

AGENDA
PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MAY 1, 2023
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."

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" of the Wyoming Park Advisory Commission for March 6, 2023

OLD BUSINESS:

NEW BUSINESS:

2. Review 1st Quarter Park Financials
3. To review construction bid quotes for the Veteran's Memorial at Railroad Park

COMMUNICATIONS:

4. Arbor Day Tree Planting
5. GreenStep City Achieved Step 3
6. Park Steward Updates

ADJOURN

NEXT MEETING:
June 5, 2023
7:00PM

DRAFT MINUTES
WYOMING PARK ADVISORY COMMISSION
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MARCH 6, 2023
7:00PM

CALL TO ORDER:

Chair Spangler called the Regular Meeting of the Wyoming Park Advisory Commission for March 6, 2023 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, Bruce Vukelich, Jessica Bergan, Heather Vandenheuvel and Rick Ahartz

Absent: None

Also Present: Alex Saxe- Assistant City Administrator and Brett Ohnstad- Council Liaison

Visitors: None

DETERMINATION OF A QUORUM:

Chair Spangler determined a Quorum was present.

PLEDGE OF ALLEGIANCE

OPEN FORUM: NONE

CONSENT AGENDA: NONE

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming Park Advisory Commission for February 6, 2023

A MOTION WAS MADE BY MEMBER VANDENHEUVEL, SECONDED BY MEMBER VUKELICH, TO APPROVE THE PARK ADVISORY COMMISSION MINUTES FROM THE FEBRUARY 6, 2023 MEETING, AS SUBMITTED.

Voting Aye: Spangler, Vukelich, Bergan, Vandenheuvel, and Ahartz

Voting Nay: None

Abstain: None

OLD BUSINESS: NONE

NEW BUSINESS:

2. Arbor Day 2023

Assistant City Administrator Saxe explained that the city is a member of Tree City USA and to maintain that status the city needs to issue an Arbor Day Proclamation and hold an Arbor Day event every year. He explained that there will be a tree planting on Saturday, April 29th, 2023 at Centennial Park from 10am-12pm.

3. Fireside Park Planning Discussion

Assistant City Administrator Saxe stated that as part of the Goals for the PAC and the Master Park and Trail Plan, Fireside Park needs some updating. He presented some info that was included in the Master Park and Trail Plan of suggested amenities for the park and then opened it up for discussion.

Member Vukelich asked what does the needs assessment mean by liability issues.

Assistant City Administrator Saxe stated it is talking about ADA compliance. The City does have liability insurance in place for park equipment.

Chair Spangler asked about the property itself. He stated the whole west side is the County line, there would not be able to be new access points created on that side. He would like to know if there is a requirement on how long we have to keep the bee and butterfly garden and then figure out what other uses could be created in that area.

The PAC had discussion about the actual park being a small chunk of the 12 acre lot. The back half of the parcel is the bee and butterfly garden. There were some discussion about making the playground area bigger and adding more parking.

Assistant City Administrator Saxe pitched the idea of a boardwalk through that wetland area whether it stays a bee and butterfly garden or not. The PAC liked that idea and would like to staff to explore the feasibility of a boardwalk.

Member Vukelich asked if the park could be done in phases.

Assistant City Administrator Saxe stated it could be done in phases, once the PAC knows how they would like to redevelop the park.

Member Vandenheuvel said she would like to see some more free standing spinners and musical instruments for playground equipment. She asked if old equipment is still in good condition like the swing set structure, can we leave that and just replace the swings. Staff will look to see if that is a possibility.

Assistant City Administrator Saxe summed up the discussion that the PAC would like to see a new playground- placement and equipment to be determined, increased parking, either a boardwalk through the wetland or a new amenity such as pickleball.

Staff will take the ideas the PAC generated and work to compile a more formal document with these ideas for a potential Fireside Park Redevelopment.

COMMUNICATIONS:

4. Park Steward Updates

Chair Spangler Did not have any updates.

Member Bergan Did not have any updates.

Member Vandenheuvel Did not have any updates.

Member Ahartz Did not have any updates.

Member Vukelich Did not have any updates.

Assistant City Administrator Saxe noted that KSTP did a story the other week covering the Veteran's Memorial project.

ADJOURN

A MOTION WAS MADE BY MEMBER BERGAN, SECONDED BY MEMBER VANDENHEUVEL, TO ADJOURN THE MARCH 6, 2023 MEETING OF THE WYOMING, PARK ADVISORY COMMISSION AT 7:32 PM

Voting Aye: Spangler, Vukelich, Bergan, Vandenheuvel, and Ahartz

Voting Nay: None

Abstain: None

NEXT MEETING:
APRIL 3, 2023
7:00PM



Park Advisory Commission Memo

Date: April 28, 2023

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Quarterly Park Financial Update

Method: New Business

Background Information:

To keep the Park Advisory Commission better informed on the state of the park financials, staff will provide quarterly updates to the PAC. Staff have provided 2023 1st Quarter cash balances for the Park Development Fund, Trail Development Fund and the Gambling Proceeds and expenditures and revenues for those funds.

