



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: Parks & Recreation Director Chris Jenkins
Date: May 15, 2023
Item: Trail Wayfinding Signage Plan

Council Action Requested:

Hire HKGI to conduct Trail Wayfinding Signage Plan.

Background Information:

Development of trail signage has been a topic of several recent meetings (Parks Advisory Commission, Parks & Recreation Committee, and City Council Workshop) and has been seen as a priority.

The baseline for this planning process can be found in the City's People Movement Plan, which will serve as the start for this planning process. The plan will memorialize design standards, sign placement standards, sign information standards, and create a database of all trail signs and locations so future replacements are streamlined.

After the planning is complete, staff will recommend budget items to implement the plan in prioritized steps. Sign installation will have an immediate positive impact for residents and visitors using Hastings' Trail System and Dakota County Regional Trails.

Staff recommends engaging with HKGI as the consultant for this process. HKGI is a well-respected firm in our region and was the consultant who developed our People Movement Plan in 2021. HKGI has proposed a fee of \$28,700 to complete this planning process. Staff recommends beginning this process as soon as possible.

Financial Impact:

Budget Amendment \$28,700 from Park Dedication Fund

Committee Discussion:

The Parks & Recreation Advisory Commission has discussed the need for this project over several meetings and voted its unanimous support at its April 19 meeting. This project was also part of the discussion at the Parks Committee of Council meeting on March 27 and the City Council workshop on April 3.

Attachments:

- HKGI Trail Wayfinding Signage Plan Proposal



May 9, 2023

Chris Jenkins, Parks and Recreation Director
City of Hastings
Parks Department
920 West 10th Street
Hastings, MN 55033

RE: City of Hastings Trail Wayfinding Signage Plan Proposal

We understand that the city desires a city-wide wayfinding plan, specifically for trails, and for directing people to destinations in the community. The wayfinding plan includes identifying/connecting trails within the community, directing people around the community, and connecting trails with neighborhoods and destinations.

The proposed project work plan is described below and includes a process of working closely with city staff to develop signage standards for typical trail conditions. It is desired that the sign design developed is simple and legible in order to minimize construction, installation, and maintenance costs. The first phase of signage is planned to be installed in the spring of 2024.

WORK PLAN

Task 1 – Project Kick off & Organization

We will meet with city staff to review the project scope and desired deliverables. HKGi will develop city-wide base maps and collect precedent images of sign types and styles to review with staff. The kick off meeting will include a discussion of goals for trail signage, including discussion of development of a sign type hierarchy and sign concepts. We will review relevant recommendations from the Dakota County Greenway Wayfinding Guidebook: [Greenways Wayfinding Signage Standards Manual \(dakota.mn.us\)](https://www.dakota.mn.us/greenways/wayfinding-signage-standards-manual), and the Hastings People Movement Plan (2021).

Task 1 Meetings and Deliverables:

- Kick off meeting with staff
- Review precedent sign images
- Base maps & Existing Sign Inventory
- Stakeholder Coordination meeting with electric bike company
- Develop Preliminary Sign Type Hierarchy (3-4 sign types)
- Identification of trail conditions/scenarios and decision points where signs are needed

Task 2 – Develop Sign Concepts & Plan Document

Based on feedback from staff, we will develop draft and preferred sign type hierarchy and sign concept designs. Material selection and placement will be recommended in order to develop high level cost estimates for budgeting. Emphasis will be placed on a simple post and sign panel style that may be installed by city staff.

We will assemble the preferred sign type hierarchy, sign designs, maps, and costs into a plan document that will assist with trail signage implementation.

Task 2 Meetings and Deliverables:

- Final Sign Type Hierarchy
- City-wide map identifying sign placement locations
- Draft & Final Sign Concept Designs (which includes a standard sign type design for each situation, e.g. direct to community destination, trail intersection, mile markers)
- Graphic design of sign panels including size, color, fonts, and graphics (directional text, maps, etc.)
- Develop planning level cost estimates and prioritization
- Trail Wayfinding and Signage Plan document (PDF)
- Coordination and review meetings (2-3)

FEE PROPOSAL

Task	Fee
Task 1-Project Kick off and Organization	\$10,000
Task 2-Develop Sign Concepts & Plan Document	\$18,200
Expenses (mileage + printing)	\$500
Total	\$28,700

We look forward to the opportunity of helping the City of Hastings with such an important community project. Please call or email if you have any additional questions or need additional information. I can be reached at gabrielle@hkgi.com or 608-852-3370 (cell).

Sincerely,



Gabrielle Grinde, PLA
 Vice President
 HKGi