

AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MARCH 11, 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 February 5, 2024

OLD BUSINESS:

NEW BUSINESS:

2. 2024 PAC Goal Setting
3. Arbor Day 2024

COMMUNICATIONS:

4. Dog Park Update
5. 2024 Spring Medallion Hunt Recap
6. Public Works Superintendent Hiring Update

7. Park Steward Updates

UPCOMING:

ADJOURN

**NEXT MEETING:
April 1, 2024
7:00PM**

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 5, 2024
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for February 5, 2024 to order at 7:02PM

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:

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

Visitors:

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 the “Regular Meeting” of the Wyoming Park Advisory Commission for January 8, 2024**

Commissioner Vukelich noted a spelling error regarding their name. Assistant City Administrator MacFarlane stated that he would correct it.

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER AHARTZ, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE JANUARY 8, 2024 MEETING AS AMENDED.

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:

- 2. March PAC Meeting Date**

Assistant City Administrator MacFarlane informed the Commissioners that he had recently reviewed the city schedule for the first week of March and that the week consisted of the March 4th PAC meeting, the March 5th Presidential Nominating Primary election, and the March 6th Wyoming City Council meeting. MacFarlane requested that the Monday, March 4th PAC meeting be moved to Monday, March 11th.

A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER VUKELICH, TO RESCHEDULE THE MARCH 4, 2024 PARK ADVISORY COMMISSION MEETING TO MARCH 11, 2024.

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

3. Railroad Park Phase 2

MacFarlane stated that Phase 1 of the Railroad Park project (the Veteran's Memorial) was completed in late 2023 and that planning for Phase 2 (the history walk) had commenced. MacFarlane added that city staff had been communicating with WSB Engineering regarding the second phase and that the City had received a proposal for WSB's services as related to phase 2. MacFarlane reviewed the proposal with the PAC.

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER AHARTZ, TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE PROFESSIONAL SERVICES PROPOSAL FOR RAILROAD PARK PHASE 2 – HISTORY WALK FROM WSB ENGINEERING IN THE AMOUNT OF \$28,000.

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

4. PAC Goal Review

MacFarlane stated that the Park Advisory Commission would be reviewing their accomplishments from the previous year and setting goals for 2024 at this meeting. MacFarlane added that he had prepared a presentation for the Commissioners with goal recommendations for the coming year.

MacFarlane informed the Commissioners that he was encountering technical difficulties and that he was unable to access the presentation. The Commissioners discussed potential goals for 2024 including their ambitions for Railroad Park and utilizing City communications for park projects. The Commissioners agreed to table the discussion until the March 11, 2024 meeting to receive further staff input.

A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER BERGAN, TO TABLE THE PAC GOAL SETTING DISCUSSION UNTIL THE MARCH 11, 2024 PARK ADVISORY COMMISSION MEETING.

Voting Aye: Spangler, Bergan, Ahartz, and Vukelich

Voting Nay: None

Abstain: None

COMMUNICATIONS:

5. 2024 Wyoming Medallion Hunt

MacFarlane informed the Park Advisory Commissioners that the City of Wyoming would be putting on the Spring Medallion Hunt once again in 2024. MacFarlane stated that he would be creating the clues for the event which would then be posted daily on Facebook.

6. Park Steward Updates

Spangler – Stated that he was enjoying the new park steward list as it had resulted in him visiting more parks. Complimented Banta Park and noted that Goodview Park and Verges Park were already being used.

Vukelich – Stated that Lions Park was also already in use and that it looked good.

Ahartz – No update.

Bergan – No update.

ADJOURN

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER BERGAN, TO ADJOURN THE FEBRUARY 5, 2024 MEETING OF THE WYOMING PARK ADVISORY COMMISSION AT 7:24PM

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

Voting Nay: None

Abstain: None

NEXT MEETING:
March 11, 2024
7:00PM



Park Advisory Commission Memo

Date: March 11, 2024

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: 2024 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. The Commissioners and staff will briefly review the PAC's goal and accomplishments of 2023 before establishing the Commission's 2024 goals.

