

**AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MAY 5, 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 April 7, 2025

OLD BUSINESS:

COMMUNICATIONS:

2. Arbor Day Event
3. Joint Park Planning Board - Carlos Avery Development
4. Fireside Park Update

NEW BUSINESS:

5. Quarterly Financial Update
6. City Electronic Sign

PARK STEWARD UPDATES:

UPCOMING:

ADJOURN

**NEXT MEETING:
JUNE 2, 2025
7:00PM**

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

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for April 7, 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 March 3, 2025**

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

Voting Aye: Spangler, Bergan, Dunn, and Vukelich

Voting Nay: None

Abstain: None

COMMUNICATIONS:

2. **Arbor Day Event 2025**

Assistant City Administrator MacFarlane informed the Park Advisory Commissioners that the City would be hosting its Arbor Day Event at Comfort Lake Park on Saturday, April 26th from 11:00 am – 1:00 pm. He invited the members of the PAC and stated that a few local Scout troops would also be attending.

3. **Tree City USA and Growth Award 2025**

Assistant City Administrator MacFarlane stated that the City was named a Tree City USA once again in 2025, which marked its 5th year as such. Added that the City was also awarded with a 2025 Growth Award from the Arbor Day Foundation. The award recognizes Tree City USA communities that demonstrate higher levels of tree care and community engagement.

4. Fireside Park Update

Assistant City Administrator MacFarlane provided an update to the PAC on the Fireside Park project. The PAC discussed the design of the park, anticipated timeline for construction, and the removal of the existing park equipment.

5. Spring Medallion Hunt 2025

Assistant City Administrator MacFarlane stated that the Spring Medallion Hunt was held from March 3rd to March 7th and that it was found on the final day by resident Emily Raddatz. The members of the PAC discussed the clues and congratulated Emily on finding the medallion.

NEW BUSINESS:

6. Carlos Avery Development Discussion

Assistant City Administrator MacFarlane informed the Council that a developer was looking at the Carlos Avery land with the intent of developing 43 acres of housing. Stated that the Joint Park Planning Board would be meeting later in the month to determine parkland requirements, but that the PAC had the opportunity to discuss it at this meeting to get group consensus.

The members of the PAC reviewed the report and recommendations from Candace Amberg of WSB.

Chair Spangler highlighted the acreage recommended for the park dedication and inquired about the size of Railroad Park for comparison. Assistant Administrator MacFarlane stated that Railroad Park was roughly half an acre in size. Chair Spangler stated that 2 acres would be enough to fit a nice sized park in the development.

Member Vukelich referred to the City's previous recommendation for 2 acres of dedicated land with additional cash-in-lieu for the remaining 1.5 acres. Asked if the PAC would prefer that the full 3.5 acres be dedicated without any cash-in-lieu.

The Commissioners asked why there was not currently any dedicated parkland on the sketch plan. Assistant Administrator MacFarlane stated that the developer did not include any parkland in the current sketch but had proposed adding a trail system in the adjacent parcel for this purpose.

The Commissioners had a consensus that the developer should be required to provide at least 2 acres within the development to serve as dedicated parkland.

Park Steward Updates

Vukelich – Centennial Park's monuments should be looked at due to damaged bricks. The parks looked good.

Bergan – Ashton Park and Tolzmann Park looked good. The basketball court lines at Lion's Park needed to be touched up.

Spangler – Parks look good, noted excitement for Fireside to start.

Dunn – Lil Verges Park had some fallen branches. The parks look good.

ADJOURN

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER DUNN, TO ADJOURN THE APRIL 7, 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:

MAY 5, 2025

7:00PM



Park Advisory Commission Memo

Date: April 29, 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 held its annual Arbor Day tree planting event at Comfort Park on Saturday, April 26th from 11:00AM – 1:00PM. Roughly 25 volunteers from three local scout groups attended the event and assisted the City in planting 6 new trees in Comfort Park. These trees were picked by our staff arborist and were specifically chosen to help combat any potential tree diseases in the future.

Special thanks to the Scouts of Troop 9142, Pack 9142, and Troop 57731 for volunteering at the event as well as special thanks to the members of the Public Works Department that assisted in the planning (and planting) of this event!



