

**AGENDA
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 1, 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: 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 January 4th, 2021.

OLD BUSINESS: None

NEW BUSINESS:

1. Election of Park Advisory Chair, Vice- Chair
2. Appointment to the Joint Park/Planning Committee
3. 2021 Meeting Dates
4. 2021 Goals and Initiatives

COMMUNICATIONS:

5. Wyoming Medallion Hunt
6. Snowmobile Trail Communications

ADJOURN

**NEXT MEETING:
March ,1 2021
7:00PM**

Date:
1/28/2021

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 January 4th, 2021.

OLD BUSINESS:

NEW BUSINESS:

1. Election of Park Advisory Chair, Vice- Chair

The duties of the Park Advisory Chair are outlined in Section III of the Park Advisory Commission Bylaws:

SECTION III - PRESIDING OFFICER: RULES OF ORDER

- (1) **PRESIDING OFFICER** The Chair shall preside at all meetings of the Park & Recreation Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of both, the City Administrator or city staff designee shall call the meeting to order and shall preside until the Park & Recreation Board members present at the meeting choose one of their members to act temporarily as presiding officer.
- (2) **DUTIES OF THE PRESIDING OFFICER** The presiding officer shall preserve order, enforce the rule of procedure herein prescribed, and determine all questions of procedure and order.
- (3) **PROCEEDINGS** Except as otherwise provided by statute or by these rules, the proceedings of the Park and Recreation Board shall be conducted in accordance with the following rules of order:
 - a) A motion must be seconded before being considered by the Park and Recreation Board and the mover, as well as the seconded, must be recognized by the presiding officer.

- b) A motion will not be subject to debate until it has been stated by the presiding officer and he/she has opened it to debate.
- c) Each member, while speaking shall confine himself/herself to the question at hand and avoid all personal, indecorous or sarcastic language.
- d) Whenever any member of the Park and Recreation Board desires to speak on any questions which affects him/her personally, he/she shall first recuse his/her chair and shall not resume his/her seat until the matter under consideration has been acted upon. He/She shall be allowed to make comments on the questions as a private citizen.
- e) Whenever public hearings are held, the presiding officer, during the open hearing, shall allow any member of the public present, the privilege of speaking. A reasonable time (3 minutes) shall be allowed to anyone as long as they are not repeating points already made.
- f) The public will conduct themselves in the same manner as would be expected from the Park & Recreation Board. The presiding officer shall be responsible for the public's conduct and may rule anyone out of order.
- g) The presiding officer will allow the public to participate as long as the input is germane.

2. Appointment to the Joint Park/Planning Committee

Two Park Advisory Commission members serve on the Joint Park Planning Commission. These meetings, if called, are on the 4th Tuesday of the month at 6:00PM.

3. 2021 Meeting Dates

The Wyoming Park Advisory Commission meets on the first month of the month at 7:00PM with an exception if that date falls on a holiday. In 2021, the only meeting that falls on a holiday is in September. This meeting has been moved to the second week of September to allow for the observance of the holiday

4. 2021 Goals and Initiatives

- See attached PowerPoint

COMMUNICATIONS:

5. Wyoming Medallion Hunt

City Staff are in the process of putting together a Wyoming Medallion Hunt similar to what has been incorporated in past Stagecoach Events. This event will invite people to explore around Wyoming and Wyoming Parks by following clues shared on the City's social media

and website.

6. Snowmobile Trail Communications

The City has shared several social media posts regarding the legal snowmobile trails in Wyoming. In addition, these updates have been including in the City's quarterly newsletter and the City's weekly resident update.

- Attached trail map included in packet

ADJOURN

**NEXT MEETING:
March ,1 2021
7:00PM**

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 4, 2021
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for January 4, 2021 to order at 7:03 PM

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, Angie Schilling, and Claire Luger, Council Liaison

Absent: None

Also Present: Assistant City Administrator Kelly Dumais, Mayor Lisa Iverson, and Public Works Superintendent Chuck Almhjeld

Visitors: None

DETERMINATION OF A QUORUM:

Chair Spangler determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

A MOTION WAS MADE BY MEMBER WILLIAMS, SECONDED BY MEMBER SPANGLER, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE DECEMBER 7, 2020 MEETING, AS PRESENTED.

Roll Call Vote:

Voting Aye: Spangler, Williams, Vandenheuvel, and Schilling

Voting Nay: None

Abstain: None

OLD BUSINESS:

2. Lions Park Memorial

Assistant City Administrator Dumais gave an update on the Lions Park Memorial and noted that the company the City had selected for the memorial stone has gone out of business. She presented some new possible options and noted that the Fire Relief Association has donated funds to be used for this memorial.

The PAC discussed the need to anchor the memorial stone to the concrete pad so it cannot be carried off. Following discussion, the PAC agreed on Times New Roman font and Option A.

A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER

**SCHILLING, TO RECOMMEND OPTION A, WITH TIMES NEW ROMAN FONT
FOR THE MEMORIAL STONE .**

Roll Call Vote:

Voting Aye: Spangler, Williams, Vandenheuvel and Schilling

Voting Nay: None

Abstain: None

NEW BUSINESS:

3. Review Proposed Pioneer Trail

Assistant City Administrator Dumais reviewed the plans for a proposed trail along Pioneer and noted that if the PAC approved the concept, there would be a Joint Park/Planning Commission meeting scheduled to discuss it in greater detail.

Following discussion, the PAC expressed their support for making the proposed trail connection.

A MOTION WAS MADE BY MEMBER SCHILLING, SECONDED BY MEMBER WILLIAMS, TO RECOMMEND MOVING THE PROPOSED PIONEER TRAIL TO THE JOINT PARK/PLANNING COMMISSION FOR FURTHER DISCUSSION.

