

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
APRIL 7, 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 March 3, 2025

COMMUNICATIONS:

2. Arbor Day Event 2025
3. Tree City USA & Growth Award 2025
4. Fireside Park Project Update
5. Spring Medallion Hunt 2025 Recap

NEW BUSINESS:

6. Carlos Avery Development Discussion

PARK STEWARD UPDATES

UPCOMING:

ADJOURN

**NEXT MEETING:
MAY 5, 2025
7:00PM**

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MARCH 3, 2025
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for March 3, 2025 to order at 7:00PM

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 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 February 3, 2025**

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VUKELICH, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE MARCH 3, 2025 MEETING.

Voting Aye: Spangler, Bergan, and Vukelich

Voting Nay: None

Abstain: None

COMMUNICATIONS:

2. **Public Works Staff Update**

Assistant City Administrator MacFarlane stated that the Public Works Department would be expanding to include a 7th public works maintenance worker. Added that the position would be advertised for that week and that the additional staff would help with all public works related activities, including park maintenance.

3. **Spring Medallion Hunt 2025**

Assistant City Administrator informed the Commissioners that the Spring Medallion Hunt was commencing on Monday, March 3rd and would run concurrently with Forest Lake Area Schools’ Spring Break. Splitrocks is the event’s sponsor.

OLD BUSINESS:

NEW BUSINESS:

4. 2025 Goals Review

Assistant City Administrator MacFarlane provided the list of goals that the Park Advisory Commissioners had set for 2025 in their last meeting. The Commissioners agreed that the list looked good.

5. Arbor Day 2025

Assistant City Administrator MacFarlane stated that the City is a Tree City USA member and that one of the requirements for maintaining that status was to approve an annual Arbor Day proclamation. Mr. MacFarlane added that the City would be doing a tree planting event on Saturday, April 26th from 11:00am – 1:00pm with more details to come later.

6. Fireside Park Project

Assistant City Administrator MacFarlane provided an overview on the process that led to the Park Advisory Commission reviewing proposals for the Fireside Park Project. The Commissioner's reviewed all proposals submitted by the playground contractors.

Chair Spangler recommended that the Commissioners identify if there are any proposals that they do not need to discuss further. The Commissioners discussed ideal shade, equipment height, slide design, and more.

Commissioner Vukelich stated that the St. Croix Recreation proposal was an amazing offer at a great price while also including concrete borders. Highlighted that equipment was included for all ages.

Commissioner Bergan added that the St. Croix Recreation proposal fit all of their listed criteria and that it was also a local Minnesota company.

The Commissioners got consensus on moving forward with St. Croix Recreation's project proposal.

Chair Spangler asked about the Commissioner's thoughts on adding an ADA compliant swing. The Commissioners agreed that this was a good idea.

Commissioner Dunn stated that the equipment was discounted by \$109,000 and that it was a deal that would be difficult to pass up.

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER DUNN, TO RECOMMEND THE ST. CROIX RECREATION FIRESIDE PARK PROPOSAL, WITH THE ADDITION OF AN ADA SWING, TO THE CITY OF WYOMING CITY COUNCIL.

Voting Aye: Spangler, Bergan, and Vukelich

Voting Nay: None

Abstain: None

Commission Dunn inquired about the removal of the existing equipment and the potential to donate it to a local facility. Mr. MacFarlane stated that the removal was being carried out by a company that refurbishes the equipment and sells it to other organizations. MacFarlane added the work would be done for free.

Park Steward Updates

Vukelich – Stated that their parks looked good.

Bergan – No updates.

Spangler – Stated that Goodview looked good and that he was excited for Fireside to be updated.

Dunn – Noted that the bolts on Banta Park’s playground borders were coming up. The parks looked good.

ADJOURN

A MOTION WAS MADE BY MEMBER VUKELICH, SECONDED BY MEMBER BERGAN, TO ADJOURN THE MARCH 3, 2025 MEETING OF THE WYOMING PARK ADVISORY COMMISSION AT 7:45PM

Voting Aye: Spangler, Bergan, Dunn, and Vukelich

Voting Nay: None

Abstain: None

NEXT MEETING:
APRIL 7, 2025
7:00PM



Park Advisory Commission Memo

Date: April 3, 2025

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Arbor Day Event 2025

Method: Communication

Background Information:

The City of Wyoming became a member of the Tree City USA program in 2020. As a Tree City USA member, the City is required to annually issue an Arbor Day proclamation and to host an Arbor Day celebration. At the previous Park Advisory Commission, the Commissioners approved a proclamation declaring April 25, 2025 as Arbor Day in the City of Wyoming.

