

AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 5, 2024
7:00 PM

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

“An opportunity for members of the public to address the Park Advisory Commission on items not on the current Agenda. Items requiring Park Advisory Commission action maybe deferred to staff for research and future Wyoming Park Advisory Commission Agendas if appropriate.”

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming Park Advisory Commission for January 8, 2024

OLD BUSINESS:

NEW BUSINESS:

2. March PAC Meeting Date
3. Railroad Park Phase 2
4. 2024 PAC Goals

COMMUNICATIONS:

5. 2024 Wyoming Medallion Hunt
6. Park Steward Updates

UPCOMING:

ADJOURN

**NEXT MEETING:
March 4, 2024
7:00PM**

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 8, 2024
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for January 8, 2024 to order at 7:02PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Park Advisory Commission were present: Members Bruce Spangler, Jessica Bergan, Rick Ahartz, and Bruce Vukelich

Absent:

Also Present: Grant MacFarlane, Assistant City Administrator, and Brett Ohnstad, Council Liaison

Visitors:

DETERMINATION OF A QUORUM:

Chair Spangler determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

APPROVAL OF MINUTES:

- 1. Consider approving the minutes of “Regular Meeting” of the Wyoming Park Advisory Commission for December 4, 2023**

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER BERGAN, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE DECEMBER 4, 2024 MEETING.

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:

- 2. 2024 PAC Meeting Schedule**

Assistant City Administrator MacFarlane shared the proposed 2024 meeting schedule for the Park Advisory Commission with the commissioners. Chair Spangler requested that the first meeting date of January 2025 also be added to the schedule.

A MOTION WAS MADE BY MEMBER AHARTZ, SECONDED BY MEMBER SPANGLER, TO APPROVE THE 2024 PARK ADVISORY COMMISSION MEETING DATES AS PRESENTED.

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

3. 2024 PAC Appointments

MacFarlane stated that the Park Advisory Commission names a Chair, Vice Chair, and two members to the Joint Park Planning Board at its first annual meeting of each year. The commissioners stated that they believed that member Spangler and member Bergan had done an excellent job serving in these roles during the previous year.

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER BERGAN, TO APPOINT MEMBER SPANGLER TO THE ROLE OF PARK ADVISORY COMMISSION CHAIR.

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

A MOTION WAS MADE BY MEMBER BUKELICH, SECONDED BY MEMBER SPANGLER, TO APPOINT MEMBER BERGAN TO THE ROLE OF PARK ADVISORY COMMISSION VICE-CHAIR.

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER AHARTZ, TO RECOMMEND MEMBER SPANGLER AND MEMBER BERGAN TO SERVE ON THE JOINT PARK PLANNING BOARD.

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

4. Wyoming Park Stewards

MacFarlane stated that the members of the Park Advisory Commission serve as Wyoming Park Stewards. The Park Stewards perform a variety of roles, including checking on their assigned parks for potentially required maintenance as well as speaking to community members about their desired park improvements. MacFarlane shared the park assignment list for 2024.

The commissioners stated that they enjoyed receiving new parks each year as it allowed and encouraged them to see all of the different park facilities that the City of Wyoming contains.

5. PAC Goal Review

Staff and Park Advisory Commissioners reviewed the PAC goals for 2023. MacFarlane provided the list of goals which were established for 2023 and highlighted the accomplishments of the PAC during the previous year.

6. Dog Park

MacFarlane stated that this item was a continuation from the previous meeting's discussion regarding the potential dog park project to be installed adjacent to the Wyoming Police Department building (7665 Wyoming Trail, Wyoming, MN 55092). MacFarlane added that the commissioners had requested an update to the Commission's remaining funds and that the proposed waste receptacle include a lid or cover.

MacFarlane presented the updated proposal for the dog park project. MacFarlane stated that the overall cost of the project had decreased slightly with the change in waste receptacle.

Member Vukelich inquired about the timeframe that the park would remain open. MacFarlane answered that the park would not be maintained in the winter and would therefore close during that season. MacFarlane added that the exact timing could change each year, subject to when the first snowfall occurs.

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY AHARTZ, TO RECOMMEND TO THE CITY COUNCIL THE APPROVAL OF THE INSTALLATION OF A DOG PARK TO BE LOCATED IN THE LOT ADJACENT TO THE POLICE DEPARTMENT FACILITY (7665 WYOMING TRAIL).

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

COMMUNICATIONS:

7. Chicago County Collaboration Initiative - Invitation

Assistant City Administrator MacFarlane shared that the commissioners were invited to attend the Chisago County Collaboration Initiative event which is to be held Wednesday, January 24th from 6:00 – 8:30 PM.