Roll Call Vote:

Voting Aye: Spangler, Williams, Vandenheuvel, and Schilling

Voting Nay: None

Abstain: None

COMMUNICATIONS:

4. Winter Trails Update

Public Works Superintendent Almhjeld gave an update on the winter trails throughout the City at Lions Park and Hawks Meadows.

Mayor Iverson passed along a question she had received from a resident regarding Hawks Meadows. She stated that the resident indicated that they are seeing more snowmobiles out there and asked if there could be more signage.

Public Works Superintendent Almhjeld stated that they can put up more signage for this purpose and noted that they will also be putting up signage dealing with dog feces in 2021.

Mayor Iverson suggested that the PAC discuss this issue on a future agenda because that should be a non-motorized park.

Chair Spangler asked for this item to be put on the next agenda.

ADJOURN

A MOTION WAS MADE BY MEMBER WILLIAMS, SECONDED BY MEMBER SPANGLER TO ADJOURN THE JANUARY 4, 2021 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 7:30 PM

Roll Call Vote:

Voting Aye: Spangler, Williams, Vandenheuvel, and Schilling

Voting Nay: None

Abstain: None

NEXT MEETING:

FEBRUARY 1, 2021
7:00PM

2021 Meeting Dates

Park Advisory Commission

Giese Memorial Library 7:00PM*

Month	Date
January	4th
February	1st
March	1st
April	5th
May	3rd
June	7th
July	5th
August	2nd
September	13 th * - moved due to Labor Day
October	4th
November	1st
December	6th

*The Park Advisory Commission will meet remotely due to the COVID-19 pandemic until the Wyoming City Council resumes in person meetings

Wyoming Park Advisory Commission

2021 Goal setting



Agenda



1. Review 2020 Priorities and what was achieved
2. Identify some areas for consideration for 2021 plan
3. Review possible priorities and update to reflect commission priorities
4. City Council will review proposed workplan at upcoming worksession

What were our goals for 2020?



Park Development

What were our goals?

- Complete Swenson Park and Fireside Park as priorities
- Equipment replacement schedule for parks
- More Visibility for Railroad Park and potentially signage for future home of Veterans Memorial

What we achieved:

- Wyoming was awarded a Minnesota DNR grant for Swenson Park. Final approval for the project is pending due to COVID-19 delays
- Park Replacement Schedule was reviewed and the City budget was increased for park equipment replacement
- Railroad Park Master Plan was reviewed, shared with the public, and approved by the Wyoming City Council

What were our goals for 2020?



Work with other Community Groups

What were our goals?

- Girl Scouts/ Boy Scouts
- Community Organizations
- Perhaps have a junior member on the committee

What we achieved:

- Girl Scout Troop XX participated in the Wyoming Tree Lighting Ceremony Video
- Eagle Scout project in progress for Hawk Meadows park
- Met with Watershed
- Met with Wyoming Grange

What were our goals for 2020?



Review non traditional park improvements

What were our goals?

- look at non-expensive unique options for additions in parks

What we achieved:

- Selected and purchased memorial stone for Lions Park with donation from Wyoming Fire Relief Association
- Railroad Park Master Plan was reviewed, shared with the public, and approved by the Wyoming City Council
- Trees were added to Comfort Park to provide residential screening
- Paved Lion's Park walking trail as a part of 2020 Street Project

What were our goals for 2020?



Communication and Outreach about parks

What were our goals?

- Communications
- Surveys
- Continue Video Features of Parks

What we achieved:

- City utilized internet surveys to gather feedback about services and support needed for residents in response to COVID-19 pandemic including Park services
- City posted signs at parks to share updates about municipal park policies
- Display board for Railroad Park Master Plan feedback was displayed in Railroad Park
- 2020 Virtual Tree Lighting Ceremony at Railroad Park

Other notable 2020 achievements



- Wyoming applied for Tree USA program certification including establishing the Wyoming Park Advisory Commission as the Wyoming Tree Board, allocating \$2 per capita to the Wyoming tree program in the City budget, and formally recognizing and celebrating Arbor Day
- Railroad Park Trail Spur and Bike repair station added to Railroad Park
- Increased Park budget to reflect equipment replacement need projections
- Lion's Park walking trail and was paved as a part of 2020 Street Project and a bike rack added
- The Bee and Butterfly Garden was planted at Fireside Park
- Successful community events amended for COVID-19 guidance utilized Wyoming Parks and social media to connect community members during a challenging year

Some things to consider:



1. **Tree City USA**- new initiative last year, how does the PAC want to see this grow?
2. **Sustainability**-Wyoming is a Green Steps City. One of the best practices we need to fulfill to advance in our designation is education, dialogue and/or campaigns with the community to raise awareness and knowledge about sustainability with residents.
3. **Performance Metrics**-Data is a valuable way for us to track progress and build accountability for achieving goals. Are there specific things that the Park Advisory Commission wants to see reported back?

Planning for 2021- Possible Priorities



Park and Trail Development

- Implement Swenson Park Project
- Railroad Park Buy a Brick Program Fundraiser
- Explore Trail on Pioneer Road
- Trail Improvements at Comfort Park Trail
- Additions of picnic tables, garbage cans and pet waste signs
- Fireside Park Equipment replacement

Planning for 2021- Possible Priorities



Community Engagement and Partnership

- Community Engagement for Railroad Park Project
- Sustainability oriented public event

Planning for 2021- Possible Priorities



Communication and Outreach about Parks

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

Planning for 2021- Possible Priorities



Tree Board

- Community Event recognizing Arbor Day in 2021
- Tree Inventory Report
- Education campaign regarding Tree disease in Wyoming