

TO: Park & Recreation Commission Members
FROM: Bill Waller, City Administrator
Chris Fortsch, Administrative Assistant
Jon Steffes, Summer Recreation Director
DATE: March 14, 2023
RE: Meeting Notice
Monday, March 20, 2023
5:30 p.m., La Crescent City Hall
315 Main Street

AGENDA

1. Consideration of meeting minutes – July 18, 2022.
2. Update on the City's Comprehensive Park & Recreation Plan. On October 24, 2022, the City Council held a public hearing and adopted the Plan as presented.
3. Update on Wieser Park Improvement Project. The City Council has awarded a bid to construct the pavilion at the park. A copy of the plan is included. To date the City has received approximately \$556,000 in donations towards the construction of the pavilion. The City Engineer is currently preparing plans and specifications for the construction of the new parking lot and storm water improvements in the park. A copy of the preliminary engineering report is also included.
4. Review the section from the City's Comprehensive Park & Recreation Plan regarding maintenance guidelines, trail monitoring, and park ordinances. Information included.
5. Review draft of a City ordinance for Parks, Playgrounds, and Public Grounds. A copy of the draft ordinance is included.
6. Review of the Natural Resource Advisory Groups 2023 work plan. A copy of the work plan is included.
7. Review preliminary engineering report regarding paving the parking lot at Old Hickory Park and a new parking lot off South 7th Street. A copy of the engineering report is included.
8. Wagon Wheel Trail pedestrian bridge engineering award – information included.
9. Review an agreement with MSA to complete an ADA access audit and transition plan for the City's Park and Recreation facilities. A copy of the agreement is available. Dan Schmitt will be available via zoom at the April 17th Park & Recreation Commission meeting to review the agreement. There are funds in the City's 2023 general fund budget of this expenditure.
10. Next meeting date – April 17, 2023. Agenda items: ADA access audit, review 2023 summer recreation program, additional items.
11. Additional discussion items.
12. Adjournment.

Please call either Chris or Bill at 895-2595, or e-mail us at cfortsch@cityoflacscent-mn.gov or bwaller@cityoflacscent-mn.gov, if you will not be able to attend, have questions, or need more information.

Thank you.

#1

TO: Honorable Mayor and City Council Members
Park and Recreation Commission Members
FROM: Bill Waller, City Administrator
DATE: July 22, 2022
RE: Meeting Minutes
July 18, 2022

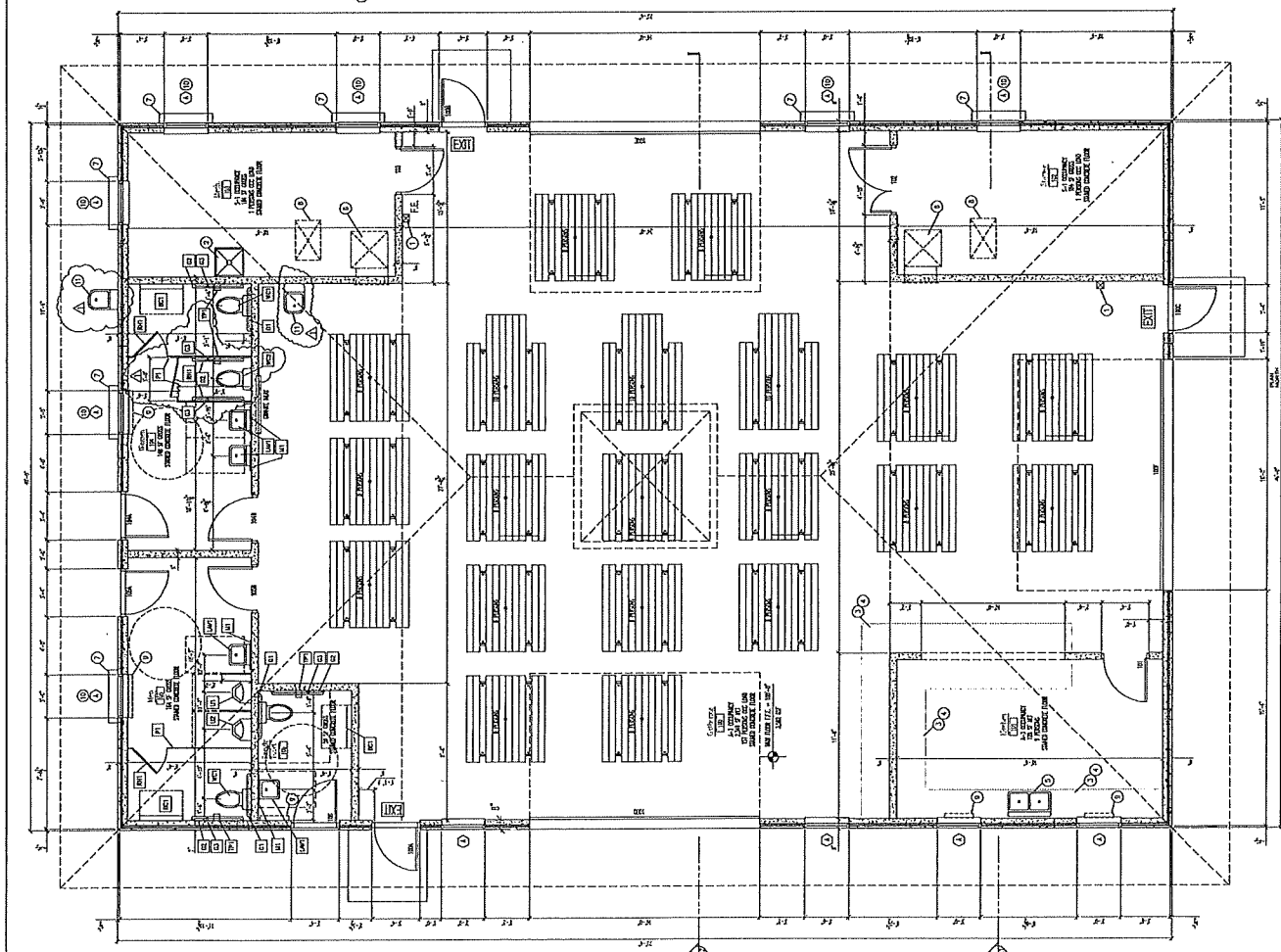
The La Crescent Park and Recreation Commission met at 5:30 p.m., on Monday, July 18, 2022, in the City Council Chambers at the La Crescent City Hall. The following members were present: Jon Steffes, Paul McLellan, Sarah Wetterlin, Patti Martell, and Marge Loch-Wouters. Commission members Diana Adamski and Maseray Bangura were not in attendance. Also in attendance were Teresa O'Donnell-Ebner, Chris Fortsch and Bill Waller.

1. It was the consensus of the Commission to approve the minutes of the June 28, 2022 Park and Recreation Commission meetings as presented.
2. The Commission discussed public comment at the meeting, and agreed to provide a time after the presentation from MSA for the public to offer their comments.
3. Becky Binz and Dan Schmitt from MSA were in attendance at the meeting via Zoom to review the final draft of the update to the City's Comprehensive Park & Recreation Plan and the next steps in the adoption process for the Plan. The review by MSA focused on the content and highlights of the Plan, recommendations and an implementation schedule for the Plan, along with final edits to the Plan. Discussion by the Commission followed.
4. Public comments were received from 11 individuals in attendance at the meeting about various components of the updated Comprehensive Park & Recreation Plan.
5. It was the consensus of the Commission to recommend to the City Council adoption of the update to the City's Comprehensive Park & Recreation Plan as presented.
6. The Commission had discussion regarding the use of City parks for a variety of purposes. The Commission has identified a work plan that includes the development of a policy on park usage, the development of an ordinance prohibiting certain activities in natural spaces, and the development of a maintenance plan for the City's natural spaces.
7. It was agreed that the next Park & Recreation Commission meeting would be held towards the end of September, at a date to be identified in the future.
8. There being nothing further to discuss, the meeting was adjourned at approximately 6:41 pm.

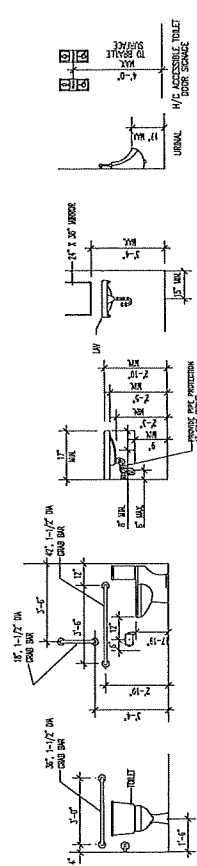
January 20, 2023


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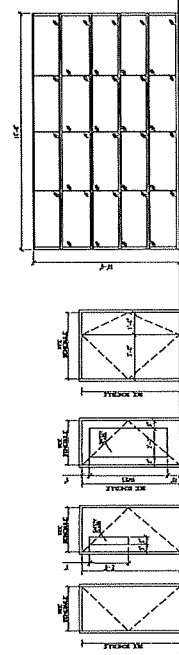
Service Sink:
(1) Service Sink Room



FIXTURES & ACCESSORIES SCHEDULE		SEE ITEM 3100 FOR MORE LIGHTING & FIXTURES	
NO.	DESCRIPTION		
BT	3"X 3" DIM. 1-1/2" DIA.		
BT	4"X 2" DIM. 1-1/2" DIA.		
BT	1"X 2" DIM. 1-1/2" DIA.		
PT	SOLID PYRAMID COM. PARTITION SYSTEM		
BT	ROSE HOOD- HOOD MOUNTED		
BT	TUBET JAMES REPOUNDER		
LT	ADA-ACCESSIBLE WALL-MOUNT LAUNDRY		
LT	2"X 1/2 3"X 1" COMPART		
LT	ADA-HIGHT COMPART BOWL TUBET		
LT	STANDARD TUBET CLANICATED BOWL TUBET		
LT	ADA WASHING HOIST BOWL		
LT	STANDARD WASHING HOIST BOWL		
LT	WALL-MOUNTED BATH CHARGE SYSTEM		