8. Park Steward Updates

Spangler – No update.

Vukelich – No update.

Ahartz – No update.

Bergan – No update.

ADJOURN

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER AHARTZ, TO ADJOURN THE JANUARY 8, 2024 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 7:36PM

Voting Aye: Spangler, Ahartz, Bergan, and Vukelich,

Voting Nay: None

Abstain: None

NEXT MEETING:
February 5, 2023
7:00PM



Park Advisory Commission Memo

Date: February 5, 2024

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: March PAC Meeting

Method: New Business

Background Information: The March Park Advisory Commission meeting is scheduled to take place on Monday, March 4th. Staff recently became aware that the week of March 4th will also include the Presidential Nominating Primary on March 5th and a City Council meeting on March 6th. Staff would like to ask the Commissioners if the meeting could be moved to the following Monday (March 11th, 2024) to accommodate for the intense week.

Recommendation: To move the March PAC meeting to March 11th, 2024 at 7:00PM.

Park Advisory Commission Memo

Date: February 5, 2024

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: March PAC Meeting

Method: New Business

Background Information:

In 2022, the Wyoming City Council authorized the approval of planning and engagement services for Phase 1 of Railroad Park to be performed by WSB. Construction on Phase 1 of Railroad Park was completed in November of 2023.

Construction of Railroad Park is planned to be carried out in three phases, with Phase 2 of the project consisting of the proposed History Walk. We are quickly approaching the Spring 2024 construction date of Phase 2 as identified in the original park development timeline.

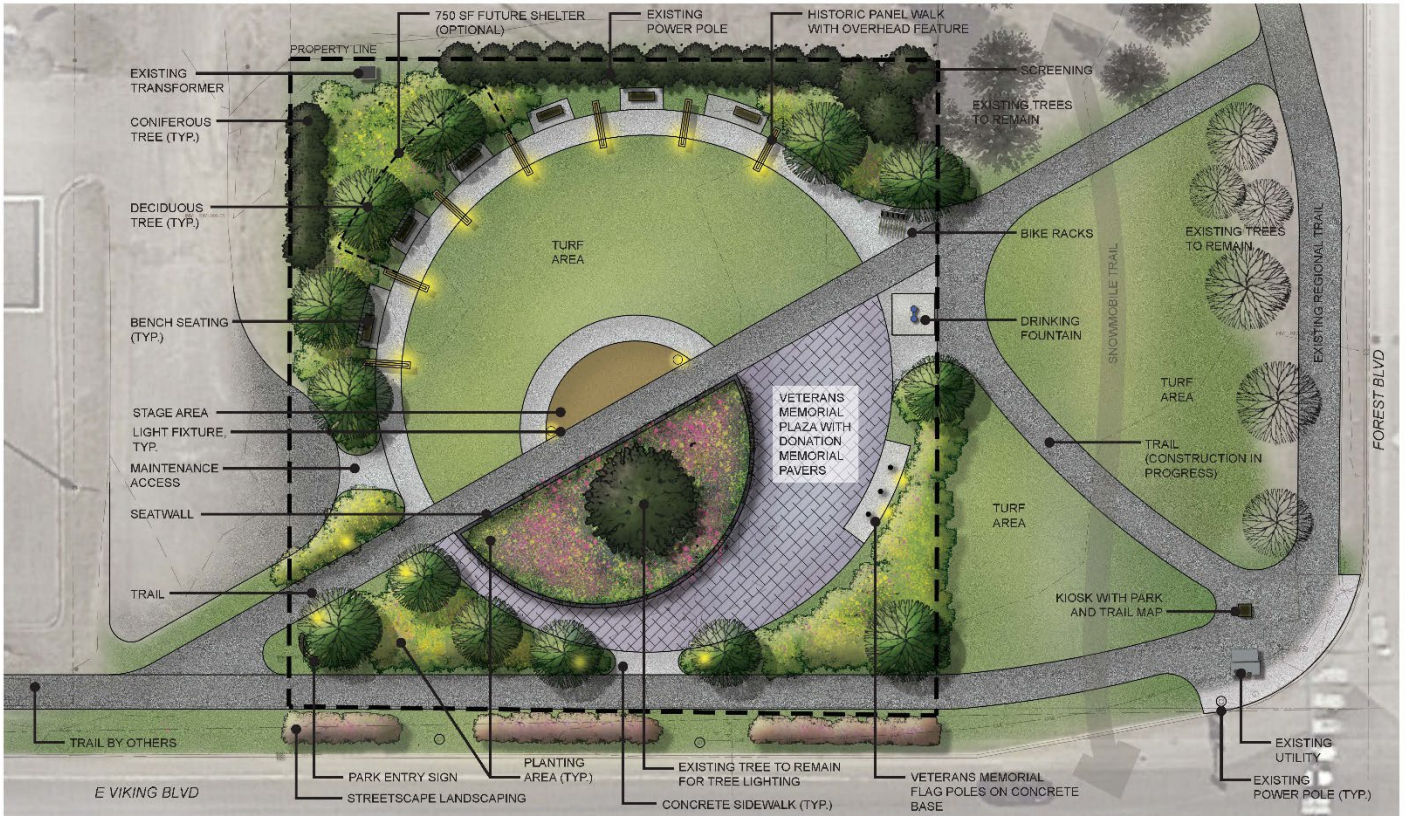
It is with this timeline in mind that City staff has initiated discussions with WSB Engineering concerning the second phase of the Railroad Park project. WSB has submitted a proposal for Phase 2 detailing their services; final design, bidding, and construction administration. The total cost for services relating to Phase 2 as proposed by WSB is \$28,000.