Request: To recommend that the City Council approve the 2024 Park Advisory Commission's goals and initiatives as discussed.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092

Phone: 651-462-0575 Fax: 651-462-0576



Park Advisory Commission Memo

Date: March 11, 2024

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Arbor Day 2024

Method: New Business

Background Information:

In 2020, the City of Wyoming became a member of the Tree City USA program. The Tree City USA program began in 1976 and is national program that supports community tree management. Trees are a critical part of a city's infrastructure. A healthy forestry program helps to protect groundwater, reduce energy costs, support erosion control, and boost property values. In order to maintain Tree City USA status, the city must hold an Arbor Day celebration and issue a proclamation. Staff is planning a Tree Planting event on Saturday April 27, 2024 at the Wyoming City Hall from 10am-12pm. Details are still being finalized, but will be communicated when they are final.

Recommendation:

Proclaim Friday April 26, 2024 as Arbor Day in Wyoming, Minnesota.



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Proclamation Celebrating Arbor Day in Wyoming, Minnesota

WHEREAS: Arbor Day provides people the opportunity to celebrate the importance of trees and forests to our economy, culture, history, and future of the state; and

WHEREAS: Trees are of great value as they provide clean air and water, shade and energy savings, wildlife habitat, recreational opportunities, wood products, and jobs while capturing and storing carbon from the atmosphere, thereby offsetting greenhouse gas emissions; and

WHEREAS: Properly planting and caring for a diverse mix of trees makes community forests more resilient by minimizing the impacts of diseases, insects, and other stressors such as climate change and providing long-term community and environmental benefits; and

WHEREAS: Thoughtfully choosing, planting, and caring for a diverse mix of trees now supports resilient communities into the future.

NOW, THEREFORE, The Park Advisory Commission of Wyoming, Minnesota hereby proclaims Friday, April 26, 2024, as:

ARBOR DAY

Bruce Spangler
Chair



Park Advisory Commission Memo

Date: March 11, 2024

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Dog Park Update

Method: Communication

Background Information:

The Park Advisory Committee voted to recommend the Townhall Park dog park to the Wyoming City Council at its regularly scheduled meeting on January 8, 2024. The City Council formally approved of the dog park at its meeting on January 16, 2024.

The first phase of the dog park's construction, the designated dog park parking lot, was completed by True North Contractors on February 13, 2024. True North was on location for two days as they removed the existing vegetation, graded/leveled the area, and installed class five.

The next step in the project will be the installation of the dog park fencing, with work being conducted by Cyclone Fence. Cyclone Fence has stated that the project should be completed prior to the end of May, pending weather.



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Park Advisory Commission Memo

Date: March 11, 2024

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Spring Medallion Hunt Update

Method: Communication

Background Information:

The Wyoming Spring Medallion Hunt commenced on Monday, March 4th. Staff worked together to create five clues which would be posted onto the City's Facebook page once per day during the Forest Lake School District's spring break. In addition, the City was able to partner with Splitrocks as a sponsor of the event. Splitrocks donated a \$100 gift card as a reward for the winner of the hunt.

The medallion was found on day three (Wednesday, March 6th) by the Lynch and Christianson families. The medallion had been buried under a piece of park equipment at Tolzmann Park. We would like to congratulate the winners on finding the 2024 Spring Medallion!

Below is a photo showing where the medallion was hidden. A full list of the clues, including those that did not get posted due to the medallion being found, will be shared during the meeting.



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Park Advisory Commission Memo

Date: March 11, 2024

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Public Works Hiring Update

Method: Communication

Background Information:

The City of Wyoming recently hired Steve Reeves in the role of Public Works Superintendent. Steve has a long history in the field of public works, having worked for Ramsey County for 19 years prior to joining the City of Oakdale in 2022. His first day with the City of Wyoming was Monday, February 26th. Staff is incredibly excited to have him on the team.

As the Public Works Department is responsible for the maintenance of our community parks and is often relied on for their expertise on park-related topics, Staff wanted to provide this relevant update to the members of the PAC.



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