

**AGENDA**  
**PARK ADVISORY COMMISSION**  
**REGULAR MEETING**  
**CITY OF WYOMING, MINNESOTA**  
**JANUARY 8, 2024**  
**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 December 4, 2023

**OLD BUSINESS:**

**NEW BUSINESS:**

2. 2024 PAC Meeting Schedule
3. 2024 PAC Appointments
4. Wyoming Park Stewards
5. PAC 2023 Goals Review
6. Dog Park

**COMMUNICATIONS:**

7. Chisago County Collaborators Initiative - Invitation

**UPCOMING:**

**ADJOURN**

**NEXT MEETING:  
February 5, 2024  
7:00PM**

**DRAFT MINUTES**  
**WYOMING PARK ADVISORY COMMISSION**  
**REGULAR MEETING**  
**CITY OF WYOMING, MINNESOTA**  
**DECEMBER 4, 2023**  
**7:00PM**

**CALL TO ORDER:**

*Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for December 4, 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, Jessica Bergan, Rick Ahartz, and Bruce Vukelich*

*Absent: Commissioner Heather Vandenheuvel*

*Also Present: Grant MacFarlane, Assistant City Administrator, and Brett Ohnstad, Council Liaison*

*Visitors: Robert Pundt, Linwood Boy Scout Troop 435*

**DETERMINATION OF A QUORUM:**

Chair Spangler determined a Quorum was present.

**PLEDGE OF ALLEGIANCE:**

Robert Pundt, of Linwood Boy Scout Troop 435, led the Park Advisory Commission in the pledge of allegiance.

**OPEN FORUM:**

**APPROVAL OF MINUTES:**

- 1. Consider approving the minutes of “Regular Meeting” of the Wyoming Park Advisory Commission for November 6, 2023**

**A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VUKELICH, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE NOVEMBER 6, 2023 MEETING.**

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

*Voting Nay: None*

*Abstain: None*

**OLD BUSINESS:**

**NEW BUSINESS:**

- 2. Eagle Scout Project – Little Libraries**

Assistant City Administrator MacFarlane stated that the Little Libraries project is an Eagle Scout project that was approved by the PAC and Wyoming City Council in June of 2023. MacFarlane added that the project was now complete and invited Robert Pundt, member of Boy Scout Troop 435 and Little Libraries project coordinator, to speak on the project.

Mr. Pundt informed the members of the PAC that he had successfully installed the library boxes at

Goodview Park and Lions Park. The members of the PAC asked Mr. Pundt a variety of questions related to the project, including where the books were received and the total time that the project took to complete. The Commissioners thanked Mr. Pundt for his hard work.

### **3. Dog Park Update**

Assistant City Administrator MacFarlane provided an update to the Commissioners on the proposed dog park project. MacFarlane shared that quotes had been obtained for the fence installation as well as the hauling and grading of the gravel parking lot.

Commissioner Spangler asked how much money remained in the Park Advisory Commission's annual budget. MacFarlane stated that he did not have that number at the time but could provide it at the January PAC meeting.

Commissioner Vukelich inquired about if there were less expensive options for waste receptacles. Park Advisory Commission Liaison Ohnstad added that it would be nice if the receptacle had a sealed or closed lid.

Commissioner Bergan stated that they had received comments from the public regarding the possibility of placing the dog park at Fireside Park. Liaison Ohnstad stated that he liked the idea of adding multiple parks over time and that the currently proposed park could be just the first.

## **COMMUNICATIONS:**

### **4. Rescheduling the January PAC Meeting**

Assistant City Administrator MacFarlane shared that the next scheduled PAC meeting falls on a holiday and would therefore need to be rescheduled. The Commissioners agreed to move the meeting to the following Monday on January 8<sup>th</sup>.

**A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER VUKELICH, TO RESCHEDULE THE JANUARY PARK ADVISORY COMMISSION FOR JANUARY 8, 2023 AT 7PM.**

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

*Voting Nay: None*

*Abstain: None*

### **5. January PAC Agenda Preview**

Assistant City Administrator MacFarlane stated he wanted to make the Commissioners aware of the annual topics which would be discussed at the January PAC meeting. MacFarlane provided an overview of these topics.

### **6. Park Steward Updates**

**Spangler** – No update.

**Vukelich** – No update.

**Ahartz** – No update.

**Bergan** – No update.

**ADJOURN**

**A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VUKELICH,  
TO ADJOURN THE DECEMBER 4, 2023 MEETING OF THE WYOMING, PARK  
ADVISORY COMMISSION AT 7:25PM**

*Voting Aye: Spangler, Ahartz, Bergan, and Vukelich,  
Voting Nay: None  
Abstain: None*

**NEXT MEETING:  
January 8, 2023  
7:00PM**



# Park Advisory Commission Memo

Date: January 8, 2024

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

*Presented by:* Grant MacFarlane, Assistant City Administrator

*Department:* Administration

*Reference:* 2024 PAC Meeting Schedule

*Method:* Communication

Listed below are the proposed 2024 PAC meeting dates which would begin at 7:00pm. The meetings are the first Monday of each month except for months where the meeting date falls on a holiday, in which case the regular meeting has been rescheduled to occur on the following Monday. The PAC may also consider if a different day or time is preferred.

