

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 6, 2025
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 November 12, 2024

OLD BUSINESS:

NEW BUSINESS:

2. To consider 2025 PAC Meeting Schedule
3. To consider 2025 PAC Appointments
4. To consider 2025 Wyoming Park Steward Assignments
5. Fireside Park Project

COMMUNICATIONS:

6. Park Steward Updates

UPCOMING:

ADJOURN

**NEXT MEETING:
FEBRUARY 3, 2025
7:00PM**

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
NOVEMBER 12, 2024
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for November 12, 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, Bruce Vukelich, and Dawn Dunn.

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 October 7, 2024**

A MOTION WAS MADE BY CHAIR SPANGLER, SECONDED BY MEMBER BERGAN, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE OCTOBER 7, 2024 MEETING.

Voting Aye: Spangler, Bergan, Vukelich, and Dunn

Voting Nay: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:

- 2. Fireside Park Planning**

Assistant City Administrator MacFarlane discussed the outcome of the MNWI Play grant for Fireside Park. Mr. MacFarlane informed the Commissioners that City still had the option to request quotes for a Fireside Park project from playground manufacturers. Mr. MacFarlane provided a presentation highlighting various aspects of park planning to consider prior to requesting quotes.

The Park Advisory Commissioners discussed the target age range for Fireside Park. The Commissioners considered what the need of the area may be and what was currently in the area. The

Commissioners further reviewed the size of the potential project and the different types of playgrounds that are possible. The Commissioners highlighted the need for additional parking in the future at the park to accommodate families that drive to the park.

The Commissioners discussed elements of any potential park project that they believed were most important. Member Vukelich and Member Bergan mentioned that importance of a swing set at every playground. Chair Spangler and Member Dunn described slides, ladders, and tubes as staples of traditional playgrounds. Member Bergan stated that it would be nice to have some sensory play items included, such as music producing equipment.

The members of the Park Advisory Commission expressed the importance of getting input from the public on the project to better understand what they would be looking for in a new park. The Commissioners agreed that a mailer should be distributed to nearby homes to gather feedback.

COMMUNICATIONS:

3. Preparing for EAB Grant Update

Assistant City Administrator MacFarlane informed the Park Advisory Commissioners that ten diseased and dead ash trees had been removed from public spaces and that ten new trees had been planted in their place. Mr. MacFarlane added that this was the final phase of a three-year Minnesota DNR grant.

4. Little Library Scout Project Update – Troop 57731

Assistant City Administrator MacFarlane stated that the little library had been installed by the members of Troop 57731 at Ashton Park. Mr. MacFarlane shared that this was the third little library to be installed through the City’s Scout Project program.

5. Park Steward Updates

Vukelich – Parks are looking good and still being used by residents when he visits them

Bergan – Their parks are in good condition. Asked if a toddler swing would be returning to Swenson Park.

Spangler – Parks are in good shape. Inquired about when all port-a-potty would be removed from the parks.

Dunn – Their parks look good. Pointed out that one ball field at Blue Spruce was overgrown and mossy. Public Works Superintendent Reeves stated that the Public Works department would look into it and thanked the Commissioner for pointing it out.

ADJOURN

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER DUNN, TO ADJOURN THE NOVEMBER 12, 2024 MEETING OF THE WYOMING PARK ADVISORY COMMISSION AT 8:09PM

Voting Aye: Spangler, Bergan, Vukelich, and Dunn

Voting Nay: None

Abstain: None

***NEXT MEETING:
DECEMBER 2, 2024
7:00PM***



Park Advisory Commission Memo

Date: January 2, 2025

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: 2025 PAC Meeting Schedule

Method: Communication

Background Information:

Listed below are the proposed 2025 PAC meeting dates. The meetings are the first Monday of each month except for months where the meeting date falls on a holiday, in which case the PAC meeting is typically rescheduled to occur on the following Monday.

Park Advisory Commission meetings currently take place at 7:00PM. The Commissioners have the ability to change the meeting time if desired.

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

January 6, 2025

February 3, 2025

March 3, 2025

April 7, 2025

May 5, 2025

June 2, 2025

July 7, 2025

August 4, 2025

September 8, 2025*

October 6, 2025

November 3, 2025

December 1, 2025

*September 1, 2025 - Labor Day



Park Advisory Commission Memo

Date: January 2, 2025

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: 2025 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 consist of a one-year term.

Park Advisory Commission Chair	
Park Advisory Commission Vice Chair	
Joint Park Planning Board	
Joint Park Planning Board	

Recommendation: Appoint members of the Park Advisory Commission to the various roles available.



Park Advisory Commission Memo

Date: January 2, 2025

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	Jessica
Banta Park	Dawn
Blue Spruce Park	Bruce S.
Centennial Park	Bruce V.
Comfort Park	Dawn
Fireside Park	Bruce S.
Goodview Park	Jessica
Hawk Meadows	Bruce V.
Lion's Park	Jessica
Railroad Park	Bruce V.
Swenson Park	Dawn
Tolzmann Park	Jessica
Vergas Park	Bruce S.
Vergas Memorial Park	Dawn

Totals:

Bruce S. - 3

Bruce V. - 3

Jessica - 4

Dawn - 4

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



Park Advisory Commission Memo

Date: January 2, 2025

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Fireside Park Planning

Method: New Business

Background Information:

The Park Advisory Commission authorized City Staff to move forward on a Fireside Park Survey at their regular meeting on November 12, 2024. Staff created an eleven-question survey, which was sent via mailers to residents that were East of Highway 35 and South of 262nd Street. Mailers for the survey were sent to all addresses within the specified area on Wednesday, November 27th. The survey remained open for responses until Friday, December 27th. Staff will be reviewing the results of the survey with the Park Advisory Commissioners at this meeting.

The Park Advisory Commissioners will continue their discussion on the scope of the Fireside Park project and potential grant funding sources.