Recommendation:

Review the quarterly financial information.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
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04/17/2023 02:23 PM
User: ssaxe
DB: Wyoming

ACCOUNT BALANCE REPORT FOR CITY OF WYOMING
PERIOD ENDING 03/31/2023

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GL NUMBER	DESCRIPTION	BALANCE 03/31/2022	2023 AMENDED BUDGET	END BALANCE 03/31/2023
Fund 404 - PARK DEVELOPMENT FUND				
Dept 0000				
404-0000-10100	CASH	226,867.15		202,662.35
Net - Dept 0000		226,867.15		202,662.35
Fund 405 - TRAIL DEVELOPMENT FUND				
Dept 0000				
405-0000-10100	CASH	5,332.93		5,302.80
Net - Dept 0000		5,332.93		5,302.80
Fund 490 - GAMBLING PROCEEDS				
Dept 0000				
490-0000-10100	CASH	72,133.62		111,417.63
Net - Dept 0000		72,133.62		111,417.63

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EXPENDITURE REPORT FOR CITY OF WYOMING

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Month Ended: March

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2023
Fund 404 - PARK DEVELOPMENT FUND		
Expenditures		
Dept 5200 - PARKS		
404-5200-43030	ENGINEERING	0.00
404-5200-45300	IMPROVEMENTS OTHER THAN BLDGS	0.00
404-5200-45350	IMPROVEMENTS	0.00
404-5200-45400	IMPROVEMENTS SWENSON PARK	0.00
404-5200-45800	OTHER EQUIPMENT	0.00
404-5200-47210	TRANSFER	0.00
Total Dept 5200 - PARKS		0.00
TOTAL EXPENDITURES		0.00
Fund 404 - PARK DEVELOPMENT FUND:		
TOTAL EXPENDITURES		0.00

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EXPENDITURE REPORT FOR CITY OF WYOMING

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Month Ended: March

GL NUMBER		DESCRIPTION	BALANCE AS OF 03/31/2023
Fund 405 - TRAIL DEVELOPMENT FUND			
Expenditures			
Dept 1000 - GENERAL GOVERNMENT			
405-1000-47210		TRANSFER	0.00
Total Dept 1000 - GENERAL GOVERNMENT			0.00
Dept 5200 - PARKS			
405-5200-45350		IMPROVEMENTS	0.00
Total Dept 5200 - PARKS			0.00
TOTAL EXPENDITURES			0.00
Fund 405 - TRAIL DEVELOPMENT FUND:			
TOTAL EXPENDITURES			0.00

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EXPENDITURE REPORT FOR CITY OF WYOMING

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Month Ended: March

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2023
Fund 490 - GAMBLING PROCEEDS		
Expenditures		
Dept 1000 - GENERAL GOVERNMENT		
490-1000-45800	OTHER EQUIPMENT	0.00
490-1000-47210	TRANSFER	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00
Dept 5200 - PARKS		
490-5200-45300	IMPROVEMENTS OTHER THAN BLDGS	0.00
490-5200-45800	OTHER EQUIPMENT	0.00
Total Dept 5200 - PARKS		0.00
TOTAL EXPENDITURES		0.00
Fund 490 - GAMBLING PROCEEDS:		
TOTAL EXPENDITURES		0.00
TOTAL EXPENDITURES - ALL FUNDS		0.00

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REVENUE REPORT FOR CITY OF WYOMING

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Month Ended: March

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2023
Fund 404 - PARK DEVELOPMENT FUND		
Revenues		
Dept 0000		
404-0000-34126	RAILROAD PARK IMPROVEMENTS	12,350.00
404-0000-36210	INTEREST EARNINGS	649.21
Total Dept 0000		12,999.21
TOTAL REVENUES		12,999.21
Fund 404 - PARK DEVELOPMENT FUND:		
TOTAL REVENUES		12,999.21

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REVENUE REPORT FOR CITY OF WYOMING

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Month Ended: March

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2023
Fund 405 - TRAIL DEVELOPMENT FUND		
Revenues		
Dept 0000		
405-0000-36210	INTEREST EARNINGS	17.18
Total Dept 0000		17.18
TOTAL REVENUES		17.18
Fund 405 - TRAIL DEVELOPMENT FUND:		
TOTAL REVENUES		17.18

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REVENUE REPORT FOR CITY OF WYOMING

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Month Ended: March

GL NUMBER	DESCRIPTION	BALANCE AS OF 03/31/2023
Fund 490 - GAMBLING PROCEEDS		
Revenues		
Dept 0000		
490-0000-36210	INTEREST EARNINGS	333.23
490-0000-36550	GAMBLING PROCEEDS	10,445.29
Total Dept 0000		10,778.52
TOTAL REVENUES		10,778.52
Fund 490 - GAMBLING PROCEEDS:		
TOTAL REVENUES		10,778.52
TOTAL REVENUES - ALL FUNDS		23,794.91



Park Advisory Commission Memo

Date: April 28, 2023

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Railroad Park

Method: New Business

Background Information:

Construction Bid quotes for the construction package were due at 1pm on Friday April 28th. Staff are awaiting the quotes from WSB, but should have them on Monday. Staff will provide the quotes at the meeting and will ask for a recommendation on a company to send to Council for approval.

Recommendation:

Review the construction bid quotes and make recommendation to City Council.



CITY OF WYOMING

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Park Advisory Commission Memo

Date: April 28, 2023

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Arbor Day Event

Method: Communication

Background Information:

The city will be holding a tree planting at Centennial Park on Saturday, May 6th from 10am-12pm. We will be planting 6 trees and the girl scouts will be there planting 2 trees that they purchased. In the event of rain, the event will be moved to the following Saturday.



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Park Advisory Commission Memo

Date: April 28, 2023

Presented to: Park Advisory Commission

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: GreenStep

Method: Communication

Background Information:

The city achieved Step 3 of the Minnesota GreenStep program this year. We will receive recognition at the annual League of Minnesota Cities conference in June.



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