COMMUNITY SERVICES COMMISSION AGENDA

Regular CSC Meeting
Tuesday, September 18, 2018, 7:00 pm
Richfield Municipal Center (Heredia Room), 6700 Portland Ave

<table>
<thead>
<tr>
<th>Commission Members</th>
<th>Staff/Others</th>
<th>Liaisons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danielle Indovino Cawley, Joannette Cintrón de Núñez, Carolyn Engeldinger, Art</td>
<td>Jim Topitzhofer (Staff</td>
<td>Edwina Garcia (City Council)</td>
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<tr>
<td>Felgate, Anne Flake, Ronald Macklem, Ava Noack, Lisa Rudolph, Dan Smieja, Andy</td>
<td>Evans (Secretary)</td>
<td>Crystal Brakke (School Board)</td>
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<td>Soto, Kevin Wendt</td>
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1. Approval of Minutes/Agenda
   - Regular Meeting Minutes: July 17, 2018

2. Public Comment
   - Resident comment and items not printed on agenda

3. Welcome New Members
   - Ava Noack
   - Andy Soto

4. Staff Reports
   - Recreation Services (Topitzhofer)

5. Discussion Items
   - Washington Park Preliminary Site Plan (Topitzhofer)
   - 2019 Play Equipment Replacement Progress Report (Topitzhofer)

6. Action Items
   - Friends of Wood Lake Board Appointees (Rudolph)
   - Dog Park Proposal for Professional Services (Topitzhofer)

7. Committee Reports
   - Transportation Commission (Flake)
   - FOWL Board (Macklem)
   - Planning Commission (Smieja)
   - Arts Commission (Rudolph)
   - Friendship City Commission (Topitzhofer)
   - Honoring All Veterans Memorial (Smieja/Topitzhofer)
   - Organics Task Force (Topitzhofer)

8. Next Meeting
   October 16, 2018
   Richfield Municipal Center (Heredia Room), 6700 Portland Avenue

9. Adjournment
REGULAR COMMUNITY SERVICES COMMISSION REGULAR MEETING
Tuesday, July 17, 2018
Richfield Municipal Center (6700 Portland Ave)

Call to Order
Topitzhofer called the meeting to order at 7:06 pm.

Approval of Minutes/Agenda
Minutes and Agenda: Felgate moved to approve the minutes of the May regular meeting. Approved, ayes all.

Staff Reports
Recreation Services
Topitzhofer reported on the Richfield Pool and the 4th of July Celebration.

Discussion Items
Dog Park Planning Process
Topitzhofer summarized the project and explained the planning group that will be assembled, including members of the Rotary Club, Recreation and Public Works staff, two members of the CSC, and a consultant. Rudolph, Felgate, and Macklem expressed interest in serving on a planning group.

2019 Play Equipment Replacement Planning Process
Topitzhofer outlined the process for replacing the play equipment at Jefferson, Nicollet, and Taft Parks in 2019 (neighborhood meetings, RFP, selection committee, recommendation). Flake and Wendt expressed interest in serving on the committee.

Action Items
Friends of Wood Lake Board Appointment
Flake moved to appoint Kathryn Louis to a three-year term on the Friends of Wood Lake Board. Approved, ayes all.

Cancel August 21 Regular Meeting
Flake moved to cancel the August regular CSC meeting. Approved, ayes all.

Committee Reports
Friends of Wood Lake Board: Macklem was appointed as liaison. Planning Commission: Smieja reported. Arts Commission: Rudolph/Topitzhofer reported on the new $10,000/yr public art fund. Richfield Bandshell: Topitzhofer reported that the roof is roughed in. Organics Task Force: Topitzhofer reported that the group has a $15,000 grant from Hennepin County and the group has picked out two sites: Wood Lake Nature Center and Hope Church. Goal to open the sites by September 1.

Other/Next Meeting/Adjournment
Regular September Meeting: Tuesday, September 18, 7:00 pm, Richfield Municipal Center (6700 Portland Ave)
Adjournment: Basso moved to adjourn. Meeting adjourned at 8:00 pm.
Plans were prepared for Washington Park in conjunction with the plans for the 77th Street Underpass Project and the alignment of 18th Avenue (Richfield Parkway) with 77th Street. Proposed plan includes the addition of a new soccer field and an expanded parking lot which would eliminate the existing sledding hill. Some residents attending a project open house in March objected to the removal of the sledding hill. The attached site plan offers a solution to retain a sledding facility in the park.

