

AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 6, 2023
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."

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Special Meeting" of the Wyoming Park Advisory Commission for January 9, 2023

OLD BUSINESS:

NEW BUSINESS:

2. Veteran's Memorial Professional Services Agreement with WSB
3. 2023 Goal Setting Session

COMMUNICATIONS:

4. Emerald Ash Borer Management Plan
5. Spring Medallion Hunt
6. Park Steward Updates

ADJOURN

NEXT MEETING:
March 6, 2023
7:00PM

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
SPECIAL MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 9, 2023
7:00PM

CALL TO ORDER:

Chair Spangler called the Special Meeting of the Wyoming Park Advisory Commission for January 9, 2023 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, Bruce Vukelich, Heather Vandenheuvel and Rick Ahartz*

Absent: Jessica Bergan

Also Present: Alex Saxe- Assistant City Administrator, Robb Linwood- City Administrator and Brett Ohnstad- Council Liaison

Visitors: Candace Amberg-WSB

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 December 5, 2022

A MOTION WAS MADE BY MEMBER VANDENHEUVEL, SECONDED BY MEMBER VUKELICH, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE DECEMBER 5, 2022 MEETING, AS SUBMITTED.

Voting Aye: Spangler, Vukelich , Vandenheuvel, and Ahartz

Voting Nay: None

Abstain: None

OLD BUSINESS: NONE

NEW BUSINESS:

2. 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 2023

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

Voting Aye: Spangler, Vukelich, Vandenheuvel, and Ahartz

Voting Nay: None

Abstain: None

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

Voting Aye: Spangler, Vukelich, Vandenheuvel, and Ahartz

Voting Nay: None

Abstain: None

A MOTION WAS MADE BY MEMBER VUKELICH SECONDED BY MEMBER AHARTZ, TO RECOMMEND MEMBER SPANGLER AND MEMBER VANDENHEUVEL TO SERVE ON THE JOINT PARK PLANNING BOARD.

Voting Aye: Spangler, Vukelich, Vandenheuvel, and Ahartz

Voting Nay: None

Abstain: None

3. 2023 Park Advisory Commission Meeting Dates and Roster

A MOTION WAS MADE BY MEMBER VANDENHUEVAL, SECONDED BY MEMBER VUKELICH, TO APPROVE THE 2023 PARK ADVISORY COMMISSION MEETING DATES AS PRESENTED.

Voting Aye: Spangler, Vukelich, Vandenheuvel, and Ahartz

Voting Nay: None

Abstain: None

4. Park Advisory Commission Pertinent Documents

Assistant City Administrator Saxe stated that this is an informational item to ensure that all members of the PAC have its pertinent documents. He provided a summation of the documents.

Member Vukelich asked some clerical questions about the Park Improvement Checklist.

Assistant City Administrator Saxe provided clarification on the document that it was put together by the Zoning Administrator and is to be used as a guide to think about zoning when developing parks.

5. Open Meeting Law Review

Assistant City Administrator Saxe stated this is an information item. He 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

6. Veteran's Memorial Discussion

Assistant City Administrator Saxe gave an overview of what was discussed at the previous meeting. He provided some clarifying imagery and updates in the packet. Ms. Amberg from WSB is present to answer any questions.

Ms. Amberg- WSB Clarified which trees are going to be removed and which ones are staying. Only one tree is being removed, if the memorial ever is expanded then the second one would be removed.

Ms. Amberg walked through her two renderings she provided showing more of a memorial wall and then one showing more of like a granite memorial. She stated these options would be a lot more expensive versus the flat pavers.

Chair Spangler stated he thought the PAC had settled on flat pavers in the walkway.

Assistant City Administrator Saxe explained that was an option, but PAC also directed staff to explore these other options.

Ms. Amberg clarified that the PAC wanted the pavers out in the plaza walkway versus in between the flagpoles. She explained that they can do that, but they would design the pavers in blocks and then have poured concrete in between to help reduce cost. There would still be blank blocks to where future purchased bricks can be placed.

The PAC had some more discussion on the placement of the pavers. It was determined the pavers will be placed in the walkway of the plaza and then non veteran pavers would be placed over by the future history walk.

The PAC dissuaded the military emblems, it was discussed to move forward with the project and explore options for the emblems in the future.

Member Vukelich asked how long the construction bid process takes.

Ms. Amberg stated that it will take 4-6 weeks to get the construction package bids out to contractors.

Chair Spangler asked if this first phase would include the seating wall.

Ms. Amberg stated that part of the wall will be included. She stated the first phase was not to exceed \$100,000.

Member Ahartz asked if a ribbon cutting would be held after completion of the first phase.

Assistant City Administrator Saxe stated that would be up to Council, but it would make sense to hold a ceremony for such a big project.

Ms. Amberg will explore options of how to recognize donors in the first phase whether that is a sign or in the cement.