The Railroad Park Concept Plan - Cost Estimate projected the cost of Phase 2 to total \$96,000. Funding for Phase 2 of the project would come from Railroad Park donations and park dedication funds.

This will be presented at the February 6th City Council meeting. Staff will update Council during this meeting on the decision that the Park Commission makes at their February 5th meeting regarding this.

Recommendation: To recommend that the City Council approve the professional services proposal for Railroad Park Phase 2 – History Walk from WSB in the amount of \$28,000.





Railroad Park Concept Plan

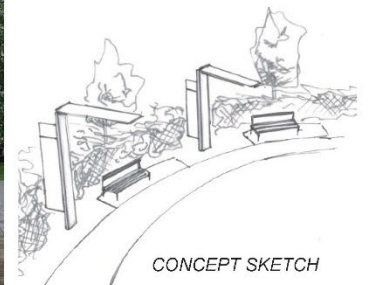
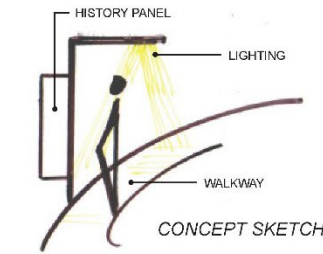
Wyoming, Minnesota
 June 29, 2020 | WSB Project number: 016175-000



PARK SIGN EXAMPLES



KIOSK EXAMPLES



HISTORY WALK & INTERPRETIVE SIGN EXAMPLES

Railroad Park Amenity Options / Examples

Wyoming, Minnesota
 June 29, 2020 | WSB Project number: 016175-000



PUBLIC SAFETY

P.O. Box 188, 7665 Wyoming Trl., Wyoming, MN 55092
 Phone: 651-462-0577 Fax: 651-462-0506



January 22, 2024

Robb Linwood
City Administrator
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

Re: Professional Services Proposal – Railroad Park Phase 2 Final Design & Bidding

Dear Mr. Linwood:

I am pleased to submit this letter proposal on behalf of WSB (Consultant) to the City of Wyoming (Client) for the Railroad Park Phase 2 Final Design & Bidding.

A.1 PROJECT UNDERSTANDING

It is understood that the City Wyoming seeks professional services for the design development and final design services for Phase 2 of Railroad Park to include a donor recognition feature, small concrete pad/stage area with electric pedestal, a history walk area with custom pavements, benches, lighting, up to 5 interpretive panels, and walk connections. The final design documents will be in accordance with the requirements of the grant funding that the City has received.

B.1 BASE SCOPE OF SERVICES

B.1.1 FINAL DESIGN

- (1) Design Development: The Consultant will develop plans to a 30% level to include options for the Phase 2 history walk, site furnishings, methods of interpretation, and methods for portraying donor recognition within the project area. A high-level estimate of probable costs related to the varying options will be prepared for comparison as it fits with budget constraints.
- (2) Design Review Meeting: The Consultant will attend a virtual design review meeting with the Client to review the preliminary design options and determine which approach, or combination of approaches, are preferred for the Phase 2 area.
- (3) Final Design: Consultant will prepare final design documents that further refine the site design to include the following documents taken to a 75% level for review prior to the 100% completion for bidding.
 - A. Cover Sheet / Index
 - B. Removals Plan
 - C. Layout Plan
 - D. Grading Plan
 - E. Restoration & Landscape Plan
 - F. Electrical Plan (EDI-DOLEJS)
 - G. Construction Details
 - H. Technical Specifications
 - I. Bid Proposal Form with Estimate of Probable Costs

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

- (4) Permitting: The Consultant will develop SWPPP documents to include in the construction package and will secure an NPDES permit for construction.