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1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>177</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>178</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>179</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>180</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>181</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>182</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>183</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>184</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>185</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>186</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>187</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>188</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>189</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>190</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>191</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>192</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>193</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>194</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>195</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>196</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>197</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>198</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>199</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>200</td><td>2-1/2" x 1-1/2"</td><td>EXTERIOR</td><td>PAINTED</td><td>1</td><td>-</td><td>1</td><td>1</td><td>1</td><td>1</td></tr></table>										FIRST FLOOR		SECOND FLOOR		THIRD FLOOR		FOURTH FLOOR		FIFTH FLOOR		101A	1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	102	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	103	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	104	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	105	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	106	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	107	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	108	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	109	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	110	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	111	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	112	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	113	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	114	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	115	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	116	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	117	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	118	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	119	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	120	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	121	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	122	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	123	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	124	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	125	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	126	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	127	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	128	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	129	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	130	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	131	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	132	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	133	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	134	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	135	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	136	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	137	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	138	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	139	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	140	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	141	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	142	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	143	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	144	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	145	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	146	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	147	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	148	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	149	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	150	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	151	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	152	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	153	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	154	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	155	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	156	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	157	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	158	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	159	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	160	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	161	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	162	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	163	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	164	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	165	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	166	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	167	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	168	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	169	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	170	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	171	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	172	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	173	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	174	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	175	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	176	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	177	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	178	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	179	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	180	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	181	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	182	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	183	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	184	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	185	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	186	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	187	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	188	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	189	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	190	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	191	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	192	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	193	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	194	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	195	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	196	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	197	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	198	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	199	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1	200	2-1/2" x 1-1/2"	EXTERIOR	PAINTED	1	-	1	1	1	1
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SECTION		MARKING GROUP		FINISHES		101	EXTERIOR DOOR	1-1/2"	EXTERIOR DOOR	1-1/2"	EXTERIOR DOOR	1-1/2"	EXTERIOR DOOR	1-1/2"	EXTERIOR DOOR	102	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	103	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	104	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	105	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	106	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	107	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	108	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	109	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	110	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	111	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	112	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	113	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	114	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	115	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	116	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	117	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	118	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	119	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	120	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	121	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	122	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	123	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	124	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	125	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	126	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	127	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	128	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	129	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	130	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTERIOR DOOR	2-1/2" x 1-1/2"	EXTER																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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3 Door & Frame Types
A2.0 1/4" = 1'-0"

1 Floor Plan 1/8" = 1'-0"

517

- FIELD VISION
-
- ALUMINUM FRAME

Wieser Memorial Park Shelter

Wieser Memorial Park Shelter

Wieser Memorial Park Shelter

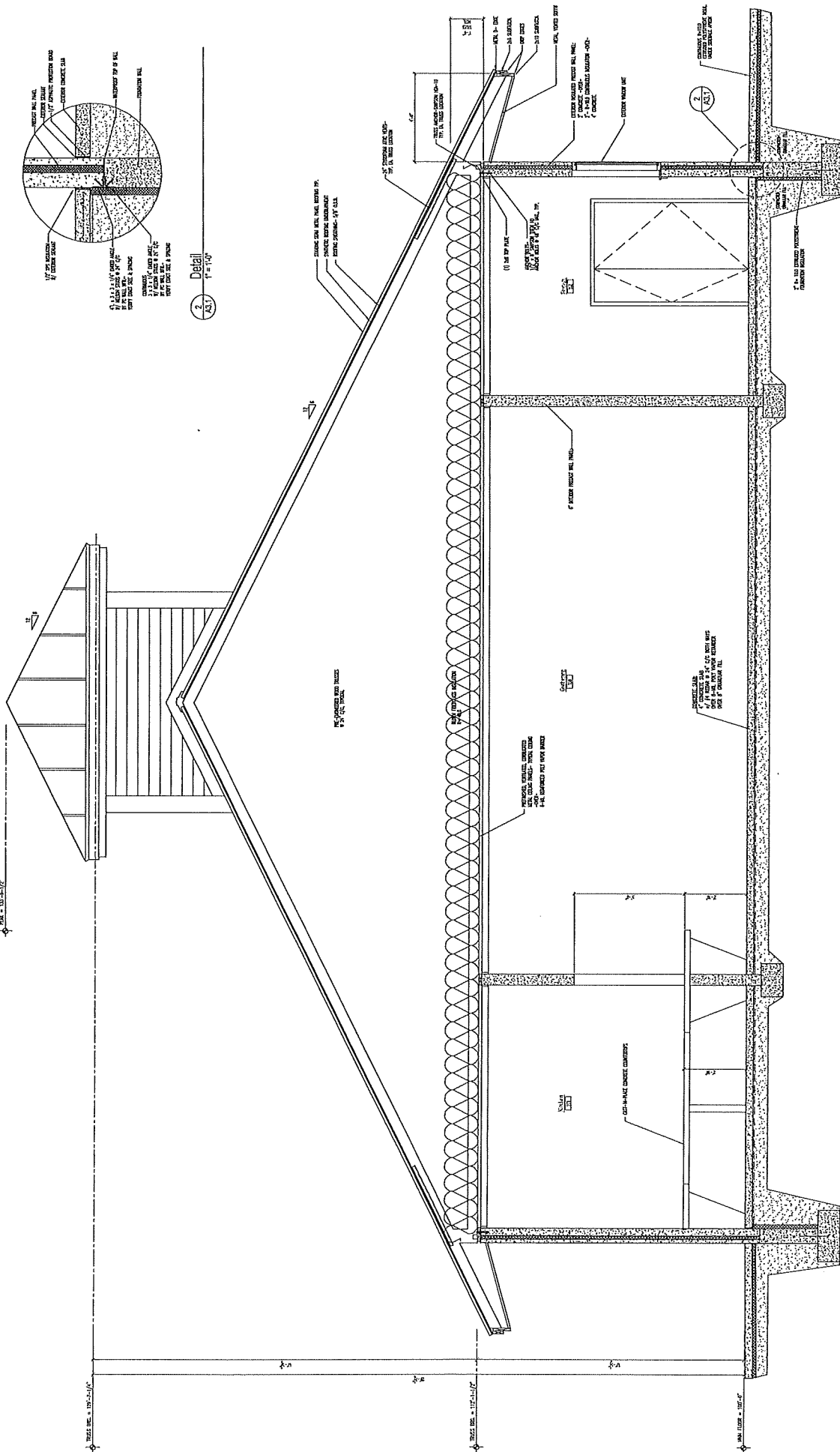
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Wieser Memorial Park Shelter

Wieser Memorial Park Shelter

Wieser Memorial Park Shelter

Wieser Memorial Park Shelter



2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com

#3



December 7, 2022

Mr. Bill Waller
City Administrator
City of La Crescent
315 Main Street
La Crescent, MN 55947

RE: La Crescent, MN
Wieser Park
Feasibility Report

Dear Bill:

The City of La Crescent requested a feasibility report for improvements to Wieser Park. The park is located on County Road 6 next to the Horse Track Meadows development.

The report will assist in determining the feasibility of the proposed project. The proposed project location is shown on the attached figure.

The scope of this feasibility report includes a summary of the existing conditions, recommendations for park improvements, preliminary hydraulic analysis with a storm water treatment design, a finished floor elevation for the proposed shelter, an opinion of probable construction costs, and an anticipated schedule.

Existing Conditions

Currently, the site is a public park consisting of two playgrounds, a twenty foot by forty foot pavilion, bathrooms, a 10,500 S.F. parking lot, and 4.17 acres of green space. Private utilities are located along County Road 6. Public utilities enter the park from Trifecta Avenue on the east side of the property, stopping at the right-of-way. A 4" watermain connects to a 4" gate valve on Trifecta Avenue. Additionally, a 6" sanitary main connects to the manhole at the proposed driveway for the park.

Proposed Construction

The proposed park improvements include a new shelter, parking lot, pickleball courts, and splash pad.

The parking lots and pickleball court will have a typical section consisting of geotextile fabric, 12" select granular borrow, 8" aggregate base, and 6" perforated PVC. Both parking lots will have a 4" bituminous surface and the pickleball court will have a 5" concrete surface.

A detailed list of construction items can be found in the Appendix. Figure 1 shows the proposed utility, grading, and site plans for the subdivision. The table and figures can be found in the Appendix.

Permits

The following permits are required for this project:

- MPCA Construction Stormwater Permit

Opinion of Construction Costs

The following cost opinions, shown in more detail in the Appendix, are based on anticipated 2023 construction costs. Please note that construction costs may change significantly after an extended period of time. The cost opinions contained in this report should be updated if more than one year elapses before construction begins.

The estimated total project construction cost to reconstruct Wieser Park as described is **\$914,100**. The cost opinion includes an 15% allowance for engineering and a 10% allowance for construction contingencies.

- | | |
|--------------------------------|-------------------|
| • Park Improvements | \$ 403,800 |
| • Storm Water Improvements | \$ 55,600 |
| • Reconstruct Existing Parking | \$ 159,400 |
| • Pickleball Court | \$ 295,300 |

The splash pad is not included in the cost opinion. No allowance has been provided for financing. A breakdown of costs is shown in the Appendix.

Preliminary Hydraulic Analysis

Since 1.2 acres of impervious area was added to the site, storm water treatment is needed to meet MS4 requirements. As shown in Figure 1, a dry filtration basin was placed in the SE corner of the site.

Proposed Floor Elevation

The finished floor elevation for the pavilion is proposed to be 717.5'. This elevation is six inches above the elevation of the existing shelter. If the splash pad is constructed in the proposed location, the existing shelter pad would need to be raised six inches.

Recommendations and Schedule

This project is feasible from an engineering standpoint. It is recommended that the City conduct a legal and fiscal review of the proposed project.

The City Council should review this report and provide direction on the project. The following schedule outlines the tasks and associated timelines for the project to be completed:

- | | |
|---|----------------|
| • Receive Engineer's Feasibility Report | December, 2022 |
| • Approve Plans and Specifications and Authorize Advertisement for Bids | February, 2023 |
| • Receive Bids | March, 2023 |
| • Award Contract | March, 2023 |
| • Begin Construction | May, 2023 |
| • Complete Construction | Summer, 2023 |

Mr. Bill Waller
City of La Crescent
Page 3 of 3

Please contact us with any questions.

Sincerely,

WHKS & co.