The PAC gave consensus to make the changes discussed and approved the final design of the Veteran's Memorial. They directed staff to work with WSB on putting together construction bid documents to present at the next PAC meeting.

7. Park Financial Summary

Assistant City Administrator Saxe explained how staff would be providing quarterly financial updates to the PAC. The numbers presented were year end 2022 balances, revenues and expenditures for the park funds.

COMMUNICATIONS:

8. New Park Steward Assignments

Assistant City Administrator Saxe reminded the PAC that each year the Park Steward assignments will change. He presented the new park assignments for members. There were no new park updates for this month.

Member Vandenheuvel went to Swenson Park and saw a lot of people using the ice rink. She asked about the warming house.

Assistant City Administrator Saxe stated a staff member quit and the warming house is closed until the city can hire someone. But Public Works will maintain the ice rink and keep it open for the public.

UPCOMING:

9. 2023 Goal Setting Session

Assistant City Administrator Saxe gave a quick update to the PAC that next month they will do their 2023 goal setting.

Assistant City Administrator Saxe also provided an update that there is an individual who is starting to work on an application to build the Little Free Libraries for an Eagle Scout Project. When the application is submitted he will be invited to a future PAC meeting.

ADJOURN

A MOTION WAS MADE BY MEMBER VANDENHEUVEL, SECONDED BY MEMBER AHARTZ, TO ADJOURN THE JANUARY 9, 2023 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 7:48 PM

Voting Aye: Spangler, Vukelich, Vandenheuvel, and Ahartz

Voting Nay: None

Abstain: None

NEXT MEETING:
FEBRUARY 6, 2023
7:00PM



Request for Action

Date: February 3, 2023

Presented to: Chair Spangler and Park Advisory Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Veteran's Memorial

Method: New Business

Background Information:

Over the past two years the City has been working with WSB on the concept for the Railroad Park Redevelopment project. The concept plan for the park includes a Veteran's Memorial, History Walk, and general site work with a stage. The City continues to fundraise for the park, with the project still being short from fully funded, this past summer staff explored a phased approach with WSB. The Redevelopment will occur in 3 phases: Veteran's Memorial as phase 1, History Walk as phase 2, and the sitework and stage as phase 3.

The Park Advisory Commission has been working the past several months on a final design of the Veteran's Memorial. Staff is asking the City to enter into a professional services agreement with WSB to complete the final design of phase 1 and manage the quote and bid packages for construction. Anticipated construction would start this spring and would not exceed \$100,000.

Request: To recommend the City Council approve a resolution approving a professional services agreement with WSB for the Railroad Park Veterans' Memorial Final Design and Donor Recognition Design Development in the amount of \$14,000.



CITY OF WYOMING

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

February 3, 2023

Alex Saxe
Assistant City Administrator
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: Professional Services Proposal – Railroad Park Veteran’s Memorial

Dear Mr. Saxe,

WSB is pleased to submit this letter proposal to the City of Wyoming (City) to provide professional services for the final design and bidding of a portion of the Veteran’s Memorial area, based up on the approved concept plan and a budget of approximately \$100,000.

PROJECT UNDERSTANDING

It is our understanding that this project includes creation of final design documents and technical specifications to obtain bids or quotes for the construction of the proposed improvements of the first phase of the Veteran’s Memorial. This is to include a portion of the plaza space to be a mixture of concrete flatwork and memorial paver areas with a modular unit retaining wall on one side and a concrete border containing three (3) flagpoles and a small raised wall or curb for displaying the five seals of the United States armed forces on the opposite side.

A separate scope for determination of options for donor recognition is provided that will take place concurrently but will not be included as part of the final design for construction until an approved method is determined.

SCOPE OF SERVICES

A. Veteran’s Memorial Final Design

- a. Review Meeting: Consultant will facilitate a virtual review meeting with the Client to confirm the project scope, schedule and deliverables.
- b. Final Design Package: Consultant will prepare final design documents that will illustrate overall design layout, materials, and construction methods. Corresponding technical specifications and an estimate of probable costs will also be prepared. Plan documents and specifications will be distributed to the Client at the 75% complete milestone for final review and comments prior to taking the plans to 100 to include the following:
 - Removals
 - Layout
 - Grading
 - Restoration
 - Electrical
 - Details

- c. Bidding: Consultant will provide oversight and administration of the project bidding / quoting process. If quotes are acceptable, the Consultant will distribute final plans and specifications to Contractor's to obtain pricing. Otherwise, the project will be publicly bid through an electronic process through Quest CDN for distribution of plans and specifications. The Consultant will respond to questions that arise during the bidding process, prepare addenda, and facilitate a virtual / electronic bid opening through Quest CDN. Following bidding, the Consultant will tabulate bids, review contractor references, and provide letter of recommendations for selection of a contractor.
- d. Exclusions: Consultant has not included construction administration services, but these services can be added if construction administration and oversight is desired.

