APPROVED 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