

**AGENDA**  
**PARK ADVISORY COMMISSION**  
**REGULAR MEETING**  
**CITY OF WYOMING, MINNESOTA**  
**DECEMBER 4, 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.”*

**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 6, 2023

**OLD BUSINESS:**

**NEW BUSINESS:**

2. Eagle Scout Project - Little Libraries
3. Dog Park Update

**COMMUNICATIONS:**

4. Rescheduling the January 2024 PAC Meeting
5. January PAC Agenda Preview
6. Park Steward Updates

**UPCOMING:**

**ADJOURN**

**NEXT MEETING:  
TBD - JANUARY, 2024  
7:00PM**

**DRAFT MINUTES**  
**WYOMING PARK ADVISORY COMMISSION**  
**REGULAR MEETING**  
**CITY OF WYOMING, MINNESOTA**  
**NOVEMBER 6, 2023**  
**7:05PM**

**CALL TO ORDER:**

*Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for November 6, 2023 to order at 7:05PM*

**CALL OF ROLL:**

*On a Call of the Roll the following members of the Wyoming Park Advisory Commission were present: Members Bruce Spangler, Jessica Bergan, Heather Vandeneuvel, and Bruce Vukelich*

*Absent: Commissioner Rick Ahartz*

*Also Present: Grant MacFarlane, 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:**

**APPROVAL OF MINUTES:**

- 1. Consider approving the minutes of “Regular Meeting” of the Wyoming Park Advisory Commission for October 2, 2023**

**A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER BERGAN, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE OCTOBER 2, 2023 MEETING.**

*Voting Aye: Spangler, Bergan, Vandeneuvel, and Vukelich*

*Voting Nay: None*

*Abstain: None*

**OLD BUSINESS:**

**NEW BUSINESS:**

**COMMUNICATIONS:**

- 1. Disc Golf Baskets Update**

Assistant City Administrator MacFarlane informed the Commissioners that the Wyoming City Council had formally approved the purchase of the two disc golf baskets, as per the Park Advisory Commission’s (PAC) recommendation. MacFarlane stated that no delivery date had been set, but that the baskets would be stored at the Public Works Township building until after winter.

## 2. Railroad Park Update

Assistant City Administrator MacFarlane stated that phase one of the Railroad Park project was officially complete as of the previous week. MacFarlane shared that the lights had been installed for the flag pole and that flags would be added in the future.

MacFarlane also informed the Commissioners that the Wyoming Public Works Department had officially began decorating the tree at Railroad Park in anticipation of the annual Tree Lighting Ceremony.

## 3. Splash Pad Update

Assistant City Administrator MacFarlane stated that the PAC had asked City Staff to look into what parks may be viable for the addition of a splash pad. MacFarlane stated that two parks had been identified as potential locations for a splash pad, Tolzmann Park and Goodview Park. MacFarlane informed the Commissioners that both parks were close to existing waterlines and that each park had an existing parking lot. MacFarlane added that Goodview had been identified as a location for a splash pad in the 2022 Parks Master Plan and that staff was maintaining the recommendation.

Commissioner Vandenheuvel stated that Goodview was already home to numerous amenities and can get crowded. Vandenheuvel added that it would be nice to give some attention to some of the other city parks.

## 4. Park Steward Updates

**Spangler** – Noted that the rock framing at Centennial Park had been repaired and appears like it will last through the winter.

**Vukelich** – Had no updates to share.

**Vanderheuvel** – Had no updates to share.

**Bergan** – Had no updates to share.

## ADJOURN

**A MOTION WAS MADE BY MEMBER VANDERHEUVEL, SECONDED BY MEMBER VUKELICH. TO ADJOURN THE NOVEMBER 6, 2023 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 7:15PM**

