



## COMMUNITY ENGAGEMENT PLAN

**Project Title: Washburn Avenue Totlot Playground Improvements**

**MPRB Division: Planning**

**Project Manager: Cliff Swenson**

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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 Washburn Avenue Totlot. Funding for this project comes from an identified line item within the 2017 Capital Improvement NPP20 REPLACE & INVEST category.

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

- *Playgrounds.* This project's purpose is to provide upgraded playground equipment that meets current safety and accessibility standards. There are two existing containers at Washburn Avenue Totlot and they are described as follows:

Northern Playground Container- this playground was constructed in 1993 and is intended to serve 2-5 aged children. The equipment consists of a small 2-5 play structure, a few small independent components and a bay of two toddler swings. The equipment has held up well over the years but is aging, with many components near the end of their lifespan. The current container is kidney bean shaped and 3300 sq. ft. It is bordered by concrete curb and accessed by an asphalt path. The current surfacing is sand with no accessible path to the equipment.

Southern Playground Container- this playground was constructed in 1993 and is intended to serve 5-12 ages children. The equipment consists of a 5-12 play structure, a set of swings with one belt and one accessible seat and one tire swing. Components on the playground have been replaced

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since the installation of the playground equipment including the slide, swings components and tire swing components. Many of the other components on the playground are near the end of their lifespan. The current container is kidney bean shaped and 4200 sq. ft. It is bordered by concrete curb and accessed by an asphalt path. The current surfacing is sand with accessible PIP path running to the swings and play structure.

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

**Project Funding Source(s)**

<b><u>Capital Sources</u></b>	<b><u>Amount</u></b>	<b><u>Expiration</u></b>
<b>2017 CIP NPP20 Replace &amp; Invest Playground</b>	\$231,525	N/A

<b><u>Supplemental Sources</u></b>	<b><u>Amount</u></b>	<b><u>Expiration</u></b>
<b>N/A – at this time</b>		

**Engagement Recommendation**

**Level of Engagement: Consult**

	Inform	Consult	Collaborate	Partner
<b>Engagement Goal:</b>	<i>To provide stakeholders with factual, balanced, and timely information to help them understand the project.</i>	<i>To obtain stakeholder feedback on project analysis, alternatives, or decisions.</i>	<i>To work directly with stakeholders throughout the process to ensure that perspectives are consistently understood, considered, and reflected in project decisions.</i>	<i>To partner with stakeholders in each aspect of decision making to develop and implement collaborative project solutions.</i>
<b>MPRB Promise to the Public:</b>	<i>The MPRB will keep stakeholders informed.</i>	<i>The MPRB will keep stakeholders informed, listen to and acknowledge feedback, and work to ensure stakeholder feedback is reflected in alternatives developed.</i>	<i>The MPRB will work with stakeholders for advice and innovation in formulating solutions and incorporate recommendations to the maximum extent possible.</i>	<i>The MPRB and partner entity will be accountable to their roles as negotiated in the partnership and regularly evaluate overall success of the partnership.</i>

This level of engagement is being reviewed by staff knowledgeable of the surrounding community including Service Area staff and District 6 Commissioner Brad Bourn. Because the playground improvements address accessibility, safety standards, and functionality, design work must meet standard requirements. For this reason, an engagement level of **consult** is recommended.

A **non-appointed** Community Advisory Committee 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 playground equipment will be replaced. Park Board staff recognizes the need to engage the community during the planning process and believes that input from community engagement meetings will help shape and define the playground equipment. Park Board staff and their team of consultants will work with stakeholder groups during the schematic design process to develop a successful plan to address playground upgrades.

The non-appointed Community Advisory Committee (CAC) will be formed by meeting attendees and participants engaged at existing community events. We will reach out to the following groups to form the non-appointed CAC:

- Armatage Neighborhood Association

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- Armatage Montessori School
- Kenny Elementary School
- Organizations recommended by MPRB staff and ANA
- Notice provided at key community locations such as Armatage Community Center, Sparrow Café, Café Maude, Faith Based Organizations within 5 block radii
- Park users and program participants
- Day care centers
- Neighbors within a five-block radius of the park
- Faith Based Organizations

### Anticipated Project Outcomes

The project will improve the Washburn Avenue Totlot playground equipment and playground surfacing will be replaced with new equipment that meets current accessibility and safety standards. Some of the more recent play equipment additions may be retained and / or salvaged for other park needs; the final combination of new and existing equipment will be determined through the community engagement process. Associated playground site improvements such as play container drainage, access to the play container and amenities such as seating may also be addressed.

### **Stakeholder Roles and Responsibilities**

All stakeholders 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. Participants are expected to engage in the process 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. MPRB and project team will work with the community to make the engagement as accessible as possible.

#### **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 some initial input on how people use the park and playground, and what they'd like to see for improvements. Attendance at scheduled events often allow many 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

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require flexibility. MPRB will work with the ANA and will consider the following possible engagement opportunities:

- Attending a school event or child/family centered event. MPRB will work with ANA and other community groups to identify these events.
- Soliciting input at the playgrounds and pool during summer
- Having a booth at a community event(s) at, or near, the park

## **2. Community Meetings**

MPRB will also plan 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 Washburn Avenue Totlot. 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 may be 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. Example Armatage neighborhood association events – scheduled for August 13, 2017 and an upcoming meeting in October, 2017

## **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, followed by the contract, is approved, construction is planned for summer, 2018.

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### 4. Miscellaneous Communications:

- A project page on the [MPRB website](#) will provide project information and updates including information provided by the community
- Voting boards, 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
- Gov-Delivery email notifications of meetings and updates
- 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, 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

### 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.

Dates	Playground Improvements
August 2017	Set up project webpage.
August 16, 2017	<a href="#">MPRB Board</a> - Community Engagement Plan
September, 2017	Send first mailer to neighbors and stakeholders. Add meetings to MPRB calendar. Issue news release & Gov Delivery
October – January, 2018	Pre-Design (concept planning) begins by visiting site & 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
February 2018	<a href="#">MPRB Board</a> – Playground conceptual plan unveiled

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February 2018	Public notice published for public hearing. Second mailer sent.
<b>February – March 2018</b>	<b><u>MPRB Board</u> - Public Hearing</b>
March 2018	<u>MPRB Board</u> - Concept Approval
March 2018 – April 2018	Schematic design begins
April 2018 – May 2018	<u>MPRB Board</u> – Playground Contract Approval
May 2018	Finalize quotes with playground vendor
June 2018 – August 2018	Playground equipment removal and replacement of equipment (CONSTRUCTION)
August – September 2018	Playground certification inspection and substantial completion – Playground is open
September 2018 – September 2019	Final warranty – close out of project

#### **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.*