B. Donor Recognition Design Development

- a. Review Meeting: Consultant will facilitate a meeting with the Client to review and confirm the project scope, schedule and deliverables (to be timed with the final design review meeting).
- b. Design Development: Consultant will explore several options for methods of incorporating donor recognition within the project area. This will include layout plan options illustrating various locations, method of display, and materials, combined with photo examples. A high-level estimate of probable costs related to the varying options will be prepared for comparison as it fits with budget constraints.
- c. Review Meeting: Consultant will facilitate a virtual design review meeting to determine which option or combination of options to carry forward into the design process.
- d. Preferred Option Plan: Consultant will refine the option(s) based on the design review meeting with the Client and provide a pdf of plans to the Client. The Client will then meet with donors to review the options and make a determination on the option to carry forward into construction.
- e. Exclusions: Final design and bidding services are not included due to unknown design needs but can be provided upon completion of a preferred donor recognition method.

ADDITIONAL SERVICES: Services other than those listed in the Scope of Services above and requested and authorized in writing by the Client. These services shall be billed on an hourly basis according to the current Hourly Rate Schedule at the time of request

FEES FOR PROFESSIONAL SERVICES

It is proposed that the project be billed on an hourly-not-to-exceed fee according to the following breakdown:

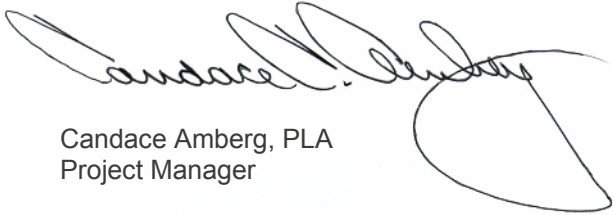
Task A (Final Design):	\$ 10,500
Task B (Donor Recognition):	\$ 3,500

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: February 3, 2023

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: 2023 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 2022 accomplishments and review possible 2023 goals and initiatives and update based on Commission priorities and feedback.

Request: Recommend the City Council approve the 2023 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



Emerald Ash Borer Management Plan

December 2022

ACKNOWLEDGMENTS

Mayor

Lisa Iverson

City Council

Linda Nanko Yeager

Dennis Schilling

Brett Ohnstad

Claire Luger

Park Advisory Commission

Bruce Spangler

Jessica Bergan

Bruce Vukelich

Heather Vandenheuvel

Rick Ahartz

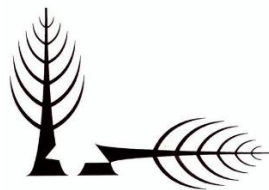
City Staff

Chuck Almhjeld, Public Works Superintendent

Alex Saxe, Assistant City Administrator

Dave Torma, Certified Tree Inspector

Consultant



Hugo's Tree Care

14728 Irish Ave N.

Hugo, MN 55038

Phone: 651-429-4705

PURPOSE

By implementing the provisions of this management plan, the City is attempting to mitigate the disruption to its urban forest caused by the infestation of the Emerald Ash Borer (EAB). Taking a proactive approach to the potential infestation enables the City to address both public and private impacts in an efficient and effective manner. The City will attempt to distribute costs associated with the EAB over a manageable time period, and lessen the economic and social impact that an extensive loss of ash trees would have on the quality of life in our community.

In establishing this management plan, the City considered the following factors:

- Being proactive will allow the City to have greater control over the situation and minimize and better manage the impact and costs of EAB.
- Removal of diseased or declining ash trees will help prevent the more rapid spread and impacts of EAB in the community.
- There are optional chemical treatments available for both public and private ash trees which may assist in controlling the EAB over time.
- Reforesting the City with native tree species will increase the diversity and sustainability of the forest.

EMERALD ASH BORER BACKGROUND: THE PROBLEM

Agrilus planipennis, commonly known as an emerald ash borer (EAB) has a natural range of eastern Russia, northern China, Japan and Korea. In the past decade, the exotic beetle found its way to the United States. The EAB is a bright green, metallic beetle with an elongated, slender body measuring 1/2 inch long. The adult beetles nibble on ash foliage, but cause little damage to leaves. Trees become infested when adult beetles lay eggs on the bark, which hatch into larvae that bore into the tree. The larvae tunnel in the phloem layer (between bark and wood) and disrupt the movement of water and nutrients, causing eventual death of the tree. The EAB was first discovered in Michigan in July 2002. It is suspected that the EAB arrived on solid wood packing material shipped from its native Asia. Without any natural predators or controls in North America the insect has spread to 14 states and two Canadian provinces.

Millions of ash trees have been killed with some cities reporting complete loss of all ash trees within 5 years of the EAB becoming established. There has been no stopping the devastation to the urban forest, though millions of dollars have been spent on prevention methods. The most current research shows that early sanitation efforts in Minnesota have helped slow the spread of EAB, but new infestation sites are being reported every growing season.

