



**Parks Committee Meeting  
Wednesday, July 26, 2023  
6:00 PM**

**Due to the Covid-19 Virus the July 26, 2023 Parks Committee meeting will be held remotely and in person using the Zoom video conference application.**

**Instructions for Participating in the Meeting Remotely Via Zoom**

Options for Joining the Zoom Meeting:

- **RECOMMENDED:** Use your computer, tablet or smart phone to join the meeting by logging on to
    - <https://us02web.zoom.us/j/83939996189?pwd=VU9xdnZkMGFJT0E2TVYYyc1JQNmFXZz09>  
Meeting ID: (839 3999 6189)  
Passcode: 827235
- Dial-in Number (to call in to the meeting)  
+1 312 626 6799. When prompted, enter Meeting ID: 839 3999 6189

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
  - A. Minutes of the June 28, 2023 Parks Committee Meeting
- 5. Business**
  - A. Park Dedication Fund Balance
  - B. Tree Donation
  - C. Levee Plantings
  - D. Town Square Park
- 6. Adjournment**

City of Afton  
Parks Committee Meeting Minutes  
Wednesday, June 28, 2023  
6:05PM

Attendees: Committee members; Grant Jensen, Bob Dickie, Nicolas Livingston III; Jane Tar; Julie Zeidel, Angela Tangen, city council liaisons Stan Ross, Ken Johnson.

May minutes were not yet available and will be reviewed next meeting.

Approval of the Agenda

Business:

**A. Park Dedication Recommendation for Preliminary Plat at 4857 Manning Avenue**

Ron Morse presented the development, and the committee unanimously agreed to accept parks dedication funds.

**B. Pollinator Trail at City Hall**

1. The new prairie area was sprayed with an herbicide that is killing a majority of the new plants, so the area will largely need to be started again from scratch. Committee member Jensen will put together a budget for restarting the prairie with seeds and plugs and present it to Ron Morse. The area is now roped off to prevent it from being sprayed or mowed again.
2. Committee member Jensen will be available at City Hall on Thursdays at 7pm for garden maintenance, and any committee members are welcome to join.

**C. Meadow Ridge**

1. Council member Jensen spoke with Tara Kelly from WCD and reported that the project is behind the original schedule due to dry weather. The seeding has not been done yet because it likely would not have taken off. The seeding will likely start this fall. Adjustments will have to be made to maintenance budget, as the 3-years and \$50,000 budget from the CPL Grant is static.

**D. Levee Plantings**

Committee member Jensen proposed the questions from WCD to complete the CPL grant application:

1. Elissa and/or Tara from WCD will go ahead and write the proposal and present it to the city council on July 18<sup>th</sup>.
2. Council member Ross stressed the importance of the approval from the Army Corps of Engineers. Because the levee certification was so difficult to get and is so important to the city, it is imperative that we need a bulletproof, in-writing sign off from the Corps that the levee will remain certified.
3. We will plan on installing the plantings with volunteer labor, which will also go toward the 10% match required for the grant. We may or may not be able to have Committee member Tar's students bussed out to help.

4. City Works is not able to do any maintenance on the levee site, so a 3<sup>rd</sup> party maintenance will have to be included in the grant.

**E. Town Square Park**

1. We will focus next meeting on reviewing the parks planning proposal to decide which services are relevant. We will work toward a revised 5-year plan.

**F. Motion to adjourn**

# **Parks Committee Memo**

## **Meeting: July 26, 2023**

**City of Afton**  
**3033 St. Croix Trl, P.O. Box 219**  
**Afton, MN 55001**

To: Parks Committee Members

From: Ron Moorse, City Administrator

Date: July 13, 2023

Re: Park Dedication Fund Balance

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The Park Dedication Fund balance as of June 1, 2023 is \$310,191



June 26, 2023

Mr. Ron Moorse  
 City of Afton  
 3033 Saint Croix Trail  
 PO Box 219  
 Afton, MN 55001

Re: Professional Services Proposal – Town Square Park Master Plan

Dear Mr. Moorse:

I am pleased to submit this letter proposal on behalf of WSB & Associates, Inc. (Consultant) to the City of Afton (Client) to complete professional consulting and design services for Town Square Park.

#### A.1 PROJECT UNDERSTANDING

It is understood that the City of Afton seeks professional planning services to create a master plan for the Town Square Park to guide future improvements and development in alignment with community needs and desires, and City budgets.

The professional services for this project are based on 2023 services and hourly rates.

#### B.1 SCOPE OF SERVICES

##### B.1.1 PROJECT KICK-OFF

- (1) Project Management and Project Kick-Off Meeting: Consultant will attend an in-person meeting with City staff to review the work plan, project schedule and overall expectations of the park planning effort. We will confirm project stakeholders and discuss overall programming ideas, project goals and deliverables. Consultant will prepare and distribute meeting summary notes to those in attendance.
- (2) Site Review: Following the kick-off meeting the Consultant will undertake a site visit with the Client to review current site development and to identify site opportunities and constraints.
- (3) Data Collection & Base Map: The Consultant will collect all relevant project data for use in the master planning process. Using a combination of Lidar and aerial imagery, the Consultant will prepare a base map suitable for use for the planning process.

