

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JULY 12, 2022
6:00 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 June 6, 2022

OLD BUSINESS:

NEW BUSINESS:

2. 2022 Park Advisory Commission goals update
3. Grant updates and discussion

COMMUNICATIONS:

4. Swenson Park playground update
5. Public Works Park Maintenance Report
6. Park Steward updates

ADJOURN

NEXT MEETING:
August 1, 2022
7:00PM

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JUNE 6, 2022
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for June 6, 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, Jessica Bergan, Bruce Vukelich, and Claire Luger, Council Liaison

Absent: Lindsay Hobson

Also Present: Robb Linwood, City Administrator; Alex Saxe, Assistant City Administrator; and Chuck Almhjeld, Public Works Superintendent

Visitors: Rick Ahartz

DETERMINATION OF A QUORUM:

Chair Spangler determined a Quorum was present.

OPEN FORUM: NONE

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming Park Advisory Commission for May 2, 2022

A MOTION WAS MADE BY MEMBER VANDENHEUVEL, SECONDED BY MEMBER VUKELICH, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE MAY 2, 2022 MEETING.

Voting Aye: Spangler, Vandenheuvel, Vukelich and Bergan

Voting Nay: None

Abstain: None

Absent: Hobson

CONSENT AGENDA

OLD BUSINESS:

NEW BUSINESS:

2. To consider the resignation of Lindsay Hobson from the Wyoming Park Advisory Commission

Assistant City Administrator Saxe stated that Member Hobson would be missed and noted that the website had been updated to inform residents that they are looking for someone to serve in this capacity.

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER

VUKELICH, TO ACCEPT THE RESIGNATION OF LINDSAY HOBSON.

Voting Aye: Spangler, Vandenheuvel, Bergan, and Vukelich

Voting Nay: None

Abstain: None

3. Swenson Park Phase Two

Assistant City Administrator Saxe gave an overview of the second phase of Swenson Park related to the site plan, potential equipment and the overall costs for installation. Staff recommends approval of the proposal but explained that they are open to feedback from the Commission if they would like to see something else.

Commissioner Vandenheuvel stated that she feels the price seems a bit high for what is being proposed.

Public Works Superintendent Almhjeld noted that the bid is State bid pricing and is the cheapest option.

The Commission discussed the size of the structure, the recommended age ranges for the equipment and the seemingly excessive material surcharges.

Public Works Superintendent Almhjeld shared examples of recent surcharge situations and noted that the explanation he was given was that it was due to the uncertainty of the market.

The Commission discussed maintenance and replacement expenses for the proposed equipment.

Public Works Superintendent Almhjeld noted that there is a similar structure in Forest Lake if the Commission would like to go take a look at it.

Council Liaison Luger asked about the process staff used in order to decide to go with this agency for the equipment.

Public Works Superintendent Almhjeld reiterated that this was done with a State bid contract.

Assistant City Administrator Saxe noted that this company was also the most responsive and explained that the City had contacted other companies.

The Commission discussed the supply chain issues and potential timeline for delivery.

Assistant City Administrator Saxe stated that if the City gets the order in by July 4, 2022, they have been told that it should be able to be installed in the fall of 2022.

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER SPANGLER, TO RECOMMEND THE CITY COUNCIL APPROVE THE PROPOSAL FOR SWENSON PARK PHASE TWO, AS PRESENTED.

Voting Aye: Spangler, Bergan, and Vukelich

Voting Nay: Vandenheuvel

Abstain: None

4. Railroad Park Buy-A-Brick Program

Assistant City Administrator Saxe stated that there had been some confusion regarding the program as outlined on the City website. He explained that the intent is that if someone buys a brick that is not for a veteran, it can be done, and would then go somewhere within the park, but if it being bought for a veteran, it would be incorporated into the memorial in some way. He stated that they have not yet figured out how that would be done but WSB is working on it as they look at the phasing. He stated that there has been \$4,200 raised thus far through the Buy-A-Brick program but noted that they did have quite a bit of interest in this program at the Touch-A-Truck event, so he is hopeful that amount will increase. He reminded them that the Council had

approved WSB to work on some additional tasks such as, construction phasing, social pinpoint, and to hold some additional community engagement, which they did at the Touch-A-Truck event last weekend.