Emerald Ash Borer adults can fly at least half mile from the tree when they emerge. However, new infestations are most often created when people transport infested nursery ash trees, logs or firewood into uninfested areas. Shipments of ash trees and transportation of firewood has been regulated by the state to reduce the spread of EAB. Ramsey County is a designated as quarantine area, and transportation of ash wood outside of the County is prohibited. The Minnesota Department of Agriculture is responsible for quarantine enforcement and penalties. Signs of EAB include: Splitting bark and or small “D” shaped exit holes where beetles emerge. Serpentine “S” shaped larval galleries underneath the bark. The presence of EAB or larvae. Symptoms of EAB infestation include:

- General thinning of canopy and increasing dieback of the ash tree
- Increased woodpecker activity
- Sprouting of new growth shoots from the base of the tree

APPLICABILITY

This plan applies throughout the City on all public properties and public right of ways. Elements of the plan will also be applied to ash trees on private properties. The City will follow similar policies that have been used in dealing with the Dutch Elm and Oak Wilt diseases, with variations in removal requirements and timing. Municipal Code Chapter 38, Article II. Control of invasive species tree pests addresses tree removal when dealing with invasive species.

EDUCATION AND COMMUNITY OUTREACH

Resident education and ongoing outreach communication are key components of managing the impact of the EAB, especially as more information becomes available. Continued coordinated public information dissemination to residents and the media will be administered through the city’s website, newsletters, and social media. Public meetings will be conducted as necessary. The city will maintain a list of resources for homeowners from relevant agencies. As EAB activities occurs in isolated neighborhoods, direct communication will be made by the city to advise residents on the current situation of their boulevard or privately owned trees and activity in their neighborhood. Homeowners may treat their private trees, provided they use a licensed treatment contractor who adheres to the City’s standards to protect surface and ground water.

MITIGATION POLICIES

Although it is impossible to stop the spread of invasive species like the EAB, the City of Wyoming’s EAB Management Plan is created to lessen the impact of the EAB on the City’s Landscape.

1. Removal of EAB infested trees: The City will update its diseased tree ordinance to require the removal of both public and private ash trees infested by the EAB to prevent the spread of the disease. Rules or requirements used for determining infestation will be per the Department of Agriculture or Department of Natural Resources guidelines.

2. Preemptive removal of declining ash trees: The City will begin some preemptive removal of declining ash trees on public property, even when EAB has not yet been identified. These ash trees could be located within City parks or in boulevard areas. The reasons for this ash reduction include:

- a) Removing declining trees before they are infested with EAB; and
- b) Allowing for reforestation with other species of trees; and
- c) Spreading the cost of tree removal over a longer period of time.

These tree removals will generally be completed by City crews or contractors in late fall and winter months as time and work schedules permit. The most critical period for movement of confirmed EAB ash trees is June and July. This is the period when adult beetles emerge from trees, begin feeding on foliage, and move to more trees to lay their eggs. During this time, it is best to leave these trees standing and not chance the spread of EAB by transporting beetle-infested wood to other areas.

The City will permit residents to use chemical treatments on either private ash trees or public ash trees in boulevard areas, given the following:

- a) Private contractors are to use only the approved trunk injection method.
- b) The injection treatment application must be done by City licensed tree contractor that is bonded, insured, and state licensed to apply commercial tree chemicals.
- c) The boulevard tree treatments need to be reported annually to the Environmental Officer for tracking.

3. Wood utilization: The City will publicize the Minnesota Department of Agriculture's regulations for handling ash wood removal. Chisago County is currently under a quarantine which prohibits the transportation of wood outside of the County. From September 15th to April 30th EAB-infested trees can be removed and transported only within the quarantine area, so long as they are promptly chipped to the required dimensions, less than 1"x1"x1". Any storm damaged ash trees during the active growth spring and summer period must be

chipped within the area before transportation to kill the EAB larvae. The City will identify marshalling yards for this work as necessary. Non-infested EAB trees can be removed from September 15th to April 30th using the normal process of transporting un-chipped wood to the Ramsey County Yard Waste Site.

4. Monitoring and Tracking: The City will track the spread of EAB in Wyoming and surrounding communities in conjunction with the Department of Agriculture or Department of Natural Resources. The City will also monitor trees that have been treated as reported by private contractors. The City will conduct a tree inventory to identify replacement and reforestation needs in the future.

SUMMARY

EAB will have a significant impact on Wyoming's landscape. The City's plan is designed to inform the public of new infestations, treatment options, removal requirements, and to provide a comprehensive proactive approach to addressing the EAB infestation.



Communication

Date: February 3, 2023

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: 2023 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.



CITY OF WYOMING

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