

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
OCTOBER 4, 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."

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" of the Wyoming Park Advisory Commission for September 13th, 2021

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.

2. Accept the resignation of T.J. Malaskee from the Wyoming Park Advisory Commission

COMMUNICATIONS:

3. Staff Report
4. Public Works Park Maintenance Report

OLD BUSINESS:

NEW BUSINESS:

5. Introduction to the Wyoming Park and Trail Master Plan

ADJOURN

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

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
SEPTEMBER 13, 2021
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for September 13, 2021 to order at 7:04 PM

CALL OF ROLL:

*On a Call of the Roll the following members of the Wyoming Park Advisory Commission were present:
Members Bruce Spangler, Heather Vandenheuvel, and TJ Malaskee*

Absent: Commissioner Barb Williams and Commissioner Jessica Bergan

Also Present: Kelly Dumais, Assistant City Administrator

Visitors: None

DETERMINATION OF A QUORUM:

Chair Spangler determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

A MOTION WAS MADE BY MEMBER VANDENHUEVEL, SECONDED BY MEMBER MALASKEE, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE AUGUST 2, 2021 MEETING, AS PRESENTED.

Voting Aye: Spangler, Vandenheuvel, and Malaskee

Voting Nay: None

Abstain: None

Absent: Williams and Bergan

OPEN FORUM: NONE

COMMUNICATIONS:

2. Railroad Park Buy-A-Brick Program

Assistant City Administrator Dumais explained that the Council had selected a vendor for the bricks for the Buy-A-Brick program which will launch on September 18, 2021, at Stagecoach Day. The bricks will be available for \$100 each and noted that donations have already been made in the amount of \$213,080 towards the overall goal of \$350,000.

Commissioner Malaskee asked if the donations and brick purchase were considered tax deductible.

Assistant City Administrator Dumais confirmed that they are 100% tax deductible.

Commissioner Malaskee suggested that the City may want to clarify this because he was under the impression that a tax deductible donation had to be the difference between the actual cost and the donation

amount.

Assistant City Administrator Dumais stated that she will confirm her information and make sure it is correct in the marketing materials.

3. Resilient Communities Project Update

Assistant City Administrator Dumais noted that the Council has chosen to submit one of the two proposals with the thought to move forward with the second project in the future. They chose to submit the Railroad Park project and delay the Aging in Parks project until after the City had more time to review the outcomes of the Master Plan.

4. Park Maintenance Update

Assistant City Administrator Dumais stated that Public Works Superintendent Almhjeld will be providing a monthly update on park maintenance. She explained that he was unable to attend tonight's meeting so if the PAC has questions she will follow up with him to try to get the answers. She gave a brief overview of the current and upcoming park maintenance projects.

OLD BUSINESS: NONE

NEW BUSINESS: NONE

ADJOURN

A MOTION WAS MADE BY MEMBER VANDENHUEVEL, SECONDED BY MEMBER MALASKEE TO ADJOURN THE SEPTEMBER 13, 2021 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 7:12 PM

Voting Aye: Spangler, and Vandenheuvel

Voting Nay: Malaskee

Abstain: None

Absent: Williams and Bergan

NEXT MEETING:
OCTOBER 4, 2021
7:00PM

October 1, 2021

Dear Wyoming Parks Advisory Commissioners,

Unfortunately, as I no longer reside in Wyoming, Minnesota, I must resign from the Wyoming Parks Advisory Commission effective immediately. I am sorry that I was not able to commit to a longer tenure with the Commission as I had intended, but a lack of available housing in Wyoming sadly recents me from remaining in the community.

I hope that Northwood Farmers Club (formerly the Grange) which is hoping to remain in Wyoming, will continue to work with PAC to make Wyoming the most positive and welcoming community it can be, particularly through our parks.

Thank you for the opportunity—however short—to have served alongside you.

Respectfully Submitted,

T.J. Malaskee



Date:
10/1/2021

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 September 13th, 2021

CONSENT AGENDA:

2. **Accept the resignation of TJ Malaskee**

COMMUNICATIONS:

3. **Staff Report**
4. **Public Works Park Maintenance Report**

Updates on the City's Park Maintenance Program are included in the Packet

OLD BUSINESS: NONE

NEW BUSINESS:

5. **Introduction to the Wyoming Park and Trail Master Plan**

Project Coordinator Candace Amberg will walk through the process for the Park and Trail Master Plan with the Park Advisory Commission.

