

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
OCTOBER 17, 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 City Council on items on/or not on the current agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate. You will be limited to three (3) minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak".

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for October 3, 2023

SCHEDULED BID LETTINGS:

SCHEDULED PUBLIC HEARINGS:

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.

2. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of October 4, 2023 to October 17, 2023
3. To consider **Resolution 23-10-96** a resolution approving payment for Pay Voucher #1 to Forest Lake Contracting for the 2023 Fallbrook Ave and 264th Street Improvements Project in the amount of \$204,824.46
4. To consider **Resolution 23-10-97** a resolution approving payment for Pay Voucher 2 to Olson's Sewer Service, Inc for the Helium Court Sewer Repair / Feriday Avenue Storm Sewer Extension Project in the amount of \$4.471.96

5. To consider **Resolution 23-10-98** a resolution approving payment for Pay Voucher #4 to Dresel Contracting, Inc. for the East Viking Boulevard Improvement Project in the amount of \$524,849.74
6. To consider **Resolution 23-10-99** a resolution authorizing payment to Hugo's Tree Care for Tree Removal, Stump Grinding, and Tree Planting in the amount of \$26,500
7. To consider **Resolution 23-10-100** a resolution accepting a donation from the Forest Lake Masonic Lodge to the Wyoming Police Department of seven fire suppression tools
8. To consider **Resolution 23-10-101** a resolution approving the transfer of funds from the General Fund to the Capital Revolving Fund
9. To consider updates and revisions of the City of Wyoming Personnel Policy

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND DEPARTMENT HEADS:

10. Report of the Public Safety Director, Neil Bauer, for October 10, 2023
11. Report of City Building Official, Fred Weck, IV for October 12, 2023
12. Report of the City Attorney, Tom Loonan, for October 12, 2023
13. Report of City Engineer Mark Erichson, WSB for October 12, 2023
14. Report of the Acting Public Works Superintendent Joe Keding for October 17, 2023

COMMUNICATIONS:

OLD BUSINESS:

NEW BUSINESS:

15. To consider **Resolution 23-10-102** a resolution declaring the cost to be assessed and ordering preparation of proposed assessment roll for the 2023 Fallbrook Avenue and 264th Street Improvements Project
16. To consider **Resolution 23-10-103** a resolution calling a public hearing on assessments for the 2023 Fallbrook Avenue and 264th Street Improvements Project
17. To consider the selection of a consultant to complete a utility rate study for the City of Wyoming for years 2024-2028
18. To consider the purchasing of two disc golf baskets to be installed at Fireside Park and Verges Park
19. To consider entering a closed session under MN statute 13D.05, Subd. (2) (3) and (4) for a

personnel matter.

- 20.** To consider entering a closed session under MN state statute 13D.03 to discuss labor negotiation strategies for a contract with the bargaining units of Law Enforcement Labor Services (LELS) and the Local 49ers.

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
OCTOBER 3, 2023
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for October 3, 2023 to order at 7:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming City Council were present: Councilmembers Lisa Iverson, Linda Nanko Yeager, Brett Ohnstad, and Claire Luger

ABSENT: Councilmember Dennis Schilling

Also Present: Tom Loonan, Eckberg Lammers, Robb Linwood, City Administrator, Grant MacFarlane, Assistant City Administrator, Mark Erichson-WSB, Neil Bauer - Public Safety Director, and Joe Keding, Acting Public Works Superintendent

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

APPROVAL OF MINUTES:

1. **Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for September 19, 2023**

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR SEPTEMBER 19, 2023 AS SUBMITTED.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

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.

2. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period of September 20, 2023 to October 3, 2023
3. To consider **Resolution 23-10-93** a resolution approving Pay Voucher #3 to Ferguson Waterworks for the 2023 water meter change-out project in the amount of \$40,0000.00.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE #2, and #3 OF THE WYOMING CITY COUNCIL CONSENT AGENDA

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson
Voting Nay: None
Abstain: None
Absent: Schilling

ACKNOWLEDGE RECEIPT OF REPORTS OF OFFICERS, BOARDS, COMMISSIONS AND DEPARTMENT HEADS:

4. Report of the Public Safety Director, Neil Bauer for September 28, 2023

Mayor Iverson – Asked for a public update regarding the House MMB Tour.

Public Safety Director Bauer – Explained that the State legislature came and about 22 individuals came through on the tour. He noted that he was on vacation, but expressed appreciation to staff for putting materials together outlining the need for the Public Safety facility.