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Timothy A. Hruska, P.E., L.S.
License No. 44930

TAH/ams

Cc: Ann Schick, WHKS - File

Appendix

Engineer's Opinion of Probable Construction Costs

Wieser Park Improvement

La Crescent, MN

7319.22

6-Dec-22

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	Mobilization	1	LS	@	\$50,000.00	\$50,000.00
2	Remove and Salvage Sign	3	Each	@	\$100.00	\$300.00
3	Remove Hydrant	1	Each	@	\$500.00	\$500.00
4	Remove Chainlink Fence	182	LF	@	\$5.00	\$900.00
5	Remove Concrete Curb & Gutter	60	LF	@	\$4.00	\$200.00
6	Remove Concrete Sidewalk	677	SF	@	\$3.00	\$2,000.00
7	Common Excavation (P)	4,675	CY	@	\$10.00	\$46,800.00
8	Geotextile Fabric, Type 7 (P)	980	SY	@	\$4.00	\$3,900.00
9	Subgrade Preparation	1.0	LS	@	\$2,000.00	\$2,000.00
10	12" Select Granular Borrow Placed (P)	330	CY	@	\$15.00	\$5,000.00
11	Aggregate Base, Class 5 (P)	220	CY	@	\$35.00	\$7,700.00
12	Type SP 12.5 Bituminous Wearing Course	108	Ton	@	\$160.00	\$17,300.00
13	Type SP 12.5 Bituminous Non-Wearing Course	108	Ton	@	\$160.00	\$17,300.00
14	Concrete Curb & Gutter Design B624	135	LF	@	\$30.00	\$4,100.00
15	5" Concrete Walk	5,363	SF	@	\$10.00	\$53,600.00
16	6" Concrete Walk	390	SF	@	\$12.00	\$4,700.00
17	6" Concrete Driveway Pavement w/ Reinforcement	25	SY	@	\$90.00	\$2,300.00
18	6" PVC Sanitary Clean-Out	1	Each	@	\$500.00	\$500.00
19	F&I 6" PVC Pipe Sewer	440	LF	@	\$60.00	\$26,400.00
20	Connect to Existing Sanitary Sewer	1	Each	@	\$1,500.00	\$1,500.00
21	F&I 4" Watermain	190	LF	@	\$90.00	\$17,100.00
22	Connect to Existng Watermain	1	Each	@	\$1,500.00	\$1,500.00
23	6" Perf PVC Pipe Cleanout	2	Each	@	\$250.00	\$500.00
24	6" Perf PVC Pipe Drain	690	LF	@	\$8.00	\$5,500.00
25	8" Perf PVC Pipe Drain	425	LF	@	\$10.00	\$4,300.00
26	F&I 18" HDPE Storm Sewer	405	LF	@	\$35.00	\$14,200.00
27	F&I 18" RCP, Class III	65	LF	@	\$50.00	\$3,300.00
28	F&I 18" RCP Apron	1	Each	@	\$1,500.00	\$1,500.00
29	Construct Nyloplast Structure	6	Each	@	\$4,000.00	\$24,000.00
30	Construct Structure, Type 1	3	Each	@	\$4,200.00	\$12,600.00
31	Connect to Existing Storm Sewer	1	Each	@	\$1,000.00	\$1,000.00
32	Clean Course Sand (CV) - Filtration Basin	470	CY	@	\$25.00	\$11,800.00
33	Filtration Topsoil (CV) - Filtration Basin	155	CY	@	\$40.00	\$6,200.00
34	Turf Establishment-Hydro Mulching & Seeding	1.2	Acre	@	\$4,000.00	\$4,800.00
35	Traffic Control	1	LS	@	\$5,000.00	\$5,000.00
36	Striping	1	LS	@	\$7,000.00	\$7,000.00
37	Inlet Protection	1	Each	@	\$200.00	\$200.00
			Construction Subtotal			\$367,500.00
			Contingency (10%)			\$36,800.00
			Engineering (15%)			\$55,100.00
			Total			\$459,400.00

Engineer's Opinion of Probable Construction Costs

Reconstructing Existing Parking Lot

La Crescent, MN

7319.22

6-Dec-22

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	Remove Tree	1	Each	@	\$650.00	\$700.00
2	Remove Bituminous Pavement	1175	SY	@	\$3.00	\$3,500.00
3	Remove and Salvage Sign	1	Each	@	\$100.00	\$100.00
4	Remove Concrete Curb & Gutter	60	LF	@	\$4.00	\$200.00
5	Common Excavation (P)	970	CY	@	\$10.00	\$9,700.00
6	Geotextile Fabric, Type 7 (P)	1,455	SY	@	\$4.00	\$5,800.00
7	Subgrade Preparation	1.0	LS	@	\$2,000.00	\$2,000.00
8	12" Select Granular Borrow Placed (P)	485	CY	@	\$15.00	\$7,300.00
9	Aggregate Base, Class 5 (P)	325	CY	@	\$35.00	\$11,400.00
10	Type SP 12.5 Bituminous Wearing Course	160	Ton	@	\$160.00	\$25,600.00
11	Type SP 12.5 Bituminous Non-Wearing Course	160	Ton	@	\$160.00	\$25,600.00
12	Concrete Curb & Gutter Design B624	195	LF	@	\$30.00	\$5,900.00
13	5" Concrete Walk	2,255	SF	@	\$10.00	\$22,600.00
14	6" Concrete Driveway Pavement w/ Reinforcement	25	SY	@	\$90.00	\$2,300.00
15	6" Perf PVC Pipe Cleanout	2	Each	@	\$250.00	\$500.00
16	6" Perf PVC Pipe Drain	425	LF	@	\$10.00	\$4,300.00
17	Striping	1	LS	@	\$7,000.00	\$7,000.00
					Construction Subtotal	\$127,500.00
					Contingency (10%)	\$12,800.00
					Engineering (15%)	\$19,100.00
					Total	\$159,400.00

Engineer's Opinion of Probable Construction Costs

Weiser Park Pickleball Courts

La Crescent, MN

9618

5-Dec-22

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	Mobilization	1	LS	@	\$50,000.00	\$50,000.00
2	Common Excavation (P)	680	CY	@	\$10.00	\$6,800.00
3	Geotextile Fabric, Type 7 (P)	925	SY	@	\$4.00	\$3,700.00
4	Subgrade Preparation	1.0	LS	@	\$2,000.00	\$2,000.00
5	12" Select Granular Borrow Placed (P)	340	CY	@	\$15.00	\$5,100.00
6	Aggregate Base, Class 5 (P)	230	CY	@	\$35.00	\$8,100.00
7	5" Concrete Court	8,320	SF	@	\$10.00	\$83,200.00
8	5" Concrete Walk	770	SF	@	\$10.00	\$7,700.00
9	Pickle Ball Net System	3	Each	@	\$2,500.00	\$7,500.00
10	10' Chainlink Fence w/ Posts	388	L.F.	@	\$100.00	\$38,800.00
11	Court Divider	3	Each	@	\$2,000.00	\$6,000.00
12	Pedestrian Gate	4	Each	@	\$1,200.00	\$4,800.00
13	Acrylic Surfacing & Striping	925	S.Y.	@	\$10.00	\$9,300.00
14	6" Perf PVC Pipe Cleanout	2	Each	@	\$250.00	\$500.00
15	6" Perf PVC Pipe Drain	350	LF	@	\$8.00	\$2,800.00
					Construction Subtotal	\$236,300.00
					Contingency (10%)	\$23,600.00
					Engineering (15%)	\$35,400.00
					Total	\$295,300.00

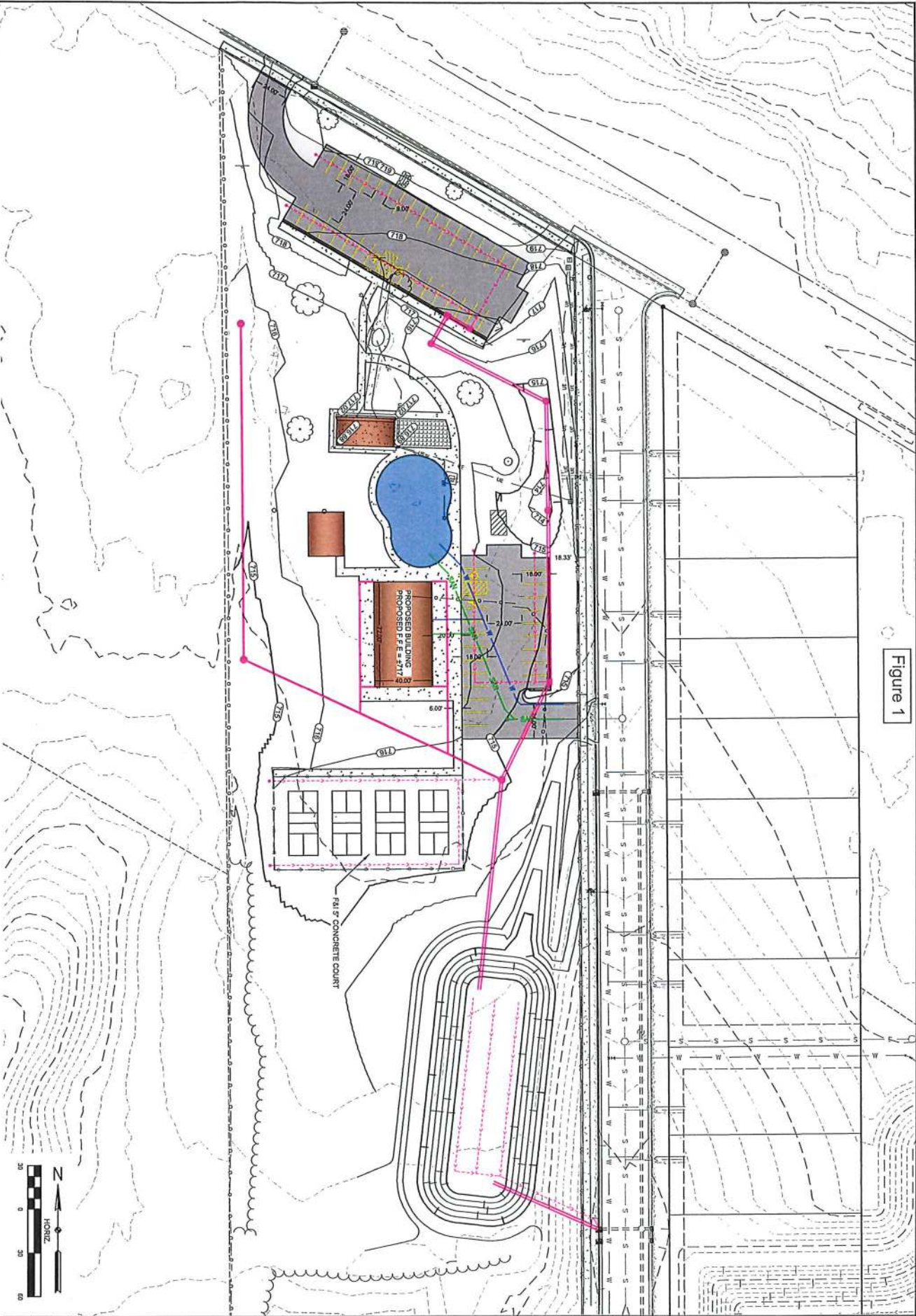


Figure 1

PROPOSED SITE & UTILITY PLAN

WIESER PARK
LA CRESCENT, MN
2023

REVISIONS

NO.	DATE	DESCRIPTION

I hereby certify that this plan, specification or report was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