A sledding hill can be added between the two fields, offering a place to sled during the winter and a spectator area during the soccer season. If we use a 3:1 slope (drop 1’ for every 3’ horizontal), the new sledding hill height will be about 20 feet. The existing hill is about 23 feet in height. The new sledding hill will have an east-west orientation which is better than the existing hill’s direct southern exposure to the sun.

A challenge still remains with the attached site plan pertaining to the field dimensions. Size recommendations for soccer fields differ by the age of participant:

- Minnesota Youth Soccer Association (MYSA) has field size requirements for up to U12 which are 135-165 feet (45-55 yards) in width and 210-240 feet (70-80 yards) in length.
- For U13 and older, MYSA defers to United State Soccer Federation (USSF) which is 225 feet (75 yards) in width by 336 feet (112 yards) in length.
- Minnesota State High School League requirements for high school fields are 165-240 feet (55-80 yards) in width by 300-360 feet (100-120 yards) in length with a 10-foot minimum shoulder.
- The most common field size for lacrosse play is 180 feet (60 yards) in width by 330 feet (110 yards) in length. It is also recommended to have an 18-foot (6 yard) shoulder around the field.

These requirements are somewhat flexible as field size around the metro area vary and are sometimes much smaller.

The size of the east field in the attached site plan is 210 feet wide (70 yards) and 336 feet in length (112 feet). The size of the west field is 180 feet wide (60 yards) and 336 feet in length (112 feet), quite a bit narrower that the east field. As a result, the west field would be used primarily as a practice field. There is a 10 foot buffer around the perimeter of each field.

Jim Topitzhofer will further discuss challenges in the field dimensions and other design factors at the meeting.
Funding for the replacement of play equipment at Taft Park, Jefferson Park and Nicollet Park was included in the capital improvement budget in 2019 in the amount of $225,000 as a combined project. A planning process was discussed at the last meeting and two Commission members stepped forward to join a planning committee. Anne Flake and Kevin Wendt will be joining Jim Topitzhofer during the week of October 1 to meet with a consultant to educate the group on inclusive playgrounds and offer specific advice about factors with each site. The group will report back to the Commission at the next meeting.
The Community Services Commission appoints members to the Friends of Wood Lake (FOWL) Board of Directors. Appointments are made throughout the year. Board members serve three-year terms and can be reappointed to multiple terms. The applicant being considered is a new appointee, Dustin Olson. The Q&A portion of the application is copied below (his contact information is all that has been excluded).

The Friends of Wood Lake has been raising money and awareness for Wood Lake Nature Center since 1990. Wood Lake is regarded by the community as a gem in the middle of the city, but financial challenges are inevitable as staff continues to find resources for building and trail maintenance, facility improvements, programming, and all of the things that are essential to continue operating for generations to come. We appreciate your interest in getting involved with the Friends of Wood Lake.

Please answer “Y” or “N”

<table>
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<tr>
<th>Y</th>
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I can attend most meetings (held on the third Thursday of each month, 5:30-7:30 pm, at Wood Lake Nature Center (the Board meets 10 times a year, skipping July and December).

| ☐ | ☐ |

I will volunteer at one or more of these Wood Lake events: Halloween (October), the Urban Wildland running event (July), or Candlelight and Ice (December 31).

| ☐ | ☐ |

I will help represent Wood Lake at events held in the community by staffing tables, attending social functions and business gatherings.

| ☐ | ☐ |

I will help solicit prizes and sponsorships for the annual FOWL dinner, Wood Lake’s largest fundraiser.

| ☐ | ☐ |

I will attend the FOWL dinner on the last Friday in April, helping with the selling of tickets, silent auction etc.

Please check all that apply

☐ FUNDRAISING (soliciting prizes, grant writing, etc)  ☐ PUBLIC RELATIONS  ☐ FINANCE  ☐ GRAPHIC DESIGN  ☐ OTHER Project Management

What are the reasons you would like to join the Board?

As a 14 year member of the community and a nature enthusiast, I feel it is my duty to help in any way I can to preserve and continue to grow the Wood Lake nature preserve for future generations to enjoy. Also, as Richfield continues to grow, and popularity of the community increases, I would like to ensure that the current resources are not compromised in any way.

