

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MAY 2, 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 “Regular Meeting” of the Wyoming Park Advisory Commission for April 4, 2022

OLD BUSINESS:

NEW BUSINESS:

2. Railroad Park planning and engagement services with WSB

COMMUNICATIONS:

3. Swenson Park phase two update
4. Arbor Day event recap
5. Joint Park Planning Board Meeting for May 24th, 2022 at 6PM
6. Park steward updates

ADJOURN

**NEXT MEETING:
June 6, 2022
7:00PM**

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
APRIL 4, 2022
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for April 4, 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, Heather Vandenheuvel, and Jessica Bergan*

Absent: Lindsay Hobson, Bruce Vukelich

Also Present: Alex Saxe- Assistant City Administrator, Chuck Almhjeld- Public Works Superintendent and Councilmember Claire Luger

Visitors: Candace Amberg, WSB and Ryan Murphy, University of Minnesota

DETERMINATION OF A QUORUM:

Chair Spangler determined a Quorum was present.

PLEDGE OR ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming Planning Advisory Commission for March 7, 2022

A MOTION WAS MADE BY MEMBER VANDENHUEVEL, SECONDED BY MEMBER BERGAN, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE MARCH 7, 2022 MEETING, AS PRESENTED.

Voting Aye: Spangler, Vandenheuvel, and Bergan

Voting Nay: None

Abstain: None

Absent: Hobson, Vukelich

OLD BUSINESS: NONE

NEW BUSINESS:

2. Presentation from Ryan Murphy from the University of Minnesota Tree Steward Program

Assistant City Administrator Saxe explained that the city received a \$40,000 Emerald Ash Borer (EAB) grant but noted that the contracts have not yet been officially signed. He noted that as part of that program, the city is able to get assistance from the University of Minnesota Tree Steward Program.

Ryan Murphy, University of Minnesota, Urban Forestry Outreach and Research, gave a brief

presentation on their Tree Steward Program.

Assistant City Administrator Saxe noted that they are already booked out for Arbor Day celebrations in 2022, but he is hopeful that the city can work with them to coordinate some sort of event in the future.

The Park Advisory Commission and staff discussed oak wilt, the nuisance tree ordinance, public education components, the tree canopy assessment, recommended planting lists, encouraging diversification of trees through the city, differences between urban and rural recommendations, and native versus non-native trees.

3. Park and Trail Master Plan Update

Assistant City Administrator Saxe explained that the city has been working with WSB on a Park and Trail Master Plan and introduced Candace Amberg from WSB.

Candace Amberg, Landscape Architect, WSB gave a brief update on the progress of the Park and Trail Master Plan and what things they had assessed and evaluated as part of the process, including underserved areas, pedestrian connectivity, linking trails, connections, wetlands, the interactive map feedback, priority ratings for the parks within the city, and comments and feedback the public has given for wish list items for the city.

The Park Advisory Commission discussed underserved areas in the city, ADA recommendations, ways to pay for improvements including partnerships and grant opportunities.

Ms. Amberg explained that her next step will be to get into the written document for the Park and Trail Master Plan which will outline the needs analysis and layout each park with a recommendation. She noted that this will be a living document that will change year to year and explained that the goal is for it to be a guiding document for the city.

Commissioner Vandenheuvel asked if the social pinpoint tool would continue to be available to people so they can keep providing feedback.

Ms. Amberg explained that they plan to keep it open for a bit so when they are done with the document it can be uploaded for the public to see.

4. Assigning Park Stewards from the Park Advisory Commission

Assistant City Administrator Saxe explained that one of the goals for both the City Council and the Park Advisory Commission was to have each member assigned to monitor a few of the city parks. He reviewed the general duties and responsibilities of monitoring the parks. He reviewed the draft list he had put together assigning the parks to the PAC members.

Commissioner Vandenheuvel asked if there was a specific checklist they would be using as they monitored the parks.

Assistant City Administrator Saxe explained that they did not have a checklist, but outlined some basic things he felt they could monitor and report back to staff or the PAC.

The PAC discussed various scenarios and who should be informed and when and rotation of the assignments year to year amongst the members.

There was consensus to accept the park assignments as presented.