Dates in bold represent meetings that have been rescheduled due to a city event or holiday that falls on a regular meeting date:

January 8, 2024

February 5, 2024

March 4, 2024

April 1, 2024

May 6, 2024

June 3, 2024

July 1, 2024

August 5, 2024

**September 9, 2024**

October 7, 2024

November 4, 2024

December 2, 2024

\*September 2, 2024 Labor Day



# Park Advisory Commission Memo

Date: January 8, 2024

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

*Presented by:* Grant MacFarlane, Assistant City Administrator

*Department:* Administration

*Reference:* 2024 PAC Appointments

*Method:* Communication

### **Background Information:**

It is the responsibility of the members of the Park Advisory Commission to elect a Chair and Vice Chair of the PAC each year at the first annual meeting. Additionally, the PAC must assign two of its members to the Joint Park Planning Board (which meets as needed). All positions described above consist of a one-year term.

<b>Park Advisory Commission Chair</b>	
<b>Park Advisory Commission Vice Chair</b>	
<b>Joint Park Planning Board</b>	
<b>Joint Park Planning Board</b>	



# Park Advisory Commission Memo

Date: January 8, 2024

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Pak Steward Assignments

Method: Communication

## Background Information:

The Park Advisory Commissioners receive *Park Steward Assignments* at first annual meeting of the PAC each year. Each member of the PAC is assigned a set of parks within the community and takes on the following responsibilities:

- Check in on park minimally once a month (a couple times a month during the summer)
- Check for any maintenance that may need to be done and inform staff of issues
- Ask residents/park users what they want to see and give them staff contact info if they have questions
- Provide an update on park condition at each PAC Meeting
- These assignments will change on an annual basis.

City Park - (14)	Assigned Park Commissioner
Ashton Park	Bruce V.
Banta Park	Bruce S.
Blue Spruce Park	Rick
Centennial Park	Jessica
Comfort Park	Bruce V.
Fireside Park	Jessica
Goodview Park	Bruce S.
Hawk Meadows	Rick
Lion's Park	Bruce V.
Railroad Park	Bruce S.
Swenson Park	Jessica
Tolzmann Park	Rick
Vergas Park	Bruce V.
Vergas Memorial Park	Bruce S.

Totals:

Bruce S. - 4

Bruce V. - 4

Jessica - 3

Rick - 3

**\*Note – Assignments may change upon fulfillment of the 5th PAC seat.**



# Park Advisory Commission Memo

*Date:* January 8, 2024

*Presented to:* Park Advisory Commission

*Presented by:* Grant MacFarlane, Assistant City Administrator

*Department:* Administration

*Reference:* 2023 Goals Reflection

*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. PAC and Staff will review the goals set by the PAC for 2023 and highlight accomplishments from the prior year. This is a precursor for our 2024 goal setting session which will take place at the February 2024 PAC Meeting.



**CITY OF WYOMING**

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

## **Park Advisory Commission Goals**

### **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)



# Park Advisory Commission Memo

Date: January 8, 2024

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 presented an update on the proposed dog park project to be located on Wyoming Trail in the grass lot next to the Police Department building at the December 4, 2023 Park Advisory Commission meeting. The Park Advisory Commissioners were in favor of the proposal, but did not want to formally vote on the project until the amount of funds in the budget for 2024 was known. Staff can confirm that there is \$148,627.37 in the Park Improvement Fund. Additionally, the PAC requested that the waste receptacle have a top or lid. A new bin with this feature has replaced the previously proposed bin. Below is the report on the dog park which was presented at the December 4, 2023 meeting.

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 fencing 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	\$500.00
Dog Park Rules Sign	\$35.00
<b>Total (Shipping Not Included)</b>	<b>\$16,748.00</b>



[Zero Waste USA](#)

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

**\$149.77**

Price when purchased online ⓘ

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Lid Type



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

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\$34<sup>95</sup>

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

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- **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<sup>95</sup>

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# Communication

*Date:* January 8, 2024

*Presented to:* PAC Members

*Presented by:* Grant MacFarlane, Assistant City Administrator

*Department:* Administration

*Reference:* Chisago County Collaborative Initiative (CCCI)

*Method:* Communications

## **Background Information:**

The Chisago County Collaborative Initiative (CCCI) would like to invite you to join us for an evening of networking and inspiration. The event will include dinner, a keynote speaker, and the opportunity to connect with friends, neighbors, and other community minded folks. We have Ben Winchester coming from the University of Minnesota Extension program to talk about the importance of rural communities in the overall picture of economic success. He will share about how Chisago County is uniquely poised to grow and develop in a way that honors our history, while making space for modern amenities and vitality for today's residents and businesses.

**When:** Wednesday, January 24<sup>th</sup> from 6:00 – 8:30 PM

**Where:** North Branch High School  
38175 Grand Avenue  
North Branch, MN 55056

## **Agenda:**

6:00 – 6:50 PM – dinner in the North Branch High School Cafeteria, Networking, & Community Updates (Door # 1)

6:50 – 7:00 – break and move to NBHS Auditorium

7:00 – 8:30 – Keynote presentation from Ben Winchester, U of MN Extension Program Leader

## **RSVP:**

Please let us know you'll be in attendance by clicking on this [link](#). There will not be a fee to attend this event thanks to a grant from The Initiative Foundation, but we do ask for RSVP's to ensure food quantities.

This event is open to the public and we encourage you to share this opportunity with others who would benefit from hearing Ben Winchester.

# CHISAGO COUNTY COLLABORATIVE INITIATIVE

**PRESENTS:**

*Ben Winchester*

**RURAL SOCIOLOGIST,  
U OF MN EXTENSION EDUCATOR,  
KEYNOTE SPEAKER**



**1/24/2024  
6:00 - 8:30 PM**

**NORTH  
BRANCH  
HIGH SCHOOL**

**6:00 - MEAL & UPDATES  
7:00 - PRESENTATION**



**UNIVERSITY OF MINNESOTA  
EXTENSION**

