

AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
OCTOBER 7, 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 August 5, 2024

OLD BUSINESS:

NEW BUSINESS:

2. Dog Park Naming Contest
3. Potential Park Project - Fireside Park
4. Request to Change Park Advisory Commission November Meeting Date

COMMUNICATIONS:

5. Ashton Park Scout Project - Troop 57731
6. Railroad Park Phase 2 - Update

7. Park Steward Assignments - Update

8. Park Steward Updates

UPCOMING:

ADJOURN

**NEXT MEETING:
NOVEMBER 4, 2024
7:00PM**

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

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for August 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:

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 June 3, 2024**

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER BERGAN, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE JUNE 3, 2024 MEETING.

Voting Aye: Spangler, Bergan, and Vukelich

Voting Nay: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:

- 2. Rick Ahartz Resignation**

Assistant City Administrator MacFarlane stated that City Staff had received a letter from Rick Ahartz informing them that he would be resigning from the Park Advisory Commission. Mr. MacFarlane added that the resignation had been accepted by the City Council at their July 16, 2024 meeting. The Park Advisory Commissioners thanked Rick for his time serving on the Park Advisory Commission.

- 3. Railroad Park Stage 2 – Bid Review**

Assistant City Administrator MacFarlane reviewed the plans for the second phase of the Railroad Park

project with the Park Advisory Commissioners. Mr. MacFarlane stated that bids were due by August 1, 2024 and that the City had opened the bids on the same date. He added that WSB was recommending JL Theis, Inc. be awarded the base bid and alternate 1.

The Park Advisory Commissioners stating that they liked the design and were excited for the project to keep moving forward. The Commissioners discussed the positioning of the history walk light posts and the entrance to the park.

A MOTION WAS MADE BY CHAIR SPANGLER, SECONDED BY MEMBER VUCKELICH, TO RECOMMEND THAT THE WYOMING CITY COUNCIL APPROVE A RESOLUTION AWARDING CONSTRUCTION OF THE RAILROAD PARK PHASE 2 PROJECT TO THEIS, INC. IN THE AMOUNT OF \$201,435.30

Voting Aye: Spangler, Bergan, and Vukelich

Voting Nay: None

Abstain: None

COMMUNICATIONS:

4. Park Steward Updates

Spangler – Thanked Public Works Superintendent Steve Reeves for his departments continued quick response to

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 SPANGLER, SECONDED BY MEMBER VUCKELICH, TO ADJOURN THE AUGUST 5, 2024 MEETING OF THE WYOMING PARK ADVISORY COMMISSION AT 7:26PM

Voting Aye: Spangler, Bergan, and Vukelich

Voting Nay: None

Abstain: None

***NEXT MEETING:
SEPTEMBER 9, 2024
7:00PM***



PAC Communication

Date: October 7, 2024

Presented to: Chair Spangler and Park Advisory Commissioners

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Dog Park Naming Contest

Method: Communication

Background Information:

The dog park located at Old Town Hall Park was opened on May 13, 2024 and has seen frequent resident use since its opening. City Staff had been discussing potentially establishing a proper name for the park and ways to engage the community in the process. Staff put together a plan to hold a Dog Park Naming Contest for the park which would be promoted at the City of Wyoming tent at the Stagecoach Day celebration.

This item was originally going to be presented to the Park Advisory Commission at their scheduled September 9, 2024 meeting prior to that meeting's cancellation. Staff elected to present the idea to Council for their consideration due to there not being another Park Advisory Commission meeting before the Stagecoach Day event. Council approved of the proposal and City Staff included the Dog Park Naming Contest as a part of their Stagecoach Day booth. Wyoming Residents that approached the City's tent were informed of the contest and dog park naming submission forms were available.

City Staff collected all names that were submitted throughout the week and narrowed it down to a top ten list. The ten names were included in an online community poll which allowed residents to select their favorite three names. The poll is still ongoing as of the time of this report, but City Staff will present the poll results to the Park Advisory Commissioners at their October 7th meeting. The members of the PAC will be able to look at the results and provide a final naming recommendation to the Wyoming City Council for their October 15, 2024 meeting.

Recommendation: Review the Dog Park Naming Poll results and recommend a final name for Wyoming's new dog park.