City Administrator Linwood – Explained that it is extremely difficult to have a MMB tour at your project and it was exciting that Wyoming was selected. Thanked all of the Public Safety Staff and Administrative staff for their hard work on the visit. The presentation was well received from the group of legislators and is a great step in the process to continue efforts to receive funding.

5. Report of City Building Official, Fred Weck, IV for September 28, 2023
6. Report of City Attorney Tom Loonan for September 29, 2023
7. Report of City Engineer Mark Erichson, WSB for September 29, 2023
8. Report of Acting Public Works Superintendent Joe Keding for October 3, 2023

COMMUNICATIONS:

9. Minnesota Department of Health (MDH) Radium Correspondence Well #3

City Administrator Linwood – Explained that the City continues to collect and analyze data regarding Well #3. He noted that they are within the acceptable levels and explained that this information would be passed along to WSB so they can continue to monitor the wells.

OLD BUSINESS: NONE

NEW BUSINESS

10. To consider the hiring of Amy Erickson as Administrative Assistant/Records Clerk at \$31.35/hour with a tentative start date of October 23, 2023

Public Safety Director Bauer – Noted that they had received over 60 applicants for this position and gave an overview of the interview process. He shared the background and experience of Amy Erickson.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE HIRING OF AMY ERICKSON AS ADMINISTRATIVE ASSISTANT/RECORDS CLERK AT \$31.35/HOUR WITH A TENTATIVE START DATE OF OCTOBER 23, 2023

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson
Voting Nay: None
Abstain: None

Absent: Schilling

11. To consider **Resolution 23-10-94** a resolution declaring the cost to be assessed and ordering preparation of proposed assessment roll for the 2023 Street Improvement Project

City Engineer Erichson – Explained that the assessments have come in lower than what was originally projected. He gave a brief overview on the status of the street improvement project.

Mayor Iverson – Noted that walking the parade route made it clear that the road turned out great. She noted that she has gotten feedback from residents that it had also turned out even better than they had expected.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 23-10-94 A RESOLUTION DECLARING THE COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL FOR THE 2023 STREET IMPROVEMENT PROJECT

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

12. To consider **Resolution 23-10-95** a resolution calling a public hearing on assessments for the 2023 Street Improvement Project

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 23-10-95 A RESOLUTION CALLING A PUBLIC HEARING ON ASSESSMENTS FOR THE 2023 STREET IMPROVEMENT PROJECT

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

13. To consider a Proclamation declaring October 1 – October 31, 2023 as “Manufacturer’s Month” in the City of Wyoming

Assistant City Administrator MacFarlane – Explained the proposed proclamation declaring Manufacturer’s Month for the month of October within the City. He stressed the importance of manufacturing for the economy of the City, County, and State. He noted that the purpose of the proclamation is to thank the businesses located in the City. He noted that there is a manufacturing event scheduled for October 11, 2023 at Split Rocks for students to be able to visit local businesses and learn about potential careers and noted that Regal Machine and Rosenbauer would be participating in this event.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE A PROCLAMATION DECLARING OCTOBER 1 – OCTOBER 31, 2023 AS “MANUFACTURER’S MONTH” IN THE CITY OF WYOMING

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

COUNCIL REPORTS:

Council Member Ohnstad – Attended the Park Advisory Commission meeting

Council Member Nanko Yeager – No report

Council Member Luger – No report.

Mayor Iverson – Attended the Park Advisory Commission meeting, as a resident.

Mayor Iverson recessed the meeting at 7:18 p.m. and reconvened at 7:22 p.m.

14. To consider entering a closed session under MN State Statute 13D.05, Subd (2)(3) and (4) for a personnel matter

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD SECONDED BY COUNCILMEMBER LUGER TO ENTER INTO A CLOSED SESSION UNDER MN STATE STATUTUE 13.D.05(2)(3), AND (4) FOR A PERSONNEL MATTER AT 7:22PM

Voting Aye: Nanko Yeager, Luger, Ohnstad, and Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER OHNSTAD TO RETURN TO OPEN SESSION UNDER MN STATE STATUTUE 13.D.05(2)(3), AND (4) FOR A PERSONNEL MATTER AT 7:58PM

Voting Aye: Nanko Yeager, Luger, Ohnstad, and Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

City Attorney Loonan – Stated that the Council was in a Closed Session under MN State Statute 13D.05, Subd. 3(2)(3) and (4) for a personnel matter. The Closed Session was attended by Mayor Iverson, Councilmembers Nanko Yeager, Ohnstad and Luger as well as City Administrator Linwood, Assistant City Administrator MacFarlane and himself. He explained that no formal motions were offered or passed at the Closed Session

A MOTION WAS MADE BY MAYOR IVERSON TO ADJOURN THE OCTOBER 3, 2023 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:08PM

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

A portion of this public meeting may be closed to discuss “Labor Negotiation Strategies”; “Misconduct allegations or charges”; “Attorney-client privilege”; or “Performance evaluations” as per MN State Statute 13D.01-.05.