##### B.1.2 COMMUNITY ENGAGEMENT

- (1) Alternate - Council & Commission Meetings: Consultant will attend City Council and Commission meetings to gather input, allow for decision making, and to provide planning updates. Some potential options include:

- A. Project Vision and Goals: Meeting to identify viewpoints of the Commissions and Council related to overall project goals, park vision, and desired outcomes. The overall design process will also be shared to identify any additional engagement ideas or potential stakeholders for outreach.
  - B. Schematic Plan Findings: Meeting to share community feedback outcomes of the schematic plan options.
  - C. Preferred Plan Review: Meeting to present the preferred plan for review and feedback.
  - D. Final Plan: Meeting to present the final plan for approval and adoption.
- (2) Alternate - Social Media: Consultant will assist the Client with developing content for use on the Client's social media outlets (Facebook, Twitter, Instagram, etc.). Assumes providing imagery and text for up to three postings.
- (3) Online Interactive Map: Consultant will develop a project page utilizing Social Pinpoint which is an online forum with an interactive map that can be used through various forms of social media and devices. This map provides a tool where users can drag and drop pins on a map to leave comments related to the park, such as things they like, dislike, idea generation, or general comments. Community surveys can be linked to this platform to provide additional feedback to guide the planning process, including providing reviews and feedback of schematic design plan preferences. Includes a \$500 licensing fee, one initial 5-question input survey, and one concept preference survey.
- (4) Alternate - Community Event / Pop-Up Meeting: Consultant will facilitate pop-up meetings or attendance at community events in order to go where people are for quick and easy input through local events and activities. Assumes up to 8 hours for 2 staff for each event to include preparation of boards and events, travel time, setup and takedown, facilitation of a 3-hour event, and follow up summary notes. Consultant will coordinate with the Client to determine the events and locations.
- (5) Alternate - Open House Meeting: Consultant will facilitate Public Open House meetings at select times in the planning process to gather ideas and feedback from the community, as desired by the Client. Some potential options include:
- A. Project Visioning & Brainstorming: Interactive meeting to inform the public of the upcoming planning process, brainstorm goals and ideas, and identify concerns or desires from those in attendance.
  - B. Schematic Plan Options: Consultant will present schematic plan options for review and feedback to help guide planning efforts and decision-making for a preferred plan.
- (6) Alternate - Stakeholder Interview Meetings: Consultant will collaborate with Client to identify select project stakeholders who may have more specific information and feedback related to the park planning project for one-on-one in person interview meetings. Assumes up to 8 hours for 2 staff to attend up to five 1-hour back to back meetings all on the same day, travel time, and meeting summary notes.

**B.1.3 PARK PLANNING DESIGN SERVICES**

- (1) Schematic Design Options: Consultant will prepare up to two schematic site design layout options for review and feedback. The options will explore the overall site design as it relates to form, function, and aesthetics. Plans will illustrate varying options for improvements and development taking into consideration park aesthetics, safety, recreational uses, pedestrian circulation, and connectivity.
- (2) Design Review Meeting: Consultant will facilitate a virtual design review meeting with the Client to review the schematic plan options to answer questions and identify any minor adjustments needed prior to taking them to the community for review and feedback.
- (3) Preferred Master Concept Plan: Based on the outcome of feedback of the schematic plan options and overall preferences, the Consultant will prepare a preferred concept plan that combines the most desired plan elements and approach.
- (4) Estimate of Probable Costs: Consultant will prepare high level estimates of the proposed improvements and development to allow for future budgeting and phasing of the improvements.
- (5) Design Review Meeting: Consultant will facilitate a virtual design review meeting with the Client to review the preferred concept plan and estimate of probable costs to answer questions and identify any minor adjustments needed prior to finalizing the master plan.
- (6) Project Memo: Consultant will prepare a memo outlining the design process and outcomes for documentation, allowing future changes in staff, councils, and commissions to identify previous planning objectives and decisions.

**B.2 EXCLUSIONS**

- B.2.1 The following items are excluded from this Agreement; however, Consultant can provide these professional services for additional compensation by amendment to this Agreement.
- (1) Base topographical survey services for the creation of an accurate autocad drawing of the existing park site identifying existing development, contours, spot grades, trees, and utilities.

**B.3 ADDITIONAL SERVICES**

- B.3.1 Development of 3-D graphics that illustrate proposed designs similar to anticipated real-world conditions to include up to four (4) perspective locations.
- B.3.2 Additional services may be added upon approval by both Client and Consultant via amendment to this Agreement.

## C.1 PROPOSED FEES, SCHEDULE AND ACCEPTANCE

C.1.1 **Base Scope of Services:** The following items are the Base Scope of Services, with corresponding fees for consideration. The Consultant will work with the Client to tailor the planning services for final contract approval.

- (1) Project Kickoff = \$2,800
  - A. Project Management
  - B. Kick-Off Meeting
  - C. Site Review
  - D. Data Collection & Base Map
- (2) Community Engagement = \$2,000
  - A. Social Pinpoint Interactive Map
- (3) Park Planning Design Services = \$6,800
  - A. Schematic Design Options
  - B. Preferred Master Concept Plan
  - C. Estimate of Probable Costs
  - D. Memorandum
  - E. Design Review Meetings (2-virtual)

C.1.2 **Alternate Scope of Services:** The following items are Alternate a la carte design services with corresponding fees for consideration that can be added into the base scope of services as deemed appropriate. The Consultant will work with the Client to tailor the planning services for final contract approval.

- (1) Social Media = \$800
- (2) Community Event / Pop-Up Mtg = \$2,200 / each
- (3) Open House Mtgs = \$1,000 / each
- (4) Stakeholder Mtgs = \$2,200 (1-day event)
- (5) Council and Commission Mtgs = \$800 / each
- (6) 3-D Visual Graphics of Final Plan = \$3,000

## D.1 SCHEDULE

A project schedule will be prepared once the final planning approach approved by the Client has been established. It is anticipated that the planning project would take approximately 5 to 6 months to complete.



**ACCEPTANCE**

This letter represents our entire understanding of the project scope. If the City of Afton is in agreement, the necessary contract documents can be provided and signed. WSB will start work upon receipt of a signed contract.

Sincerely,

WSB



Candace Amberg  
Sr. Landscape Architect



Jason L. Amberg  
Director of Landscape Architecture