Civic, Professional and Community Activities

<table>
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<tr>
<th>Occupation</th>
<th>References (Optional)</th>
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<tbody>
<tr>
<td>Manufacturing Engineer</td>
<td>Pat Bergin</td>
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☐ CHECK HERE: I have read and understand the duties and expectations of the Friends of Wood Lake board as written above.
WSB and Associates has prepared the attached proposal for professional services to help plan, design, bid out and manage the construction of a dog park in Richfield. The project is included in the 2019 Capital Improvement Budget in the amount of $80,000. WSB has been pre-approved as a vendor for professional services by the City and the Public Works Department has worked with them extensively on street and storm water projects. WSB has also worked for the Recreation Services Department with recent projects including the Monroe Park Storm Water Project, Taft Park Fishing Pier, Marlene Glaus Wildlife Overlook and the perimeter trail project at Wood Lake Nature Center. WSB has also designed a number of dog park facilities around the metro.

Jim Topitzhofer will discuss details of the proposal at the meeting. The next step is to schedule a planning meeting with the consultant and the following committee members:

- Laura Briggs, Richfield Rotary
- Art Flegate, CSC
- Ronald Macklem, CSC
- Lisa Rudolph, CSC
- Chris Walsh, Richfield Rotary
September 14, 2018

City of Richfield
Attn: Jim Topitzhofer
Richfield Community Center
7000 Nicollet Avenue
Richfield, MN 55423

RE: Richfield Dog Park – Plan Development and Construction Administration

Dear Mr. Topitzhofer:

WSB & Associates is pleased to present this proposal for services related to the Richfield Dog Park Project. The scope of services presented in this proposal are based on discussions with the City of Richfield. WSB will coordinate with all necessary support staff and complete all work in accordance with the master services contract for City Engineering Services between WSB and the City of Richfield.

PROJECT UNDERSTANDING
The dog park project will be the first dog park for the City of Richfield. The City, working with WSB, will conduct a site selection process for a dog park that can be expandable as needs and funds become available. A park site will be selected which is currently owned by the City of Richfield. Site selection and design will be performed in the fall of 2018 through the winter/spring of 2019 with the desire to quote the project and begin construction in the spring/summer of 2019. The project has a total budget of $80,000 which includes professional services and construction costs.

BASE SCOPE OF SERVICES
1. **Project Kickoff Meeting:** The general purpose of this meeting is to confirm key individuals, staff members, stakeholders, etc. who will be involved in the project or have information that will affect the project, and general review and discussion about the issues and concerns related to this project. In addition, a list of design considerations will be discussed to allow a stakeholder group to review the city’s park system for potential sites.

2. **Site Selection:** Following the kickoff meeting, the stakeholder group will visit and assess potential park sites for the future dog park. The stakeholder group will narrow the selection down to 3 to 5 sites. WSB will meet with the stakeholder group following their city-wide review and discuss their findings. This meeting will be to determine the most preferred site and preferred amenities.

3. **Conceptual Design:** Following site selection, WSB will visit the selected site and conduct an inventory and analysis of the proposed location. WSB will prepare plans, photos, product info, and other drawings necessary to describe the design, materials, colors, textures in sufficient detail for the OWNER to grasp the appearance and function of the proposed dog park. Plans will be developed utilizing aerial images and LIDAR topography. Should topographic survey or a boundary survey be required, this can be provided as an additional service.
   a. Review concept design with OWNER and stakeholder group
   b. An estimate of the cost to construct these improvements will be refined based on these documents. From this estimate the OWNER shall determine which of the improvements fit within the current budget and shall be included in the final phase of design, (Construction Documents).
4. **Construction Documents:** Once the design options are fully explored and selected through the services listed above, WSB will prepare final Construction Documents for the improvements as approved by the OWNER for inclusion in this project. These documents shall be illustrative with enough information and content for the OWNER to pursue competitive quotes for the construction of the improvements. Specific scope of work for this task will include:
   a. Construction Plans including:
      i. Site Layout Plan
      ii. Construction Details
      iii. Associated notes and specifications
   b. Based on conversations to date, it is not currently anticipated that any electrical improvements or utility improvements will be required for this first phase. It is also assumed that the selected park will have an existing parking area and a concrete walk to meet ADA guidelines will be the only design feature requiring grading and design. Costs and coordination will be accounted for and accommodations made should the OWNER want to install lighting, drinking fountain, or other improvements in the future.
   c. Prepare Final Cost Estimate

5. **Permits:**
   a. WSB will coordinate with the City of Richfield to verify any necessary local grading permits and/or building permits (if required).
   b. It is currently assumed that an NPDES Phase II stormwater permit will not be required for this project.
   c. WSB will confirm with the City (LGU) whether or not a watershed permit will be required, it is currently assumed a permit will not be required.