CITY OF WYOMING

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



PAC Communication

Date: October 7, 2024

Presented to: Chair Spangler and Park Advisory Commissioners

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Potential Park Project

Method: New Business

Background Information:

The Park Advisory Commission discussed potential park project priorities during their regular meeting on Monday, June 3, 2024. The Park Advisory Commissioners identified various potential projects, including large scale park redevelopments and smaller park equipment replacements. City Staff has held numerous meetings with various commercial playground equipment companies in the time since this meeting. Staff has also reached out to other City Park Departments to better gauge how they navigate their own park improvement processes. Based on these conversations, Staff has prepared the following memo detailing a potential Fireside Park improvement plan.

The importance of improving Fireside Park was emphasized during the June 3, 2024 PAC meeting and in the Park Master Plan. The Master Plan currently identifies Fireside Park as a park that does not meet its expected service level. Introducing an amenity to the site, specifically a playground, would greatly improve Fireside Park's service level. Staff has prepared three options for Fireside Park.

1. Utilize Available GameTime Community Champions Playground Grant

GameTime is a playground company which is currently offering a grant that provides 100% matching funds to communities for new play systems. This grant enables communities to purchase new playground equipment for half the price, as GameTime will match the amount that the community puts towards the equipment. Equipment must exceed a total cost of \$75,000 to be eligible for this grant. The deadline to submit an application for this grant is October 18, 2024.

Staff reviewed the potential play systems that are grant eligible and have prepared a list of equipment that they believe would best fit the Fireside site.

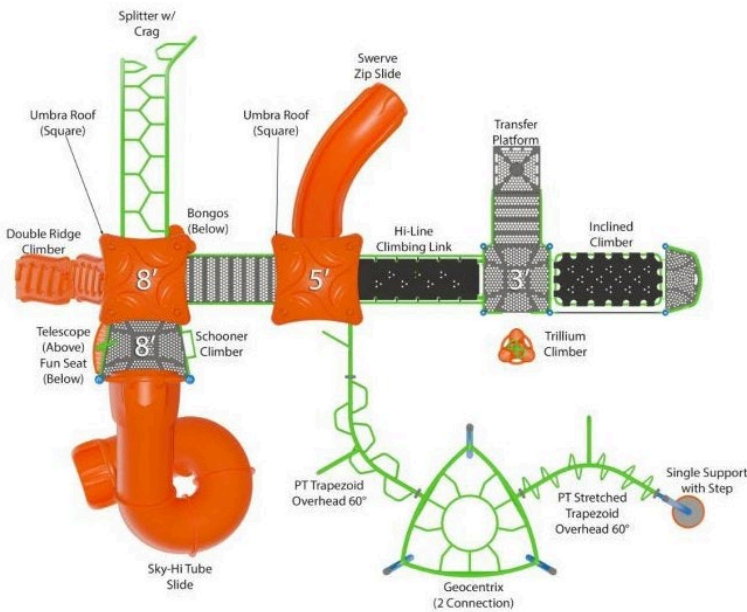


CITY OF WYOMING

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

A. PlayLab Brewster - \$75,272 (\$37,636)

The PlayLab Brewster is designed for children ages 5-12. This unit features two overhead climbers to engage children in active play. The structure also incorporates two slides for additional play value. This play system is the smallest and least expensive option found on this list. PlayTime states that it is able to support 50 – 55 children.



SPECIFICATIONS

Use Zone (Length x Width)	37'-0" x 44'-0" (11.28m x 13.41m)
Age Ranges	5 to 12 Years
Fall Height	8' (2.44 m)
Suggested Number of Children	50 to 55