CITY OF WYOMING

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PUBLIC SAFETY

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Park Advisory Commission Memo

Date: April 29, 2025

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: JPPB – Carlos Avery Development

Method: Communication

Background Information:

The Joint Park Planning Board met on Tuesday, April 22 to discuss the proposed Carlos Avery Development (PIN: 211030232). The Joint Park Planning Board is comprised of two members from the Park Advisory Commission, two members from the Planning Commission, and a member of City Council that has been appointed in a liaison role. The purpose of this meeting was to determine what the City would require of the developer regarding the amount of donated parkland and potential cash-in-lieu.

The Park Advisory Commission discussed this project at their meeting on April 7th prior to the meeting of the Joint Board. That discussion was held to provide directions to the members of the Park Advisory Commission in preparation for this meeting. The PAC came to a consensus that the developer should be required to provide a minimum of 2 acres of parkland and to provide the remaining required land as payment in lieu.

This perspective was brought forth by the Joint Park Planning Board (JPPB) and was discussed by the members. It was the final decision of the JPPB to require that the developer provide the 2 acres of parkland and to pay the remaining acreage as cash-in-lieu.

Attached are the draft minutes from the Joint Park Planning Board meeting.



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**UNAPPROVED MINUTES
JOINT PARK PLANNING BOARD
CITY OF WYOMING, MINNESOTA
APRIL 22, 2025
6:00 PM**

CALL TO ORDER:

Zoning Administrator Weck called the Regular Meeting of the Wyoming Joint Park Planning Board for April 22, 2025, to order at 6:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Joint Park Planning Board were present: Brett Ohnstad, Bruce Vukelich, and Dawn Dunn

ABSENT: Dan Iverson and Chris Ortwerth

Also Present: Fred Weck, Zoning Administrator, and Kim Lindquist, City Planner

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Joint Park Planning Board for May 24, 2022

A MOTION WAS MADE BY BOARDMEMBER VUKELICH, SECONDED BY BOARDMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA JOINT PARK PLANNING BOARD FOR MAY 24, 2022, AS SUBMITTED.

*Voting Aye: Ohnstad, Vukelich, and Dunn
Voting Nay: None
Abstain: None
Absent: Iverson and Ortwerth*

NEW BUSINESS

2. Joint Park Planning Board Reorganization
 - a. Chair

MOTION BY BOARDMEMBER VUKELICH, SECONDED BY BOARDMEMBER DUNN, TO APPOINT BRETT OHNSTAD AS CHAIR OF THE JOINT PARK PLANNING BOARD

*Voting Aye: Ohnstad, Vukelich, and Dunn
Voting Nay: None
Abstain: None
Absent: Iverson and Ortwerth*

- b. Vice-Chair

Chair Ohnstad noted that Zoning Administrator Weck had recommended that they hold off on appointing a Vice-Chair until they were able to have the complete Board present.

3. Sketch Plan D-24-001 – Carlos Avery Preserve Estates

Location: East Viking Boulevard, Greenwood Golf Course Site

Applicant: Wyoming MN Property, LLC

Owner: Land Development Company of Wyoming, LLC, Richard Morris

Property ID Number: 21.00302.32

City Planner Lindquist gave an overview of the Sketch Plan for Carlos Avery Preserve Estates and explained that it was a mixed residential subdivision, and noted that it was part of a prior Sunrise River Bank project. She noted that it was currently zoned R-1 and would change to Mixed-Use in the future, and noted that the Comprehensive Plan has it guided for mixed-use, which was consistent with what the applicant was proposing. She stated that the Sketch Plan has 140 units and was a bit different than what had been presented in 2022, and now, in addition to single-family residential, there was also a 6-plex row townhome, six 4-plex row townhomes, and three 12-plex buildings. She noted that this had about the same density as their previous plans, but it was a different configuration with different building styles. She stated that the reason the JPPB was having a conversation about park dedication was because the location of the property was distant from other amenities, as well as the proposed amount of population. She reviewed details of the sketch plan related to access and potential layout of the plans, but reminded the Board that this was very early in the concept/sketch phase of the plans.

Boardmember Vukelich asked about the building styles and noted that the applicant had not provided information about the 12-plex units in terms of layout, style, or whether they would be rental or ownership units, and explained that he would like to know if they would be rental or ownership units.

Jason Rud, E.G. Rud and Sons, stated that they will be ownership units and explained that he expected to follow up with a CIC plat to create individual condominium units for sale.