6. **Bidding Assistance** – It is understood that the project will be bid/quoted by prospective bidders. WSB will provide services for bidding assistance associated with the project including the following:
   a. Distribute plans and specifications to perspective bidders.
   b. Collect and respond to questions from Prospective Bidders
   c. Issue addenda as necessary
   d. Collect quotes and prepare tabulation of bids
   e. Prepare letter of recommendation for contract award

7. **Deliverables:**
   a. One complete paper and digital set of plans, specifications and final estimate of probable construction costs at 50% completion, 90% completion, and 100% final completion.
   b. Addenda during bidding
   c. Bid tabulation
   d. Letter of recommendation to award contract

8. **Contract Administration and Site Progress Meetings:**
   a. Conduct Pre-Construction Conference: Facilitate the pre-construction conference. Meeting minutes will be prepared and distributed to all the attendees.
   b. Site Progress Meetings: Attend up to 3 site progress meetings during periods of active construction during the project to allow for pro-active communication with the contractor and OWNER, which will maximize efficiency during the construction. Meeting minutes will be prepared and distributed to all the attendees. These meetings will allow WSB to:
      i. Become generally familiar with and to keep the OWNER informed about the progress and the quality of the portion of the Work completed. Note: this does not include exhaustive or continuous on-site inspections to check the quality or quantity of the Work.
ii. Determine in general if the Work is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents.

iii. Report to the OWNER known deviations from the Contract Documents.

c. Review submittals & shop drawings.
d. Answer contractor questions and provide design intent and clarification for any issues that may arise during the project.
e. Review pay applications prepared by contractor and make recommendations regarding payment.
f. In the event of changed conditions during the project, WSB will prepare and distribute any necessary change orders to expedite the work in the field.
g. Substantial completion meeting and punchlist.

MEETINGS TO BE HELD AT THE CLIENT’S OFFICE OR SITE:

1 – Project Startup / Kickoff Meeting
1 – Site Selection Meeting
1 – Site Inventory and Analysis Meeting
1 – Concept Design review meeting (50%)
1 – Construction Document review meeting (90%)
1 – Quote Review meeting
1 – Pre-construction Meeting
3 – Site Progress Meetings
1 – Substantial Completion / Punchlist Meeting

FEES FOR PROFESSIONAL SERVICES

Fees for the services outlined in the proposal above will billed on an hourly basis with a not-to-exceed total of $18,000.00. Below is a breakdown of the various components of this work:

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Project management / Design Meetings (6)</td>
<td>4,000.00</td>
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<tr>
<td>Site Selection</td>
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<tr>
<td>Conceptual Design</td>
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<tr>
<td>Construction Documents</td>
<td>3,500.00</td>
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<tr>
<td>Bidding Process</td>
<td>1,500.00</td>
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<tr>
<td>Contract Administration / Site Meetings (5)</td>
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**TOTAL NOT-TO-EXCEED FEE**: $18,000.00

B. REIMBURSABLE EXPENSES

The following list includes the anticipated reimbursable expenses that will be billed in addition to consulting fees.
- permit fees / application fees

C. ADDITIONAL SERVICES

1. Any additional work or change in project scope will be completed on an hourly basis to be billed in accordance with WSB & Associates’ general services contract with the City of Richfield.

D. CONDITIONS AND EXCLUSIONS

1. We will provide all of the professional design services, required to complete the plans and specifications as required for bidding the improvements for this project except the following:
   a. Topographical and/or boundary survey
   b. Utility design (storm, sanitary, water, electrical, etc.)
   c. Hazardous waste engineering
   d. Archeological services
   e. Wetland delineations and permitting
   f. Ecological design services
Richfield Dog Park Proposal
September 14, 2018
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g. Irrigation Design
h. Geotechnical Investigation and recommendations
   WSB can add these items to our scope at additional fee if they become required.

2. Any additional work or change in project scope will be completed on an hourly basis to be
   billed in accordance with WSB & Associates’ general services contract with the City of
   Richfield.

3. City of Richfield may terminate project with written notice but shall be responsible for fees
   incurred to date.

Thank you again for the opportunity to present this proposal. If you would like us to proceed with the
above work, please sign the statement provided below and return the executed copy to me at your
convenience. If you have any questions regarding this proposal, please contact me at 763-231-4844.

Sincerely,

WSB & Associates, Inc.

Robert A. Slipka
Senior Landscape Architect

ACCEPTED BY:

City of Richfield

By: ____________________________

Title: _________________________

Date: _________________________