

APPROVED MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 6, 2023
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for February 6, 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, Jessica Bergan, Heather Vandenheuvel and Rick Ahartz

Absent: None

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

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 “Special Meeting” of the Wyoming Park Advisory Commission for January 9, 2023

A MOTION WAS MADE BY MEMBER VANDENHEUVEL, SECONDED BY MEMBER VUKELICH, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE JANUARY 9, 2023 MEETING, AS SUBMITTED.

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

Voting Nay: None

Abstain: None

OLD BUSINESS: NONE

NEW BUSINESS:

2. Veteran’s Memorial Professional Services Agreement with WSB

Assistant City Administrator Saxe explained that over the past two years the City has been working with WSB on the concept for Railroad Park. He explained that last summer that Commission decided to do a phased approach to the park redevelopment. Over the past several months the Commission have been working on a final design of the Veteran’s Memorial phase. Staff is asking the commission to make a recommendation to City Council 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.

Member Vandenheuvel asked if there are alternatives to this agreement with WSB.

Assistant City Administrator Saxe stated the project up to this point has been a concept design. The proposal would have WSB do final plans and specs as the engineer and then manage the bidding process for construction bids. He stated the alternative would be to have staff do this, which there is not the capabilities to do this in-house. They could recommend looking for another company, but WSB has been doing the leg work on this project.

Member Ahartz asked when the final design will be done.

Assistant City Administrator Saxe stated they will start right after the City Council meeting tomorrow if approved. The hope is to get construction bids out this month to have a chance to break ground this spring.

Member Ahartz asked if materials would be delivered on time.

Assistant City Administrator Saxe stated that would be determined in the bids from contractors if they feel they can procure all the materials they need in a timely manner.

Member Vandenheuvel asked if WSB provides any regular updates for where they are at in the process and their cost breakdown.

Assistant City Administrator Saxe stated they do list their costs on invoices. He said in total WSB has charged the city around \$20,000 total for the concept, public engagement and final design. They provide staff updates of where they are in the process and staff will communicate that to the public.

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER BERGAN, TO RECOMMEND THE CITY COUNCIL APPROVE THE PROFESSIONAL SERVICES AGREEMENT FOR THE VETERAN'S MEMORIAL WITH WSB

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

Voting Nay: None

Abstain: None

3. 2023 Goal Setting Session

Assistant City Administrator Saxe stated that every year the Park Advisory Commission reviews goals and accomplishments from the prior year and sets goals for the upcoming year. Mr. Saxe gave a presentation to the Commission that highlighted 2022 goals and potential goals for 2023. The Commission agreed that the goals that were not accomplished in 2022 should remain goals in 2023. The Commission then added a few new goals for 2023. The goals recommended to City Council are as follows:

1. Park and Trail Development

- Railroad Park fundraising and phasing
- Utilizing the Master Park and Trail Plan to drive future park redevelopment
- Explore park development in phases
- Planning for Fireside Park Redevelopment- Concept Plan by end of year
- Updated parks map for residents
- Explore ways to connect City parks and trails (Crossing busy areas)
- Continue to upgrade wooden picnic tables to aluminum

2. Community Engagement and Partnership

- Hold more sustainability oriented events
- Provide community updates on major projects
- Create QR Codes and have at each park for residents to submit comments/suggestions

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
- Included more communication about parks and PAC in the quarterly and weekly newsletters
- Create a directory of City parks based on activities
- When doing park walk-throughs engage residents at the parks and gather feedback

4. Tree Board

- Maintain Tree City USA status
- Arbor Day Tree Planting

5. GreenStep City

- Achieve step 3 of the program
- Look for ways to further sustainability efforts (Compost Bins/Rain Barrels)

The commission come to a consensus to recommend these goals to the City Council

COMMUNICATIONS:

4. Emerald Ash Borer Management Plan

Assistant City Administrator Saxe provided the EAB Management Plan that staff put together with Hugo Tree Care that was a part of the EAB Grant the city was awarded last spring. This spring staff will be working with Hugo Tree Care to identify, cut, and replace 10 more trees that are infected with EAB.

5. Spring Medallion Hunt

Assistant City Administrator Saxe provided a brief update on the annual spring medallion hunt. He stated that in years past the City has held a medallion hunt. Staff are in the process of putting together a medallion hunt similar to what has been incorporated in the past. This event will invite people to explore around the City by following clues shared on the City's social media and website to find the medallion.

6. Park Steward Updates

Assistant City Administrator Saxe- Provided an update on the warming house and ice rink at Swenson Park. The City hired a part-time warming house attendant, but the weather conditions have been less than ideal this year. The rink remains open, but the end of the season is approaching. The City will be posting summer seasonal positions in a few weeks.

Chair Spangler Noted there was heavy snowmobile traffic in Fireside. He is not sure if there is a trail around there.

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 VANDENHEUVEL, SECONDED BY MEMBER AHARTZ, TO ADJOURN THE FEBRUARY 6, 2023 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 7:52 PM

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

Voting Nay: None

Abstain: None

NEXT MEETING:
MARCH 6, 2023
7:00PM