



September 19, 2023

## MEMORANDUM

To: Planning and Parks Committee Members

From: Department of Planning and Parks

Re: **Selection of the Consultant Team, along with the Subcommittee Members of City Council for the Landscape Manual Review Components (Wards – All)**

Cc: The Honorable James R. Bowlin, Mayor  
Thomas Lee, City Administrator  
John A. Young, City Attorney  
Rick Brown, P.E. and P.T.O.E., Director of Public Works  
Melanie Rippetoe, Assistant Director of Planning and Parks  
Kristin Naeger, Superintendent of Parks and Recreation  
Travis Newberry, Senior Planner

**BACKGROUND INFORMATION >>>** At the August meeting of the Committee, the Department presented a proposal to engage a consultant team to assist with the development of a combined Landscape Manual and Sustainable Plantings Guide for use in conjunction with the new regulations of the Tree Preservation and Restoration Code. A number of steps were provided to the Committee for this process. These steps included the following:

1. Combine the two (2) documents into a single format for ease of use and access.
2. Add more graphics than text.
3. Use a Landscape Architect, Arborist, and Graphic Designer to assist in the development of the format and content.
4. Complete the process by the start of the first quarter of 2024.

These steps were endorsed by the Committee for this new process. Along with this endorsement, a suggestion was made to form a subcommittee of certain City Council Members to assist in the development of this important document. The members of the Committee agreed this approach would be beneficial and endorsed it as well. With this action, the recommended five (5) steps of this process were presented to the City Council at its September 11, 2023 Work Session and no action was taken to

alter them, thereby allowing the formation of this subcommittee. The specific language included in the Planning and Parks Committee's report to City Council was as follows:

Form an ad-hoc committee of three (3) or more City Council Members to assist in the development of this new, combined manual.

**NEXT STEPS >>>** With the support of the City Council to proceed forward with this process, the Department would like to begin this document process and is seeking the input of the Committee Members regarding the formation of the subcommittee and the three (3) members they would like to participate. Council Members Dodwell and Rambaud did offer their participation and volunteered, which would leave a minimum of one (1) position to be filled. That position can be another member of the Planning and Parks Committee or the City Council. Such is the Committee's decision.

Additionally, beyond filling the positions of the subcommittee, the Department has been considering the components of the consultant team that would assist it and determined the following options in this regard:

- Landscape Architect
- Graphic Designer
- Arborist

The Department would like to contact certain consultants in this regard and allow them to provide proposal for their services in the development of this document. These consultants include the following:

- Landscape Architect – Christy DeGuire – DG2 (Design, Landscape, and Architecture)
  - Has done extensive work for Great Rivers Greenway and its products.
- Graphic Designer – Stacy Mincoff – Mincoff Design
  - Recently completed the design and formatting of the Wildwood History Book that is to be published and sold at the Celebrate Wildwood Event.
- Arborist – Andy Berg – Hanson Tree Service
  - Former consultant to the City and has extensive experience with Wildwood's woodland types, terrains, and the geomorphology and geology of this community.

The Department would respectfully request direction on these consultants from the Committee and, if acceptable, authorization to contact them for proposals for these services. Once there proposals have been received, the Department then would provide them to the Committee for consideration and action.

**OTHER AND CONTACT INFORMATION >>>** If any of the Committee Members should have any questions or comments regarding this information, please feel free to contact the Department of Planning at (636) 458-0440. A presentation is planned on these items at tonight's meeting. Thank you for your review of this information and input on the same.