PRELIMINARY ONLY - NOT FOR CONSTRUCTION

Name _____
Date _____ License No. _____



SCALE
AS SHOWN
WMS PROJECT NO.
0618
DRAWN BY
JPP
CHECKED BY
JPP
SHEET
1 OF 1

MAINTENANCE GUIDELINES

The following maintenance guidelines provide general recommendations for monitoring and maintaining natural surface trails. The objective is to keep the trails sustainable and minimize adverse impacts such as compaction, displacement, and erosion. Note that the guidelines are generic and not a substitute for trail-specific maintenance procedures that respond to local site conditions, soils, types and levels of use, and other factors.

MONITORING AND INSPECTION SCHEDULE

Trail monitoring and inspection should occur throughout the year to detect potential maintenance issues before unsustainable conditions or safety concerns arise. The following table provides an overview of inspections that can be completed during each season.

INSPECTIONS SCHEDULE

A routine inspection schedule is primary to staying on top of maintenance issues and taking care of problems at an early stage. The following suggests an overall seasonal approach to inspections.

Season	Inspection Focus
Spring	Inspect for damage due to winter seasonal uses and freeze-thaw cycles. Check for erosion, plugged culverts, user- and maintenance vehicle-caused damage, unauthorized uses, and other visible signs of tread imperfections. Record all occurrences and schedule maintenance on a priority basis. Also clear debris from the trails as soon as possible in the spring.
Summer	Conduct ongoing inspections to keep trail in a safe, usable condition. In addition to items listed for spring, also inspect vegetation growth and encroachment. Pay special attention to erosion issues, drainageways, and ditches that may have received heavy spring runoff. Record all problems and schedule maintenance on a priority basis.
Fall	Conduct ongoing inspections to keep the trail in a safe, usable condition. Focus on maintenance issues that should be taken care of before winter to avoid more damage during spring thaw. Special attention should be given to tread dips, drainage crossings, culverts, and drainageways that must be operational for spring runoff.
Winter	This is good time of year to check low areas and drainages that cannot be easily accessed during the summer. This includes culverts, ditches, and beaver ponds.

GUIDELINES FOR GENERAL MAINTENANCE PRACTICES

Maintenance practices for natural surface trails falls into a number of basic categories.

PROPER DESIGN AND CONSTRUCTION

The most important factor affecting trail maintenance is properly designing and constructing the trail in the first place using rolling grade techniques and the sustainable practices described in this manual. If a trail segment is found to require extensive maintenance each year to keep it sustainable, it should be redesigned. Refer to Guiding Principle #6 – Ensure that Trails Remain Sustainable in Section 3 – Principles of Ecological Sustainability for additional recommendations on dealing with trails that are proving to be unsustainable.

VEGETATION MANAGEMENT

Vegetation along the trail must be managed to maintain an acceptable clearance zone and preserve the integrity of the trail surface. This includes removal of encroaching vegetation by cutting and/or spraying of an approved herbicide by a licensed applicator. Cutting is the preferred method whenever possible, and the only acceptable approach in ecologically sensitive areas.

Where erosion has taken out vegetative cover, the cause should be addressed prior to restoration. Guiding Principle #5 – Provide Ongoing Stewardship of the Trail And Adjoining Natural Systems in Section 3 provides additional information related to managing and restoring vegetation along trails.

ROUTINE MAINTENANCE

Routine maintenance should be performed on natural trails to prevent simple problems from becoming unsustainable conditions. Routine maintenance typically includes:

- Finding and correcting problems while still small
- Predicting and preventing future problems
- Protecting tread from overuse and from uses the trail is not designed to accommodate
- Closing a trail during extremely adverse tread conditions, typically during spring breakup and other times when saturated soil conditions exist

Of the items listed, the last one is the most important in terms of preventive maintenance. Implementing agencies are encouraged to have set policies defining when trails are to be closed due to adverse tread conditions.

TRAIL MONITORING

Trail monitoring is typically done for four primary reasons: 1) to monitor for trail conditions that would present safety concerns for users; 2) to determine relative amounts of use and use patterns; 3) to determine impacts to the environment; and 4) to monitor for and immediately address any invasive plant incursions that occur along the trail.

Trail Conditions

This relates to monitoring for debris, fallen limbs, washouts, rutting, and vegetative growth, then scheduling maintenance to address findings. It also relates to monitoring signage and other built structures to ensure that they are in place and functioning properly.

Trail/Facility Use

This relates to monitoring the extent to which trails and trailheads are being used to determine if demand and user expectations are adequately being met. Trail and facility use monitoring is often done in concert with trail condition monitoring. With advances in technology, electronic traffic counters are more routinely used to document trail usage and monitor if closed trails are being used illegally.

Environmental

This relates to paying special attention to erosion, sedimentation, vegetative damage, off-trail/illegal riding damage, noise, and other factors causing impacts to the surrounding environment.

Monitoring should occur on a scheduled as well as random basis during the use season, typically an average of at least once each week, and preferably on a Friday, Saturday, or Sunday when trail activity is likely to be highest. Persons making these visits should use a common assessment form for each type of monitoring to record conditions encountered during each visit. Information gathered while monitoring trails should be used to determine thresholds for trail management actions, including maintenance scheduling, facility development, trail rehabilitation, and trail closures. Along with written assessment forms, photographs and noise monitoring equipment should also be used to record findings – especially in situations where an environmental concern might lead to trail restrictions or closure if not successfully remedied.

Controlling Invasive Species

As defined under Guiding Principle #5 – Provide Ongoing Stewardship of the Trail and Adjoining Natural Systems in Section 3, preventing the spread of invasive plants is a major concern of resource managers. Those involved in monitoring and maintaining trails should become familiar with contemporary practices for controlling invasive species and establish preventive programs for all trails. This starts with recognizing which activities facilitate the movement of invasive plants into natural settings and what can be done to limit this.

EXAMPLE TRAIL ORDINANCES

Chapter 8 - Public Property Ordinance (Madison, WI)

8.40 - Preservation of Conservation Parks

8.40(5)(c) In the city's conservation parks it shall be unlawful to remove, damage, or disturb any plant, wood, timber, rocks, stone, earth, signs, fences, or other materials which are part of the natural environment, unless written permission has been given by the Parks Superintendent.

8.40(8)(a) & (b) Any person who violates any provision of this section shall be subject to a forfeiture of not less than \$35 and not more than \$300. The removal, damage to or destruction of each plant or wildlife species shall be separate violation of this ordinance.

Betsie Valley Trailway Ordinance (Friends of the Betsie Valley Trail - Benzie County, Michigan)

Section 3.01 – Molesting Trailway Property. No person shall move, remove, damage, deface, or in any way molest or construct or alter any structure, fixture, tree, plant, shrub, rock, soil, turf, or any other natural or artificial thing or object in the Trailway System without first obtaining written approval of the Trailway Management Council.

Section 9 – Penalty. Violation of any rule contained herein shall constitute a civil infraction, punishable by a fine of not more than \$500. Unauthorized use of motor vehicles on Trail may be subject to impoundment of vehicle.

Parks and Trails Ordinance (Otter Trail County, MN)

VII. Protection of Property, Structures and Resources of Natural Features

It shall be unlawful for any person to:

- a. Intentionally remove, alter, injure or destroy any tree, other plant, rock, soil or mineral.
- b. Dig trenches, holes or other excavations.
- c. Introduce any plant, animal or other agent within a park.
- d. Harvest/grow/cultivate a controlled substance.
- e. Cut or gather wood.
- f. Engage in metal detecting.
- g. Transport, possess, or burn firewood.

X. Enforcement and Penalty

- a. The County Sheriff's Department, local law enforcement agencies and agents of the State Department of Natural Resources, in connection with duties imposed by law, shall enforce the provisions of this chapter.
- b. The Board shall have the right to adopt by resolution additional rules and regulations relative to this chapter.
- c. Nothing in this chapter shall prevent employees or agents of the county from performing their assigned duties.
- d. A person guilty of violating any provision of this chapter shall be guilty of a misdemeanor, pursuant to Minn. Stat. § 398.34.
- e. All fines collected under this chapter shall be deposited into the County Park Fund.

CITY OF LA CRESCENT, MINNESOTA**ORDINANCE NO. _____****AN ORDINANCE ADOPTING NEW CITY CODE – PARKS, PLAYGROUNDS, AND PUBLIC GROUNDS**

The City Council of the City of La Crescent, Minnesota hereby ordains as follows:

Section 1. A new City Code Chapter ____ entitled Parks, Playgrounds, and Public Grounds, is adopted as follows:

PARKS, PLAYGROUNDS, AND PUBLIC GROUNDS**APPLICATION.**

This Section shall apply to all parks, playgrounds and public grounds owned by or otherwise under the control of the city council within the municipal boundaries of the city, irrespective of whether or not any such lands are open to the unsolicited use thereof by city residents or other persons.

HOURS OF USE.

