

**AGENDA**  
**PARK ADVISORY COMMISSION**  
**REGULAR MEETING**  
**CITY OF WYOMING, MINNESOTA**  
**MAY 6, 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 March 11, 2024

**OLD BUSINESS:**

**NEW BUSINESS:**

2. Review 1st Quarter Financials

**COMMUNICATIONS:**

3. 2024 Arbor Day Tree Planting
4. Railroad Park Project Update
5. Public Works Hiring Update
6. Park Steward Updates

**UPCOMING:**

**ADJOURN**

**NEXT MEETING:  
JUNE 3, 2024  
7:00PM**

**DRAFT MINUTES**  
**WYOMING PARK ADVISORY COMMISSION**  
**REGULAR MEETING**  
**CITY OF WYOMING, MINNESOTA**  
**MARCH 11, 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, and Bruce Vukelich*

*Absent: Planning Commissioner Rick Ahartz and Council Liaison Brett Ohnstad*

*Also Present: Grant MacFarlane, Assistant City Administrator*

*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 February 5, 2024**

**A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VUKELICH, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE FEBRUARY 5, 2024 MEETING.**

*Voting Aye: Spangler, Bergan, and Vukelich*

*Voting Nay: None*

*Abstain: None*

**OLD BUSINESS:**

**NEW BUSINESS:**

- 2. 2024 PAC Goal Setting**

Assistant City Administrator MacFarlane presented a PowerPoint to the Park Advisory Commission (PAC). MacFarlane provided an overview of the PAC’s goals in 2023 and what they had accomplished over the past year.

The device used to record the PAC meetings indicated that it no longer had available storage to continue recording. MacFarlane requested that the PAC enter a recess to allow him to clear the memory on the device at City Hall.

**A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER SPANGLER, TO ENTER INTO A RECESS OF THE PARK ADVISORY COMMISSION MEETING AT 7:12 PM.**

*Voting Aye: Spangler, Bergan, and Vukelich*

*Voting Nay: None*

*Abstain: None*

**A MOTION WAS MADE BY MEMBER SPANGLER, SECONDED BY MEMBER BERGAN, TO RECONVENE THE PARK ADVISORY COMMISSION MEETING AT 7:20 PM.**

*Voting Aye: Spangler, Bergan, and Vukelich*

*Voting Nay: None*

*Abstain: None*

MacFarlane thanked the Commissioners for allowing him the time to clear the recording device. MacFarlane requested that each Commissioner reflect on 2023 and share a PAC-specific accomplishment that they were proud of. Additionally, MacFarlane asked the Commissioners to consider goals that they would like to maintain as “ongoing goals” and new goals for 2024. The PAC developed the following list:

**PAC Accomplishments:**

- Work done on Centennial Park
- Tree planting events
- Completing community projects with girl/boy scouts
- Railroad Park phase 1
- Introducing new amenities to parks (little libraries, disc golf baskets)
- Improving parks while remaining within the budget
- Implementing out-of-the-box improvements and ideas

**Ongoing Goals for 2024:**

- Continue to create and upload community park videos
- Maintain and create additional park amenity lists
- Improve tables and benches at existing parks

**New Goals for 2024:**

- Look into adding QR codes at parks
- Update community parks webpage to reflect changing/new park amenities
- Share park specific updates and information through the City’s regular communications (i.e. quarterly newsletter, weekly email update, etc.)
- Promote dates of meetings and encourage residents to attend
- Advertise and fill the vacant seat on the PAC

**3. Arbor Day 2024**

MacFarlane stated that the City of Wyoming was a Tree City USA member and that two of the requirements of this membership were that the City hold an Arbor Day celebration event while also issuing an Arbor Day proclamation. MacFarlane stated that the Arbor Day event was being planned for Saturday, April 27, 2024 at the Wyoming City Hall.

**COMMUNICATIONS:**

**4. Dog Park Update**

MacFarlane shared that the first portion of the dog park project, which was the creation of the designated parking spots for the amenity, had been completed in early February. MacFarlane stated that fence installation was expected to be completed by the end of May.

**5. 2024 Spring Medallion Hunt Recap**

MacFarlane informed the Park Advisory Commissioners that the medallion hunt had commenced on Monday, March 4, 2024 and that the medallion had been found on Wednesday, March 6, 2024. MacFarlane added that the medallion was found by a pair of families that had been searching together.

**6. Public Works Superintendent Hiring Update**

MacFarlane stated that the City had hired Steve Reeves as the City’s new Public Works Superintendent. MacFarlane shared that Steve would be attending occasional PAC meetings in the future and that staff was very excited to have him on board.

**7. Park Steward Updates**

**Spangler** – Stated that Banta Park looked good and that the Little Libraries were both seeing good usage. Also noted that Little Verges had a decent number of visitors.