The city will be hosting its 2025 Arbor Day event on Saturday, April 26 (the Saturday following Arbor Day). This event will be held at Comfort Park and will see numerous trees planted in the park to continue to refresh the City's tree ecosystem. Staff have reached out to numerous local Scout Troops in the area to invite them to join us at this event.

We invite everyone to attend the tree planting on Saturday, April 26th from 11:00am – 1:00pm.



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: April 2, 2025

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: GreenStep USA Update

Method: Communication

Background Information:

The City of Wyoming's application for 2024 Tree City USA status was recently approved by the Arbor Day Foundation. The Tree City USA program recognizes cities that meet the core standards of sound urban forestry management. This is the City's 5th year receiving this honorary status. The dedication to our local tree ecosystem from the Park Advisory Commission is a driving force behind the City's ability to receive this status.

The City of Wyoming also applied for the Arbor Day Foundation's Growth Award and was recently approved! This award is provided to City's that have been certified as Tree City USA for at least one year and that earn 10 points according to Growth Award Eligible Activities. The city achieved these 10 points through the categories of Building the Team – Training, Performing the Work – Planting Trees, and Community Framework – Collaboration and Volunteers.



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Park Advisory Commission Memo

Date: April 2, 2025

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Fireside Park Update

Method: Communication

Background Information:

The Park Advisory Commission recommended the St. Croix Recreation proposal for the Fireside Park Project to the Wyoming City Council for formal approval at their regular meeting on Tuesday, March 18th. The City Council formally approved the project at this meeting.

The total project cost came out to \$71,107.00. The additional \$1,107.00 is for the addition of an ADA swing, as requested by the Commissioners.

Staff is continuing to work with St. Croix Recreation to determine an exact project start date, but it is anticipated to occur during the summer of 2025. Further updates will be provided as they become available.



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Park Advisory Commission Memo

Date: April 3, 2025

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Spring Medallion Hunt

Method: Communication

Background Information:

The Spring Medallion Hunt was hosted in the City of Wyoming from March 3rd – March 9th this year. This event encourages residents to visit our local parks, amenities, and facilities as they search for the Spring Medallion. The hunt lasted for the duration of the event this year and was found on the 5th day by Emily Raddatz! The medallion had been taped under the bleachers located next to the ice rink at Swenson Park.

As the winner of the event, Emily received a \$100 gift card to Splitrocks and got to keep the medallion. Thank you to Splitrocks for sponsoring the event and congrats to Emily for finding the medallion!

CLUE 1	The Hunt is on, so hear the call! A medallion is hidden – find it all! In the City of Wyoming, the prize may lay, So search with joy, begin today!
CLUE 2	Where roots run deep and branches sway, A hidden gem awaits today. Some come and go, but those who stay, Will find the fun along the way.
CLUE 3	Search high and low, but hear this tip, A wasted trip might make you flip. If giant bugs give you a fright, Then I would search elsewhere to get this right
CLUE 4	Once old, now new, a fresh design, Where past meets present, it's yours to find. A space renewed, with much to show, Where recent changes help it grow.
CLUE 5	Where fans once cheered, now echoes stay, An empty rink, no pucks in play. Not on the ice, but near the glass, A seat awaits as moments pass.



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Park Advisory Commission Memo

Date: February 20, 2025

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Carlos Avery – Sketch Plan

Method: New Business

Background Information:

The City of Wyoming has received a Sketch Plan for a Planned Unit Development in the Carlos Avery subdivision. The sketch plan showcases development consisting of 140 units within a 43.37 acre property.

A development on this property was previously considered and reviewed by the City three years ago. One requirement specified by the City for any development of this size was that the developer include a dedicated park space within the project due to the high number of units and anticipated number of residents. The provided sketch plan for the Carlos Avery project does not currently include any dedicated park space at this time.

The City's park engineering expert, Candace Amberg of WSB, has provided comments on the Carlos Avery project's sketch plan. Her memo has been attached.

A meeting of the Joint Park Planning Board will be held on Tuesday, April 22nd to discuss this project and to determine what the City will require concerning park dedication. Commissioner Vukelich and Commissioner Dunn will have the opportunity to present the consensus of the PAC to the Joint Park Planning Board.

Recommendation:

To discuss the Sketch Plan for the proposed Carlos Avery development's park dedication requirements.