- (A) Unless otherwise posted, no person shall be present in or located upon any park, playground or other public ground, including parking areas appurtenant thereto, between the hours of 11:00 p.m. and 5:00 a.m. without the express written approval of the city council; provided, that this section shall not apply to persons who, without delay, are traveling through such parks, playgrounds, or public grounds upon established walks, paths and streets.

USES PROHIBITED.

- (A) No person not an employee of the city shall pick or cut any wild or cultivated flower or cut, break or in any way injure or deface any tree, shrub or plant or otherwise disturb or disrupt the soil or grounds of such public areas unless prior approval is obtained from the city.
- (B) No person not an employee of the city shall plant any wild, cultivated or exotic tree, shrub or plant.
- (C) No person shall kill, pursue, injure, molest, disturb or have in possession any species of wildlife including birds, waterfowl or other animals found within the confines of the park.
- (D) No person shall operate a motorized or electrified vehicle in any city park or trail, except on designated roadways and parking lots.

- (E) No person shall start any fire in any such public area.
- (F) No person shall tamper with, climb, deface, destroy, disturb, damage or remove any part of any park building, sign, light, table, grill, shelter, equipment or other property found therein.
- (G) No person shall disregard or fail to comply with any posted regulations, directional signs, barriers or other control devices located within any city park or public ground.
- (H) No person shall deposit, allow to accumulate or dispose of any inorganic waste in or upon a stated public area, except to place same in garbage receptacles provided therefor.
- (I) No person shall engage in boisterous, disruptive behavior, or excessively loud music or noise within or upon any stated public area or otherwise conduct himself so as to unreasonably disturb or aggravate another person or persons.
- (J) No person shall erect or place in any or upon any stated public area a tent, camping equipment or other temporarily located structure, nor shall any person leave any vehicle or movable structure which could be used for the purpose of overnight camping unless approved by the La Crescent City Council. No staking is allowed of said structures without written approval from the city.
- (K) No person shall place or erect any sign or advertisement on any park land, trees, structures or equipment located therein.
- (L) No person shall cast, deposit, throw, damage, lay, place or scatter upon any of the stated public areas, or in or upon any water located therein or adjacent thereto, any cigars, cigarettes, glass, bottles, nails, tacks, wire, crockery, cans or any other refuse matter. No person shall have in his possession any glass or other objects easily fragmented in or upon any water located within the park.
- (M) No person shall possess, consume or otherwise provide to others any controlled substance in any park, playground or public ground.
- (N) All dogs while within any park shall be on a leash and the person in control of the dog shall have in possession tools or equipment suitable for the sanitary pick-up, removal and disposal of all dog fecal matter.
- (O) No person shall possess, ride, or drive a horse in any park, playground, or public ground.
- (P) No person shall utilize any park, playground, or public ground for a for-profit enterprise.

VIOLATION; PENALTY.

- (A) Any person violating any of the provisions of this article shall be guilty of a misdemeanor.
- (B) Any person violating any of the provisions of this article may be expelled or ejected at such time from a park at the discretion of a law enforcement officer.

SEVERABILITY.

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court or administrative agency of competent

jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

The City may establish hours of operation or other rules or regulations regarding specific parks by future action of the City Council.

Section 2. This ordinance shall become effective upon its passage and publication.

ADOPTED this _____ day of _____, 2023.

SIGNED:

Mayor

ATTEST:

City Administrator

NATURAL RESOURCE ADVISORY GROUP
CITY OF LA CRESCNET
WORK PLAN
FEBRUARY 2023

Background

In December of 2018 the La Crescent City Council established the Natural Resource Advisory Group. The initial objective of the Natural Resource Advisory Group was to complete Audubon Minnesota's requirements to be designated a Minnesota Bird City.

On May 18, 2019, the Natural Resource Advisory Group sponsored the City's inaugural celebration of World Migratory Bird Day. The event was held at Vetsch Park and included a bird banding demonstration by biologists from the U.S. Fish and Wildlife Service. The flyer for the event is included.

In July of 2019 Audubon Minnesota recognized the City of La Crescent as a Minnesota Bird City. La Crescent became the fifth City in Minnesota to receive the designation. A copy of the letter from Audubon Minnesota is included.

In 2020 the World Migratory Bird Day was cancelled because of the COVID-19 health crisis. Planning resumed in 2022 for a World Migratory Bird Day, but that event was cancelled due to an outbreak of the bird flu.

Park Planning Process

In 2022 the City of La Crescent completed and adopted an updated Comprehensive Park & Recreation Plan. The City's Park and Recreation Commission, along with the Natural Resource Advisory Group, were instrumental in the preparation and adoption of the Plan.

The Natural Resource Advisory Group has identified the following items identified in the Plan as projects to include in their 2023 work plan:

1. Invasive species removal, with a focus on garlic mustard, buckthorn, and oriental bittersweet.
2. Establishment and on-going maintenance of scenic overlooks identified in the plan. A map showing the location of the scenic overlooks is included.
3. Establishment and on-going maintenance of goat prairies identified in the plan. A map showing the location of the goat prairies is included.
4. The development of a Forest Habitat Monitoring Plan to evaluate the health of existing trees and habitat.
5. Planning and sponsoring a World Migratory Bird Day.

The Natural Resource Advisory Group will work on City owned property, and will utilize members of the Group, along with community volunteers and City of La Crescent employees to complete the identified projects. The work will be performed in accordance with best management practices and accepted industry standards.

Celebrate **World Migratory Bird Day** **in La Crescent on May 18th**

Enjoy bird banding demonstrations from 7—11 A.M.
at Vetsch Park. Maps will be available for the city's
parks and trails.





Wednesday, July 17, 2019

Angie Boettcher
City of La Crescent
315 Main Street
La Crescent, MN 55947

To the Bird City Advisory Committee of La Crescent,

On behalf of Audubon Minnesota, we are pleased to inform you that La Crescent has achieved recognition as a Minnesota Bird City! We recognize the work that goes into meeting the Bird City criteria and composing the application for submission. La Crescent's accomplishments in this unique program showcase the many ways in which communities can come together and take actions that create healthier places for birds and people to live.

It has been a pleasure learning more about the great number of environmentally focused activities and programs taking place in the city of La Crescent. We were thrilled to read about La Crescent's community outreach and education offerings from the habitat stewardship events to the Wood duck nest box monitoring program. The depth of community investment in natural resources really shines through in each area you highlighted in your Bird City application.

We would like to extend special thanks to La Crescent's Bird City Advisory Committee members for their hard work and tremendous efforts! We look forward to presenting this committee and the city of La Crescent's leadership with Audubon Minnesota's Bird City recognition plaque, Bird City all-weather flag, and two all-weather Bird City highway signs at your upcoming formal recognition event. We encourage you to include La Crescent's mayor and city council members in this special event as their support plays a key role in shaping bird-friendly communities here in the great state of Minnesota.

Thanks to the ongoing support from the Environmental and Natural Resources Trust Fund, we look forward to expanding Bird City Minnesota through working with La Crescent and many more Bird Cities across the Minnesota landscape. Together, Minnesotans are creating healthier places for birds and people.

Sincerely,

Katie Burns
Bird City Program Manager, Audubon Minnesota

Rob Schultz
Vice President and Executive Director, Audubon Minnesota

Luis E. Ramirez, PhD
Conservation Director, Upper Mississippi Flyway, Audubon Minnesota

Eagles Bluff

Note: All trail features are approximate

McIntosh Trail
Improve trail to maintain minimum 32" width. Consider steps or handrails where slope exceeds 4:1 horizontal to vertical ratio.

Eagle's Bluff Loop Trail
Red Apple Trail
Red Apple Rocks Trail

Improve trail to maintain minimum 32" width. Consider adding switch backs, steps or handrails where slope exceeds 4:1 horizontal to vertical ratio.

Boy Scout Trail
Unnamed Trail
Trail Marker

Entrance/Gateway

Trail Wayfinding Signage

Property Boundary Signage

Overlook

Improve signage and documentation of viewshed.

Picnic Area

Significant Vegetation

Invasive Species Management

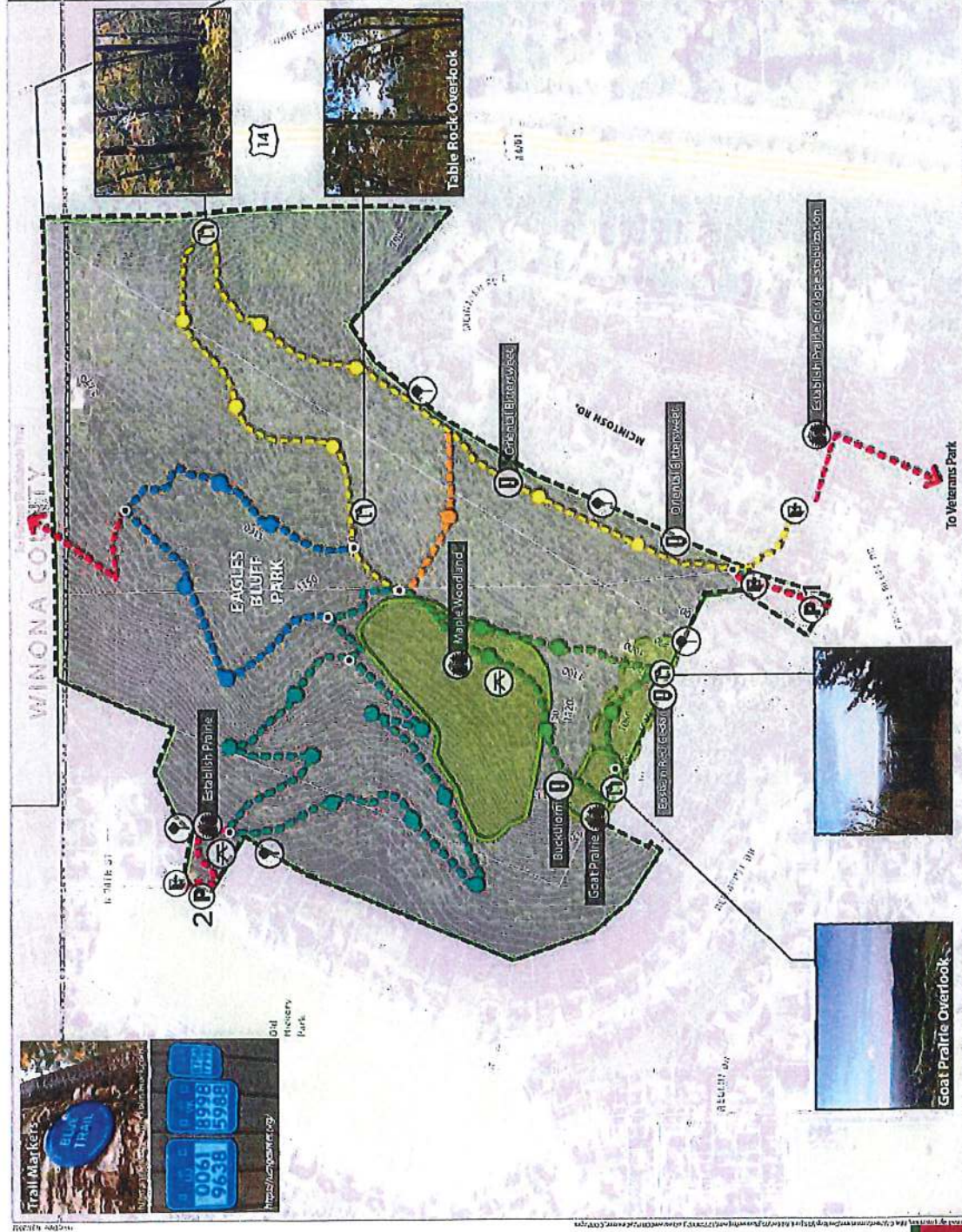
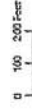
Parking

