

AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
AUGUST 5, 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 June 3, 2024

OLD BUSINESS:

NEW BUSINESS:

2. Rick Ahartz Resignation
3. Railroad Park Stage 2 - Bid Review

COMMUNICATIONS:

4. Park Steward Updates

UPCOMING:

ADJOURN

NEXT MEETING:

September 9, 2024
7:00PM

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JUNE 3, 2024
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for June 3, 2024 to order at 7:03PM

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: Park Advisory Commissioner Rick Ahartz

Also Present: Brett Ohnstad, Council Liaison, Steve Reeves, Public Works Superintendent, and 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 May 6, 2024**

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VUKELICH, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE MAY 6, 2024 MEETING.

Voting Aye: Spangler, Bergan, and Vukelich

Voting Nay: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:

- 2. Future Park Planning**

Assistant City Administrator MacFarlane stated that one of the responsibilities of the Park Advisory Commission (PAC) was to guide park improvements and development. Mr. MacFarlane presented the Master Park Improvements Plan (2022) to the PAC and highlighted the Park Assessment Rankings. Mr. MacFarlane added that this was intended to be a preliminary, high-level discussion to spark future planning conversations.

Commissioner Vukelich highlighted the needs of Fireside Park and inquired about which community

parks were the furthest distance from other community parks. Commissioner Vukelich stated that equipment replacement at Fireside Park was an option. Chair Spangler noted ADA requirements and the need for bordering at the park. The Commissioners discussed the possibility of resurfacing the park.

Chair Spangler stated that the Commissioners could focus on spreading out improvements between all parks and that a plan could be developed for equal improvement to each. The Commissioners discussed the potential addition of a basketball court to Tolzmann Park. Chair Spangler added that the existing basketball courts at Verges Memorial were not considered regulation and that an update to that court could also be a possibility.

Commissioner Bergan introduced the idea of replacing all benches and tables that were in poor condition. Public Works Superintendent Reeves stated that there may be grants available to assist with this. Commissioner Bergan requested that Staff research available grants that provide funds for new equipment and surfacing.

COMMUNICATIONS:

3. Park Addresses

Assistant City Administrator MacFarlane informed the Commissioners that Staff had worked with Chisago County staff to provide community parks with physical addresses. Mr. MacFarlane also stated that Staff had reached out to Google to update their Maps service to reflect these addresses.

4. Dog Park Update

Assistant City Administrator MacFarlane informed the Commissioners that the Old Town Hall dog park had officially been completed. Commissioner Bergan stated that they had observed the park being used when driving by.

5. Park Steward Updates

Spangler – Noted that the first step of the Goodview Park climbing wall had a crack in it.

Vukelich – Complimented Public Works staff for fixing the digger at Ashton Park and further complimented the landscaping around the parks. Stated that a light fixture cover was missing from the park shelter at Lions Park.

Bergan – No update.

ADJOURN

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER BERGAN, TO ADJOURN THE JUNE 3, 2024 MEETING OF THE WYOMING PARK ADVISORY COMMISSION AT 7:52PM

Voting Aye: Spangler, Bergan, and Vukelich

Voting Nay: None

Abstain: None

NEXT MEETING:
JULY 1, 2024
7:00PM



Request for Action

Date: August 5, 2024

Presented to: Chair Spangler and Park Advisory Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Rick Ahartz Resignation

Method: New Business

Background Information:

Park Advisory Commissioner Rick Ahartz submitted his letter of resignation from the Commission on June 18, 2024. This item was to be reviewed during the July 2024 meeting, but that meeting was canceled due to a lack of a quorum.

We would like to thank Rick for his nearly two years of service to the residents of the City of Wyoming while serving as a Park Board Commissioner. Thank you, Rick!



CITY OF WYOMING

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

From: [Rick Ahartz](#)
To: [Grant Macfarlane](#)
Subject: Rick Ahartz
Date: Tuesday, June 18, 2024 2:13:21 PM

Grant as of today 6/11/2024 I will be resigning my position as a Wyoming Park Board member. It's be Wonderful working with you and the park board. Keep up the great work making are park's of Wyoming safe & Beautiful for families that what to come and use them.
Thanks Rick Ahartz



Request for Action

Date: August 5, 2024

Presented to: Chair Spangler and Park Advisory Members
Presented by: Grant MacFarlane, Assistant City Administrator
Department: Administration
Reference: Railroad Park Update – Review Bids
Method: New Business

Background Information:

