

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
AUGUST 2, 2021
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 July 12th, 2021

COMMUNICATIONS:

2. Staff Report
3. Railroad Park Donations
4. Resilient Communities Project Update

OLD BUSINESS:

NEW BUSINESS:

5. Park and Trail Master Plan Proposal

ADJOURN

**NEXT MEETING:
XXXX, 2021
7:00PM**

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JULY 12, 2021
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for July 12, 2021 to order at 7:03PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Park Advisory Commission were present: Members Barb Williams, Bruce Spangler, Heather Vandenheuvel, Jessica Bergan, TJ Malaskee (arrived at 7:06 p.m., Claire Luger, Council Liaison, and Lisa Iverson, Mayor

Absent: None

Also Present: Kelly Dumais, Assistant City Administrator

Visitors: None

DETERMINATION OF A QUORUM:

Chair Spangler determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

1. **Consider approving the minutes of “Regular Meeting” of the Wyoming Park Advisory Commission for June 7, 2021.**

A MOTION WAS MADE BY MEMBER WILLIAMS, SECONDED BY MEMBER VANDENHEUVEL, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE JUNE 7, 2021 MEETING, AS PRESENTED.

Voting Aye: Spangler, Williams, Vandenheuvel, and Bergan

Voting Nay: None

Abstain: None

COMMUNICATIONS:

2. **Staff Report**

3. **Park and Trail Master Planning**

Assistant City Administrator Dumais explained how the City Council had arrived at the increase in park maintenance funds in the budget to \$25,000. She stated that staff has reached out to WSB about the possibility of submitting a proposal to the City for putting together a Park and Trail Master Plan. She asked if the Commission had any specific questions they would like to see included in this proposal and master planning process.

The PAC gave feedback on what they would like to see included in the Park and Trail Master Plan.

Mayor Iverson noted that some of the cities trails just end in a stump and asked if WSB could take a look at the trails and see how residents can get from different areas of the City safely to the trail system.

4. Railroad Park Donations

Assistant City Administrator Dumais explained that the City has received some additional donations for Railroad Park from: Xcel Energy - \$1,000.00; Midco - \$2,000.00; and Cemstone – 10 cubic yards of concrete.

OLD BUSINESS:

NEW BUSINESS:

5. Consider Recommending the Resilient Communities Project Applications for Railroad Park Memorial Public Engagement and Aging in Parks: Active Living for All Ages in Wyoming Parks

Assistant City Administrator Dumais gave an overview of the Resilient Communities project application.

The Commission gave feedback on the information included on the application, budget considerations, and things they would like to see in the City parks.

6. Review and Recommend a Preferred Brick Color and Font for the Railroad Park Buy-a-Brick Fundraiser

Assistant City Administrator Dumais presented samples and information from Brick Makers, USA and explained the engraving process for the bricks.

The Commission discussed how the funds will be raised, brick pricing, brick color and the possibility of tying into the color of the Cornerstone brick, engraving styles, the importance of an easily readable font, a review process to ensure that no questionable content was included on the bricks.

Assistant City Administrator Dumais explained that she will work on bringing back parameters for the Commission to consider along with more specific guidelines for the proposal. She reminded the Commission that the past discussion had been that there would be a Memorial Wall to prevent people from walking on names that are being memorialized and that there would be a separate process for people who just want to contribute and have their name on the bricks.

ADJOURN

**A MOTION WAS MADE BY MEMBER WILLIAMS, SECONDED BY MEMBER BERGAN,
TO ADJOURN THE JULY 12, 2021 MEETING OF THE WYOMING, PARK ADVISORY
COMMISSION AT 7:56 PM**

Voting Aye: Spangler, Williams, Vandenheuvel, Bergan, and Malaskee

Voting Nay: None

Abstain: None

**NEXT MEETING:
AUGUST 2, 2021
7:00PM**



Date:
7/30/2021

To: **Park Advisory Commission Members**

Re: **Staff Report**

AGENDA

CONSENT AGENDA: NONE

Items under the "Consent Agenda" will be adopted with one motion; however, 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 July 12, 2021.

COMMUNICATIONS:

2. Staff Report

3. Railroad Park Donations

The City has received additional donations to railroad park that will be included in the upcoming City Council agenda. The commercial donations were as follows:

Grand Casino Mille Lacs- \$1,000

4. Resilient Communities Project Update

The City Council reviewed the proposals for projects at the July 28th, 2021 City Council Budget Work Session. The majority of Council was supporting of the initiative and was interested in having it brought forward for formal action which will be at the August 17th, 2021 City Council meeting.