Rick Ahartz, a resident of Wyoming did some research and found that lasered bricks are the way to go, he said they are the most cost effective way to engrave the bricks so they last and won't be damaged by plowing or age. The Commission discussed the Buy-A-Brick program and details surrounding the most cost effective way to engrave the bricks so they last and won't be damaged by plowing or age. They discussed the importance of getting the area veteran's organizations involved in the project. The Commission discussed the number of bricks that have been purchased for veterans versus other purposes and the importance of this information in the planning process related to design and finding a way to be able to add additional names in the future.

Assistant City Administrator Saxe updated the Commission on the two grant proposals and noted that they had heard back from the AARP Community Challenge Grant and they were not selected. He stated that they should hear about the Minnesota Outdoor Recreation Grant sometime in June.

5. Park Funds and Contracted Services Discussion

Assistant City Administrator Saxe explained that one of the Commissioners had asked for details on actual dollars spent on equipment/installation for the parks over the past 10 years. He stated that staff is not sure if that data is readily available, but if the PAC feels this would be helpful information, staff can continue to work to pull that information together for the July meeting. He stated that one of the other things raised by the Commissioner was regarding what WSB had provided for the parks. He explained that over the years, WSB has been part of various site planning and grant applications.

Commissioner Vandenheuevel explained that she had raised the questions because she felt having this financial data would be helpful in terms of having context for looking back and to get a sense of where money is being spent and ways to move forward, despite changes due to inflation.

The Commission discussed equipment costs, the bee and butterfly park, traditional versus unique options in City parks and whether there would actually be any value in looking back at what previous Commissions and Councils have done.

Chair Spangler noted that much of the PAC budget is based on what is 'happening' in the City, for example, what developments are coming. He stated that he wasn't sure looking back would actually give the Commission much useful information. He stated that he would like to see information related to the list of parks and the ages of the equipment, so they would be able to match up the current funding with the actual needs.

Commissioner Vandenheuevel explained that she did not intend for gathering this information to be a large undertaking. She stated that she was simply trying to see where the money is coming from and how much grant dollars have gone into the parks versus City funds. She stated that for planning purposes and moving forward, it would be nice to know cost of install/equipment versus repairs and maintenance so the PAC can have a better idea of the breakdown of the costs.

Council Liaison Luger noted that there used to be Park Advisory Commission binder, prior to the pandemic, which she found very helpful. She asked if it may be helpful to revisit the binders because they may be helpful for the newer Commission members.

City Administrator Linwood noted that he believes this information was sent electronically to the Commission in January.

Commissioner Vandenhuevel reiterated her desire to have staff, moving forward, to provide a clear breakdown of installation/equipment costs versus repairs/maintenance costs.

Public Works Superintendent Almhjeld gave an overview of how the budgeting process works which is separate from his Public Works budget, which is for repairs and mowing.

6. To Consider Rescheduling the July 11, 2022 Park Advisory Commission Meeting

Assistant City Administrator Saxe explained that City staff have conflicts on July 11, 2022 and asked the PAC to consider moving the meeting to July 12, 2022.

A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER VUKELICH, TO RESCHEDULE THE JULY 11, 2022 PARK ADVISORY COMMISSION MEETING TO JULY 12, 2022 AT 6:00 P.M. AT CITY HALL.

Voting Aye: Spangler, Vandenheuvel, Bergan, and Vukelich

Voting Nay: None

Abstain: None

COMMUNICATIONS:

7. Railroad Park Community Engagement Update

Assistant City Administrator Saxe noted that WSB attended the Touch-A-Truck event last weekend and did some engagement with residents. He noted that the social pinpoint for Railroad Park has been completed and is available on the City website. He is hopeful that the updated phased construction approach and the costs will be available for review within the next month or so.

The Commission discussed other ways that WSB can be engaged with citizens through social media, open houses, and other City events.