5. Swenson Park Equipment Discussion

Assistant City Administrator Saxe stated that Swenson Park needs a few more finishing touches before

it is considered 'complete'. He stated that the second phase is installing more playground equipment and noted that the city has been receiving a lot of comments and concerns from citizens about the lack of equipment available for older children. He reviewed the funds that may be available and noted that staff was not looking for a decision tonight but would like the PAC to determine if they felt this should be a top priority. He stated that the city will need to get an updated quote for current costs before this goes before the City Council.

The PAC discussed the feedback regarding the desire for additional playground equipment, the importance of an updated quote, and the confusion about there being a second phase to the Swenson Park project because many people thought it was complete because of the ribbon cutting ceremony.

Public Works Superintendent Almhjeld stated that he can work on getting an update quote but would need to know what age group they are looking for the equipment to be used by.

Ms. Amberg stated that the feedback has been that they are looking for 'older age' equipment.

The PAC discussed equipment options that could be used by older children such as climbing structures.

Assistant City Administrator Saxe stated that staff will work on getting an updated quote with more age appropriate equipment.

COMMUNICATIONS:

6. Update on Arbor Day Event

Assistant City Administrator Saxe the City will have an Arbor Day Event on April 30, 2022 from 10:00 a.m.– 12:00 p.m. at Goodview Park. He noted that Hugo Tree Service will be assisting with education on Emerald Ash Borer (EAB) disease and provide information and resources including tree removal. He stated that details of the event will be posted on social media and included in the quarterly city newsletter.

Mr. Murphy stated that they have a cohort of tree care advisors that, for example host a 'Ask a Tree Care Advisor' booth at the State Fair and noted that they may be able to get some of those advisors to volunteer to come and staff a booth at the city's event.

Assistant City Administrator Saxe stated that there was a Joint Park Planning Board meeting recently to discuss the Sunrise Riverbank development. He stated that they will do a 50% land dedication and 50% cash in lieu of land for a park, but noted that the location has not yet been determined.

Commissioner Vandenhuevel asked if it was for sure happening or if it was just still being considered.

Assistant City Administrator Saxe stated that he cannot speak for the developer but knows at the current moment, the city is still in talks with them and they have submitted updated information on a proposed location for the park.

ADJOURN

A MOTION WAS MADE BY MEMBER VANDENHUEVEL, SECONDED BY MEMBER BERGAN, TO ADJOURN THE APRIL 4, 2022 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 8:22 PM

Voting Aye: Spangler, Vandenhuevel, and Bergan

Voting Nay: None

Abstain: None

Absent: Hobson, Vukelich

NEXT MEETING:
MAY 2, 2022
7:00PM



Park Advisory Commission Memo

Date: April 29, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Railroad Park Planning and Engagement

Method: New Business

Background Information:

Last year, City Council authorized staff to work with the U of M Resilient Communities Program to create and execute a community engagement plan for the Railroad Park Project. Staff met with the U of M earlier this year and it was determined that the Railroad Park Project did not fit with the scope of the Resilient Communities Program. Staff believes community engagement is a crucial part of the Railroad Park redevelopment project.

Staff met with WSB last month to discuss the project and need for community engagement. Due to increased inflation and construction costs, WSB has submitted a proposal for the Railroad Park Concept Plan to get an updated cost estimate, create a phased approach for construction and they have provided a scope for community engagement. The costs of the proposal from WSB is \$5,500 for both planning and community engagement services. A copy of the proposal is attached.

Recommendation:

To recommend the City Council approve the updated planning and engagement services from WSB.



CITY OF WYOMING

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

April 1, 2022

Mr. Robb Linwood
City Administrator
City of Wyoming
26885 Forest Blvd
Wyoming, MN 55092

Re: 2022 Railroad Park Engagement

Dear Mr. Linwood:

I am pleased to submit this letter proposal on behalf of WSB & Associates, Inc. (Consultant) to the City of Wyoming (Client) to complete planning and design services related to the current Railroad Park Concept Plan.