NEXT REGULAR MEETING:
OCTOBER 17, 2023
7:00PM

For Check Dates 10/10/2023 to 10/10/2023

Check Number	Name	Check Date
Text Label	55356 PACIFIC LIFE INSURANCE	10/10/2023
Item Code	GL Number	Amount
ROTH	101-0000-21712	250.00
		<u>250.00</u>
Text Label	55357 LAW ENFORCEMENT LABOR	10/10/2023
Item Code	GL Number	Amount
UNION POLICE	101-0000-21713	472.50
		<u>472.50</u>
Text Label	55358 CENTRAL PENSION FUND,	10/10/2023
Item Code	GL Number	Amount
CENT PENS FUND	101-0000-21716	480.00
		<u>480.00</u>
Text Label	55359 WI SCTF,	10/10/2023
Item Code	GL Number	Amount
WI CHILD SUPPOR	101-0000-21710	215.42
		<u>215.42</u>
Text Label	EFT1039 MN STATE RETIREMENT	10/10/2023
Item Code	GL Number	Amount
CITY HSCP CONT	101-0000-21706	0.00
HCSP	101-0000-21710	0.00
MNDPC	101-0000-21712	135.00
MNDPCPRETAX	101-0000-21712	135.00
		<u>270.00</u>
Text Label	EFT1040 SELECTACCOUNT,	10/10/2023
Item Code	GL Number	Amount
DEP CARE	101-0000-21711	0.00
FSA CONT	101-0000-21711	0.00
HSA CITY CONT	101-0000-21707	0.00
HSA CONT	101-0000-21707	1,491.16
		<u>1,491.16</u>
Text Label	EFT1041 P.E.R.A.,	10/10/2023
Item Code	GL Number	Amount

For Check Dates 10/10/2023 to 10/10/2023

Check Number	Name		Check Date
CORD PERA	101-0000-21704	2,677.07	
DCP PERA	101-0000-21704	0.00	
DCP PERA MATCH	101-0000-21704	0.00	
PERA CITY MATCH	101-0000-21704	3,088.92	
PF PERA	101-0000-21704	3,637.60	
PF PERA CITY	101-0000-21704	5,456.39	
		14,859.98	

Text Label EFT1042 INTERNAL REVENUE SERVICE, 10/10/2023

Item Code	GL Number	Amount
FITW	101-0000-21701	6,418.65
SOCSEC_EE	101-0000-21703	2,443.24
MEDICARE_ER	101-0000-21703	987.43
SOCSEC_ER	101-0000-21703	2,443.24
MEDICARE_EE	101-0000-21703	987.43
		13,279.99

Text Label EFT1043 STATE OF MINNESOTA, 10/10/2023

Item Code	GL Number	Amount
SITW	101-0000-21702	2,913.44
		2,913.44

Text Label

General Checking Account 10100
Total Amount Being Paid: \$34,232.49
Total Number of Checks: 9

 Mayor Iverson

 Councilmember Luger

 Councilmember Nanko Yeager

 Councilmember Schilling

Check List
For Check Dates 10/10/2023 to 10/10/2023

Check Number Name

Check
Date

Councilmember Ohnstad

City of Wyoming Check Detail Register

10-04-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55355	10/04/2023	WYOMING FIRE RELIEF			
10042023					
	101-2110-41240	FIRE PENSION COI		\$52,492.22	FIRE STATE AID
	101-2110-41240	FIRE PENSION COI		\$9,545.35	SUPP FIRE STATE AID
	Total for WYOMING FIRE RELIEF			\$62,037.57	

City of Wyoming Check Detail Register

10-04-2023

Check # Invoice #	Check Date General Ledger #	Vendor Name Amount	Comment
----------------------	--------------------------------	-----------------------	---------

General Checking Account 10100
Total Amount Being Paid: \$62,037.57
Total Number of Checks: 1