Boardmember Vukelich stated that the report stated that the planned land use to the north was wetlands and agriculture, and asked what type of agricultural use could occur there.

Mr. Rud explained that Richard Morris, the landowner, has been working on a wetland bank, which was currently under review.

Chair Ohnstad referenced parcels 40, 41, and 42 and asked if that would be the park dedication area on the southeast corner.

Mr. Rud stated that in the prior layout, there was a park located in that area and noted that it was still a possibility with this version of the plans, but they were looking for direction from the City. He explained that the other possibility would be to the north on some land that adjoined Carlos Avery, which was located north of the wetland bank. He noted that there had been some discussion about connecting a trail to that undeveloped land and stated that they were looking to see if that may be a viable option for a park rather than the other location referenced by Chair Ohnstad.

Zoning Administrator Weck noted that the City's Subdivision Ordinance required that the parkland be located within the development.

Chair Ohnstad stated that there appeared to be a cul-de-sac located in the southeast corner and asked if it may be extended.

Mr. Rud explained that it was a bit deceiving because this site would be served from the east, where the bubble was showing on the plans. He noted that he believed it had been depicted as

a temporary cul-de-sac because they didn't know when the street connection would be made from the adjoining commercial land. He stated that Mr. Morris owned that land and felt that he was motivated to come forward with an alignment for the road, but it would end up being a question of timing.

Chair Ohnstad shared that his concern was that Viking was very fast, especially towards the west, and parks needed to be open for the entire community and not just for this community. He explained that he wanted to make sure that there was access from an area that had slower traffic or stop signs that would slow the traffic down, and felt that they were more likely to have slower access points from the east. He noted that even if the park didn't end up being dedicated on the southeast corner, he still felt that it would provide access to the development that would not be only off of Viking.

Boardmember Vukelich noted that at the Park Commission meeting, they had discussed the size of the land dedication, which was 3.5 acres, but noted that the current plans make it look like it was just 1 acre. He explained that the Park Commission felt that they would not want anything less than 2 acres because they didn't feel that 1 acre would be enough to accommodate that kind of neighborhood, as well as the anticipated number of children that could be in the development. He stated that there was no way to get to the closest park without traveling over roads that would not be safe for kids to go across. He asked if this area was still within the 40-mph speed zone where the entrances are depicted or if it was up to 55 mph.

Zoning Administrator Weck explained that it was still 40 mph in that area, but noted that there would also be some traffic changes there, such as turn lanes or possibly a roundabout.

Chair Ohnstad asked if there may be the possibility for sidewalks off of Viking from the County's standpoint.

Zoning Administrator Weck stated that he did not know if the County has considered putting in sidewalks there because it would kind of be a sidewalk to nowhere.

MOTION BY BOARDMEMBER VUKELICH, SECONDED BY BOARDMEMBER DUNN, TO RECOMMEND ACCEPTING 2 ACRES OF LAND AS PARK DEDICATION WITH THE REMAINDER IN CASH IN LIEU OF LAND FOR CARLOS AVERY PRESERVE ESTATES, LOCATED AT EAST VIKING BOULEVARD, GREENWOOD GOLF COURSE SITE, OWNED BY LAND DEVELOPMENT COMPANY OF WYOMING, LLC, RICHARD MORRIS, PROPERTY ID NUMBER: 21.00302.32

Voting Aye: Ohnstad, Vukelich, and Dunn

Voting Nay: None

Abstain: None

Absent: Iverson and Ortwerth

OLD BUSINESS: NONE

A MOTION WAS MADE BY BOARDMEMBER DUNN, SECONDED BY BOARDMEMBER VUKELICH, TO ADJOURN THE APRIL 22, 2025, "REGULAR MEETING" OF THE WYOMING, MINNESOTA JOINT PARK PLANNING BOARD AT 6:20 PM.

Voting Aye: Ohnstad, Vukelich, and Dunn

Voting Nay: None

Abstain: None

Absent: Iverson and Ortwerth



Park Advisory Commission Memo

Date: April 29, 2025

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Fireside Park Update

Method: Communication

Background Information:

City Staff have continued to coordinate the Fireside Park project with the intent of installing the new playground equipment this summer. Bauer Bro's Salvage was on-site on Thursday, May 1st to remove the existing playground equipment. Bauer's provides their services free of charge with the contingency that they be allowed to salvage the equipment that is being removed.

