

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 7, 2022
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 "Special Meeting" of the Wyoming Park Advisory Commission for January 10, 2022

OLD BUSINESS:

NEW BUSINESS:

2. 2022 Goals and Initiatives
3. Outdoor Recreation Grant Program for Railroad Park
4. AARP Community Challenge Grant for Railroad Park

COMMUNICATIONS:

5. Wyoming Medallion Hunt

ADJOURN

NEXT MEETING:
March 7, 2022
7:00PM

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
SPECIAL MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 10, 2022
7:00PM

CALL TO ORDER:

Chair Spangler called the Special Meeting of the Wyoming Park Advisory Commission for January 10, 2022 to order at 7:00PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Park Advisory Commission were present: Members Bruce Spangler, Barb Williams, Heather Vandenheuvel, Jessica Bergan, and Lindsay Hobson

Absent: NONE

Also Present: Robb Linwood, City Administrator, Mayor Lisa Iverson, and Chuck Almhjeld, Public Works Superintendent

Visitors: None

DETERMINATION OF A QUORUM:

Chair Spangler determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

NEW BUSINESS:

1. To consider the Resignation of Park Advisory Commission Member Barb Williams

A MOTION WAS MADE BY MEMBER VANDENHUEVEL, SECONDED BY MEMBER BERGAN, TO RECOMMEND THE CITY COUNCIL ACCEPT THE RESIGNATION OF PARK ADVISORY COMMISSION MEMBER BARB WILLIAMS.

Voting Aye: Spangler, Bergan, Vandenheuvel, and Hobson

Voting Nay: None

Abstain: None

Barb Williams was presented with a plaque honoring for her service to the City.

OPEN FORUM:

“An opportunity for members of the public to address the Park Advisory Commission on items on or not on the current agenda. Items requiring Park Advisory Commission action maybe deferred to staff for research and future Park Advisory Commission Agendas if appropriate. You will be limited to three (3) minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak that night.”

Mike Soule, 25782 Goldfinch Avenue, noted that he lives near Goodview Park which does not have a baseball diamond or an ice skating rink. He stated that there is an ice skating facility on the north end of town and thinks one on the south end of town would also be used. He explained that he drives a school bus and thinks that having an open skating rink that the City floods would be nice for the kids to use. He noted that he did not think it needed to be a hockey rink but just be available for open skating. He stated that he thinks this would improve the park immensely because it is located in a nice neighborhood and would provide an amenity

to the south side of town that is currently not available.

CONSENT AGENDA: NONE

APPROVAL OF MINUTES:

2. Consider approving the minutes of the “Regular Meeting” of the Wyoming Park Advisory Commission for December 6, 2021

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER HOBSON, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE DECEMBER 6, 2021 MEETING, AS SUBMITTED.

Voting Aye: Spangler, Bergan, Vandenheuvel, and Hobson

Voting Nay: None

Abstain: None

OLD BUSINESS: NONE

NEW BUSINESS:

3. To Consider Appointing a Chair and Vice-Chair for the Park Advisory Commission and two members to serve on the Joint Park Planning Board for 2022

A MOTION WAS MADE BY MEMBER VANDENHUEVAL, SECONDED BY MEMBER HOBSON, TO APPOINT MEMBER SPANGLER TO CONTINUE IN THE ROLL OF PARK ADVISORY COMMISSION CHAIR.

Voting Aye: Bergan, Vandenheuvel, and Hobson

Voting Nay: None

Abstain: Spangler

A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER VANDENHUEVAL, TO APPOINT MEMBER BERGAN TO SERVE AS VICE-CHAIR.

Voting Aye: Spangler, Vandenheuvel, and Hobson

Voting Nay: None

Abstain: Bergan

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

Voting Aye: Spangler, Bergan, Vandenheuvel, and Hobson

Voting Nay: None

Abstain: None

4. 2022 Park Advisory Commission Meeting Dates and Roster

A MOTION WAS MADE BY MEMBER VANDENHUEVAL, SECONDED BY MEMBER SPANGLER, TO APPROVE THE 2022 PARK ADVISORY COMMISSION MEETING DATES AS PRESENTED.

Voting Aye: Spangler, Bergan, Vandenheuvel, and Hobson

Voting Nay: None

Abstain: None

5. Emerald Ash Borer Minnesota DNR Grant

Public Works Superintendent Almhjeld gave an overview of the creation of a Tree Board, an annual budget of \$2/capita, and inventoried the City-owned trees. The goal for 2022 is to prioritize the tree projects with the completed tree inventory. He explained that the DNR has a grant available that would include the writing of an Emerald Ash program that he would like the City to apply for.

A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER VANDENHUEVAL, TO RECOMMEND THE CITY COUNCIL APPROVE MOVING THE GRANT APPLICATION PROCESS FORWARD FOR EMERALD ASH BORER WITH THE DNR.