One note considering the applications, the City Council will be reviewing the Park and Trail Master Plan proposal, which is included with a request for recommendation in your packet, at the August 4th, 2021 City Council meeting. Initial conversations about the process for a park and trail master planning process projected that a report from the Resilient Communities Project would be able to be utilized by consultants, however the timeline that for that does not seem to fit any more. The proposed plan for the park and trail master plan does include a demographic analysis that would include looking at how our parks and our trails serve seniors as well as people with a variety of cognitive needs as discussed by the Park Advisory Commission at previous meetings. The City could still move forward with an application that would do a deep dive specifically into this target demographic in the community, or it could move forward with just a single application focusing on the Railroad Park Design engagement process.

NEW BUSINESS:

5. Park and Trail Master Plan Proposal

Included in your packet is the proposal from WSB to do a Park and Trail Master Plan for the City. This process would include a needs analysis including site visits, review of planning materials, demographic analysis, trail gap analysis and needs prioritization. Then also to coordinate community engagement, planning recommendations, and a final proposal that would include a comprehensive picture of a park and trail system for the City.

The goal of this initiative would be to develop an overarching strategic vision for the City that could be used to develop conversations around park and trail maintenance and development that fill needs within the community in a strategic way to best address community needs.

Recommended Action: Recommend the proposed park and trail master plan for approval by the City Council.

OLD BUSINESS: NONE

ADJOURN

NEXT MEETING:
September 6th, 2021
7:00PM

July 15, 2021

Ms. Kelly Dumais
Assistant City Administrator
City of Wyoming
26885 Forest Blvd
Wyoming, MN 55092

Re: 2021 Park System Plan

Dear Ms. Dumais:

I am pleased to submit this letter proposal on behalf of WSB & Associates, Inc. (WSB) to the City of Wyoming (City) to complete a park system master plan to include the existing 17 park sites as well as a high level trail system plan to address community connectivity for primary routes.

SCOPE OF SERVICES

The following scope of services is meant to provide the City of Wyoming with the steps necessary to complete a high level park system master plan to guide future park and trail improvements in alignment with community needs.

A. Project Management & Kick-Off

- 1) WSB will provide project management and coordination efforts throughout the planning process.
\$1,700
- 2) WSB staff will attend a virtual meeting with city staff to review the work plan, schedule and overall expectations of the system planning effort. We will confirm key leaders and stakeholders that have insight into the park and open space system at a general or specific level. At this time, it will be important to discuss city known issues or deficiencies in the park system. Afterwards, we will provide meeting summary notes to those in attendance.
\$500
- 3) WSB will develop GIS maps of all existing park facilities based on available City and County data for planning purposes.
\$800

Task A: \$3,000

B. Needs Analysis

- 1) Park Inventory & Service Level Analysis: WSB staff will conduct site visits of each park in the system to determine the existing level of service. The level of service indicates general park function in relation to populations served based on factors such as overall age, condition, design, and accessibility. A map will be prepared to identify the results of the service level analysis.
\$1,500

- 2) Planning Analysis: WSB will collect all relevant planning materials and documents for review. These include the Comprehensive Plan, Zoning and Subdivision Ordinances, Park Dedication requirements, and any park concept or master plans. WSB will review and summarize the findings of these resources in a memo for distribution to the City.
\$700
- 3) Demographics Analysis: WSB will prepare a demographics analysis and will review the location of the parks in relation to the neighborhood service areas to determine any redundancies, or underserved populations based on existing park locations. Demographics maps and analysis maps of neighborhood service areas will be prepared utilizing existing ESRI data.
\$550
- 4) Trails Gap Analysis: WSB will conduct an analysis of the trails and walkways to identify regional routes, existing gaps, and overall connectivity in relation to major destinations within the community.
\$650
- 5) Needs Analysis & Graphics: A summary of the needs analysis will be developed based on the results of the system inventory and analysis to identify the greatest needs and desires that may affect prioritization. Summary information and graphic maps that illustrate the outcomes of the inventory and analysis will be prepared.
\$1,200

