

**Lake Nokomis Concession
Community Advisory Committee
Concession Area**

6 pm

April 19, 2012

AGENDA

- 1. Walk Through of the Building**
- 2. Return to Nokomis Community Center for Meeting at 7 pm**
- 3. Review of the Survey**
- 4. Review of the Open House Findings**
- 5. Review and Approval of the Request for Proposals**
- 6. Review and Approval of the Evaluation Criteria**
- 7. Public Comment**
- 8. Adjourn**

Lake Nokomis Concession Community Advisory Committee

Action approved by the Minneapolis Park and Recreation Board

Resolution to Approve the Issuance of a Request for Proposals for a Food Service Vendor for the Lake Nokomis Concession after the formation of a Citizens Advisory Committee, open house, and online and written community survey.

The Citizens Advisory Committee will be composed of a representative from each neighborhood organization adjacent to Nokomis Hiawatha Regional Park.

The charge of the committee will be to work with Park Board staff to develop a request for proposal and incorporate the community input from the open house and community survey.

The Citizens Advisory Committee will also provide recommendations to the Board for the preferred vendor.

Representatives

Nokomis East Neighborhood Association appointment: Cheryl Luger

Standish-Ericsson Neighborhood Association appointment: Chris Lautenschlager

Field-Regina-Northrup Neighborhood Association appointment: Ted Moe

Friends of Lake Nokomis representative: Steffanie Musich

Hale, Page, Diamond Lake Community Association appointment: Melanie Countryman

**Park Board Staff – Shane Stenzel – Manager of Permits and Concessions
Don Siggelkow, Minnesota Partnerships, will be assisting with the process.**

OPEN HOUSE FORMAT

Break up into small groups to discuss five major topics, use the survey results to assist in the discussion, come to a small group consensus and present on each topic back to the large group.

1. The concession building

- **renovate the existing building, stay within the same footprint**
- **renovate the existing building, allow for expansion in phases**

2. Should there be outdoor deck seating, if yes – what would it look like

3. What type of food venue and pricing would be preferred

4. Should beer and wine be allowed

5. What type of impacts would a concession have on the area and things that could be done to mitigate the impacts

**Lake Nokomis Concession
Community Advisory Committee**

Schedule and Process

| Date/Time | Action |
|--|---|
| Public Notice out (mailer to 3 block radius, news release, newspaper, GovDelivery, posting in Nokomis Community Center, Minneapolis Legislative Delegation) | 10 days before first meeting date (February 13) |
| First Meeting of the Lake Nokomis Community Advisory Committee <ul style="list-style-type: none"> • Review Process • Review Schedule • Develop Survey • Develop Open House format and communications | 7 pm - Thursday – February 23, 2012 Nokomis Community Center |
| Online Survey Posted on Park Board web site for 30 days Written Community Survey posted on Park Board web site and sent to neighborhood newspapers, copies at Customer Service desk, neighborhood organizations and recreation centers (all written surveys will need manual input) | February 29, 2012 to April 7, 2012 February 29, 2012 to April 7, 2012 |
| Open House on Lake Nokomis Concession | 7 pm – Thursday – March 22, 2012 @ Nokomis Community Center |
| Second Meeting of the Lake Nokomis Community Advisory Committee <ul style="list-style-type: none"> • Review Online Survey Results • Review Community Survey Results • Review Open House Comments • Review Request for Proposals • Review Evaluation Criteria and Process | 6 pm at Concession Stand 7 pm – Thursday – April 19, 2012 @ Nokomis Community Center |
| RFP Released | Monday, April 30, 2012 |
| Walk Through of the Building | Noon to 2 pm – Thursday – May 17, 2012 on site |
| Proposals Due | By 5 pm – Thursday – May 31, 2012 |

**Lake Nokomis Concession
Community Advisory Committee
Schedule and Process**

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| Third Meeting of the Lake Nokomis Community Advisory Committee <ul style="list-style-type: none"> • Review Proposals • Select Vendors to be interviewed | 7 pm – Thursday – June 21, 2012 @ Nokomis Community Center |
| Fourth Meeting of the Lake Nokomis Community Advisory Committee <ul style="list-style-type: none"> • Interviews with Vendors • Ratings completed based on evaluation criteria and process • Recommendation | 7 pm – Thursday – July 12, 2012 @ Nokomis Community Center |
| Contract negotiated with selected vendor | July 16, 2012 to August 1, 2012 |
| Public Notice for Public Hearing out | 10 days advance of public hearing date (August 5) |
| Innovation Committee Meeting to Review Community Advisory Committee Recommendations, approve contract with selected vendor | 5 pm – August 15, 2012 at 2117 West River Road – Park Board Meeting Room |
| Full Board Action on the Lake Nokomis Concession Selection and contract | September 5, 2012 |
| Contract Executed | By September 30, 2012 |
| Renovation occurs | October to March |
| Concession Opens | April, 2013 |