ADJOURN

NEXT MEETING:
November 1, 2021
7:00PM



10/1/2021

Park and Recreation Advisory Committee,

Here is an update of the Maintenance in the Parks.

The irrigation winterizing has been scheduled for October in Goodview Park.

The tree inventory is coming along great. We have around 4,000 trees and there are about 2,000 left to inventory. This should be complete by the end of October.

Sincerely,

Chuck

Swenson Park Update:

The blacktop has been prepared for the new 2-inch layer of asphalt. That should be starting any day.

The hockey boards have been submitted for construction.

The playground equipment is still on order. We expect an October delivery.

The LED lights are installed on the rink.

The new electric service is scheduled for October 7th. Xcel will be installing a transformer.

Goodview Park:

The irrigation is scheduled for winterizing in October.

Lions Park:

We are designing the tree installation by the parking lot for your review. This is our 2021 Tree Project.



Park & Trail System Master Plan

October 4, 2021



Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Our staff improve the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services in over 25 complementary areas that seamlessly integrate planning, design and implementation. Our coast-to-coast client base is served from 12 offices in four states.

We share a vision to connect your dreams for tomorrow to the needs of today – the future is ours for the making.



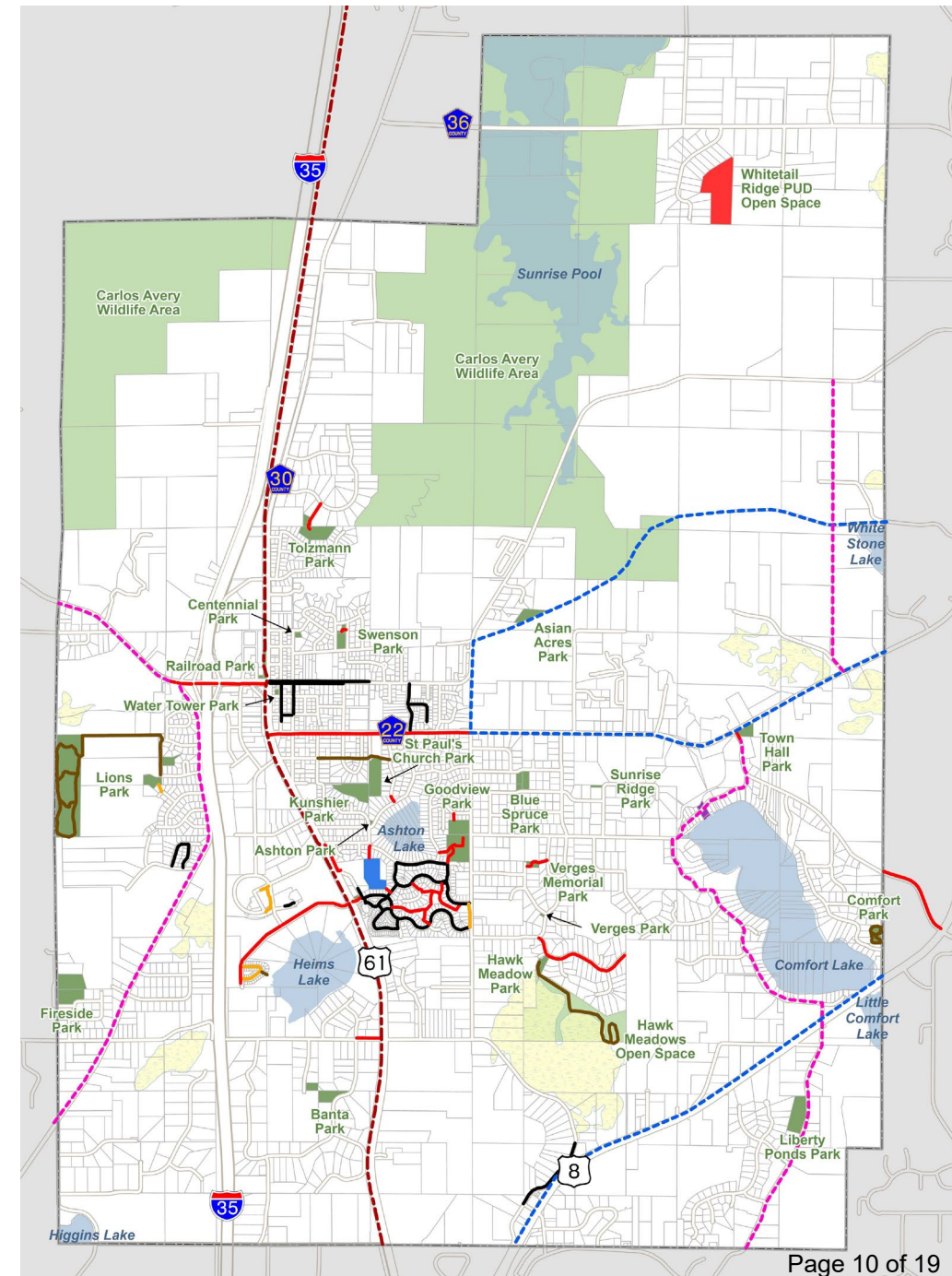
Candace Amberg, PLA

Senior Associate

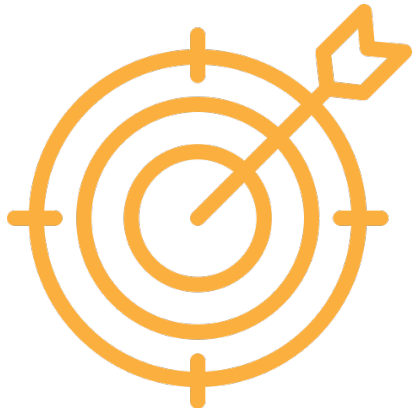
Park & Trail System Master Plan

A strategic and comprehensive master plan providing an overall community vision for the parks and trails the City of Wyoming for the next 10-20 years.

It is meant to guide future investments for developments and improvements by establishing goals, policies, objectives, and overall priorities in line with the 2040 Comprehensive Plan.