The Park Advisory Commission, City Council, and City staff have been working with WSB Engineering for three years on the Railroad Park project. This project is being carried out in three phases, with the construction of the first phase having occurred in late 2023. Phase two continues the development of the park’s master plan, with the bituminous trail and themed history walk being key components of this phase. The plans provided by WSB for phase 2 of this project include:

- Themed history walk with three adjacent pads for future benches
- Set pads for donations pavrs along the history walk in front of each bench pad
- History/interpretive signs
- Decorate pedestrian light poles
- Relocation of existing bike fix-it station
- Bid alternate items

Staff intended to provide the above information for the Park Advisory Commission’s review at the July 1, 2024 PAC meeting, but this was cancelled due to a lack of quorum. Seeking to remain on schedule with the project, Staff elected to present the specs to the City Council for review at their July 2, 2024 Council meeting. Council approved moving forward with the bidding process based on the provided specs.

Bids for the Second Phase of the Railroad Park Project were due at 11:00am on Thursdy, August 1st and were opened and read aloud on the same date. The City received seven bids for the project. Attached to this memo is a report prepared by WSB regarding the received bids. WSB is recommending awarding the project to JL Theis, Inc. for the base bid in the amount of \$194,415.30 plus alternate #1 for the retaining wall in the total amount of \$201,435.30. Staff is requesting that the Park Advisory Commission review the bid summary.

Attached are the plans and specs fro the second phase of the project as were to be presented to the PAC at their July 1, 2024 meeting as well as the bid tabulation summary.

Recommendation: To recommend that the Wyoming City Council approve a resolution awarding construction of Railroad Park Phase 2 project to JL Theis, Inc. in the amount of \$201,435.30



PUBLIC SAFETY

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

NO.	DATE	DESCRIPTION

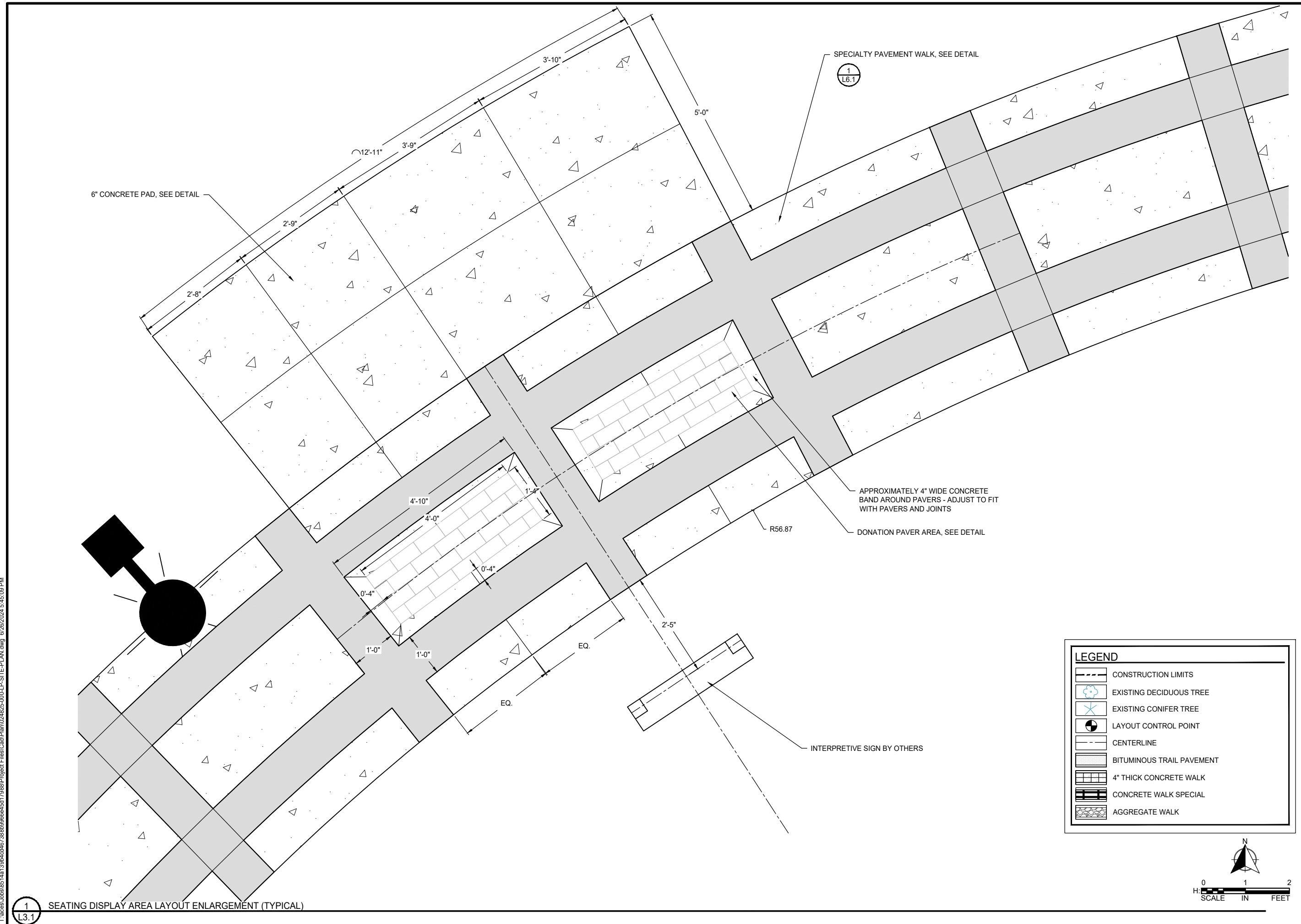
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Candace C. Amberg, PLA
 DATE: 03-25-2024 LIC. NO.: 40646

