COMMUNITY ENGAGEMENT PLAN
Project Title: Luxton Park Playground Improvements
MPRB Division: Planning
Project Manager: Cliff Swenson

As required by the Minneapolis Park and Recreation Board Code of Ordinances, every construction or redevelopment project undertaken within the MPRB Capital Improvement Program (CIP) is to have a community engagement plan. The plan serves as a guide for the community engagement process through the multiple phases of planning and project development. The plan may be modified as circumstance warrants during project duration. Substantial modifications are to be communicated to stakeholders and the MPRB Board of Commissioners.

Project Description

The project is to provide playground and site improvements within Luxton Park. Funding for this project is identified in the 2017 – 2022 Capital Improvement Plan as a specified line item within the REPLACE & INVEST PROJECTS: Neighborhood category of improvements for year 2017, as $263,000 with a funding source of NPP20.

The construction project can be classified into the following category of improvement:

**Playgrounds.** This project’s purpose is to provide upgrades, including review of removal and replacement of the playground equipment within the existing containers. The upgrades will include replacement of equipment that will meet current safety and accessibility standards.

There are two existing containers at Luxton Park and they are described as follows:

The playground at Luxton park is located to the west of the community center, next to the pool, on the north side of the park. There are two play containers that mirror each other and are of relatively equal size. They are separated by an east to west asphalt pathway.

The play containers are contained by a concrete curb which sits flush with the asphalt path in most areas, except on the west side where the containers curb abut next to grass. A 4’ high fence follows behind this curb. The curb is in good condition; however, the asphalt pathway is settling allowing weeds, dirt and debris to accumulate and in time may impact accessibility.

Both containers have sand as its main type of surfacing. There are two small poured in place pathways allowing accessibility between the two structures. Due to the sand surface treatment, this pathway is mostly buried in sand.
The playground equipment in both containers is similar, with neither container being specifically targeted for an age group (2-5, 5-12). The equipment in the more southern space has wood posts and deck with some metal and some wood components. The equipment in the more northern space has metal posts with wood decks and mostly metal components.

The equipment manufacturer in both containers is Timberforms/Columbia Cascade. The exact age of the equipment is unknown. The equipment is identified in the ADA inventory performed by MPRB staff as having elements not in compliance to ADA. The playground equipment is also not up to ASTM playground standards. Most of the playground equipment appears as being ‘aged’ and shows as end of its performance. It is recommended, due to the items above, that the playground equipment be completely removed, thus no additional investigation into the condition or compliance of the equipment is warranted. If the design or engagement process facilitates keeping some existing equipment the condition and compliance of that equipment will be assessed and investigated further.

The timing and coordination of bids will depend on community preferences for construction, and other site and construction logistics.

**Project Funding Source(s)**

<table>
<thead>
<tr>
<th>Capital Sources</th>
<th>Amount</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017 CIP NPP20</td>
<td>$263,000</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Supplemental Sources**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Expiration</th>
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<tbody>
<tr>
<td>N/A</td>
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</table>
# Engagement Recommendation

**Level of Engagement:** Consult

<table>
<thead>
<tr>
<th>Engagement Goal: Inform</th>
<th>Consult</th>
<th>Collaborate</th>
<th>Partner</th>
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<tbody>
<tr>
<td>To provide stakeholders with factual, balanced, and timely information to help them understand the project.</td>
<td>To obtain stakeholder feedback on project analysis, alternatives, or decisions.</td>
<td>To work directly with stakeholders throughout the process to ensure that perspectives are consistently understood, considered, and reflected in project decisions.</td>
<td>To partner with stakeholders in each aspect of decision making to develop and implement collaborative project solutions.</td>
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**MPRB Promise to the Public:**