Planning Process Overview



Community Vision



Goals



Needs & Priorities



Funding

Data Collection & Evaluations

Proposed Classification:**Neighborhood Park****Overall Park Design:**

Large park with great character and a variety of amenities. There is a marked crosswalk across 5th Street NW to access the smaller parking lot but lack of designated route in the lot. There is another parking lot to the west with no trail access from the street. There are natural trails to the woodlands in the south as well as an embankment slide. Park was established in 1977.

Overall Park Maintenance:

Landscape and wood chip trails are well maintained. The paved trails and volleyball court are in need of maintenance/replacement.

Natural Resources/Landscape:

There are mature trees and woodlands and garden along eastern parking lot. The wooded areas had a lot of wild rhubarb and also invasive species were present. During the site visit, a coyote was spotted running through the park.

Overall Park Ranking:**42%****AMENITY RANKINGS**

Park Amenity Name	Overall Condition	Overall Design & Character	Accessibility	Age Considerations	Actual Points	Total Possible Points	Comments
Picnic Pavilion	1	1	2	1	5	12	Old pavilion, in need of repair or replacement. There is a trail to it.
Playground Equipment	2	2	2	1	7	12	2009 Game Time equipment in good condition. Trail leads to playground.
Embankment Slide	2	3	0	2	7	12	Desirable feature by users, kind of hidden
Volleyball Court	0	1	n/a	1	2	9	Poor condition, weeds growing in it, no nets. Adjacent to playground. Double court, proper orientation.
Soccer Field (330' x 110')	1	2	n/a	2	5	9	Needs re-grading, some turf areas in poor condition. Is irrigated.

Park Evaluations

- Age / Condition
- Accessibility
- Design / Character
- Distribution
- Populations Serviced

