

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
DECEMBER 5, 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 November 7, 2022

OLD BUSINESS:

NEW BUSINESS:

2. 2022 Goals Update
3. Continue Discussion on Railroad Park Phase One

COMMUNICATIONS:

4. Park Steward Updates

UPCOMING:

5. Looking ahead to 2023

ADJOURN

**NEXT MEETING:
January 2, 2023
7:00PM**

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

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for November 7, 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 Rick Ahartz.*

Absent: Council Liaison Claire Luger

Also Present: Alex Saxe, Assistant City Administrator and Mayor Iverson

Visitors: None

DETERMINATION OF A QUORUM:

Chair Spangler determined a Quorum was present.

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

CONSENT AGENDA: NONE

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming Park Advisory Commission for October 11, 2022

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VANDENHEUVEL, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE OCTOBER 11, 2022 MEETING.

Voting Aye: Spangler, Vandenheuvel, Bergan, Vukelich, and Ahartz

Voting Nay: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:

2. Veteran’s Memorial Discussion

Assistant City Administrator Saxe Gave an overview of the potential first phase of Railroad Park which would be the Veteran’s Memorial. Some of the more finite details need to be discussed and WSB provided a blown up image of the Memorial area. Staff is looking for discussion on some of the details and how to proceed with next steps.

The Commission discussed whether the pavers should be on a wall or on the ground. The consensus was that the pavers should be on the ground and they wanted clarity on if that is what WSB intended. They wanted to know if it is easy to add on bricks every year.

Chair Spangler Asked staff to get a quote on what 3 flagpoles would cost.

Member Ahartz Asked if it is possible to get the emblems of the branches of military in the cement.

Assistant City Administrator Saxe Stated staff would work on getting quotes for flagpoles and then explore if putting the emblems in the concrete is possible.

Member Vukelich Asked how the bricks work for installing them and if the supplier guarantees color, etc.

Chair Spangler Explained that they have blank bricks in the ground and then they pop those out and install the lasered ones.

Assistant City Administrator Saxe Stated he will check with the brick supplier to see if they have options if they went out of business.

Member Vandenheuvel Asked if there are still bricks that are for veterans and non-veterans.

Assistant City Administrator Saxe Stated that is correct. The non-veteran ones will be displayed in a different location in the park.

Mayor Iverson Asked if the concrete by the flags could be a different material, to give it a nicer looking design. Or stamped concrete to make it look nicer. She suggested the company Kuha does some design work.

The Commission had discussion and would be interested in seeing what it would cost to have nicer material or stamped concrete.

The PAC provided direction to staff to figure out if the pavers are in the ground between the flagpoles, how many pavers can fit in each area, what would an estimate on flagpoles be, explore concrete designs and get better 3-D drawings.

3. Future Grant Opportunities

Assistant City Administrator Saxe Gave an overview from the last meeting that the Commission decided to have staff explore grant opportunities to drive future park development. He provided the Commission with a chart with grants organized by category and due dates or grant cycles. He did not find a lot of new ones, a few for playground equipment, a few trail grants and the MN Outdoor recreation grant that the city used to update Swenson Park. He stated most private corporations only donate to nonprofits, but he continues to look for private donors as well.

Member Vandenheuvel Suggested looking at ADA Grants through the Council of gaining and disability, autism society, or other similar agencies.

Member Vukelich Suggested reaching out to other communities to see what grants they have received for park projects.

Chair Spangler Stated that with a lot of these grants the city has to spend money to get the money. He explained to get plans drawn up the city has to hire WSB and then provide matching funds for some grants. He was in favor of applying for the AARP Community Challenge grant that was applied for this year, but the city did not receive.

Member Vukelich Asked what is the priority for these grants.

Assistant City Administrator Saxe Stated that is up to the Commission.

Member Bergan Said the Commission asked staff for this information so they could decide the priorities. She feels that Fireside Park is the next priority for the Commission to tackle. She was in favor of applying for some of the trail connection grants to connect Fireside with other areas of the city.

Chair Spangler Stated he agrees that Fireside Park is the next one to be redeveloped. But the city needs to start with a plan to decide what they want it to look like. WSB would draw up the city's vision. If the city receives grants, that will also dictate what needs to go into the park with the grant requirements. He suggested being transparent with residents on how these park projects are being funded, whether it is donated money, grant money or levied dollars.

Member Vandenheuvel Asked if when looking at Fireside if it would be feasible to expand the park. The current park itself is small, but the land is quite large in terms of acreage.

Assistant City Administrator Saxe Said he would check with Zoning Administrator Weck to see if that is possible.

The PAC provided direction to staff to check if it is feasible to expand Fireside Park. Then begin to put together a plan for what a redevelopment of Fireside Park might look like.

COMMUNICATIONS:

4. Swenson Park Playground

Assistant City Administrator Saxe Provided a picture of the new playground equipment that was installed at Swenson Park on October 25th. Early reviews have been positive on the new equipment.

5. Public Works Park Maintenance Report

Assistant City Administrator Saxe Stated that Public Works Superintendent Almhjeld submitted a Public Works report and he would be happy to answer any questions or pass anything along to Mr. Almhjeld.

Member Vandenheuvel Asked where the picnic tables that were purchased are going to.

Assistant City Administrator Saxe Said he would check with Mr. Almhjeld where they will be going.

Assistant City Administrator Saxe Highlighted that the first 10 trees for the Emerald Ask Borer Grant have been removed and Hugo Tree Care will be planting the new trees in the coming weeks. Mr. Almhjeld also finished applying for the city's Tree City USA status for 2023 along with a growth award for some extra recognition.

6. Park Steward updates

Chair Spangler Stated the parks are pretty packed up for the winter and he did not have any new updates.

Member Bergan Did not have any updates.

Member Vandenheuvel Did not have any updates.

Member Ahartz Did not have any updates.

Member Vukelich Did not have any updates.

ADJOURN

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VANDENHEUVEL, TO ADJOURN THE NOVEMBER 7, 2022 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 7:52 PM

Voting Aye: Spangler, Vandenheuvel, Bergan, Vukelich, and Ahartz

Voting Nay: None

Abstain: None

***NEXT MEETING:
DECEMBER 5, 2022
7:00PM***

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: December 2, 2022

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Veteran's Memorial

Method: New Business

Background Information:

At the last PAC meeting there was discussion on the first phase of Railroad Park which would be the Veteran's Memorial. At that meeting, WSB provided a rendering specific to the Veteran's Memorial while taking into consideration the size of the area. There were a few items that the commission directed staff to research and present some more information:

- Figure out if the pavers are on the ground or on a wall
- How many pavers can fit in between the flagpoles
- Try to get an estimate for flagpoles
- Explore some concrete designs for the branches of military emblems
- Provide more 3-D imagery

Staff took this direction and discovered the pavers are on the ground in between the flagpoles and in each section, there is the ability to fit 100 bricks. The initial install would include current purchased bricks and the rest would be blank. Each year there is the ability to continue to add newly purchased bricks, but that should be done in larger chunks. Staff received two quotes for three flagpoles and will provide those numbers at the meeting. WSB has provided two 3-D drawings that show how the memorial looks and they have the emblems in the concrete.

Recommendation:

Staff is looking for more discussion and continuing to refine these details. Next steps would be to finalize the design and then direct staff on how to proceed with a construction bid process. To break ground in the Spring, construction bids should be received no later than the end of February.



CITY OF WYOMING

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