The next step in the process will be for the Wyoming Public Works Department to remove the existing sand and to perform the required groundwork in preparation for the installation of concrete and equipment.



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Park Advisory Commission Memo

Date: May 1, 2025

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Park Fund Financial Update

Method: New Business

Background Information:

City Staff will provide the Park Advisory Commissioners with an update on the current financials of the City's Park Fund account.



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Park Advisory Commission Memo

Date: April 29, 2025

Presented to: Park Advisory Commission

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: City Electronic Sign

Method: Communication

Background Information:

An electronic City sign was installed by Indigo Sign during the week of April 21, 2025. This sign was installed near the intersection of Forest Blvd. and East Viking Blvd. and is in proximity to Railroad Park. The location of the sign was selected due to the high amount of vehicle traffic that passes each day.

The electronic sign will be used to promote City information, events, and updates. The Wyoming City Council will be reviewing a draft sign policy at their meeting on Tuesday, May 6th which has been prepared by City Staff. The policy is intended to provide guidance as to what types of messages may be displayed. The draft policy is attached.

This sign presents an opportunity for potential promotions of park-related information, including meetings of the Park Advisory Commission.



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 Administration	Date	Number
	4/8/2025	25-01
	Retention	Approval
	Permanent	
	To: ALL PERSONNEL	
	Subject: Electronic Sign Policy	

The City of Wyoming's primary reason for having a digital sign is to get relevant information out to the community about official City events, services, and related topics. The Electronic Sign Policy (the "Policy") aims to outline the use of the sign and how to apply to display a message. The Policy applies to all organizations and entities of the City and relates to the display of messages on the City's electronic reader board.

PURPOSE

The City's electronic sign was constructed with funds from the American Rescue Plan Act. These funds were dedicated to the electronic sign in anticipation of the positive impact that it would have on the dissemination of information and economic development activity within the City. The sign was generally designed to:

- Provide information about the City of Wyoming;
- Provide information about City-Sponsored events; and

Eligibility

Any group or organization that is requesting the posting of an event must submit their request to the City of Wyoming for review and approval.

Criteria/Procedures

Postings on the City Electronical Sign located at the corner of Highway 61 and Forest Boulevard will abide by the following.

1. The initial request shall be directed to the Administration Department for review and approval.
2. Staff shall review the requested posting and post only if the requested posting meets the following requirements:
 - a) Notices of public meetings for governmental agencies; City events or information regarding the City of Wyoming; law enforcement agencies including the Wyoming Police Department and Fire Department; and Forest Lake Area Schools (ISD 831), specifically Wyoming Elementary. This also includes election information for city of Wyoming residents.

- b) Events sponsored by Governmental Agencies, Law Enforcement Agencies, or Local School Districts.
 - c) Events that are co-sponsored by the City of Wyoming or other Governmental Agencies, Law Enforcement Agencies, or Local School Districts.
 - d) Events offered to the Community, which are non-profitable, i.e. blood drives, food shelves, etc. and are taking place in the city of Wyoming
 - e) All events or activities to be posted must take place locally (defined as occurring within the City of Wyoming) and will depend upon available Electronic Reader Board space. Space priority will be given to the City of Wyoming events and organizations based on Wyoming proper.
- 3. The Administration Department shall have the authority to prioritize and change the postings at any time.
 - 4. Individual notices shall not be posted for longer than seven (7) days, nor shall one entity have more than one (1) message posted per month (12 messages per year). The City shall determine the number of total messages to appear on the board at any given time.
 - 5. Notices by the City of Wyoming shall hold priority above all other postings and may be posted indefinitely.
 - 6. Postings for events that contain religious content, political campaign information, or for personal or business reasons shall not be posted.

GUIDELINES

- Organizations other than governmental or law enforcement agencies that request a posting must be from the immediate Wyoming area and must meet the above criteria.
- All events or activities to be posted must take place locally (defined as occurring within the City of Wyoming) and will depend upon available Electronic Reader Board space. Space priority will be given to the City of Wyoming events and organizations based on Wyoming proper.
- All events or activities to be posted must be open to the entire public without regard to race, color, creed, national origin, religion, sex, marital status, disability, or status in regard to public assistance.
- No postings shall be approved which contain profanity or obscene language or the like.
- Postings may be sent for review to the wyoyming@wyomingmn.org for review