1- Possible off-street parking at Pump Station Parcel. (4-5 stalls)

2- On-street parking at Old Hickory (4-5 stalls)

Data Source:
Houston County (2022)
Camp Hill, Ohio (2015)
H/CONNS (2021)

REV 02.01.2022



Vetsch & Vollenweider Park

Note: All trail locations are approximate

Unimproved Trail

Add trail markers every 200 feet or as trail conditions require.

Accessible Trail

Improve trail to allow for ADA compliance to maximum extent practicable. Slopes less than 5%, firm, smooth, stable, natural surface, compacted or asphalt preferred. Develop route from accessible parking stall.

ADDED Trail

(approximate location)

REMOVED Trail

(approximate location)

Park Signage

Property Boundary Signage

Entrance/Gateway

Trail Signage

Overlook

Picnic Area

Significant Vegetation

Invasive Species Management

Trail Maintenance

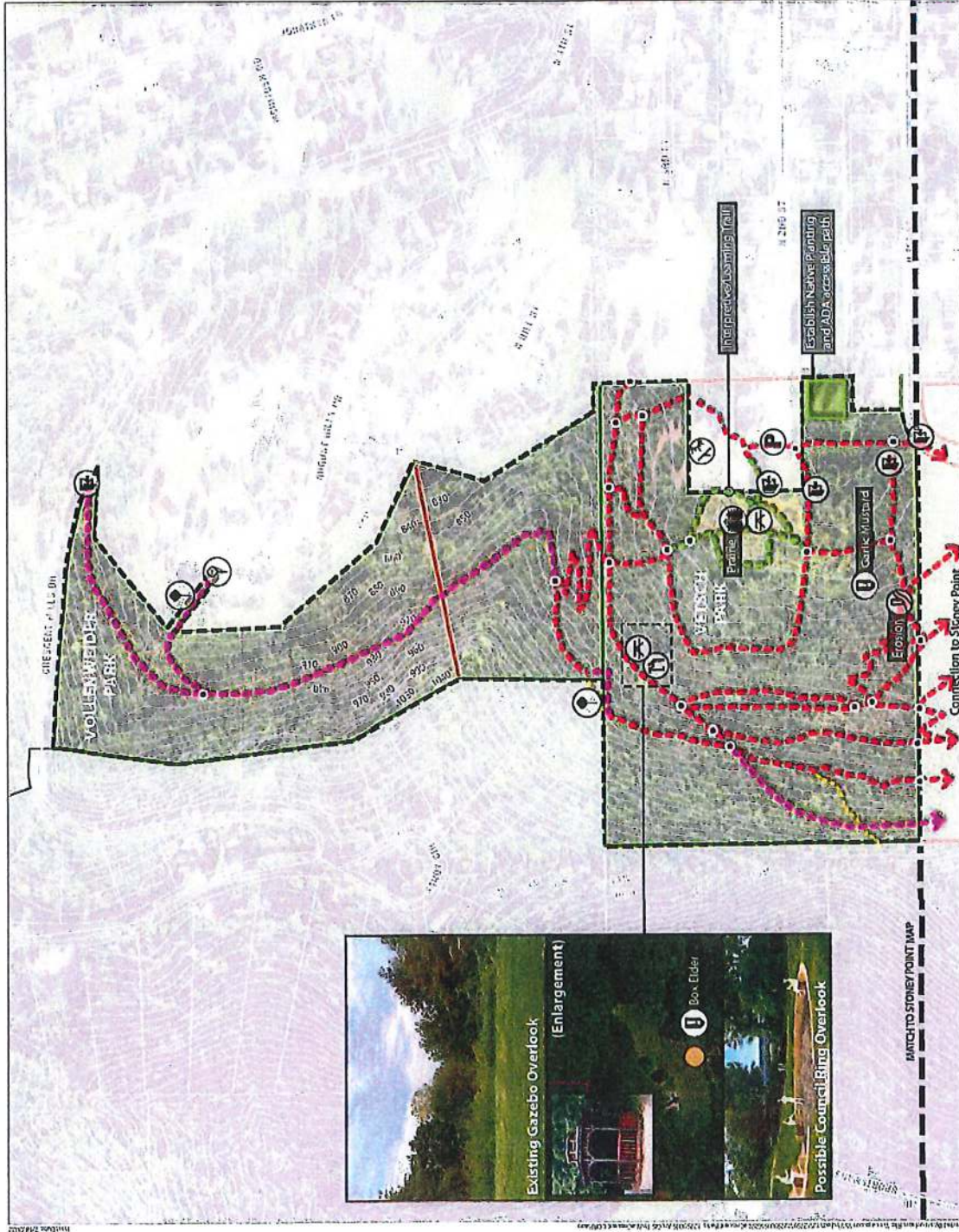
Solar Array Expansion Opportunity

Parking

Data Source:
Houston County (2021)
Camp Plan Date (2012)
MAY 2022 (2022)

0 100 200 Feet

REV 07.18.2022
MSA



Stoney Point

La Crescent CORP Study

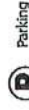
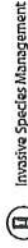
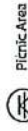
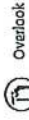
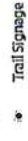
Note: All trail locations are approximate

Unimproved Trail
Add trail markers every 500 feet or as trail conditions require.

Accessible Trail
Improve trail to allow for ADA compliance to maximum extent practicable. Slopes less than 5%. Improve surface to allow for ADA compliance. Develop route from accessible parking area.

ADDED Trail
(approximate location)

REMOVED Trail
(approximate location)

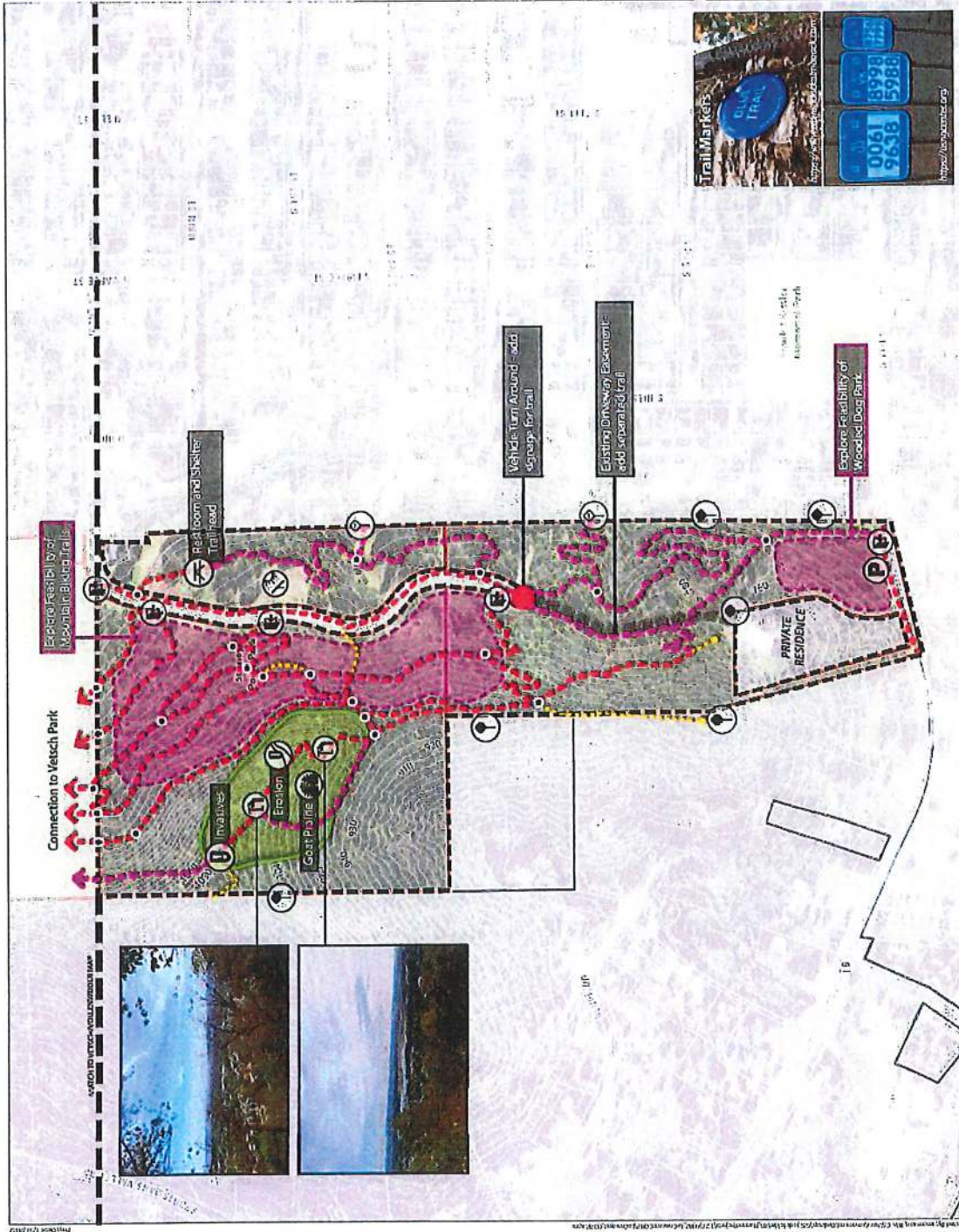


Data Source:
Harrison County, 2021
Camp Run Data (2019)
FEMA (2019)

REV 07.18.2022



0 100 200 Feet



2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Fax: 507.288.2675
Email: rochester@whks.com
Website: www.whks.com

#7



December 7, 2022

Mr. Bill Waller
City Administrator
City of La Crescent
315 Main Street
La Crescent, MN 55947

RE: La Crescent, MN
7th Street & Old Hickory Park Parking Lots
Feasibility Report

Dear Bill:

The City of La Crescent requested a feasibility report for installing a parking lot along 7th Street by the south trail entrance to Stoney Point and paving the Old Hickory Park parking lot.