CITY OF WYOMING

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Phone: 651-462-0575 Fax: 651-462-0576

Memorandum

To: Robb Linwood & Grant Macfarlane

From: Candace Amberg, WSB

Date: April 3, 2025

Re: Carlos Avery Preserve Estates
WSB Project No. 018972-000

The following are review comments for the Carlose Avery Preserve Estates development plan as it relates to park dedication and easements.

The maintenance access route to the stormwater ponds identified in Outlot B is not ideal given the corner location that touches three separate lots and some awkward angles on the ends by Outlot B which may lead to future conflicts.

The current development plans no longer account for any park or recreational spaces, trails, or neighborhood connections that were shown on prior plan submittals. The lots shown in red identify the prior location where a park was considered.

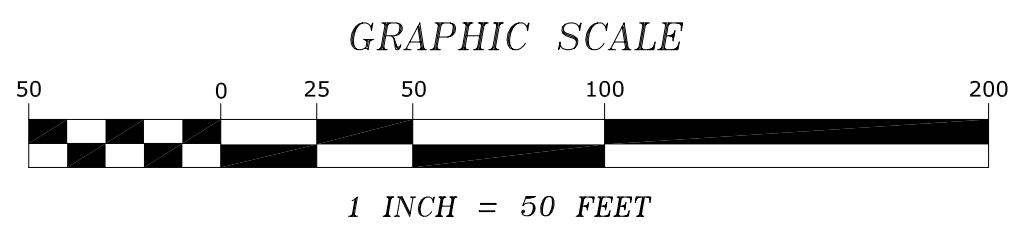
As noted in the Wyoming Park System Plan, any development in this area of the community will have a high need for park and recreational space to meet the needs of the incoming populations as this is an isolated neighborhood with major barriers currently lacking a developed park within a half mile distance.

Based on the proposed development of 140 units on 43.37 acres, this equates to approximately 350 residents. While Wyoming has varying rates for park dedication based on density, assuming a 10% land dedication rate would equate to a minimum of 4 acres in developable park space. The NRPA recommends 9.9 acres per 1,000 residents which would roughly equate to a minimum of 3.5 acres of developable park space. Developable park space is upland that is suitable for development of amenities, such as trails, playground, courts, etc. and is not to include any wetlands, stormwater ponds, or other non-developable spaces.

The City of Wyoming had previously considered a dedication approach with a minimum of 2 acres of developable upland for park development with the remainder to be cash-in-lieu.

