

MEETING MINUTES

PROJECT: Merritt Park Site Improvements
TOPIC: Stakeholder/ Community Meeting
MEETING DATE: 4 February 2020 – 5:30 PM
MEMO DATE: 5 February 2020
FROM: Luke Sydow
TO: Lisa Luokkala

STAFF & CONSULTANTS PRESENT:

Lisa Luokkala	City of Duluth
Rob Hurd	City of Duluth
Alayna	City of Duluth
Pamela	City of Duluth
Luke Sydow	SAS+ Associates
Allison Adams	SAS+ Associates

Meeting was called to discuss initial concept plans for Merritt Park and establish priorities for the community in order to move forward with final plans.

I. Staff, Consultants and meeting attendees all introduced themselves

II. Brief history of Merritt Park Planning (Lisa)

- 2015 Mini Master Plan
 - Identified opportunities/ priorities at that time
 - Priorities tend to shift/ change over time, prompting a revisit of the MMP
- Want to identify current priorities and vision for the park to guide best use of the limited budget
- Opportunities are different with building and hockey boards now removed (and with eventual relocation of horseshoe pits)
- Community Club has already weighed in on their desires and ideas for the park
- Funding is limited for this project; money will be coming from a half and half tax/ tourism fund
 - Question was raised about whether the Merritt family designated any money for use in park improvements; there is none known of at this time

III. Current Merritt Park Planning and Park Elements (Luke)

- We are currently in Design Development phase
 - Refining budgets
 - Coming up with more detailed plans
- Plans for the park will need to include a few base elements that the City of Duluth Parks have identified as necessary in each neighborhood park:
 - ADA accessibility
 - Portable Restroom
 - Playground
 - Grills, picnic tables, benches
- Existing Park Conditions:
 - Basketball Court- small, surface could be improved
 - Storage shed- in a state of disrepair, not best location

- Building- has been demolished; electrical connections were maintained; water capped at street
- Light poles remain and could be re-used (with new fixtures installed)
- Park Sign- will be replaced as part of a separate grant (sometime in 2020)
- Playground- existing playground equipment is in fair to good condition, but drainage, fall surfacing and container edge will need to be improved as part of base elements
- Concept Plans A & B were presented
 - Plans were developed with input and feedback from City Staff and Community Club
 - Main elements included in the plans: sports court, hockey rink, pavilions, port-o-lets, improvements to softball field, pedestrian lighting
 - Comments during concept plan presentation:
 - Is there water planned for the park? *That is not included in the plans, as a neighborhood park typically does not provide this amenity; it could be added, but will come at a cost*
 - Would the pavilion have lighting in it (concern about it being a dark spot in park)? *We often recommend the installation of some type of lighting in pavilions, yes.*
 - Could there be paths with benches in the orchard area? *It was not something we had considered, as that is considered a passive area, but if it was a priority for neighbors it could be added to plan perhaps for a later phase of install.*
 - What if neighbors/ Community Club want to install a building in the future? *It is always smart to think about potential future use when laying out plans; there would be room near the pavilions in either concept to fit a small community building if that ever came up. The City assessed all park buildings in 2010 for safety, ADA compliance, energy efficiency, etc.; many were beyond deferred maintenance and slated for removal. Due to the excessive cost to put up a commercial building in a park, most will not be replaced.*
 - Does the City have a good feel for residents' desire for outdoor ice? *Overall, rinks and participation in outdoor skating/hockey has seen a bit of a decline. This is due to many factors- changing weather patterns, recreational trends, a shift to more regional/ larger rinks being used for hockey.*
 - Comment was made that, based on observed current use, Plan A fits those uses best.
- Additional park elements to consider?
 - Repairing/ replacing retaining wall along 7th
 - Overall drainage in and around park
 - Possible to schedule those improvements along with repairs to 7th St?
 - There is no known date for that repair, but Engineering has been made aware that it should be a high priority
- Attendees were then asked to 'vote' on their priority elements using stars and given a budget

IV. Next steps

- SAS will look over comments and prioritized elements in order to refine plan and budget
- Construction documents will be created and project will go out for bid (March)
 - Elements beyond what the budget allows may be shown on final plans in order to get bids on them and help with budgeting future phases of park improvements; will be written to allow for items to be added if bids come in lower than anticipated.
- Construction will take place Spring/Summer of 2020

This concludes our minutes. If you have any questions, clarifications or revisions regarding above, please call me directly at 218-391-1335 as soon as possible.

Enclosures (1)

Results of Park Element Prioritizing Exercise

SITE ELEMENT	COST	STARS
28' HEXAGON PAVILION (7 picnic tables)	**	
16'x 24' PAVILION (6 picnic tables)	**	
SHELTER @ PLAYGROUND (8' x 16')	*	
HOCKEY RINK & BOARDS (90' x 150')	***	
LARGE SPORT COURT (2 Basketball Courts)	***	
SMALL SPORT COURT (1 Basketball Court)	**	
SOFTBALL UPGRADES (Storage Shed, Relocate Backstop)	*	
ADDITIONAL PORT-O-LET	*	
PEDESTRIAN LIGHTING	*	

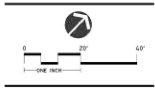


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ISSUE RECORD/REVISION
 PURPOSE DATE

MERRITT PARK
 SITE IMPROVEMENTS
 CITY OF DULUTH, MINNESOTA



SHEET KEY

SHEET TITLE
 OPTION A
 DATE 2/6/2020
 DRAWN BY: AMA
 CHECKED BY: LWS
 PROJECT NUMBER 19190
 SHEET NUMBER L-1.0



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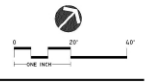
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ISSUE RECORD/REVISION

PURPOSE: _____ DATE: _____

**MERRITT PARK
SITE IMPROVEMENTS**

CITY OF DULUTH, MINNESOTA



SHEET KEY

SHEET TITLE

OPTION B

DATE: 2/4/2020

DRAWN BY: AMA

CHECKED BY: LWS

PROJECT NUMBER: 19190

SHEET NUMBER: L-1.1