

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 3, 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 January 6, 2025

COMMUNICATIONS:

2. Fireside Park Project
3. Railroad Park Update

OLD BUSINESS:

NEW BUSINESS:

4. 2025 Goals Discussion

UPCOMING:

ADJOURN

**NEXT MEETING:
MARCH 3, 2025**

7:00PM

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 6, 2025
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for January 6, 2025 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, Rick Lopez – Assistant 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 November 12, 2024**

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VUKELICH, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE NOVEMBER 12, 2024 MEETING.

Voting Aye: Spangler, Bergan, Vukelich, and Dunn

Voting Nay: None

Abstain: None

OLD BUSINESS:

NEW BUSINESS:

2. **To Consider 2025 PAC Meeting Schedule**

Assistant City Administrator MacFarlane shared the proposed schedule for meeting dates of the Park Advisory Commission in 2025. The Commissioners agreed to continue holding meetings on the first Monday of the month at 7:00PM.

3. **To Consider 2025 PAC Appointments**

The Park Advisory Commissioners discussed the positions that required appointments for 2025, including Chair, Vice Chair, and Joint Park Planning Board.

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VUKELICH, TO APPOINTMENT BRUCE SPANGLER AS CHAIR OF THE PARK ADVISORY COMMISSION.

Voting Aye: Spangler, Bergan, Vukelich, and Dunn

Voting Nay: None

Abstain: None

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER SPANGLER, TO APPOINTMENT JESSICA BERGAN AS VICE CHAIR OF THE PARK ADVISORY COMMISSION.

Voting Aye: Spangler, Bergan, Vukelich, and Dunn

Voting Nay: None

Abstain: None

The Park Advisory Commissioners appointed Member Vukelich and Member Dunn to the Joint Park Planning Board.

4. To Consider 2025 Wyoming Park Steward Assignments

Assistant City Administrator MacFarlane shared the proposed list of park steward assignments for 2025. Member Spangler agreed to add Goodview Park to his park assignments.

5. Fireside Park Project

Assistant City Administrator MacFarlane presented a PowerPoint presentation to the Park Advisory Commissioners reviewing the responses that were received from the Fireside Park Improvements survey. The Planning Commissioners discussed the survey results and how the responses could be implemented in a potential future project.

Assistant City Administrator MacFarlane then provided a PowerPoint showcasing grant opportunities for park projects and items to consider for the park design.

Chair Spangler stated that the park could be shaped into a rectangle and remain close to the street. Chair Spangler added that the size of the park could be sized to be no larger than what is needed for the new project as a way to lower the cost of the project. Members Vukelich and Dunn agreed.

The PAC gave consensus to move forward with obtaining quotes from contractors to see what the possibilities for this project may be. The Commissioners also noted that this did not rule out the potential to apply for the GameTime grant in the future.

COMMUNICATIONS:

6. Park Steward Updates

Vukelich – No updates

Bergan – No updates

Spangler – Informed staff that a piece of fencing at Goodview Park was broken.

Dunn – No updates

ADJOURN

**A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER DUNN, TO
ADJOURN THE JANUARY 6, 2024 MEETING OF THE WYOMING PARK ADVISORY
COMMISSION AT 8:05PM**

Voting Aye: Spangler, Bergan, Vukelich, and Dunn

Voting Nay: None

Abstain: None

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



Park Advisory Commission Memo

Date: February 3, 2025

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Fireside Park Planning - Update

Method: Communications

Background Information:

The Park Advisory Commission authorized City Staff to move forward with obtaining quotes for the Fireside Park Project at their meeting on January 6, 2025. This request was sent to numerous playground contractors and manufacturers on January 7th and provided a submission deadline of Sunday, February 9th. It was the original goal of Staff to have all responses by the February PAC meeting, but it was determined that providing a month to the contractors to complete their proposals was more appropriate due to the potential scope of the project.

Attached to this memo is the RFP that was provided to all manufacturers. Staff has communicated with a few different contractors regarding this project and will be presenting all received proposals at the March 3, 2025 Park Advisory Commission meeting.



January 7, 2025

To whom it may concern,

The City of Wyoming Park Advisory Commission is requesting quotes for playground equipment to be installed at Fireside Park located at 4364 251st St, Wyoming, MN 55092.

The budget is set at \$70,000.00 which needs to include engineered fiber soft surfacing and installation as well as concrete curbing to encompass the proposed park area. The existing playground and surfacing will be removed ahead of installation by a separate contractor. The approximate size of Fireside Park to be utilized for the playground system is flexible as the Park Advisory Commission would like the park to simply be sized slightly larger than the space required for the new equipment. Attached to this RFQ is a map of the available park area.

The Parks Commission is requesting that the proposal include a mix of equipment suitable for a wide range of ages. The equipment should include swings, independent play features, and a nature theme if possible.

For more information, please call Grant MacFarlane at 651-272-5504. All proposals will be due by Sunday, February 9, 2025 and should be submitted via email (gmacfarlane@wyomingmn.org) or physically to the Wyoming City Hall building (26885 Forest Blvd., Wyoming, MN 55092). Please feel free to reach out to Grant MacFarlane with any questions. We appreciate your time and efforts in preparing creative quotes for the City of Wyoming's Park Advisory Commission.

Thank you,

Grant MacFarlane
Assistant City Administrator
26885 Forest Blvd.
Wyoming, MN 55092

Cc: Steve Reeves, Wyoming Public Works Superintendent



Park Advisory Commission Memo

Date: February 3, 2025

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Railroad Park Update

Method: Communication

Background Information:

Construction on the second phase of Railroad Park began at the end of August 2024. The second phase of the Railroad Park project primarily involved the installation of the history walk, along with other smaller items such as the additional retaining wall and central paved trail. The majority of construction on this phase was completed by the end of September, but the trail lighting was unable to be installed at that time due to a delay in required parts.

Staff can now report that the lights were installed at Railroad Park during the week of January 27, 2025.





Park Advisory Commission Memo

Date: February 3, 2025

Presented to: Chair Spangler and Park Advisory Commission Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: PAC Goals

Method: New Business

Background Information:

Each year, the Park Advisory Commission reviews their goals and accomplishments from the previous year. The Commissioners will review their 2024 goals and accomplishments and set new objectives for 2025.

Staff will prepare a PowerPoint presentation to review the goals outlined at last year's goal setting meeting, the items accomplished by the PAC in 2024, and possible goals for 2025.