LAYOUT PLAN

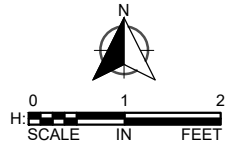
RAILROAD PARK - PHASE 2
 CITY OF WYOMING

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LEGEND

- CONSTRUCTION LIMITS
- EXISTING DECIDUOUS TREE
- EXISTING CONIFER TREE
- LAYOUT CONTROL POINT
- CENTERLINE
- BITUMINOUS TRAIL PAVEMENT
- 4" THICK CONCRETE WALK
- CONCRETE WALK SPECIAL
- AGGREGATE WALK



1 L3.1 SEATING DISPLAY AREA LAYOUT ENLARGEMENT (TYPICAL)

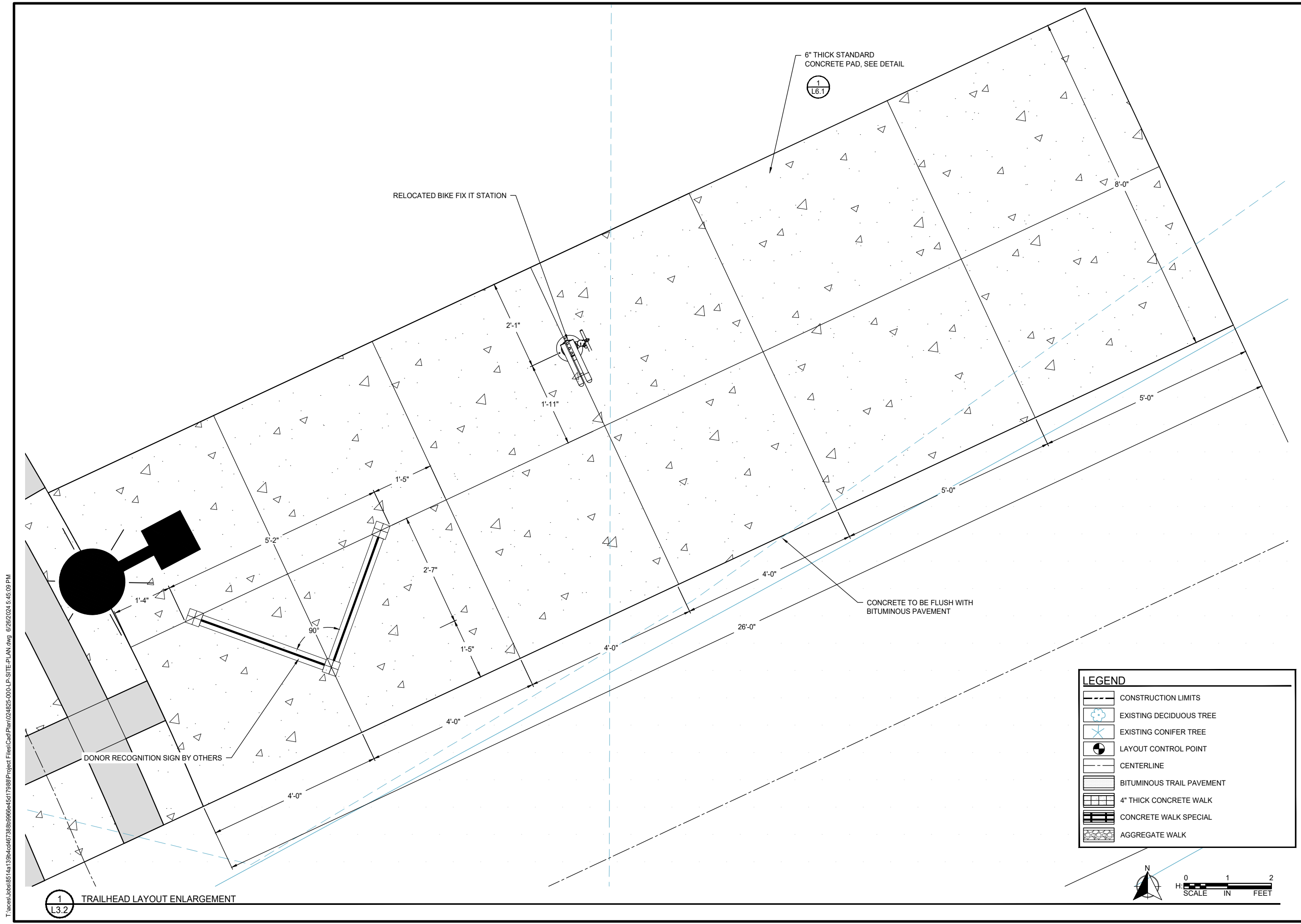
NO.	DATE	DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