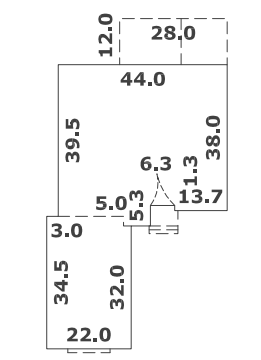
VILLA SKETCH PLAN

for ~ WYOMING MN PROPERTY, LLC

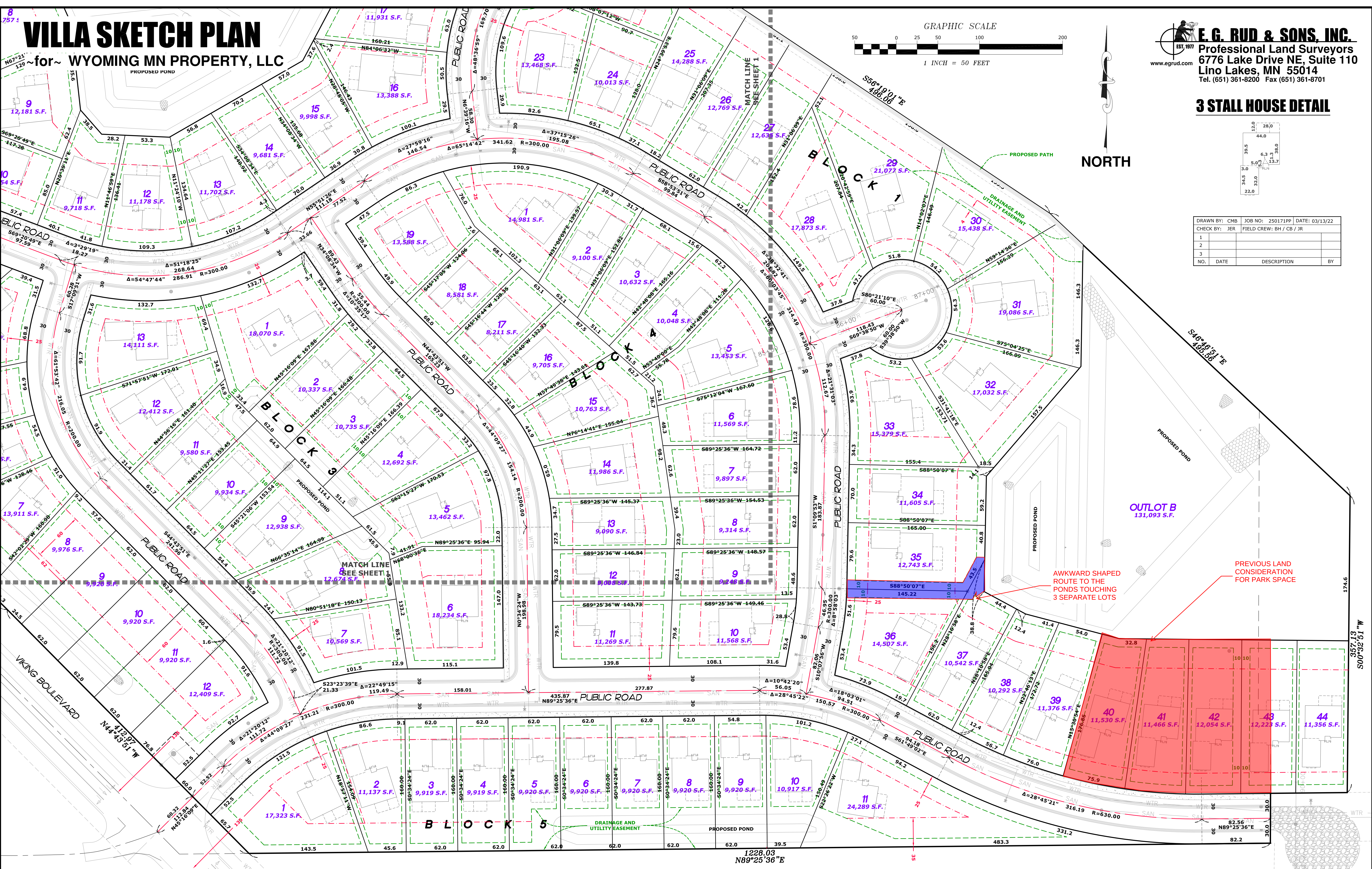


E.G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701

3 STALL HOUSE DETAIL



DRAWN BY:	CMB	JOB NO:	250171PP	DATE:	03/13/22
CHECK BY:	JER	FIELD CREW:	BH / CB / JR		
1					
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SKETCH PLAN

~for~ WYOMING MN PROPERTY, LLC
~of~ CARLOS AVERY PRESERVE ESTATES

SETBACKS / LOT STANDARDS

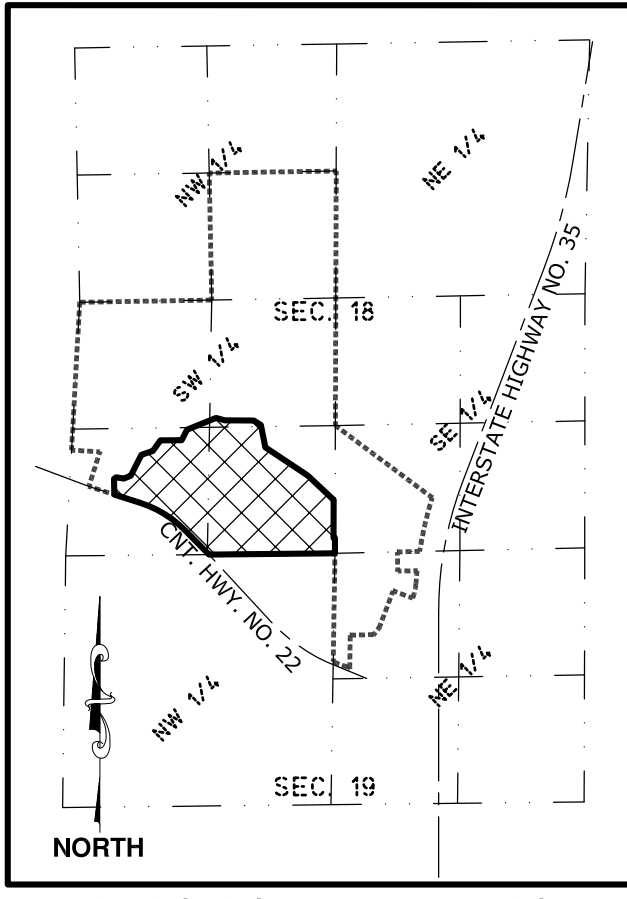
FRONT SETBACKS = 25 FEET
SIDE SINGLE-FAMILY = 7.5 FEET
ROW HOMES / TWIN HOMES = 15 FEET BETWEEN BUILDINGS
COUNTY ROAD = 135 FEET FROM CENTERLINE
REAR = 35 FEET

LEGAL DESCRIPTION

Lot 2, Block 1, SUNRISE RIVERBANK, Chisago County, Minnesota.