The report will assist in determining the feasibility of the proposed project.

The scope of this feasibility report includes a summary of the existing conditions, recommendations for parking lot improvements, an opinion of probable construction costs, and an anticipated schedule.

Existing Conditions

At the trail entrance along 7th Street, there is a grass area with a ditch between the curb and the trailhead. Currently, Old Hickory Park has an aggregate parking lot.

Proposed Construction

For 7th Street, the proposed construction includes installing a 4-stall parking lot with a typical section consisting of geotextile fabric, 12" select granular borrow, 8" aggregate base, and 4" bituminous surface. A culvert will need to be installed and curb replacement completed for the parking lot driveway.

Old Hickory Park currently has an existing aggregate parking lot. In the cost estimate, an aggregate base item was included to shape the aggregate surface for the 4" bituminous surface.

A detailed list of construction items for both locations can be found in the Appendix.

Opinion of Construction Costs

The following cost opinions are shown in the Appendix and are based on anticipated 2023 construction costs. Please note that construction costs may change significantly after an extended period of time. The cost opinions contained in this report should be updated if more than one year elapses before construction begins.

The estimated total project construction costs are shown below. The cost opinion includes an 15% allowance for engineering and a 10% allowance for construction contingencies.

- | | |
|--------------------------------------|------------|
| • 7 th Street Parking Lot | \$ 35,300 |
| • Old Hickory Parking Lot | \$ 120,000 |

No allowance has been provided for financing. A breakdown of costs is shown in the Appendix.

Recommendations and Schedule

This project is feasible from an engineering standpoint. It is recommended that the City conduct a legal and fiscal review of the proposed project.

The City Council should review this report and provide direction on the project. The following schedule outline the tasks and associated timelines for the project to be completed:

- | | |
|---|----------------|
| • Receive Engineer's Feasibility Report | December, 2022 |
| • Approve Plans and Specifications and Authorize Advertisement for Bids | February, 2023 |
| • Receive Bids | March, 2023 |
| • Award Contract | March, 2023 |
| • Begin Construction | May, 2023 |
| • Complete Construction | Summer, 2023 |

Please contact us with any questions.

Sincerely,

WHKS & co.

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Timothy A. Hruska, P.E., L.S.
License No. 44930

TAH/ams

Cc: Ann Schick, WHKS - File

Engineer's Opinion of Probable Construction Costs**7th St Parking Lot****La Crescent****7319.22****1-Dec-22**

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	Mobilization	1	L.F.	@	\$5,000.00	\$5,000.00
2	Common Excavation (P)	150	CY	@	\$10.00	\$1,500.00
3	Geotextile Fabric, Type 7 (P)	220	SY	@	\$4.00	\$900.00
4	Subgrade Preparation	1.0	LS	@	\$2,000.00	\$2,000.00
5	12" Select Granular Borrow Placed (P)	75	CY	@	\$15.00	\$1,100.00
6	Aggregate Base, Class 5 (P)	50	CY	@	\$35.00	\$1,800.00
7	Type SP 12.5 Bituminous Wearing Course	25	Ton	@	\$160.00	\$4,000.00
8	Type SP 12.5 Bituminous Non-Wearing Course	25	Ton	@	\$160.00	\$4,000.00
9	Concrete Curb & Gutter Design B624	30	LF	@	\$30.00	\$900.00
10	6" Concrete Driveway Pavement w/ Reinforcement	25	SY	@	\$90.00	\$2,300.00
11	F&I 12" CMP, Class III	40	LF	@	\$70.00	\$2,800.00
12	Traffic Control	1	LS	@	\$5,000.00	\$5,000.00
13	Striping	1	LS	@	\$1,500.00	\$1,500.00
14	Turf Restoration	1	LS	@	\$2,500.00	\$2,500.00
			Construction Subtotal			\$35,300.00
			Contingency (10%)			\$3,500.00
			Engineering (15%)			\$5,300.00
			Project Total			\$35,300.00

Engineer's Opinion of Probable Construction Costs**Old Hickory Parking Lot****La Crescent, MN****7319.22****1-Dec-22**

Line	Item Description	Approx. Quantities	Unit of Measure		Unit Price	Total Amount
1	Mobilization	1	L.F.	@	\$5,000.00	\$5,000.00
2	Aggregate Base, Class 5 (P)	135	CY	@	\$35.00	\$4,700.00
3	Type SP 12.5 Bituminous Wearing Course	265	Ton	@	\$160.00	\$42,400.00
4	Type SP 12.5 Bituminous Non-Wearing Course	265	Ton	@	\$160.00	\$42,400.00
5	Traffic Control	1	LS	@	\$2,000.00	\$2,000.00
6	Striping	1	LS	@	\$1,000.00	\$1,000.00
7	Turf Restoration	1	LS	@	\$2,500.00	\$2,500.00
			Construction Subtotal			\$100,000.00
			Contingency (10%)			\$10,000.00
			Engineering (10%)			\$10,000.00
			Project Total			\$120,000.00

#8

Sarah Saylor

From: WHKS <newsletter@whks.com>
Sent: Wednesday, February 22, 2023 9:04 PM
To: Sarah Saylor
Subject: [EXTERNAL] Wagon Wheel Trail Pedestrian Bridge Wins Engineering Excellence Award

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Display problems? [View this newsletter in your browser.](#)

whks

engineers + planners + land surveyors

shaping the horizon

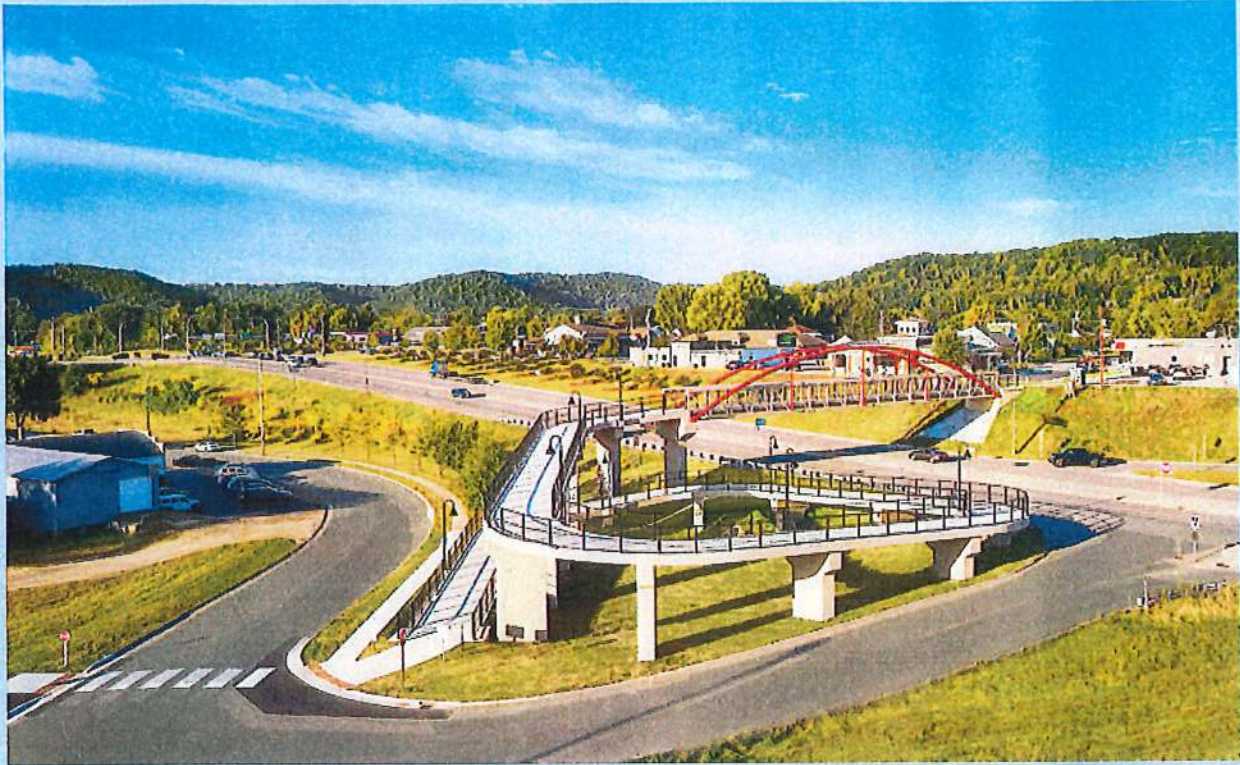
February 28, 2023

Wagon Wheel Trail Pedestrian Bridge Wins Engineering Excellence Award

The Wagon Wheel Trail Pedestrian Bridge in La Crescent, MN was a Grand Award winner (first place) in the 2023 ACEC/MN Engineering Excellence Award Competition. Representatives of WHKS and the City of La Crescent accepted the award on February 24 in Minneapolis.



The design combined the power of cutting-edge visualization and analysis technology with engineering expertise. This combination helped create a unique structure with both aesthetic appeal and functional practicality. The bridge crosses Highway 61 and was designed and constructed to MnDOT Standards.



The Wagon Wheel Trail Pedestrian Bridge satisfies the community's goals of constructing a landmark structure and connecting the trail system to downtown La Crescent. WHKS is providing ongoing planning, survey, design, and construction engineering services to develop the City's trail system.