ADA ACCESSIBILITY

Accessible	10
Elevated	10
Ground Level	6
Types	5

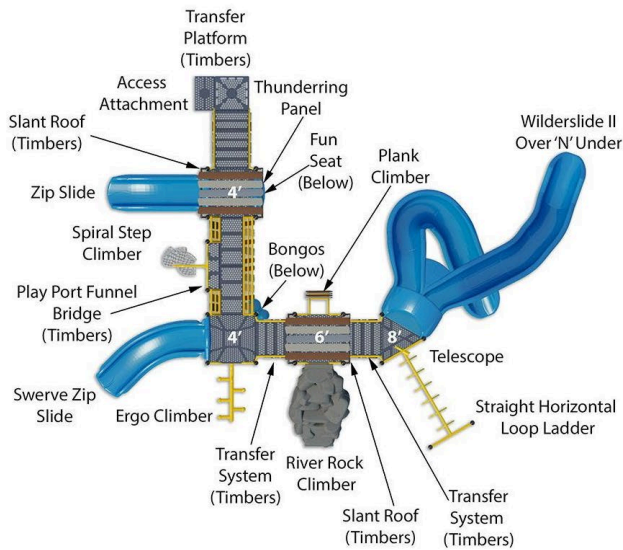


CITY OF WYOMING

P.O. BOX 188 26885 Forest Blvd, Wyoming, MN 55092
 Phone: 651-462-0577 Fax: 651-462-0506

B. Lake Tansi - \$75,548 (\$37,774)

The Lake Tansi Play System is designed for children ages 5-12. The unit features PlayTime's Sensory Wave Spinning Seat for sensory play (pictured right of main playground). The structure incorporates four slides and a swing set for additional play value. The River Rock Climber and Timber roofs add an outdoors theme which provides additional character to the park.



SPECIFICATIONS

Use Zone (Length x Width)	38'-0" x 77'-0" (11.58m x 23.47m)
Age Ranges	5 to 12 Years
Fall Height	8' (2.44 m)
Suggested Number of Children	45 to 50

ADA ACCESSIBILITY

Accessible	9
Elevated	9
Ground Level	5
Types	5

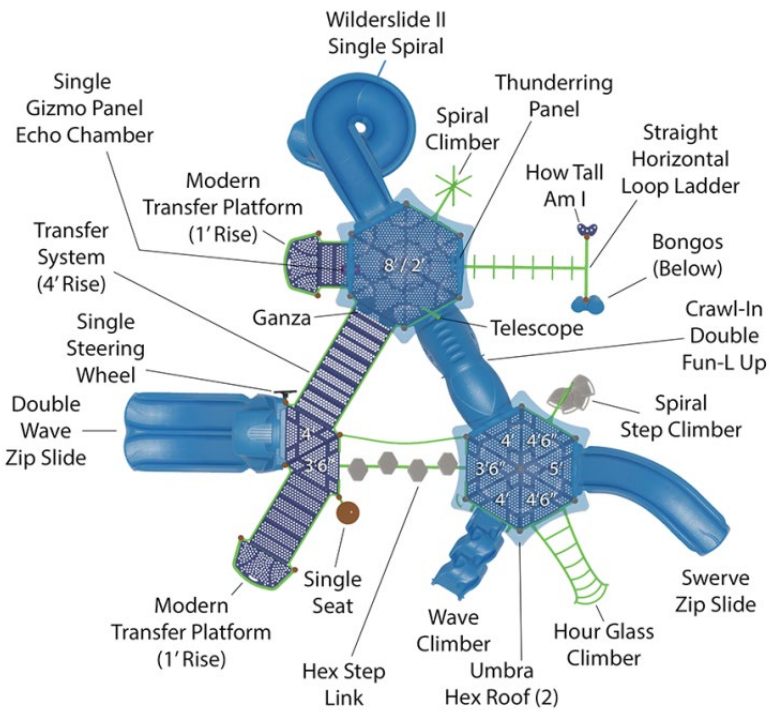


CITY OF WYOMING

P.O BOX 188 26885 Forest Blvd, Wyoming, MN 55092
 Phone: 651-462-0577 Fax: 651-462-0506

C. Oakachoy - \$81,324 (\$40,662)

The Oakachoy Play System is designed for children ages 5-12. The unit features an overhead climber, crawl tube, four slides, telescope, steering wheel, and numerous climbing apparatuses. Additionally, the park features two Umbra Hex Roofs which, when combined with a vibrant color scheme, create a fun and welcoming environment for play.



