



CITY OF WEST ST. PAUL

1616 HUMBOLDT AVENUE, WEST ST. PAUL, MN 55118

PARKS AND RECREATION ADVISORY COMMITTEE MEETING

APRIL 11, 2017 AT 5:30PM

HARMON PARK NEIGHBORHOOD CENTER

1. **Roll Call**
2. **Adopt Minutes**
- 2.A. **Approve March 14, 2017 Minutes**

Documents:

MAR 14.pdf

3. **New Business**
- 3.A. **Consider Parks & Recreation Department Mission Statement**

Documents:

4-11-17 WSP Mission Statement - Draft (2).pdf

- 3.B. **Marthaler Park Redevelopment**

Documents:

Council Memo - Approve Consultant Contract for Marthaler Park Project 18-3.pdf

4. **Old Business**
- 4.A. **Easter Celebration Update**
- 4.B. **Update on Sports Complex Phase 2 Construction**
5. **Other**
- 5.A. **Council Updates**
- 5.B. **Updates from The Assistant Director**
6. **Adjourn**

*If you need an accommodation to participate in the meeting, please contact the ADA Coordinator at
651-552-4100, TDD 651-322-2323 at least 5 business days prior to the meeting*

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MINUTES
WEST ST. PAUL PARKS & RECREATION ADVISORY COMMITTEE MEETING
March 14, 2017

Park & Rec. Members Present: Bonnie Bellows, Bob Gausman, Dave Lynch, Mike Petrasek

Non-voting Members Present: Assistant Parks and Recreation Director, Dave Schletty; Parks and Public Works Secretary, Sharon G. Hatfield, Clpn. Dave Napier

1. **REVIEW/APPROVE MINUTES**

Chair Petrasek Called the meeting to order at 5:32 pm. The February 14, 2017 minutes were approved.

2. **NEW BUSINESS**

No New Business.

3. **OLD BUSINESS**

a. **Art Park Update**

Assistant Parks and Recreation Director Schletty told the committee that the park maintenance staff will install an “old bench at the Art Park.” The bench will be located at the “back end” of the concrete circle. There is currently no funding for any [new features] in the park. Schletty said that all of the brush has been removed from the park. Clpn. Napier said that funding requests for next year should be submitted. Future plans may include solar-powered photo boxes. The ones at Dodge Nature Center cost \$200 each and work very well. Napier said that the Kiwanis Club may help with funding, as well as the Rotary Club. Member Bellows asked about putting a trash receptacle at the park.

b. **Sport Complex Update**

The city has hired a consultant to help with the Sport Complex renovation. The renovation will include the horseshoe court and the plaza area. (There are also plans to renovate the irrigation system.) The committee will look at plans at its next meeting. There are ADA issues that need to be addressed in the slope of the plaza area. There are also modifications on field two. The lighting contract has been approved by council. The plan now is to get as much work done before the softball season starts, (early April.)

The concession stand has been “gutted out.” It has been expanded inside and LED lighting has been installed. An epoxy floor was put in and the wall by the sink has been demolished. The furnace has been replaced.

4. **OTHER**

a. **Council Update**

i. **Committee Appointments**

Napier reported that committee appointments have been “held up,” in the open council work session. The concern was that the [openings] were not promoted enough. Schletty commented that, “we went through ten

applicants.” There are two reappointments needed for Parks and Recreation: Bellows and Lynch. The Environmental Committee “needs work.”

ii. Buckthorn Removal

City parks are being consumed by buckthorn growth. Napier talked about obtaining funding for buckthorn removal through grant writing. Napier said, “Bud [Shaver]’s good at writing grants.”

iii. Emerald Ash Borer (EAB)

Council has approved a two-year commitment to addressing EAB. The effort has been expanded to treating ash trees. The city treated 400 trees last year. The city will treat 340-400 trees this year. Residents may treat their private trees at a fifty percent discount.

b. Assistant Director Update

- i. Egg Hunt**-The Egg Hunt event is scheduled for the Saturday before Easter, [April 15.] Volunteers should arrive at 9:00 am. Petrasek will ask for funding from the Boosters.
- ii. Movies in the Park Series**-Bellows said that the series looks good. .
- iii. Oakdale Park**- Two residents have requested that a Ga-ga pit be built in Oakdale Park. The committee was amenable to the pit installation. The costs to building the pit were minimal.
- iv. Golf Course**- Schletty is meeting with the golf course manager to discuss this year’s opening. The golf course may be open in as little as 10 days. Last year’s opening was on March 12.
- v. Marthaler Park**- Schletty has sent out an RFP for the Marthaler Park renovation. The results from the RFP will be brought to council on April 10. An open house regarding the plans is scheduled for May.

5. ADJOURNMENT

The committee members adjourned at 6:07 pm. The next Park and Recreation Committee meeting will be held on Tuesday, April 11, 2017 at 5:30 pm.

Respectfully submitted,
Sharon G. Hatfield

West St. Paul Parks and Recreation Mission Statement

It is the mission of the West St. Paul Parks and Recreation Department to strengthen our community image, provide safe quality parks and facilities, and promote healthy lifestyles and character building through affordable programs and recreational opportunities to all residents and visitors.

TO: Mayor and City Council
THROUGH: Ryan Schroeder, Interim City Manager
 Ross Beckwith, Parks & Rec./PW Dir.
FROM: Dave Schletty, Asst. Parks & Rec. Dir.
DATE: April 10, 2017
SUBJECT: Approve Consultant Contract for Marthaler Park Project 18-3



City of West St. Paul

The current approved CIP for 2018 includes \$1.5M for park improvements at Marthaler Park. The current master plan for this park was completed in 2001. As with previous park projects, including Harmon Park and the Sports Complex, the master plan needs to be updated prior to developing a specific improvement project for 2018. Master Planning for the park will include input from staff, Parks & Rec Advisory Committee, City Council and the public. This will insure the project includes all the current needs of the community.

Staff solicited RFP's (Request for Proposals) from six consulting landscape architecture firms for planning & design services and construction management for the Marthaler project. They will be working for us from the master planning process this year through the entire construction project in 2018. City staff reviewed & ranked each of the five proposals that were submitted (listed below). Based on this, staff is recommending the consulting firm of WSB & Associates for this project. Their not-to-exceed fee amount to complete the work is \$103,568.

Contractor	Bid Amount
SGA Group, Inc	\$97,250
WSB & Associates	\$103,568
Bolton and Menk, Inc	\$114,980
SRF Consulting Group, Inc	\$118,997
Hoisington Koegler Group, Inc	\$140,750

WSB is the consultant that is currently completing the Garlough/Marthaler River to River Trail Master Plan and the City's updated Comp. Plan. They have a lot of experience with similar projects in other communities, including recent work in South St Paul. Therefore staff feels they are a good fit for the Marthaler Park project.

FISCAL IMPACT:

The City Council has approved \$1.5M in the 2018 CIP for the Marthaler Project. The not-to-exceed fee amount for the consultant contract for the project will be \$103,568.

		Amount
Fund:	403	
Department:	43100	
Account:	40226	\$103,568

STAFF RECOMMENDATION:

Staff recommends that the City Council approve the consultant contract with WSB & Associates for a total not to exceed contract amount of \$103,568 for landscape architecture services on the park Master Plan and site development for the Marthaler Park Project 18-3.

C: Robert Slipka, WSB & Associates