**Vukelich** – Reported that Ashton Park was clean, that Lions Park looked good, and that the disc golf baskets at Comfort Park were being used.

**Bergan** – Stated that the pickleball courts at Swenson were being used and that Centennial Park was looking good. Noted that the picnic tables and benches at Fireside Park needed some paint.

**ADJOURN**

**A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VUKELICH, TO ADJOURN THE MARCH 11, 2024 MEETING OF THE WYOMING PARK ADVISORY COMMISSION AT 7:46PM**

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

*Voting Nay: None*

*Abstain: None*

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



# Park Advisory Commission Memo

Date: May 6, 2024

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Quarterly Park Financial Update

Method: New Business

**Background Information:**

To keep the Park Advisory Commission informed on the state of park financials, staff will be providing a quarterly financial update to the PAC. Staff will provide a handout to PAC members during the meeting which displays the 2024 1<sup>st</sup> Quarter cash balances for the Park Development Fund, Trail Development Fund and the Gambling Proceeds, as well as expenditures and revenues for those funds. The quarterly report reflects the status of the funds as of March 31, 2024.

**Recommendation:**

Review the quarterly financial information.



**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: May 6, 2024

*Presented to:* Park Advisory Commission

*Presented by:* Grant MacFarlane, Assistant City Administrator

*Department:* Administration

*Reference:* Arbor Day Event Recap

*Method:* Communication

***Background Information:***

Staff will share how the Arbor Day Tree Planting event, which was held on Saturday, April 27<sup>th</sup>, went.



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# Park Advisory Commission Memo

Date: May 6, 2024

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

*Presented by:* Grant MacFarlane, Assistant City Administrator

*Department:* Administration

*Reference:* Railroad Park Update

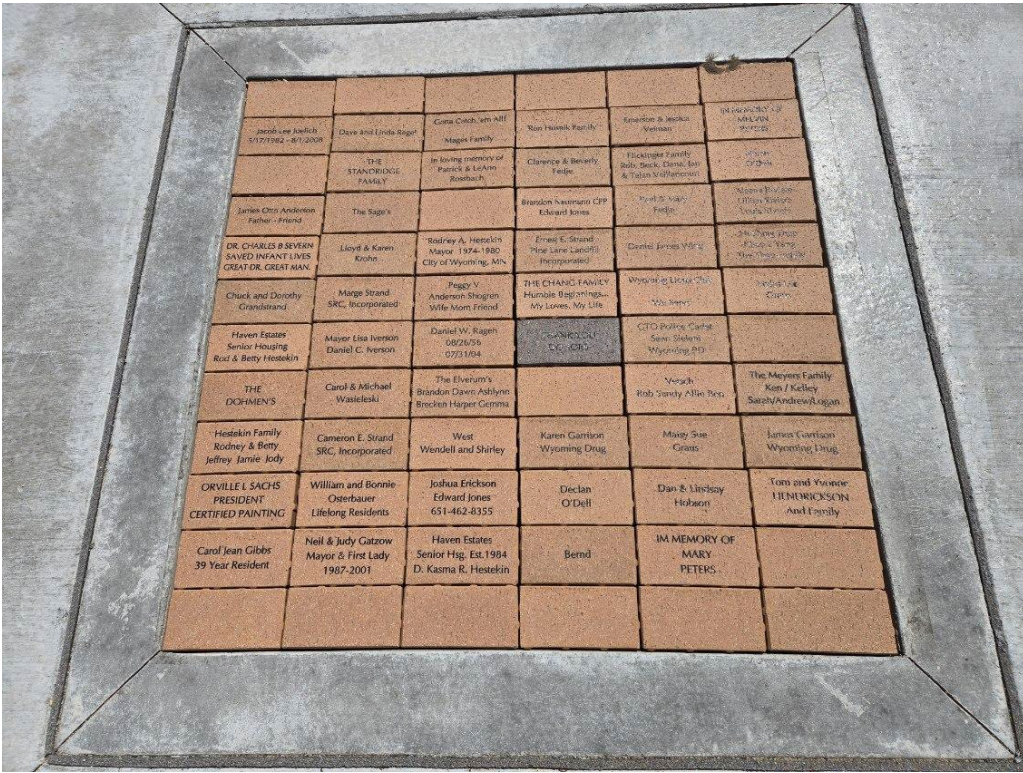
*Method:* New Business

**Background Information:**

Work continues to be performed on both phases of the Railroad Park project. The City received its second batch of engraved bricks at the beginning of April 2024. On April 10<sup>th</sup>, City staff dedicated a portion of the day to removing, sorting, and re-inserting old and new bricks into the memorial. This resulted in the creation of three sorted brick segments, two dedicated to veterans and one dedicated to park donors. The City of Wyoming's Public Works Department will be performing additional leveling and crack filling around the bricks.