SPECIFICATIONS

Use Zone (Length x Width)	42'-6" x 37'-0" (12.95m x 11.28m)
Age Ranges	5 to 12 Years
Fall Height	8' (2.44 m)

ADA ACCESSIBILITY

Accessible	15
Elevated	15
Ground Level	5
Types	5



CITY OF WYOMING

P.O BOX 188 26885 Forest Blvd, Wyoming, MN 55092
 Phone: 651-462-0577 Fax: 651-462-0506

D. Canopy Cove Umbra – \$82538 (\$41,269)

Canopy Cove Umbra is a Play System designed for children ages 5-12. The unit qualifies for National Demonstration Site (NDS) status, a sign of this unit’s exemplary design. It features PlayTime’s Sensory Wave products and Gizmo Panel for sensory play. It also incorporates three slides, a crawl tube, an overhead climber, and a swing set. This system also features a sensory wave seat and bongos. It is the longest of all systems in this list and can support the largest number of users.

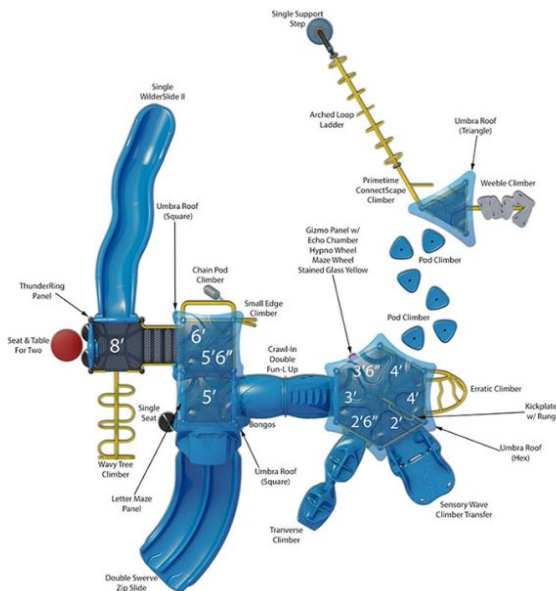


SPECIFICATIONS

Use Zone (Length x Width)	69'-0" x 50'-0" (21.03m x 15.24m)
Age Ranges	5 to 12 Years
Fall Height	8' (2.44 m)
Suggested Number of Children	65 to 70

ADA ACCESSIBILITY

Accessible	13
Elevated	16
Ground Level	6
Types	5

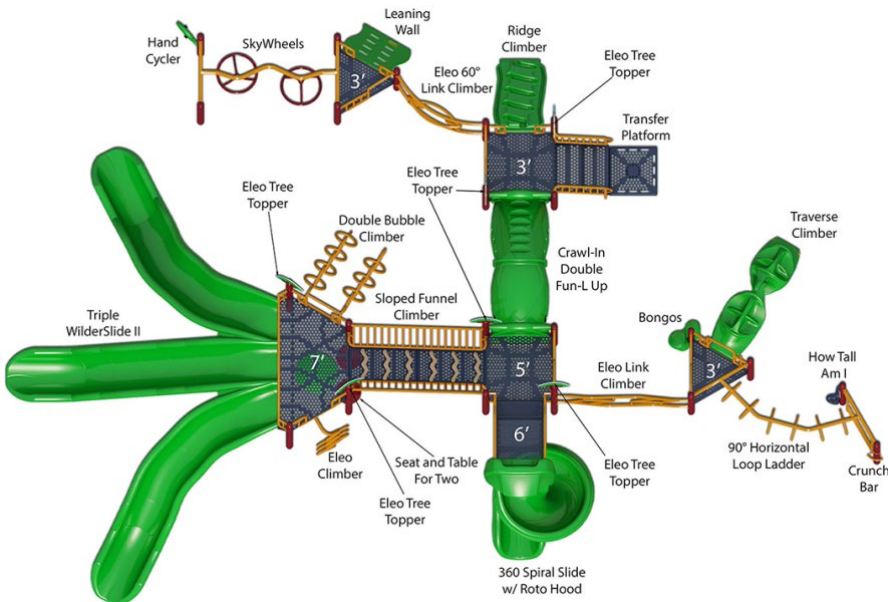


CITY OF WYOMING

P.O BOX 188 26885 Forest Blvd, Wyoming, MN 55092
 Phone: 651-462-0577 Fax: 651-462-0506

E. Wahkeena - \$84,349 (\$42,174.5)

The Wahkeena Play System is designed for children ages 5-12. It features PlayTime’s Apple Tree Panel for sensory play. The structure also incorporates overhead climbers, four slides, a crawl tube, SkyWheels, a loop ladder, and a crunch bar. The system also features Eleo Tree Toppers and a nature theming element, aligning its design with the on-site butterfly garden of Fireside Park.