B.1.2 BIDDING

- (1) Consultant will provide the following bidding services:
- A. Upload an Advertisement for Bid and distribute construction document plans through QuestCDN.
 - B. Answer Contractor's questions that arise during the bidding process.
 - C. Prepare and distribute addenda.
 - D. Conduct online bid opening through QuestCDN.
 - E. Receive and tabulate all bids including required bid documents.
 - F. Review Contractor references and provide letter of recommendation.

B.1.3 CONSTRUCTION ADMINISTRATION

- (1) Construction Administration: Consultant will undertake limited project administration to include preparation of contract forms, change orders, payment applications, shop drawing reviews, and test results.
- (2) Construction Meetings: Consultant will facilitate a pre-construction meeting with the Contractors and periodic observation of the construction progress for adherence to design intent as illustrated and described in construction documents. This includes up to three (3) site progress meetings. Additional meetings will fall under Additional Services.

B.1.4 CONSTRUCTION STAKING

- (1) Construction Survey Staking: The Consultant will provide survey crews for construction survey staking to include a hub for site control and layout and grade stakes. This includes up to three (3) trips.

B.2 EXCLUSIONS

- B.2.1 The following items are excluded from this Agreement; however, Consultant can provide these professional services for additional compensation by amendment to this Agreement.
- (1) Three-dimensional graphics of the site design.
 - (2) Irrigation design.
 - (3) Contamination review or ESA costs.
 - (4) Structural engineering / arbor structure design.
 - (5) The proposal does not include stormwater modeling, BMP design services or watershed permitting.

B.3 ADDITIONAL SERVICES

- B.3.1 Additional services may be added upon approval by both Client and Consultant via amendment to this Agreement.

C.1 PROPOSED FEES, SCHEDULE AND ACCEPTANCE

C.1.1 **Scope of Services:** The Base Scope of Services outlined in Paragraphs B.1 above will be provided for an hourly not to exceed fee of \$28,000. Below is a breakdown of fees by task category for reference:

(1)	Final Design – WSB:	\$11,400
(2)	Final Design – EDI:	\$ 3,000
(3)	Bidding :	\$ 1,600
(4)	Construction Administration:	\$ 7,000
(5)	Construction Staking:	\$ 5,000

D.1 SCHEDULE

A project schedule will be prepared once the final planning approach approved by the Client has been established. It is anticipated that the design development through final design will take approximately 2-3 months to complete followed by a 3-week bidding period with a construction schedule to be determined with a selected Contractor.

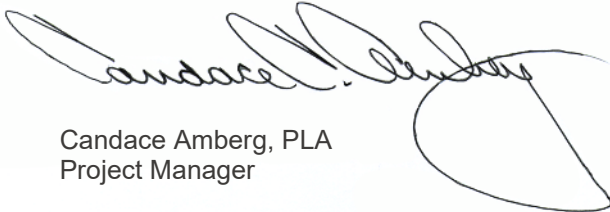
ACCEPTANCE

This letter represents our entire understanding of the project scope. If the City of Wyoming is in agreement, the necessary contract documents can be provided and signed. WSB will start work upon receipt of a signed contract.

Thank you for the opportunity to propose on this project. If you should have any questions regarding this proposal, please contact Candace at 612-518-3694.

Sincerely,

WSB



Candace Amberg, PLA
Project Manager



Jason L. Amberg, PLA
Director of Landscape Architecture



Park Advisory Commission Memo

Date: February 5, 2024

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: 2024 Goals and Initiatives

Method: New Business

Background Information: Every year the Park Advisory Commission reviews goals and accomplishments from the prior year and sets goals and initiatives for the upcoming year. The Commissioners and staff will briefly review the PAC's goal and accomplishments of 2023 before establishing the Commission's 2024 goals.

Request: To recommend that the City Council approve the 2024 Park Advisory Commission's goals and initiatives as discussed.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092

Phone: 651-462-0575 Fax: 651-462-0576



Communication

Date: February 5, 2024

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: 2024 Medallion Hunt

Method: Communications

Background Information: The City of Wyoming holds a medallion hunt in March of every year. Staff are in the process of putting together a clue list for the 2024 Wyoming Medallion Hunt. The purpose of this event is to encourage people to explore Wyoming and its parks by following clues that will be shared on the City's social media page and website in order to locate the medallion.



CITY OF WYOMING

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