



# COMMUNITY SERVICES COMMISSION AGENDA

## Regular CSC Meeting

Tuesday, January 15, 2019, 7:00 pm

Richfield Municipal Center (Heredia Room), 6700 Portland Ave

Commission Members	Staff/Others	Liaisons
Danielle Indovino Cawley, Joannette Cintrón de Núñez, Carolyn Engeldinger, Art Felgate, Anne Flake, Ronald Macklem, Ava Noack, Lisa Rudolph, Dan Smieja, Andy Soto, Kevin Wendt	John Evans ( <i>Secretary</i> ) Chris Link ( <i>Public Works</i> ) Kris Weiby ( <i>Recreation Services</i> )	Edwina Garcia ( <i>City Council</i> ) Crystal Brakke ( <i>School Board</i> )

### 1. Approval of Minutes/Agenda

- Regular Meeting Minutes: November 20, 2018

### 2. Public Comment

- Resident comment and items not printed on agenda

### 3. Staff Reports

- Recreation Services (*Weiby*)

### 4. Discussion Items

- Play Equipment Replacement Project (*Link, Flake, and Wendt*)

### 5. Action Items

None

### 6. Committee Reports

- Transportation Commission (*Flake*)
- FOWL Board (*Macklem*)
- Planning Commission (*Smieja*)
- Arts Commission (*Rudolph*)

### 7. Next Meeting

Tuesday, February 19, 2019, 7:00 pm

Richfield Municipal Center (Heredia Room), 6700 Portland Avenue

### 8. Adjournment

**DRAFT MINUTES UNTIL APPROVED BY THE CSC.**

November 20, 2018

**REGULAR COMMUNITY SERVICES COMMISSION REGULAR MEETING**

**Tuesday, November 20, 2018**  
**Richfield Municipal Center (6700 Portland Ave)**

<b>PRESENT</b>	<b>CSC:</b> Kevin Wendt, Carolyn Engeldinger, Lisa Rudolph, Art Felgate, Andy Soto, Ava Noack <b>STAFF:</b> Jim Topitzhofer, John Evans
<b>ABSENT</b>	<b>CSC:</b> Anne Flake, Dan Smieja, Ron Macklem, Joannette Cintrón de Núñez, Danielle Indovino Cawley <b>PLAN COM:</b> Rick Jabs <b>COUNCIL:</b> Edwina Garcia <b>SCHOOL BOARD:</b> Crystal Brakke

**Call to Order**

Topitzhofer called the meeting to order at 7:01 pm.

**Approval of Minutes/Agenda**

**Minutes and Agenda:** Felgate moved to approve the minutes of the regular October meeting and this evening's agenda. Approved.

**Staff Reports**

**Recreation Services (Topitzhofer)**

-Organics Drop-Off Sites Program funding was approved by Hennepin County and the program has begun, with 395 people signed up.

**Discussion Items**

**Play Equipment Replacement Status**

Topitzhofer summarized the plan to replace play equipment at Jefferson, Nicollet, and Taft Parks. He reported on a subcommittee meeting held with Wendt, Flake, and a play equipment vendor, where they talked about inclusive playgrounds and possible locations for such a playground, including the possibility of Augsburg Park. Topitzhofer said that the sub-committee is almost ready to hold neighborhood meetings and write a request for proposal, but they will need to have some direction regarding the location of an inclusive play structure. The group concluded that Augsburg is the best location for an inclusive park, but 2021 is too far out; the group recommended replacing Augsburg Park possibly in 2020 and moving Donaldson to 2021, and keeping Jefferson, Nicollet, and Taft in 2019 (none entirely inclusive, but with inclusive elements).

**Potential Holiday Lights Event**

Rudolph reported that a discussion occurred on Facebook about having holiday lights at Augsburg Park. She said that the group has begun to discuss low-cost options for festive holiday decorations or happenings in the park. Engeldinger said that the group was excited about some kind of winter celebration and lights, possibly later in the winter. Noack mentioned that a lot of foot traffic on the path can disrupt the grooming of the RHS Cross Country Ski trail. The suggestion was made to hold an event in February, to avoid disruption of the ski season, possibly with ice luminaries along the walking path. Topitzhofer said that the City would have to do any lighting of trees because of liability, etc. but one of the little crab apple trees could be decorated.

**Action Items**

**Cancellation of December Meeting**

Engeldinger moved to cancel the regular December meeting of the Community Services Commission. Approved.

**Committee Reports**

**Arts Commission:** Rudolph reported. **Honoring All Veterans Memorial:** Topitzhofer reported. **Organics Task Force:** Topitzhofer reported.

**Other/Next Meeting/Adjournment**

**Regular January Meeting:** Tuesday, January 19, 7:00 pm, Richfield Municipal Center (6700 Portland Ave).

**Adjournment:** Meeting adjourned at 8:49 pm.



# RICHFIELD COMMUNITY SERVICES COMMISSION EXECUTIVE SUMMARY

Meeting Date: January 15, 2019

<b>Agenda Item</b> <i>Nicollet/Jefferson/Taft Parks Play Equipment Replacement</i>	<b>Agenda Section</b> <i>Discussion Items</i>
<b>Attachments</b> <i>Park Site Map, Project Timeline</i>	<b>Contact</b> <i>Chris Link/Kris Weiby</i>
<b>Recommended Action</b> <i>None</i>	

Nicollet, Jefferson, and Taft Parks are all scheduled for new play equipment in 2019. The amount approved in the 2019 Capital Improvement Budget for all three parks is \$225,000, which will be written into one request for proposal. Work on the projects will be performed simultaneously, beginning after September 1 and completed later that Fall. Anne Flake and Kevin Wendt are serving as the Community Services Commission representatives on the committee that will score the proposals and make a recommendation for the award of contract, along with staff from Recreation Services and Public Works. A timeline for the replacement of equipment at all three parks is attached.

The first step is to conduct a meeting of the Nicollet Park neighborhood, prior to the February Community Services Commission at 6:30 pm at the Municipal Center, to determine the neighbors' general preferences for the project; Nicollet Park is located at 6300 1<sup>st</sup> Avenue (the Jefferson Park meeting will be held prior to the March meeting; Taft Park, being a community athletic facility, would not include a neighborhood meeting). CSC members are invited to the neighborhood meeting, but are not required to attend. The existing play equipment site will be used for the new equipment at all three parks. See the Nicollet Park site map below.



# Jefferson/Nicollet/Taft Parks

## Play Equipment Replacement

### TIMELINE

<b>First neighborhood meeting</b> <i>Jefferson or Nicollet</i>	Tue, February 19, 6:30 pm <i>Prior to Community Services Commission meeting</i>
<b>Second neighborhood meeting</b> <i>Jefferson or Nicollet</i>	Tue, March 19, 6:30 pm <i>Prior to Community Services Commission meeting</i>
<b>Play Equipment Subcommittee meeting</b> <i>Determine specifications for RFP</i>	Sometime before the first week of April
<b>Solicit proposals.</b> <i>Ad placed in the Sun; RFP sent out to vendors</i>	First or second week of April
<b>Proposals due</b>	Early May (about a month after RFP)
<b>Play Equipment Subcommittee meeting</b> <i>Score proposals; determine recommendation</i>	Early May
<b>Bring contract/quote to Community Services Commission</b>	Tue, May 21
<b>Bring contract/quote to Council</b>	Tue, June 11 (for Vets, this was July)
<b>Remove existing equipment</b>	After September 1
<b>Install new equipment</b>	By end of season (mid-October)