#9



Professional Services Agreement

This AGREEMENT (Agreement) is made today November 4, 2022 by and between CITY OF LA CRESCENT (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

Project Name: ADA Access Audit and Transition Plan for City of La Crescent Park and Recreation Facilities

The scope of the work authorized is: See Exhibit A – Scope of Services

The schedule to perform the work is: Approximate Start Date: Mar. 2023
Approximate Completion Date: Oct. 2023

The lump sum fee for the work is: \$26,000

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a lump sum basis.

Approval: Authorization to proceed is acknowledged by signatures of the parties to this Agreement.

CITY OF LA CRESCENT

Bill Waller
City Administrator
Date: _____

MSA PROFESSIONAL SERVICES, INC.

Raine Gardner, P.E.
Team Leader
Date: **11/4/2022**

Daniel Schmitt, PLA.
Project Manager/Landscape Architect
Date: **11/4/2022**

315 Main Street
La Crescent, MN 55947
Phone: 507-895-4668

1230 South Blvd
Baraboo, WI 53913
Phone: 608-355-8895
rgardner@msa-ps.com



Exhibit A - Scope of Services

ADA Access Audit and Transition Plan for City of La Crescent Park and Recreation Facilities

SCOPE OF SERVICES

MSA has divided the scope of services to provide City of La Crescent with an American with Disabilities Act Facility Audit and Transition Plan into the following phases and tasks:

PHASE I: Park Facilities Audit/Report

Task 1 - Kick-off Meeting (Meeting #1 - Teleconference)

MSA will meet with City's ADA team to review the audit process and project schedule. The City will provide any available facility plans or layouts, Capital Improvement Plans, and any other documentation relevant to the audits for MSA to review and develop audit inventory to be reviewed in Task 2.

Task 2 - Facility Review (Meeting #2 - In-Person)

MSA will meet with City staff to verify the areas and extent of the facilities included in each site audit. Prior to the meeting:

- MSA will utilize available GIS data to map building and park facility site boundaries and identify existing facilities.
- City to provide building plans or layouts if available.
- Review the City's ADA obligations under ADAAG including public notice, program access/compliance, and ongoing monitoring of compliance.

Task 3 - Field Inventory/Site Audits

MSA will conduct a field inventory of the public areas for the existing publicly accessible facilities including buildings, grounds and parks.

Review is limited to public use and access areas of the listed facilities. Review of non-public areas — such as, but not limited to — staff-only offices or storage areas are not included. This will be identified with City staff in Task 1.

MSA staff will wear MSA branded clothing and name tags to identify themselves while conducting site audits.

MSA will prepare an accessibility audit flyer to distribute during audits to residents and/or site users who would like more information about the audit process.

Audits of exterior park facilities will be collected using ESRI ArcGIS Field Maps and used to assist MSA in developing the Transition Plan. A Shapefile or File Geodatabase can be provided to the City at the completion of the project including a copy of the spatial data for exterior deficiencies, audit photos, listed deficiency, and potential solutions.

MSA staff will identify accessibility deficiencies at each facility in accordance with applicable Americans with Disabilities Act Accessibility Guide (ADAAG) 2010 Standards and/or the American National Standards Institute - National Standard for Accessible and Useable Buildings and Facilities (ANSI A117.1).

Note: The ANSI standards are almost identical to the Americans with Disabilities Act Accessibility Guide (ADAAG). The primary difference between the two is that ADAAG is part of the overall ADA, which is federal civil rights legislation, while ANSI A117.1 is the accessibility standard adopted by the State of Wisconsin under the Wisconsin State Building Code, and it is understood that this standard achieves ADA compliance.

Exhibit A – Scope of Services

November 4, 2022

The Audits will focus on compliance with Americans with Disabilities Act Accessibility Guide (ADAAG) 2010 Standards except where American National Standards Institute - National Standard for Accessible and Useable Buildings and Facilities (ANSI A117.1) are more restrictive. The variances between ANSI and ADAAG are minimal and include such nuance as the ANSI requirement for vertical grab bars in restrooms. ANSI standard will be cited in the transition plan to make a clear distinction between ADAAG requirements and ANSI standards.

Task 4 – Accessibility Audit Reports (Report Section I)

MSA will provide a condensed Accessibility Deficiency Summary Report (Section I of the final report) identifying:

- *Summary of audit methodology.*
- *Summary spreadsheet of observed deficiencies.*

MSA will also provide Site-Specific Audit Reports for each facility, including:

- *Cover page of park boundary with aerial photo, highlighting audited structures.*
- *Summary of each audit identifying observed deficiencies with photographs from time of audit, identification of potential corrective measures, and reference to the applicable section of ADAAG or Building Code.*
- *Maintenance suggestions and recommended improvement (Smart Practices) will be identified where improvements would benefit accessibility but are not specifically required by ADAAG or ANSI.*

Task 5 – Review Audits with City Staff

(Meeting #3 – Teleconference)

MSA will review the draft assessment findings with the City including the Site-Specific Audit Reports and Accessibility Deficiency Summary Report and discuss recommended corrective measures to prioritize for inclusion in the Transition Plan.

- *High level review of Site-Specific Audit Reports and Accessibility Deficiency Summary.*
- *Review summary of program access for all City facilities.*
- *MSA and City staff will discuss the process of identifying phasing of recommended corrective measures to prioritize over the schedule the City identifies.*

PHASE II: TRANSITION PLAN

Task 1 – Transition Plan (Report Section II)

MSA, with assistance from the City, will prepare an ADA Transition Plan, including preliminary cost estimates for corrective measures recommended to occur based on the feedback from the staff.

The Transition Plan Report will include:

- *Introduction/purpose statement.*
- *Summary of how the City determines priorities and will monitor progress for corrective measures.*
- *Summary of ADA Coordinator contact and grievance procedures. (If available, the City's existing Request for Reasonable Accommodation will be included in the appendix.)*
- *Summary of Transition Plan timeline.*
- *Summary spreadsheet of deficiencies by facility or park, with target year corrective measure timeline and estimated costs.*
- *Example/reference drawings or sketches for common proposed accessibility mitigation actions.*
- *City staff will complete identification of timeline and prioritization of corrective measures (project timeline can be extended to accommodate City's ability to complete prioritization).*

Task 2 – Review Draft Transition Plan with City Staff (Meeting #4 – Teleconference)

MSA will review the Transition Plan with City staff.

- *Review Transition Plan spreadsheet and cost estimates.*
- *Revise and finalize Transition Plan Report.*

Task 3 – Public Information Meeting (Meeting #5- In-Person)

MSA will assist the City in hosting a Public Information Meeting to provide an overall summary of audit findings and to get input from stakeholders regarding the proposed transition plan timeline. The City would be responsible for advertising the meeting and outreach to specific stakeholders. It is recommended this meeting take place after the initial phasing is completed and reviewed by City Staff. However, at the direction of the City, this meeting could also be held upon completion of the audit summaries and before the development of the transition plan timeline/phasing. The meeting would be best hosted as a hybrid meeting, with an in-person component as well as a recorded video conference to allow those who may not be able to attend in person an additional opportunity to provide feedback. A comment period of approximately two weeks would follow the meeting. MSA will prepare a survey or comment forms for distribution by the City.

PHASE III: FINAL REPORT AND PRESENTATION

Task 1 – Develop Final Report Document

MSA will compile the Accessibility Deficiency Summary Report and Transition Plan Report into one complete final report. MSA will:

- *Revise the Transition Plan Report and spreadsheet based on feedback received during the final staff meeting.*
- *Provide City staff with a digital version of the report for review.*
- *Revise and finalize report based on staff feedback.*

Task 2 – Review Final Report with City ADA Team (Meeting #5 – Teleconference)

MSA will meet with City staff and members of the ADA team to review the final report, make edits to the Transition Plan and discuss the final presentation.

Task 3 – Present Final Report to the City's ADA Team and City Council (Meeting #6 – In-Person)

MSA will present an overview of the final report to the City Council, at a regularly scheduled City Council meeting.

MEETINGS AND DELIVERABLES

MSA proposes the following meetings:

- *Meeting 1: Kick-off Meeting (teleconference)*
- *Meeting 2: Facility Review*
- *Meeting 3: Review Audits with City Staff (teleconference)*
- *Meeting 4: Review Draft Transition Plan with City Staff (teleconference)*
- *Meeting 5: Public Input Meeting (In-Person)*
- *Meeting 6: Review Final Report and Draft Presentation with City Staff (teleconference)*
- *Meeting 7: Present to City Council (in-person or via Virtual Meeting)*

MSA will provide the report in electronic format (PDF). The final Transition Plan table will be provided in Microsoft Excel format.

Accessibility Deficiency Summary Report and Site-Specific Audit Reports (individual park maps, accessibility audit checklists)

Summary of audit methodology.

Summary spreadsheet of observed deficiencies.

Site-specific audit reports.

Transition Plan Report

Introduction/purpose statement.

Summary of how the City determines priorities and will monitor progress for corrective measures.

Summary of ADA Coordinator contact and grievance procedures (Request for Accommodation).

Summary of Transition Plan timeline.

Summary spreadsheet of deficiencies by facility or park, with target year corrective measure timelines and estimated costs.

Appendix of Applicable References, including but not limited to:

Audit Informational Flyer.

Grievance Procedure (Request for Reasonable Accommodation) Form.

Contact Information for ADAAG, ANSI, and Great Lakes ADA.

ADAAG or ANSI Sections as required to justify specific corrective measure or policy based accommodation.

Transition Plan Geodatabase

MSA will provide a geodatabase (ESRI ArcGIS) including: Audit Location, listed deficiency, potential solutions, and priority or timeline phase.

WORK NOT INCLUDED

- City right-of-way areas (sidewalks and trails).
- City/County public transit vehicles.
- Review of policies, procedures, programs, communications, and website and media information.
- Review of non-public or process areas of City facilities.
- Design and construction drawings and/or specification development.
- Detailed land surveying by field survey crews, professional land surveyors, etc.
- Design documents, construction documents, bidding services and construction services for the needed alterations.
- Review of other City parcels or facilities not expressly identified in this scope of services.
- Playground safety audits.
- Staff training session.