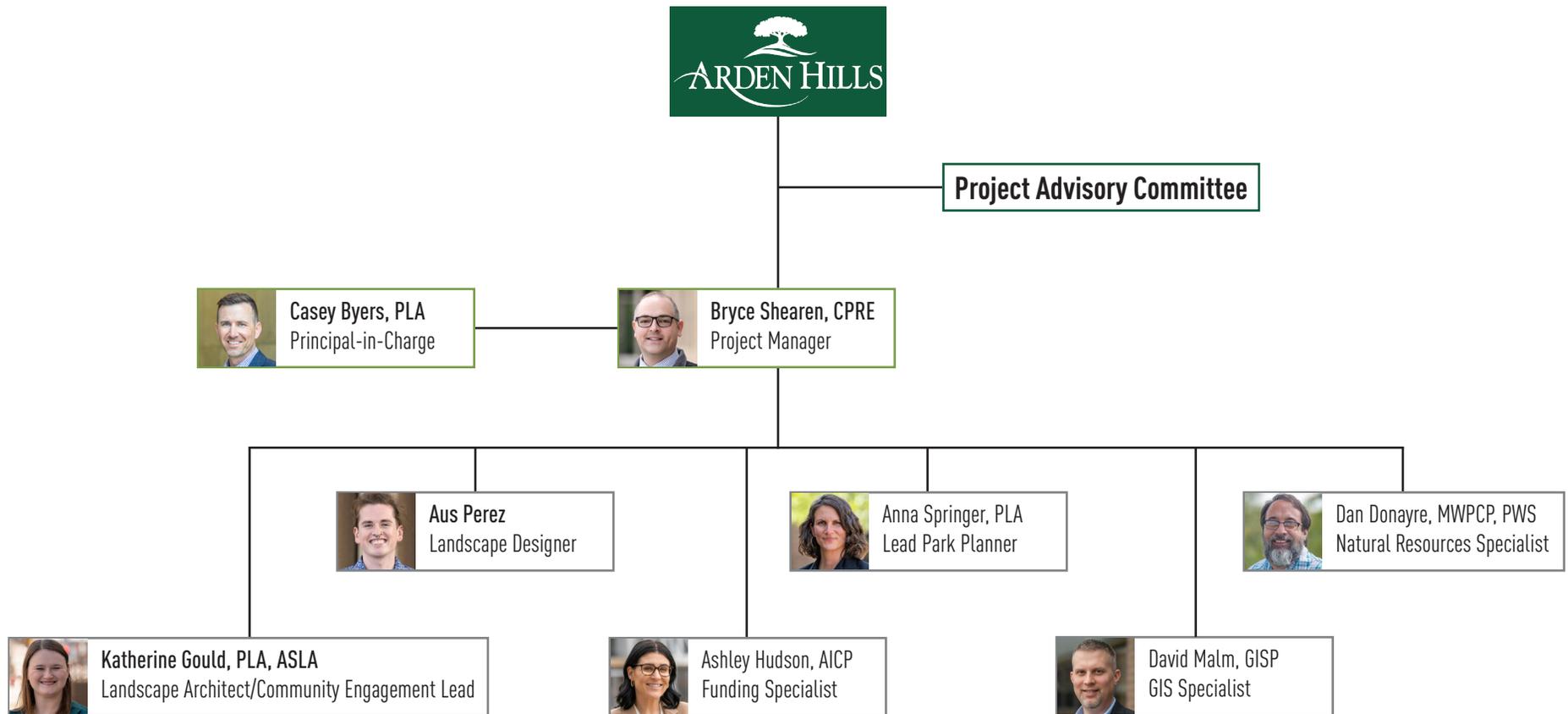
TIMELINE

We have developed a schedule detailing the anticipated work tasks, task relationships, critical path timeline, deliverable due dates, and completion dates. This schedule is based on our review of the project background, description, knowledge on project timing to maintain focused engagement, and scope of services requested. Bolton & Menk will work with city staff and other project partners to revise and update this schedule as needed to ensure successful project delivery.