Voting Aye: Spangler, Bergan, Vandenheuvel, and Hobson

Voting Nay: None

Abstain: None

6. Park Advisory Commission Pertinent Documents

City Administrator Linwood stated that this is an informational item to ensure that all members of the PAC have its pertinent documents.

Mayor Iverson explained that they are bringing these kinds of documents to all the City's committees. She noted that attendance is very important and encouraged members to communicate with staff if they cannot attend a meeting. She noted that they should make sure that they do not "reply all" when communicating things like this because it can be considered a violation of Open Meeting laws.

City Administrator Linwood explained that beginning next month, Assistant City Administrator Alex Saxe, will be attending the PAC meetings and will be the staff liaison for this Board.

Mayor Iverson encouraged the PAC to continue to dress business-casual for the meetings. She noted that one thing she would like the PAC to consider possibly adding to the bylaws or their goals is something that is done in Chisago City. She stated that Chisago City divides and assigns the individual parks to their board members. She explained that they those board members are responsible for doing a quarterly checklist for each park they are assigned and reporting back to the PAC.

7. Open Meeting Law Review

City Administrator Linwood explained that it is important for all meetings that the City follows proper Open Meeting law practices. He explained that if there is an event, such as a park clean-up day, where the entire PAC will be present, staff tries to identify them on the calendar even if there is no business discussed.

COMMUNICATIONS:

8. Swenson Park Ribbon Cutting Event – Saturday, January 15, 2022

City Administrator Linwood encouraged the PAC members to attend the event and noted that this will be the City's first ADA compliant park. He noted that the whole project turned out great and the skating rink is being heavily used. He asked that for next month's meeting, the PAC members be prepared to discuss their goals for the upcoming year.

ADJOURN

A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER BERGAN, TO ADJOURN THE JANUARY 10, 2022 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 7:30 PM

Voting Aye: Spangler, Bergan, Vandenheuvel, and Hobson
Voting Nay: None
Abstain: None

NEXT MEETING:
FEBRUARY 7, 2022
7:00PM



Park Advisory Commission Memo

Date: February 4, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: 2022 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. Staff will go over a PowerPoint that highlights 2021 accomplishments and review possible 2022 goals and initiatives and update based on Commission priorities and feedback.

Request: Recommend the City Council approve the 2022 goals and initiatives for the Park Advisory Commission as discussed.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576



Park Advisory Commission Memo

Date: February 4, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: MN DNR Outdoor Recreation Grant Program

Method: New Business

Background Information: In 2020, the City of Wyoming applied and was awarded the MN DNR Outdoor Recreation Grant for Swenson Park. The upgrades to Swenson Park have been completed and grant funds have been reimbursed. While exploring funding options for the Railroad Park Project, it was suggested by a staff member at the DNR to apply for this grant again.

City staff recommends application for this grant to help fund the Railroad Park project. The project is eligible for this grant with park redevelopment consisting of the veteran's memorial and history walk. Applications are due by March 31, 2022.

Fiscal Impact:

Total project costs are estimated to be between \$350,000-\$400,000. To date the City has raised \$213,000. Grants are reimbursed up to 50% of the total eligible project costs. Staff will be requesting \$200,000 in grant funding to reach the goal of \$400,000.

Request: To recommend the City Council approve applying for the Outdoor Recreation Grant Program for Railroad Park.



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Park Advisory Commission Memo

Date: February 4, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: AARP Community Challenge Grant

Method: New Business

Background Information: In 2021, the City of Wyoming became an AARP Age-Friendly Community. The AARP Community Challenge provides small grants to fund quick-action projects that can help communities become more livable for people of all ages. This year, applications will be accepted for projects to improve public spaces, housing, transportation and civic engagement; support diversity, equity and inclusion; build engagement for programs under new federal laws; and pursue innovative ideas that support people age 50 or older.

City staff recommends application for this grant to help fund the Railroad Park project. The project would be eligible under the category: Creating vibrant places that improve open spaces and access to other amenities. Applications are due by Tuesday, March 22, 2022 4PM (CSD).

Fiscal Impact:

Total project costs are estimated to be between \$350,000-\$400,000. To date the City has raised \$213,000. There is no match requirement for this grant. The average grant award is \$11,500 and 76% of grants awarded are under \$15,000. Since this project is important for the City, staff will be requesting a grant in the amount of \$15,000.

Request: To recommend the City Council approve applying for the AARP Community Challenge Grant for Railroad Park.



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Communication

Date: February 4, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: 2022 Medallion Hunt

Method: Communications

Background Information: In years past the City has held a medallion hunt. Staff are in the process of putting together a Wyoming Medallion Hunt similar to what has been incorporated in the past. This event will invite people to explore around Wyoming and Wyoming Parks by following clues shared on the City's social media and website to find the medallion.



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