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55360	10/17/2023	ABDO FINANCIAL SOLUTIONS, LLC			
476741			101-1500-43000	PROFESSIONAL SE \$4,583.33	PROFESSIONAL SERVICE (GENERAL)
Total for ABDO FINANCIAL SOLUTIONS, LLC				<u>\$4,583.33</u>	
55361	10/17/2023	ADAM'S PEST CONTROL INC			
3733594			101-2110-42310	CONTRACTED SER \$47.25	CONTRACTED SERVICES
3733593			101-3100-42310	CONTRACTED SER \$71.94	CONTRACTED SERVICES
3733474			101-3100-42310	CONTRACTED SER \$47.25	CONTRACTED SERVICES
Total for ADAM'S PEST CONTROL INC				<u>\$166.44</u>	
55362	10/17/2023	ANDERSON - KOCH FORD			
183694			101-3100-44040	REPAIRS & MAINT. \$472.78	REPAIRS & MAINT. - EQUIPMENT
Total for ANDERSON - KOCH FORD				<u>\$472.78</u>	
55363	10/17/2023	ASPEN MILLS			
320113			101-2110-44080	UNIFORMS \$246.50	UNIFORMS
320968			101-2110-44080	UNIFORMS \$249.60	UNIFORMS
Total for ASPEN MILLS				<u>\$496.10</u>	
55364	10/17/2023	BLAINE BROTHERS INC.			
010001372547			101-2200-43000	PROFESSIONAL SE \$101.25	PROFESSIONAL SERVICE (GENERAL)
010001372428/			101-2200-43000	PROFESSIONAL SE \$101.25	PROFESSIONAL SERVICE (GENERAL)
			101-2200-43900	VEHICLE MAINTEN \$955.70	VEHICLE MAINTENANCE
010001372808			101-2200-43000	PROFESSIONAL SE \$101.25	PROFESSIONAL SERVICE (GENERAL)
Total for BLAINE BROTHERS INC.				<u>\$1,259.45</u>	
55365	10/17/2023	BOYER FORD TRUCKS, INC			
091S100120			101-3100-44040	REPAIRS & MAINT. \$827.20	REPAIRS & MAINT. - EQUIPMENT
Total for BOYER FORD TRUCKS, INC				<u>\$827.20</u>	
55366	10/17/2023	CHELSIE & RYAN LANGLAIS			
PH21-107			101-0000-32210	BUILDING PERMIT \$6.00	BUILDING PERMITS
Total for CHELSIE & RYAN LANGLAIS				<u>\$6.00</u>	
55367	10/17/2023	CHISAGO COUNTY RECORDER			
202300000317			800-0000-20809	MULROY SUBDIVIS \$230.00	CHISAGO CTY RECORDER RESOLUTION VARIANCE
Total for CHISAGO COUNTY RECORDER				<u>\$230.00</u>	

City of Wyoming Check Detail Register

2/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name		
	General Ledger #	Amount	Comment	
55368	10/17/2023	CHISAGO COUNTY RECORDER		
10122023				
	101-1910-43510	LEGAL NOTICE PUI	\$46.00	LEGAL NOTICE PUBLICATION
Total for CHISAGO COUNTY RECORDER			<u>\$46.00</u>	
55369	10/17/2023	CHISAGO COUNTY RECORDER		
101223				
	101-1910-43510	LEGAL NOTICE PUI	\$1.65	LEGAL NOTICE PUBLICATION
Total for CHISAGO COUNTY RECORDER			<u>\$1.65</u>	
55370	10/17/2023	CINTAS		
4169976639				
	101-3100-44180	UNIFORMS	\$65.28	STREETS
	101-3100-42100	OPERATING SUPPL	\$33.55	SHOP SUPPLIES
4170653061				
	101-2110-43600	CLEANING SERVIC	\$28.51	CLEANING SERVICE-PUBLIC SAFETY
4170658849				
	101-1400-43600	CLEANING SERVIC	\$31.05	CLEANING SERVICE-CITY HALL
4170659004				
	101-3100-44180	UNIFORMS	\$65.28	STREETS
	101-3100-42100	OPERATING SUPPL	\$48.00	SHOP SUPPLIES
Total for CINTAS			<u>\$271.67</u>	
55371	10/17/2023	COLLEEN HOWE		
10/12/2023				
	602-0000-11500	ACCOUNTS RECEIV	\$289.20	Sewer - Base Charge
Total for COLLEEN HOWE			<u>\$289.20</u>	
55372	10/17/2023	CONNEXUS ENERGY		
09282023				
	101-3100-43800	UTILITIES-GAS/ELI	\$33.04	LAKE DR & HEATH - ST LIGHTS
	101-2110-43800	UTILITIES-GAS/ELI	\$5.25	HAMLET DR
	101-2110-43800	UTILITIES-GAS/ELI	\$5.25	FALLBROOK SIREN
	101-3100-43860	STREET LIGHTS	\$20.07	250TH STREET NE SIGN
	101-2110-43800	UTILITIES-GAS/ELI	\$5.25	PIONEER RD
Total for CONNEXUS ENERGY			<u>\$68.86</u>	
55373	10/17/2023	CRYSTEEL TRUCK EQUIPMENT		
F51075				
	401-3100-45000	CAPITAL OUTLAY	\$7,489.00	CAPITAL OUTLAY
F51333				
	101-5200-44040	REPAIRS & MAINT.	\$531.25	REPAIRS & MAINT. - EQUIPMENT
Total for CRYSTEEL TRUCK EQUIPMEN			<u>\$8,020.25</u>	
55374	10/17/2023	CULLIGAN WATER CONDITIONING		
600058				
	101-2110-42100	OPERATING SUPPL	\$150.00	OPERATING SUPPLIES
Total for CULLIGAN WATER CONDITIO			<u>\$150.00</u>	