8. Park Steward Updates

Assistant City Administrator Saxe explained that because Commissioner Hobson is no longer serving on the PAC, he had reassigned some of the parks to the Commissioners. He stated that he had included an updated list in the packet, but noted that when the vacancy is filled, he will rearrange them again. He noted that he felt that having Park Stewards have been very valuable to the City.

The Commission went around the table and gave feedback and input on Goodview, Centennial, Hawk Meadows, beaver damage, Blue Spruce, Burgess, Banta, Lion's Park, Swenson, Ashton, Comfort, and Fireside.

Assistant City Administrator Saxe noted that he has begun putting together the park videos and has been working to update information on the City's website.

ADJOURN

A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER VUKELICH, TO ADJOURN THE JUNE 6, 2022 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 8:02 PM.

Voting Aye: Spangler, Vandenheuvel, Bergan, and Vukelich

Voting Nay: None

Abstain: None

NEXT MEETING:
JULY 12, 2022
6:00PM

2022 Park Advisory Commission Goals

1. Park and Trail Development

- Railroad Park fundraising/grants
- Additions of picnic tables, garbage cans and pet waste signs
- Fireside Park equipment replacement and project development
- Master Park and Trail Plan
- Swenson Park Phase 2

2. Community Engagement and Partnership

- Continued community engagement for Railroad Park utilizing social pinpoint
- Hold more sustainability oriented events
- Provide community updates on major projects
- Each Park Commissioner will be assigned a couple of parks and will check in on those parks and provide updates at each meeting

3. Communication and Outreach about Parks

- Continue to create video highlights of Wyoming Parks with interviews from Park Advisory Commission members
- Update City website to reflect upgrades at City parks and facilities

4. Tree Board

- Maintain Tree City USA status
- Community event and proclamation of Arbor Day on April 29, 2022 (150th birthday of Arbor Day)
- Review tree ordinance
- Education public on EAB and other tree diseases in Wyoming

5. GreenStep City

- Become designated as the City Green Team
- Achieve step 3 of the program:
 - Public education campaign
 - Promote green businesses
 - Address Emergency Communication Plan



Park Advisory Commission Memo

Date: July 8, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Grant updates and discussion

Method: New Business

Background Information:

Staff wanted to provide an update on recent grants that were applied for and the status of those applications. Then open it up to the Commission to discuss other grant opportunities that may be out there.



CITY OF WYOMING

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Park Advisory Commission Memo

Date: July 8, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Swenson Park phase two

Method: Communication

Background Information:

At the June 6, Parks Advisory Commission meeting, the Park Commission recommended City Council approval for the additional playground equipment at Swenson Park. At the June 21, City Council Meeting, the City Council approved the purchase of that equipment. On June 22, City Staff signed the quote from Minnesota-Wisconsin Playground. The order should be fulfilled in 3 months with installation set for later this fall.



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Public Works Report

Date: July 12th, 2022

Chair Spangler and Park Advisory Commission Members

Public Works Report for July 12th, 2022 Meeting

The Green Step City and the Future Home signs were installed in Railroad Park.

The upgraded swing set bars were installed in Goodview Park

The tunnel was replaced in Goodview Park on the playground equipment

Tolzman Park tunnel was epoxied where there was a hole

Playground borders have been replaced in Goodview

Pruning of trees in the parks continues

Reservation signs and garbage has been completed

Wood chips are ordered for annual maintenance

We are working with WSB on a collector app for trees

Wood chips spread on trails at Bee and Butterfly Garden

Items to Complete in July:

1. Complete Grant for Swenson Park refund.
 - A) Install handicap parking signs in the two lots
 - B) Stripe the parking lot
 - C) Make the satellite restroom come off of a sidewalk or blacktop area for wheelchairs
 - D) Move the Gaga pit for disabled people that comes off a sidewalk or pavement for handicapped people
 - E) Remove the bike rack or reinstall
 - F) Install and order grant signs for the DNR
2. Comfort, Blue Spruce, Banta, and Goodview. Certified playground chips installed
3. Spray the weeds on the ball diamonds and drag them again.
4. Order new slide for Goodview. Plastic cracked and aluminum brackets installed for temporary use. Picture attached
5. Receive an estimate for lights along Highway 61 for Christmas and flag decorations



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