OUR TEAM

The Bolton & Menk team includes experts with a wide range of experience in landscape architecture, planning, and park and recreation administration, culminating in a distinctly specialized set of skills that will be applied to the development of a system plan that meets the vision and needs of the City of Arden Hills, its residents, and visitors. In addition to these individuals, the Bolton & Menk team also has the support of more than 1,000 Bolton & Menk staff members who can provide additional insight to address any unique challenge or opportunity that arises during the project.





BRYCE SHEAREN, CPRE **Project Manager**

As a parks and recreation strategic development specialist, Bryce will provide overall project management for the project. He will be the main point of contact for city staff for the duration of the planning effort. Bryce will be responsible for leading the effort and the team. He will establish the project schedule and oversee deliverables, ensuring project goals are met on time and within budget.

Education

Bachelor of Science -
Business Administration and
Management, University of
Wisconsin - River Falls

Master of Public Administration,
Hamline University

Credentials

Certified Park and Recreation
Executive - CPRE, National
Recreation and Park Association

Bryce began his career in parks and recreation in 2007 and has managed numerous short and long-term park planning projects. Bryce’s expertise lies in community engagement, park and recreation planning, implementation, maintenance, and operations. As a former parks and recreation director, he uses his first-hand knowledge of local government and parks and recreation department leadership to inform his approach to working with communities. His experience in budgeting, funding, planning, and the development of guiding documents guides his approach to delivering positive and multifaceted plans and projects. Bryce is also an advocate for inclusive and universal park and recreation offerings and creating spaces for communities to grow, gather, and learn.

Project Experience

- Park System Plan, Robbinsdale, MN
- Park System Plan, Lake Elmo, MN
- Sechler Park Long-Range Plan, Northfield, MN
- Park System Plan, Empire, MN
- Pioneer Park Improvements, Little Canada, MN
- Arden Oaks and Freeway Park Engagement and Planning, Arden Hills, MN
- 2025 Park Improvements, Arden Hills, MN
- Park System Plan, Little Canada, MN*
- Pioneer Park Phase I Planning, Design, and Construction, Little Canada, MN*
- Rondeau Park All-Inclusive and Accessible Park Enhancements, Little Canada, MN*



CASEY BYERS, PLA **Principal-in-Charge**

Casey will use his industry experience to provide project oversight and ensure the recommendations fit within the City of Arden Hills' vision.

Casey is a principal landscape architect with 19 years of experience. He focuses on helping communities plan and implement community-centric projects. His experience in parks and recreation, urban design, corridor planning, and long-range planning spans the project life cycle from concept development through construction and operations. His ability to build community support through conscious design, timeliness, and effective public facilitation has led to the successful adoption of many projects backed by community consensus. A practice area leader for planning and urban design at Bolton & Menk, he finds great reward in helping communities realize their visions; helping convey the value of quality, technically sound, and environmentally conscious design to the public. Casey believes in a thorough design process that explores outside-the-box opportunities but also has long-term, maintainable solutions.

Education

Bachelor of Landscape
Architecture, Iowa State
University

Credentials

Professional Landscape
Architect - IA, MN, CO

Project Experience

- Park System Plan, Robbinsdale, MN
- Master Parks and Trail Plan, Wabasha, MN
- Park System Plan, Empire, MN
- Crear Creek Point Park Master Plan, Coralville, IA
- Park System Plan, Empire, MN
- Deep Lakes Park Master Plan, Muscatine County, IA
- Parks Master Plan, Windsor Heights, IA
- Central Park Master Plan, Jones County Conservation District (IA)
- Park System Master Plan, Blue Earth, MN
- Prairie Pointe Park Master Plan, Elkhart, IA
- Sturges Park Master Plan, Buffalo, MN
- Greenways Master Plan, Norwalk, IA

**While at a previous employer*



ANNA SPRINGER, PLA

Lead Park Planner

Anna will work collaboratively with the team to inventory, analyze, and prepare recommendations for the park and recreation system.