*Voting Aye: Spangler, Vanderheuvel, Bergan, and Vukelich,*

*Voting Nay: None*

*Abstain: None*

**NEXT MEETING:**  
**December 4, 2023**  
**7:00PM**

## Park Advisory Commission Memo

Date: December 4, 2023

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Eagle Scout Project Update

Method: Communication

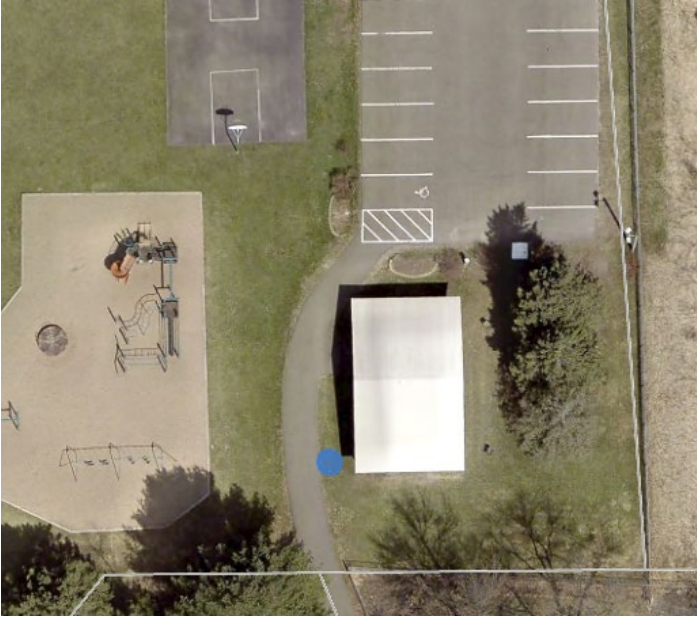
### Background Information:

The Parks Advisory Committee (PAC) recommended approval of Robert Pundt's eagle scout project ("Little Free Library Project") to the City Council on June 5, 2023. The City Council formally approved of Robert's project to be installed at Goodview Park and Lions Park during their meeting on June 6, 2023. The library boxes were officially installed at each park in late November and are currently open for public use. Robert will be in attendance at tonight's meeting.

Below are the two library boxes that have been installed at Lions Park (teal) and Goodview Park (yellow) as well as an aerial photo showing their location in the parks.

We would like to thank Robert Pundt for his hard work and dedication to our community through his eagle scout project. The libraries look fantastic and are a great addition to our town.







# Park Advisory Commission Memo

Date: December 4, 2023

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Dog Park

Method: Communication

### Background Information:

City Staff has continued to explore the possibility of adding a dog park to the greenspace adjacent to the Wyoming Police Department (7665 Wyoming Trail). The last update provided to the PAC on this subject was given on October 2, 2023. Staff has prepared the following report for the PAC's consideration.

As previously discussed, the dog park would be a summer amenity and would not be maintained in the winter. The total size of the dog park is roughly a half acre and would also include a gravel parking lot connected to the paved police lot. New fence will be installed and connected to the already existing fence on site. A two-layer gated fence, which reduces the likelihood that a dog may escape while the gate is open, will be installed to act as the entrance to the amenity. The contractor will also install a dual gated entrance to allow lawnmowers to enter the park. This portion of the fence will be locked when not in use.

Staff has consulted with numerous contractors to receive quotes for the fence installation and gravel parking lot. Staff further spoke with the Acting Public Works Superintendent Joe Keding to identify other potential needs of the park (three were identified). It is recommended that a dog waste station be purchased to provide pet owners with on-site disposable bags. A commercial waste receptacle should also be included for public use. Staff is also recommending that a sign displaying the rules of the park be placed at the entrance gate to make sure that attendees have a clear understanding of park expectations.

Below is a line-by-line table indicating the total estimated cost of the project.