Task B: \$4,600

C. Community Engagement

- 1) Interactive Map: WSB will set up a project page utilizing Social Pinpoint, an online forum with an interactive map that can be used through various forms of social media and devices. This map provides a tool where users can drag and drops pins on a map to leave comments related to parks and trails, idea generation and design preferences. Community surveys can be linked to this platform to provide additional feedback to guide the planning process. Fee includes \$500 service fee for Social Pinpoint.
\$1,400
- 2) Stakeholder Meetings: WSB will collaborate with city staff to identify project stakeholders who may have more specific information and feedback related to the planning process. Meetings with specific project stakeholders can be held virtually or in person. We are including up to 8 hours per two staff members for stakeholder meetings.
\$1,200
- 3) Community Events: WSB is including attendance at two (2) community events or locations to conduct pop-up meetings in order to go where people are for quick and easy input through local events and activities. WSB will coordinate with the city to determine the events and locations for pop-up meetings.
\$1,500

- 4) Open House Mtg #1: WSB can facilitate a Public Open House meeting to gather input, ideas and concerns from those in attendance in order to help identify community needs, desires and concerns related to parks and trails.
\$1,300

Task C: \$5,400

D. Planning Recommendations and Approvals

- 1) Draft System Plan
 - i. The park system master plan will identify a community vision and parks mission statement along with a list of goals and priorities, in alignment with the 2040 Comprehensive Plan.
 - ii. Park Recommendations: WSB will outline recommendations for each park meant to guide future park planning efforts, based upon the outcome of the needs analysis. This planning effort will include recommendations for future park search areas as well as potential modifications or clarifications related to park dedication requirements.
 - iii. Trail Recommendations: WSB will outline recommendations of primary trail routes or gaps to be filled in order to improve connectivity to primary destination areas.
 - iv. Estimation: WSB will prepare high level estimates based on recommendations of the plans for future budgeting purposes.
 - v. Priorities: WSB will prepare a preliminary list of priority projects based upon the needs assessment and in alignment with city goals and policies.
 - vi. The draft plan will summarize the planning process and will be formatted into an Appendix document to the 2040 Comprehensive Plan utilizing city branding.

\$10,000

- 2) Final Plan: Upon completion of review and feedback of the draft plan, WSB will refine and finalize the plan document for review and approval.
\$1,500
- 3) Open House Mtg #2: WSB can facilitate a public open house meeting to present the draft recommendations for further review and feedback from the community prior to finalization of the plan document.
\$1,300
- 4) City Meetings:
 - i. Staff Review Meetings: It is anticipated that up to four (4) virtual review meetings will be held with city staff to review schedule, recommendations and outcomes throughout the planning process.
 - ii. Parks Advisory Commission Meeting: WSB shall attend a Parks Advisory Commission Meeting to present the draft park system master plan and priorities for review and feedback.

- iii. Planning Commission Meeting: WSB shall attend a Planning Commission Meeting to present the draft park system master plan and priorities for review and approval to bring to the City Council.
- iv. City Council Meeting: WSB shall attend a City Council Meeting to present the final park system master plan for review and adoption to be included as an amendment to the 2040 Comprehensive Plan.

\$2,700

Task D: \$15,500

E. Additional Services

WSB will complete additional services, other than those listed in the Scope of Services above, as requested and authorized in writing by the City. These services shall be billed on an hourly basis according to the current Hourly Rate Schedule.

FEES FOR PROFESSIONAL SERVICES

It is proposed that the following Tasks be billed on an hourly-not-to-exceed basis as follows:

Scope "A" (Kick-Off & Data Collection):	\$ 3,000
Scope "B" (Needs Analysis):	\$ 4,600
Scope "C" (Community Engagement)	\$ 5,400
Scope "D" (Final Plan & Approvals)	\$15,500
Total:	\$28,500

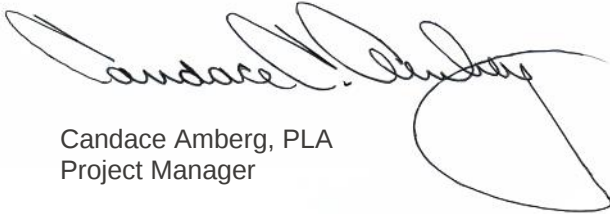
ACCEPTANCE

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 763-231-4848.

Sincerely,

WSB



Candace Amberg, PLA
Project Manager



Jason L. Amberg, PLA
Director of Landscape Architecture