SCOPE OF SERVICES

A. Planning

- 1) Project Management: The Consultant will provide project management and coordination efforts throughout the planning process.
- 2) Plan Update: The Consultant will gather information which may include incorporating additional text or minor plan refinements based on the information gathered during the planning process. This may include identification of possible phasing approaches for site construction.
- 3) Estimate of Probable Costs: Consultant will prepare an updated estimate of probable costs for the Railroad Park Concept Plan due to the substantial economic changes since the completion of the concept plan and prior estimates. This will be completed following the completion of the community engagement process to ensure any modifications are reflected in the estimate.
- 4) Client Meetings
 - i. Consultant will facilitate a virtual meeting with the Client to review the work plan, schedule and overall expectations of the planning effort.
 - ii. Consultant will attend up to three virtual planning review meetings with the Client throughout the process.

B. Community Engagement

- 1) Interactive Map: The Consultant will update the Social Pinpoint project page being utilized for the Park System Plan effort with a tab specifically for Railroad Park to gather information on the plan. The concept plan will be illustrated on the interactive map to allow users to place comments, ideas and imagery on the plan that can aid in determining useful information for the History Walk to carry through into implementation.

- 2) Stakeholder Meetings: The Consultant will collaborate with the Client to identify project stakeholders who may have more specific information and feedback related to the community history and/or local veterans. Meetings with specific project stakeholders are anticipated to be held in person on one designated day.
- 3) Project Awareness Campaign: The Consultant will include the following to aid the Client in raising project awareness:
 - i. Imagery / digital file for use in printing a temporary "Coming Soon" sign to be displayed on the Railroad Park site to include a QR code to bring users to the Social Pinpoint website.
 - ii. Providing the Client assistance for up to three Social Media postings to include potential text and imagery.
- 4) Open House Mtg: The Consultant will facilitate a Public Open House meeting to gather ideas and feedback in order to help identify Wyoming related history, stories, families, etc. for potential inclusion in the History Walk, as well as any potential considerations for plan refinements that may be applicable. It is assumed this would be timed to be in combination with the Park System Plan Open House Meeting.

C. Additional Services

The Consultant will complete additional services, other than those listed in the Scope of Services above, as requested and authorized in writing by the Client. 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" (Planning):	\$ 3,000
Scope "B" (Community Engagement)	\$ 2,500
Total:	\$5,500

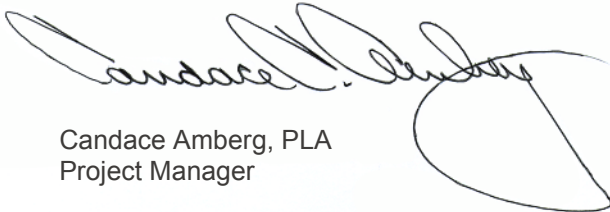
ACCEPTANCE

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 612-518-3694.

Sincerely,

WSB



Candace Amberg, PLA
Project Manager



Jason L. Amberg, PLA
Director of Landscape Architecture



Park Advisory Commission Memo

Date: April 29, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Swenson Park phase two

Method: Communications

Background Information:

At the April Park Advisory Commission meeting, it was discussed that Swenson Park has a phase two for park upgrades and currently lacks playground equipment for older aged kids. The Commission felt it was a priority to finish the upgrades at Swenson Park by installing more age appropriate playground equipment. Staff were directed to get quotes to purchase and install playground equipment for children aged 10-16 for Swenson Park.

The city has been communicating with several vendors and they have been requesting meetings with staff to better understand the scope of phase two. At this time, staff has not received quotes, but are working on getting three. Staff will bring these quotes to the June meeting.



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: April 29, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Arbor Day Event Recap

Method: Communication

Background Information:

Staff will share how the Arbor Day event held on Saturday, April 30th went.



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: April 29, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Joint Park Planning Board Meeting

Method: Communication

Background Information:

There will be a meeting of the Joint Park Planning Board meeting on May 24th, 2022 at 6pm. At this meeting, staff will present a sketch plan the City received for a new Development called Comfort Lake Overlook off of 260th Street west of Comfort Lake. Staff will also give a brief update on the Sunrise Riverbank Development. The developer submitted a preliminary plat of the residential part and it is now called Avery's Place.



CITY OF WYOMING

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