Contractor/Product	Quote/Estimate
Cyclone Fencing	\$10,253.00
True North Contractors (Gravel)	\$5,810.00
Dog Waste Station	\$150.00
Commercial Waste Receptacle	\$600.00
Dog Park Rules Sign	\$35.00
<b>Total</b>	<b>\$16,848.00</b>



[Zero Waste USA](#)

### Mini Dog Waste Station / Roll Bag System (Green)

**\$149.77**

Price when purchased online ⓘ

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Arrives Dec 11  
Free

Pickup  
Not available

Delivery  
Not available

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Sold and shipped by **Mutt Mitt**

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Free 90-day returns [Details](#)

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Waste Receptacles



## Commercial Steel Waste Receptacles

★★★★★ 5 Reviews

Save 12% (679) **\$598.85** Quantity discounts available

SKU 4ZB4239

### Quantity Discounts

Quantity	6
Price	\$548.85

### Product Configuration

#### Lid Type



Selected Lid Type : Flat Lid

Ships in 1 to 2 Days



## SmartSign 18 x 12 inch "Dog Park Rules" Metal Sign, 63 mil Aluminum, 3M Laminated High-Intensity Grade Reflective Material, Green and White

Visit the SmartSign Store  
4.8 ★★★★★ 52 ratings

\$34.95

Color: 12" x 18" 3M HI Reflective Aluminum



Brand	SmartSign
Size	12" x 18"
Color	12" x 18" 3M HI Reflective Aluminum
Material	High Intensity Reflective Aluminum Sign
Mounting Type	Wall Mount
Item Weight	1.3 Pounds
Pre-printed	Letter

See more

### About this item

- DURABLE ALUMINUM:** 'Dog Park Rules' signs are made of 63 mil thick rustproof aluminum. They are laminated for protection and use 3M reflective High-Intensity Grade film, assuring more than 10 year durability.
- EASY INSTALLATION:** All signs come with rounded, burr-free corners and 3/8 inch punched and pre-cleared holes. Signs mount to U-channel posts, square or round galvanized posts, wooden posts, and chain-link fences.

\$34.95

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Maximum Fine Public Health Law



# Park Advisory Commission Memo

*Date:* December 4, 2023

*Presented to:* Chair Spangler and Park Advisory Commission Members

*Presented by:* Grant MacFarlane, Assistant City Administrator

*Department:* Administration

*Reference:* Rescheduling January PAC Meeting

*Method:* Communication

**Background Information:**

The first Park Advisory Commission meeting of next year is scheduled to take place on Monday, January 1, 2023. This meeting date falls on a holiday and will need to be rescheduled. Staff is recommending that the meeting be rescheduled for the following Monday (January 8th, 2023).



# Park Advisory Commission Memo

*Date:* December 4, 2023

*Presented to:* Chair Spangler and Park Advisory Commission Members

*Presented by:* Grant MacFarlane, Assistant City Administrator

*Department:* Administration

*Reference:* January Meeting Agenda Preview

*Method:* Communication

## **Background Information:**

The first PAC meeting of 2024 will be held in January. This meeting will have a few discussion items which would benefit from the Commissioners being made aware of them ahead of time. Below are some of the anticipated topics for the January meeting.

## **Appointments**

It is the duty of the PAC members to elect a Chair and Vice Chair from their members during the first meeting of the year. The PAC Chair is responsible for running the meetings and the Vice Chair handles these responsibilities in the Chair's absence. The current chair of the Park Advisory Commission is Bruce Spangler. The Current Vice Chair is Jessica Bergan.

The PAC will also need to appoint two of its members to the Joint Park Planning Board which meets as needed. The current appointees are members Bruce Spangler and Heather Vandenhevel.

## **2024 Meeting Dates**

The PAC will determine the monthly meeting dates for the Commission in 2024.

## **Park Assignments**

All PAC members are assigned to different parks in town and provide reports on them when needed during meetings. We will be assigning these parks once again in January.

## **2023 Goal Review**

The PAC will be reviewing the goals that they established for 2023 and discussing goals for 2024. Attached is the list of current goals that the PAC created in February of 2023.

## **Park Advisory Commission Goals**

### **1. Park and Trail Development**

- Railroad Park fundraising and phasing → Phase 1 done, cont.
- Utilizing the Master Park and Trail Plan to drive future park redevelopment → baskets
- Explore park development in phases
- Planning for Fireside Park Redevelopment- Concept Plan by end of year → basket
- Updated parks map for residents → ongoing
- 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 → arbor day
- Provide community updates on major projects → Groundbreaking RR, emails
- 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 → cont
- Arbor Day Tree Planting

### **5. GreenStep City**

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