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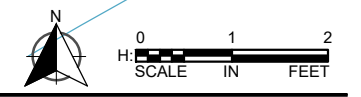
LAYOUT PLAN

RAILROAD PARK - PHASE 2
 CITY OF WYOMING



LEGEND

- CONSTRUCTION LIMITS
- EXISTING DECIDUOUS TREE
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August 1, 2024

Honorable Mayor and City Council
City of Wyoming
26885 Forest Blvd
Wyoming, MN 55092

Re: Railroad Park Phase 2
City of Wyoming
WSB Project No. 024825-000

Dear Mayor and Council Members:

Bids were received for the above-referenced project on Thursday, August 1, 2024, and were opened and read aloud. Seven bids were received. The bids were checked for mathematical accuracy. Please find enclosed the bid summary indicating the low Base Bid as submitted by JL Theis, Inc., Jordan, Minnesota in the amount of \$194,415.30 for the base bid. The Engineer's Estimate for the Base Bid was \$173,597.50.


Bids for four alternates were also received, as follows:

Alt #1 (Retaining Wall)	\$7,020
Alt #2 (Stage Concrete)	\$5,250
Alt #3 (Bollard Lights)	\$12,744
Alt #4 (Topsoil)	\$3,800

We recommend that the City Council consider these bids and award a contract to JL Theis, Inc. based on the results of the bids received to include the base bid plus alternate #1 for the retaining wall in the amount of \$201,435.30. Additionally, we recommend setting aside a minimum of 5% of the contract amount for a construction contingency.

Sincerely,

WSB



Candace Amberg
Professional Landscape Architect

Attachments

cc: Mark Erichson, WSB

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BID TABULATION SUMMARY

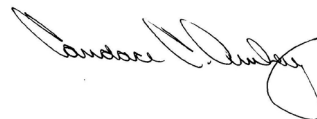
PROJECT:
Railroad Park Phase 2
City of Wyoming

WSB PROJECT NO.:
024825-000

Bids Opened: Thursday, August 1, 2024, at 11:00 am

	Contractor	Bid Security (5%)	BASE BID	ALT 1 RETAINING WALL	ALT 2 PAVEMENT	ALT 3 BOLLARDS	ALT 4 TOPSOIL BORROW
1	JL Theis, Inc.	X	\$194,415.30	\$7,020.00	\$5,250.00	\$12,744.00	\$3,800.00
2	Pember Companies, Inc.	X	\$198,547.45	\$15,120.00	\$6,468.75	\$9,000.00	\$7,000.00
3	Forest Lake Contracting, Inc.	X	\$198,750.00	\$12,960.00	\$5,250.00	\$18,000.00	\$3,000.00
4	Peterson Companies	X	\$212,948.00	\$11,124.00	\$6,000.00	\$13,460.00	\$4,000.00
5	Albrecht Company	X	\$226,380.00	\$14,040.00	\$5,625.00	\$14,550.00	\$7,500.00
6	Dunaway Construction	X	\$236,919.50	\$11,880.00	\$4,593.75	\$18,000.00	\$5,000.00
7	Urban Companies	X	\$275,305.00	\$21,600.00	\$6,750.00	\$17,000.00	\$6,000.00
	Engineer's Opinion of Cost		\$173,597.50	\$14,040.00	\$6,000.00	\$20,000.00	\$6,000.00

I hereby certify that this is a true and correct tabulation of the bids as received on August 1, 2024.



Candace Amberg, Professional Landscape Architect

Denotes corrected figure