WSB Engineering and City staff have also continued to discuss the second phase of the Railroad Park project. While no official design proposals have been shared, both parties remain focused on creating a history walk that chronicles the story of Wyoming. City staff is hopeful that preliminary design concepts will be prepared and ready to present at a PAC meeting in the near future.

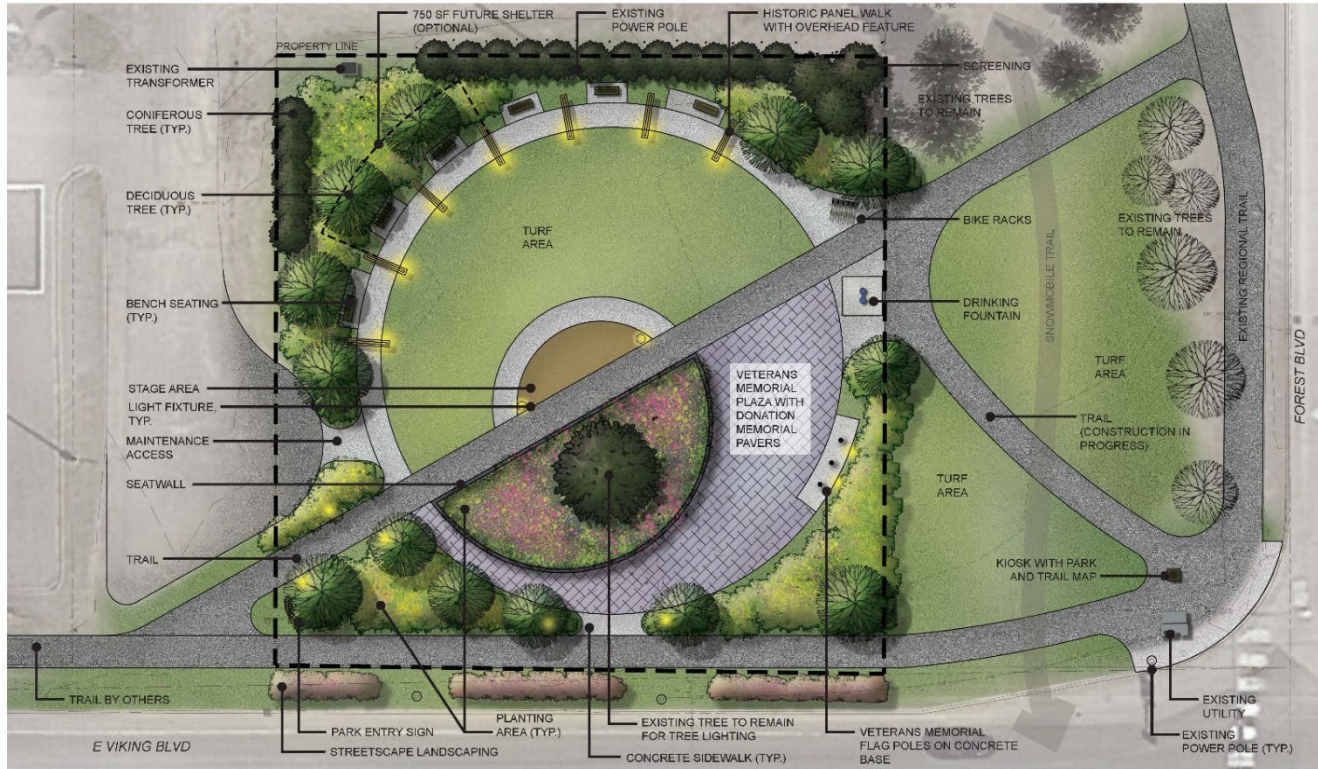




**PUBLIC SAFETY**

P.O. Box 188, 7665 Wyoming Trl., Wyoming, MN 55092

Phone: 651-462-0577 Fax: 651-462-0506



### Railroad Park Concept Plan

Wyoming, Minnesota  
 June 29, 2020 | WSB Project number: 016175-000



### PUBLIC SAFETY

P.O. Box 188, 7665 Wyoming Trl., Wyoming, MN 55092  
 Phone: 651-462-0577 Fax: 651-462-0506



# Park Advisory Commission Memo

Date: May 6, 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 Rick Lopez in the role of Assistant Public Works Superintendent. Rick has been working in the field of public works for nearly twenty years, having started with the City of Woodbury in 2005 and remaining with their organization until 2024. Rick’s first day with the City of Wyoming was Monday, April 22<sup>nd</sup>. Staff is very excited to have Rick joining their team.

The Public Works Department is vital to carrying out many of the goals of the PAC and is often relied upon for their expertise in park-related items. The PAC should benefit greatly from Rick’s added experience and expertise.



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