VICINITY MAP

PART OF SEC. 18 & 19, TWP. 33, RNS. 21

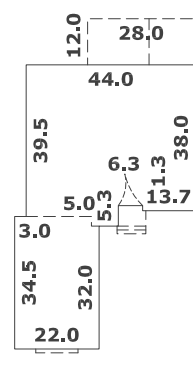


CHISAGO COUNTY, MINNESOTA
(NO SCALE)

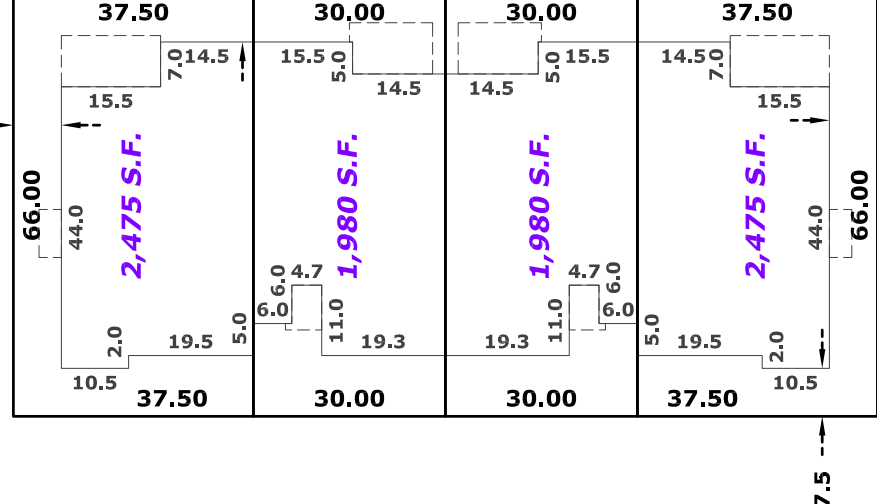
NOTES

- Bearings shown are on Chisago County datum.
- Utilities, ponding, and streets shown per civil plans by AEC.
- 74 proposed single-family homes.
- 1 proposed 6-plex building (6 units).
- 6 proposed 4-plex buildings (24 units).
- 3 proposed 12-plex buildings (36 units).
- Total unit count = 140 units.

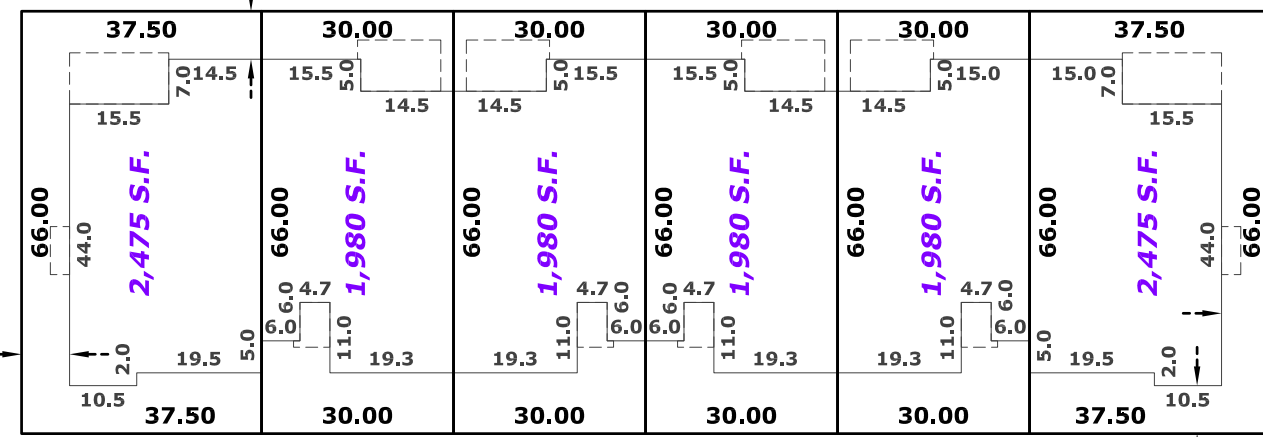
3 STALL VILLA DETAIL



4-PLEX DETAIL



6-PLEX DETAIL



12-PLEX DETAIL