As a senior project landscape architect with 13 years of experience, Anna is responsible for the successful completion of park and recreation system plans, trail, greenway and open space plans, and long-range park planning projects. Her expertise includes park system planning principles, recreational needs assessments, site inventory and analysis, community engagement, report writing, and site design from concept to documentation/implementation. Anna uses her experience and skills to help communities develop and achieve their vision for their parks and recreation system by uncovering needs and outlining a clear path to implementation.

Education

Bachelor of Science - Natural Resources, University of Wisconsin - Stevens Point
Master of Landscape Architecture, University of Minnesota - Twin Cities

Credentials

Professional Landscape Architect - MN

Project Experience

- Park System Plan, Robbinsdale, MN
- Park System Plan, Lake Elmo, MN
- Park System Plan, Empire, MN
- Colby Park Design, Windsor Heights, IA
- Sechler Park Long-range Plan, Northfield, MN
- Parks, Arts, and Recreation System Plan, Monticello, MN
- Parks and Recreation System Master Plan, Maplewood, MN*
- Park System Master Plan, Little Canada, MN*
- Parks and Recreation System Master Plan, Rochester, MN
- River to River Greenway Master Plan, Dakota County, MN *



AUS PEREZ

Landscape Designer

Aus will work collaboratively with the team to develop high-quality, easily interpreted plans, graphics, and communication materials, including maps and system analysis.

Aus is a landscape designer at Bolton & Menk with 5 years of experience. Their responsibilities include assisting with the development of project deliverables, project-related graphics, final report documents, meeting materials, and other landscape architectural renderings and visualizations. Combining technical experience with creativity to help develop long-lasting, beloved community spaces is what drives Aus in their every day efforts.

Education

Bachelor of Landscape Architecture, University of Nebraska - Lincoln

Project Experience

- Park System Plan, Robbinsdale, MN
- Sechler Park Long-Range Plan, Northfield, MN
- Park System Plan, Empire, MN
- Park System Plan, Lake Elmo, MN
- Parks and Trails Master Plan, Wabasha, MN
- Pioneer Park Master Plan and Final Design, Little Canada, MN
- Ironwood Park Expansion, Carver, MN
- Purgatory Park Master Plan, Minnetonka, MN
- Pioneer Park Master Plan and Final Design, Little Canada, MN

**While at a previous employer*



KATHERINE GOULD, PLA, ASLA **Landscape Architect/Community Engagement Lead**

Katherine will collaborate with stakeholders, gather public input, and integrate these perspectives into the park's final design, ensuring the project reflects the community's needs and aspirations.

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

Education

Bachelor of Landscape Architecture, Iowa State University

Credentials

Professional Landscape Architect - MN

American Society of Landscape Architects – ASLA

Project Experience

- Beltz Park Master Plan, Forest Lake, MN
- Oakwood Park Master Plan, Cottage Grove, MN
- Hazelnut Park Master Plan, Arden Hills, MN
- 2022 Park Master Planning, Cottage Grove, MN
- Hackberry Park Master Plan, Orono, MN
- Rudy Johnson Park Master Plan, Anoka, MN
- Highland Park Master Plan, Anoka, MN



DAN DONAYRE, MWPCP, PWS **Natural Resources Specialist**

Dan will oversee the natural resource assessments and coordinate with regulatory agencies to ensure compliance with environmental standards.

Dan leads Bolton & Menk's natural resources team and is responsible for coordinating with state and federal agencies to work through difficult aquatic resource delineations and permitting. He has conducted hundreds of wetland delineations, GPS surveys, and both Wetland Conservation Act and Clean Water Act permits. Dan now focuses on natural resource restoration, including wetlands, prairies, streams, and pollinator habitats.