<table>
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<tr>
<th>Inform</th>
<th>Consult</th>
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<tbody>
<tr>
<td>The MPRB will keep stakeholders informed.</td>
<td>The MPRB will keep stakeholders informed, listen to and acknowledge feedback, and work to ensure stakeholder feedback is reflected in alternatives developed.</td>
<td>The MPRB will work with stakeholders for advice and innovation in formulating solutions and incorporate recommendations to the maximum extent possible.</td>
<td>The MPRB and partner entity will be accountable to their roles as negotiated in the partnership and regularly evaluate overall success of the partnership.</td>
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This level of engagement is being reviewed by staff knowledgeable of the surrounding community including service area staff from all divisions and District 3 Commissioner Scott Vreeland. Because the playground improvements will address accessibility, safety, and functionality, the Consult engagement will address these core needs and the priorities for types of playground equipment. For this reason, an engagement level of consult is recommended.

A non-appointed Community Advisory Committee (CAC) is recommended, based on the MPRB’s Community Engagement Policy, because the project will not result in a change of use for the park; the new playground equipment will be evaluated for the most useable and needed equipment to meet the needs of the users of the park and to attract additional users to the park.

Park Board staff recognizes the need to engage the community during the planning process and believes that input from community engagement will help shape and define the playground equipment. Park Board staff will work with stakeholder groups during the schematic design process, with the goal of achieving a successful plan to address playground upgrades and ultimately increase the usage at the park.

The non-appointed CAC will include but not limit to those individuals who participate in scheduled meetings, community events and users of the park. Outreach will also include the following groups or outreach techniques to be supportive of the non-appointed CAC:
• Prospect Park Association
• Pratt Elementary School
• PICA Head Start
• Organizations recommended by MPRB staff
• Informational updates posted at key community locations, such as Luxton Recreation Center, Pratt Elementary School, PICA Head Start, Prospect Park United Methodist
• Park users and program participants
• Day care centers
• Neighbors within a five-block radius of the park
• Faith based organizations and faith based communities

**Anticipated Project Outcomes**
The project will provide current standards for playground equipment, addressing the communities needs and the project will improve accessibility within and around the playground containers. Additionally, the project will assess and evaluate the playground areas for proper drainage and seating.

**Stakeholder Roles and Responsibilities**
All stakeholders and individuals engaged with the non-appointed CAC are expected to work collaboratively to create and refine design concepts and provide input toward final project recommendations for approval by the MPRB Board of Commissioners. It is required that this engagement is done in a manner that promotes respectful civil discourse and enhances mutual understanding of all stakeholder viewpoints. Any requests for public or project information should be directed to the project manager.

**Project Advisory Committee**
Staff will convene a Project Advisory Committee (PAC) of MPRB staff, including representatives from environmental stewardship, asset management, maintenance, community outreach, park police, forestry, and recreation departments. The project manager will seek PAC input and approval throughout the project at identified key milestones (dates) within the schedule.

**Outreach and Research Methods**
The community engagement for this project will occur in the fall of 2017 to spring 2018. MPRB and the project team will work with the community to make the engagement as accessible as possible. The following techniques and practices will be included in the engagement:

1. **Appearances at Events**

   MPRB staff will seek to engage community members at existing events or meetings to raise awareness of the project and gather input on how people use the park and playground, and what they’d like to see for playground improvements. Attendance at scheduled events often allow people to comment, but is most useful early in the design process. These appearances will be advertised beforehand as much as possible, however weather and other factors may require
flexibility. MPRB will work with the users of the Luxton Recreation Center and other community organizations, including the possibility of engagement at events and at both public and business locations, such as:

- Schools, Luxton recreation center, and others
- Luxton Park - soliciting input at the playgrounds and pool
- Booths or pop up / drop in tables at events within or near the park
- Nearby businesses who provide space for community gathering space and have routine clubs, groups who gather or focused discussions

2. Community Meetings

MPRB will also schedule community meetings that allow for more detailed project discussions. MPRB will seek to meet with groups at least twice, allowing participants meaningful engagement and a chance to see how their ideas have been incorporated.