SPECIFICATIONS

Featured	Themes
Use Zone (Length x Width)	52'-0" x 39'-0" (15.85m x 11.89m)
Age Ranges	5 to 12 Years
Fall Height	8' (2.44 m)
Suggested Number of Children	45 to 50

ADA ACCESSIBILITY

Accessible	9
Elevated	13
Ground Level	6
Types	5



CITY OF WYOMING

P.O. BOX 188 26885 Forest Blvd, Wyoming, MN 55092
 Phone: 651-462-0577 Fax: 651-462-0506

2. Ask for Quotes from Playground Manufacturers for Similar Projects

City Staff has had discussions with Park and Rec departments from other communities to understand what their process for park planning and redevelopment looks like. From these discussions, staff learned that it is not uncommon for departments to contact numerous playground manufacturers to inform them of the intent to perform work / develop a local park. These departments request that the manufacturers submit quotes for the specific product, such as getting new playground equipment. This process was described as being beneficial as it provides the City with a large number of options and prices to better assess the project design and cost.

The Park Advisory Commission to elect to not move forward with the GameTime grant and to instead direct staff to begin reaching out to manufacturers to gather details on what they could provide for a potential project.

Staff has already held preliminary meetings with four playground manufacturers to introduce them to the City and explain some of the potential park projects within the City of Wyoming. City Staff would reach out to these organizations to inquire about interest in submitting quotes for the Fireside Park Project.

3. Defer on the Potential Fireside Park Project in Favor of Completing a Different Park Project

The Park Advisory Commissioners could decide that they would rather focus on another park, facility, or general project rather than a proposed Fireside Park redevelopment / playground installation. The PAC previously identified numerous projects that could be undertaken in 2024/2025 and can direct staff to work on any number of projects.



CITY OF WYOMING

P.O BOX 188 26885 Forest Blvd, Wyoming, MN 55092
Phone: 651-462-0577 Fax: 651-462-0506



PAC Communication

Date: October 7, 2024

Presented to: Chair Spangler and Park Advisory Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: November 2024 Meeting Date

Method: New Business

Background Information:

The Park Advisory Commission (PAC) is currently scheduled to meet on November 4, 2024. In addition to the PAC meeting on November 4th, there is also the General Election on November 5th and a City Council meeting on November 6th. Staff is requesting that the PAC meeting be rescheduled due to the already high volume of meetings that are taking place during this week. The Commissioners and City Staff can review their schedules and discuss alternative days that may work instead.

Recommendation: To reschedule the November PAC meeting to a later Monday during the month of October 2024.



CITY OF WYOMING

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



PAC Communication

Date: October 7, 2024

Presented to: Chair Spangler and Park Advisory Commissioners

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Ashton Park Scout Project – Troop 57731

Method: Communication

Background Information:

The City of Wyoming received an application from Girl Scout Troop 57731 in August of 2024. The proposal from Troop 57731 was to install a Little Free Library at Ashton Park and to perform various maintenance activities within the park as well. More specifically, the Troop intends to commit to a Fall and Spring clean-up day which would include their members picking up trash, planting flowers, replenishing woodchips around park signage, and removing any existing weed patches. Troop 57731 submitted the project to City Staff for review and were approved at that level per the City's Scout volunteer policy. The City Council reviewed and approved the application during their September 17, 2024 meeting.

Normally, the process for a Scout Project application would be for the troop to present their project the PAC for approval prior to being seen by the Council. Troop 57731 intended to present to the PAC at their September meeting, but were unable to do so due to the meeting's cancelation. City Staff opted to move the application forward for the City Council's review due to the impending winter freeze which could have potentially delayed this project until Spring of 2025. As it was the Troops intention to complete the project this October, Staff thought it was appropriate to bring the application to Council.

The Public Works Department has assessed various potential locations within Ashton Park to determine the best possible landing spot for the little library. The chosen location for the little library is directly adjacent to the Ashton Park sign (see mock photo below). Troop 57731 is planning to install the Little Library on Friday, October 9th. Upon completion of their project, the Troop members will be required to present to the PAC and City Council once again.