= **Level of Service**

Exceptional - Exceeding Service Level, High Quality, Newer in age

75% +

Good - Meets or Exceeds Expected Service Level, Mid to Newer Range in Age

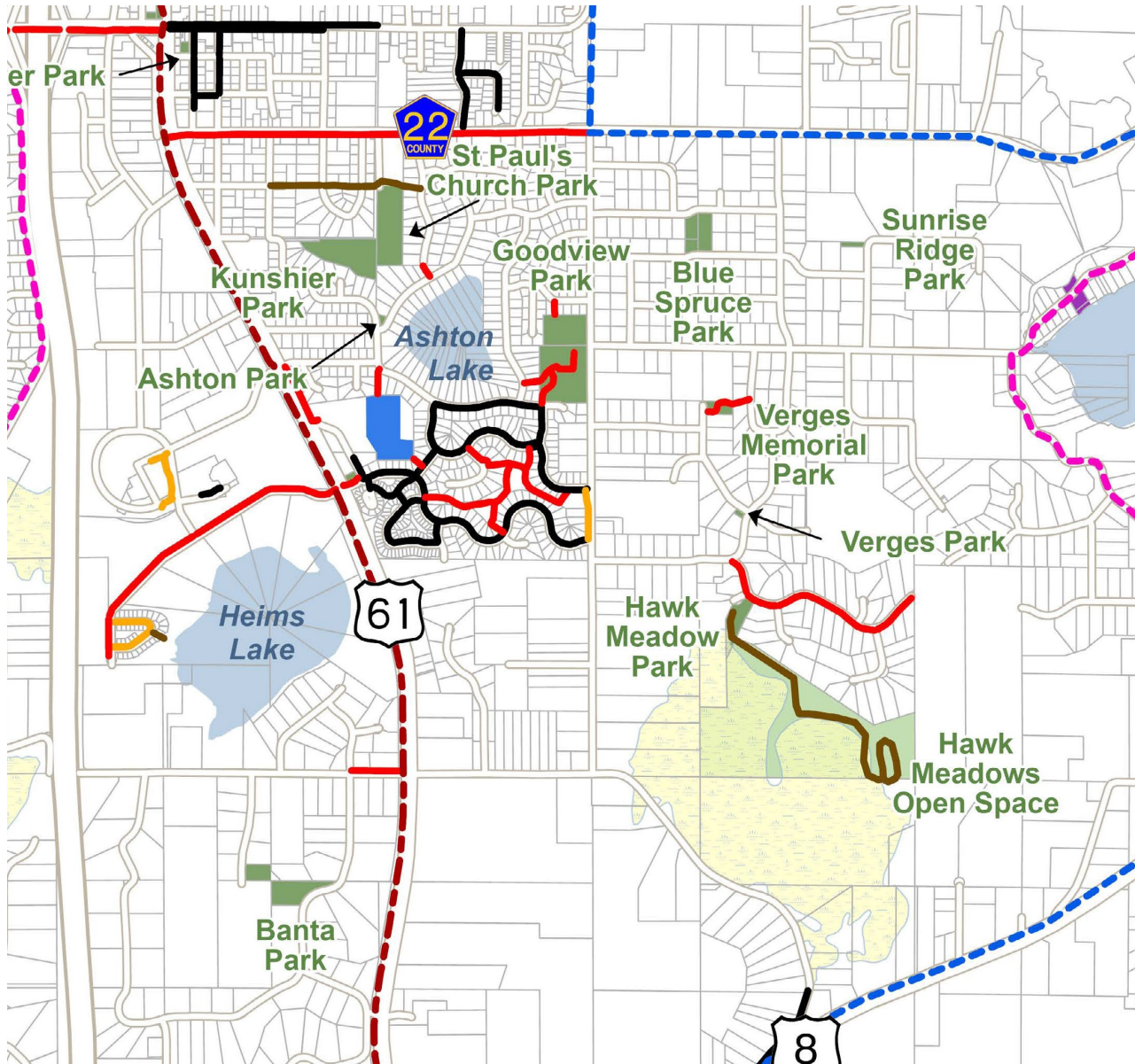
61% - 75%

Adequate - Meets Basic Service Level, Mid-Older range in age

41% - 60%

Poor - Not Meeting Service Level, Older in age/ outdated

< 40%



Trail Gaps & Safety Concerns

- Destination Areas
- Local System
- Regional System
- Barriers
- Safety Concerns



Project Vision, Goals & Recommendations



Quality Recreation

- Recreation opportunities for varying demographics, ages, abilities and cultures
- Create safe and inviting spaces
- Encourage play and physical activity





Improved Connectivity

- Safe pedestrian routes
- Connection to primary destinations
- Regional connections
- Wayfinding measures



Sustain Fiscal Responsibility

- Develop strategic framework for prioritization of improvements
- Maximize partnership opportunities
- Review and update policies
- Create standards for high quality and lower maintenance

THANK YOU