Meetings may include the following:

- Meetings on site at Luxton Recreation Center. These meetings will be to ensure that children and frequent users of the park and playgrounds have a voice in the process.
- Focus group meetings with the goal of reaching out to underserved and underrepresented communities. These meetings may be scheduled after classes or community events where participants are invited (with notice) to stay for a meeting. Or community organizations may be able to help MPRB staff connect with specific user groups or host a meeting.
- Community meetings, open houses and gatherings.

3. Public Hearings

MPRB may bring the playground concepts to the MPRB Board for approval at one public hearing. If construction schedules or other factors, make it necessary to seek approval for the concepts separately there may be multiple public hearings.

Playground Concept Plan approval is anticipated for Spring, 2018. Once the concept is accepted, a contract is developed and approved by the Board of Commissioners construction will begin. It is anticipated that construction will occur in spring through summer, 2018.

4. Miscellaneous Communications:

- A project page on the MPRB website will provide project information and updates including information provided by the community. This website link will also be marketed for individuals to sign up for to read and know the progress of the project.
- Input information, comment cards, surveys collected at community meetings
- Online survey posted on project website which will also be posted on other sites based on engagement and consultation with the stakeholders (if applicable)
- Gov-Delivery email notifications of meetings and updates
Community Engagement Plan
Luxton Playground

- Two postcard mailings: an invitation to meetings and planning process, and a second mailer to announce the public hearing
- Publicity through neighborhood organizations existing methods (postcards, e-mail blasts, newsletters, faith based bulletins, social media, etc.)
- News releases and public notices
- Public hearing notice published in the Star Tribune and other media outlets identified through engagement and collaboration with stakeholders
- Outreach to local newspapers (neighborhood)

5. Project Schedule

The schedule shown below is tentative and subject to change based on feedback during the community engagement process. Staff will work to minimize impact on the usage of the park during the construction period.

<table>
<thead>
<tr>
<th>Dates / Time Period</th>
<th>Project Milestones / major activities</th>
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<tbody>
<tr>
<td>August 2017</td>
<td>Setup project webpage.</td>
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<tr>
<td>September 2017</td>
<td>MPRB Board - Community Engagement Plan</td>
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<tr>
<td>October 2017</td>
<td>Send first mailer to neighbors and stakeholders. Add meetings to MPRB calendar. Issue news release &amp; GovDelivery</td>
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<tr>
<td>September – February, 2018</td>
<td>Pre-Design (concept planning) begins by visiting site &amp; defining the playground needs with community engagement, participation and review, create project charter, implement and continue to advance the community engagement plan, update contact lists, review ADA transition plan park needs, with outcome of validating scope, schedule and budget for the project. Gathering general preferences and priorities for improvements</td>
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<tr>
<td>Spring 2018</td>
<td>MPRB Board – Playground conceptual plan unveiled</td>
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<tr>
<td>Spring 2018</td>
<td>MPRB Board - Public Hearing</td>
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<tr>
<td>Spring 2018</td>
<td>MPRB Board - Concept Approval</td>
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<tr>
<td>Spring 2018</td>
<td>Schematic design begins</td>
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<tr>
<td>Spring 2018</td>
<td>MPRB Board – Playground Contract Approval</td>
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<tr>
<td>Spring 2018</td>
<td>Finalize quotes with playground vendor</td>
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<tr>
<td>Summer 2018</td>
<td>Playground equipment removal and replacement of equipment (CONSTRUCTION)</td>
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<tr>
<td>Fall 2018</td>
<td>Playground certification inspection and substantial completion – Playground is open</td>
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<tr>
<td>Fall 2018</td>
<td>Final warranty period – closeout of project</td>
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</table>
Resources

A portion of the funding dedicated to staff time and consultant fees will be utilized for public engagement. In addition, the project budget includes costs of mailings and other notifications.

Evaluation Summary

Following project completion, the project manager will analyze the effectiveness of the engagement process from both stakeholder and organization points of view and will provide a summary statement. The summary statement will indicate how the process advances policy goals, and will assist the Board and staff in evaluating and informing an ongoing community engagement process.

Summary Statement

Statement pending plan completion.