Education

Bachelor of Arts - Environmental Studies, University of North Carolina

Credentials

Professional Wetland Scientist - PWS

Certified Minnesota Wetland Professional - CMWP

Project Experience

- Judd Street Mitigation, Marine on St. Croix, MN
- Clear Lake Water Quality Improvements, Forest Lake, MN
- Minnesota River Greenway Trail, MnDNR
- I-90 Off Site Wetland Delineation, MnDOT
- North Mine Wetland Delineation, Unimin Corporation
- Settlers Parkway, Buffalo, MN
- Water Resource Management Plan, Ramsey, MN
- TH 22 Mankato to Saint Peter Stream Impact Mitigation Plans, MnDOT
- TH 93 Permitting Support, MnDOT



ASHLEY HUDSON, AICP **Funding Specialist**

Ashley will be responsible for securing and managing funding for the project, ensuring financial resources are effectively used.

Ashley has the qualifications, experience, and funding knowledge to effectively develop and deliver aggressive comprehensive funding plans and ultimately win competitive funding requests. Since beginning her career in 2011, Ashley has developed a range of skills as a transportation planner. She fills multiple roles on an assortment of projects, including transportation corridor studies and designs, regional system planning, and persuasive project funding initiatives. As the leader of Bolton & Menk's transportation funding service, she is very engaged with how projects are funded within an agency's planning and budget and a wide array of competitive sources.

Education

Master of Science - Urban and Regional Planning, Minnesota State University, Mankato

Bachelor of Science - Landscape Architecture Environmental Design, North Dakota State University

Credentials

Certified Planner – AICP

Project Experience

- River Oaks Park Master Plan, Big Lake, MN
- Lakeside Park Master Plan, Big Lake, MN
- Friederichs Park Master Plan, Eden Valley, MN
- Eldorado Park Master Plan, Clearwater, MN
- Parks and Trail Master Plan, Wabasha, MN
- Comprehensive Parks and Trail Plan, Rice, MN
- Parks and Trails Master Plan, Forest Lake, MN



DAVID MALM, GISP **GIS Specialist**

David will apply his expertise in GIS to support the Arden Hills Park Master Plan project, ensuring accurate spatial data and analysis.

Dave is a GIS project manager who began his GIS career in 2015. He provides GIS services to internal and external clients and assists in creating and maintaining databases, map development, and asset management. He also creates, develops, and maintains various web mapping applications and handles project set-up, data collection, and data processing for high-accuracy GPS collection projects. Dave loves being able to provide a high-quality solution. He has extensive experience working with Esri GIS software and is experienced with AutoCAD Civil 3D, Microstation, and other design software.

Education

Associate of Applied Science - Civil Engineering Technology South Central College

Credentials

Geographic Information Systems Professional – GISP

Project Experience

- Veteran's Park Master Plan, Cokato, MN
- Sidewalk and Trail Master Plan, Watertown, MN
- Big Island Master Plan, Orono, MN
- Municipal Utility Mapping, Two Harbors, MN
- Pavement Evaluation, Rushford, MN
- Web GIS Application, Winnebago, MN
- Municipal Utility Mapping, Rushford, MN
- Database Development, Red Lake Falls, MN

PROPOSED FEE

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

| | FEE |
|---|-----------------|
| PHASE 1: EXISTING CONDITION INVENTORY AND ANALYSIS | \$17,000 |
| PHASE 2: PUBLIC ENGAGEMENT | \$16,500 |
| PHASE 3: COMMUNITY NEEDS ASSESSMENT | \$7,700 |
| PHASE 4: IMPLEMENTATION PLANNING | \$15,200 |
| PHASE 5: FINAL PLAN PREPARATION AND ADOPTION | \$22,000 |
| TOTAL BASE FEE | \$78,400 |
| ALTERNATE SERVICES | |
| TASK 2.4: INTERACTIVE COMMUNITY MAP | \$4,200 |
| TASK 2.5: YOUTH ENGAGEMENT | \$2,200 |
| ALTERNATE SERVICES SUBTOTAL | \$6,400 |
| TOTAL FEE WITH ALTERNATIVE SERVICES | \$84,800 |