Staff wanted to provide this update to the Commissioners to ensure that they remained informed on the activities occurring within the City's parks.



PAC Communication

Date: October 7, 2024

Presented to: Chair Spangler and Park Advisory Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Railroad Park Update – Phase 2

Method: New Business

Background Information:

Construction on the second phase of the Railroad Park project officially commenced on Wednesday, August 28th. The contractor for this phase, JL Theis, worked quickly to install the additional retaining wall, history walk concrete, donation pavers, and park trail. Additionally, JL Theis also adjusted the existing drinking fountain and relocated the bike fix-it station. They are currently waiting for the decorative lighting materials to be delivered prior to installation. It is anticipated that the second phase of this project will be completed before the end of October 2024.



CITY OF WYOMING

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

Pictures from August 29, 2024:



PUBLIC SAFETY

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

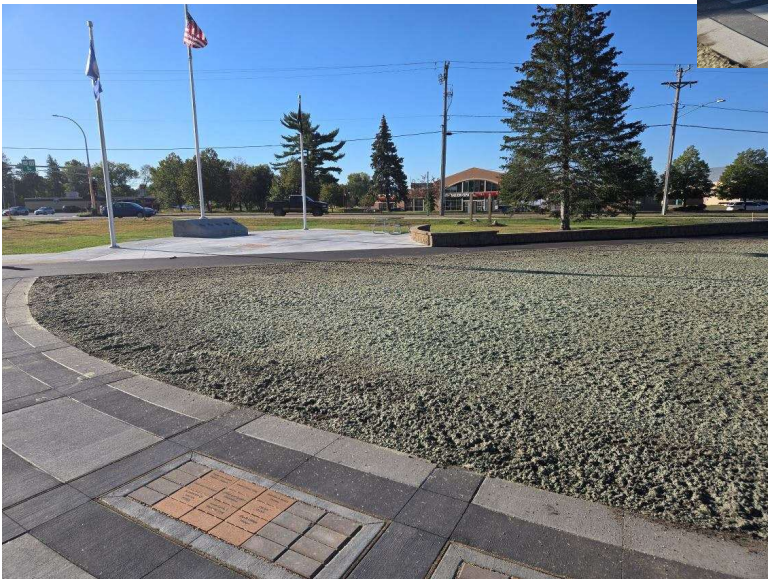
Pictures from September 13, 2024:



PUBLIC SAFETY

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

Pictures from September 27, 2024:



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: October 7, 2024

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Park Steward Assignments

Method: Communication

Background Information:

The Park Advisory Commissioners receive *Park Steward Assignments* at first annual meeting of the PAC each year. The PAC has added Dawn Dunn as a new Commissioner. Staff wanted to provide the list to the members of the PAC once again to reflect this change. 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	Dawn
Centennial Park	Jessica
Comfort Park	Bruce V.
Fireside Park	Jessica
Goodview Park	Bruce S.
Hawk Meadows	Dawn
Lion's Park	Bruce V.
Railroad Park	Bruce S.
Swenson Park	Jessica
Tolzmann Park	Dawn

Vergas Park	Bruce V.
Vergas Memorial Park	Bruce S.

Totals:

Bruce S. - 4

Bruce V. - 4

Jessica - 3

Dawn - 3

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



PAC Communication

Date: October 7, 2024

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Park Steward Assignments

Method: Communication

Background Information:

The Park Advisory Commissioners receive *Park Steward Assignments* at first annual meeting of the PAC each year. The PAC has added Dawn Dunn as a new Commissioner. Staff wanted to provide the list to the members of the PAC once again to reflect this change. 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	Dawn
Centennial Park	Jessica
Comfort Park	Bruce V.
Fireside Park	Jessica
Goodview Park	Bruce S.
Hawk Meadows	Dawn
Lion's Park	Bruce V.
Railroad Park	Bruce S.
Swenson Park	Jessica
Tolzmann Park	Dawn

Vergas Park	Bruce V.
Vergas Memorial Park	Bruce S.

Totals:

- Bruce S. - 4
- Bruce V. - 4
- Jessica - 3
- Dawn - 3

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