City of Wyoming Check Detail Register

3/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment	
55375	10/17/2023	DAN'S TOWING				
92557			202-2110-42310	CONTRACTED SER	\$161.06	TOWING
92473			202-2110-42310	CONTRACTED SER	\$161.06	TOWING
92475			202-2110-42310	CONTRACTED SER	\$161.06	TOWING
Total for DAN'S TOWING					<u>\$483.18</u>	
55376	10/17/2023	DRESEL CONTRACTING				
PAYVOUCHER4			408-3100-45350	IMPROVEMENTS	\$524,849.74	PAY VOUCHER #4
Total for DRESEL CONTRACTING					<u>\$524,849.74</u>	
55377	10/17/2023	ECKBERG LAMMERS P.C.				
36919			101-1400-43040	ATTORNEY FEES	\$223.50	GENERAL
			101-1400-43040	ATTORNEY FEES	\$780.00	MEETINGS
			101-1400-43040	ATTORNEY FEES	\$393.75	GENERAL EMPLOYMENT
			101-2110-43040	ATTORNEY FEES	\$507.50	GENERAL POLICE
			101-1400-43040	ATTORNEY FEES	\$120.00	ATTORNEY FEES
Total for ECKBERG LAMMERS P.C.					<u>\$2,024.75</u>	
55378	10/17/2023	FACILICARE INC				
17353			101-5500-43600	CLEANING SERVIC	\$1,263.40	LIBRARY
			101-1400-43600	CLEANING SERVIC	\$559.00	CITY HALL/FIRE
			101-2110-43600	CLEANING SERVIC	\$299.00	POLICE
			101-3100-42310	CONTRACTED SER	\$188.50	PUBLIC WORKS
Total for FACILICARE INC					<u>\$2,309.90</u>	
55379	10/17/2023	FEDERATED CO-OPS				
1929457			101-3100-42120	MOTOR FUELS	\$3,939.61	MOTOR FUELS
1929473			602-9425-42120	MOTOR FUELS	\$303.84	MOTOR FUELS
Total for FEDERATED CO-OPS					<u>\$4,243.45</u>	
55380	10/17/2023	FLEET ALIGNMENT SERVICE				
5030			101-3100-44040	REPAIRS & MAINT.	\$968.16	REPAIRS & MAINT. - EQUIPMENT
5042			101-3100-44040	REPAIRS & MAINT.	\$1,039.53	REPAIRS & MAINT. - EQUIPMENT
Total for FLEET ALIGNMENT SERVICE					<u>\$2,007.69</u>	
55381	10/17/2023	FOREST LAKE CONTRACTING				
PAYVOUCHER1			408-3100-45350	IMPROVEMENTS	\$204,824.46	IMPROVEMENTS
Total for FOREST LAKE CONTRACTING					<u>\$204,824.46</u>	

City of Wyoming Check Detail Register

4/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment	
55382	10/17/2023	FULL THROTTLE PROPERTIES LLC				
1561			101-5200-42310	CONTRACTED SER	\$5,000.00	CONTRACTED SERVICES
Total for FULL THROTTLE PROPERTIES					<u>\$5,000.00</u>	
55383	10/17/2023	GOPHER STATE ONE CALL				
3090860			601-9425-44650	LOCATES (GOPHEF	\$53.55	LOCATES (GOPHER STATE)
			602-9425-44650	LOCATES (GOPHEF	\$53.55	LOCATES (GOPHER STATE)
			651-9425-44650	LOCATES (GOPHEF	\$53.55	LOCATES (GOPHER STATE)
Total for GOPHER STATE ONE CALL					<u>\$160.65</u>	
55384	10/17/2023	H & W FUND I.U.O.E LOCAL 49				
10152023			101-0000-21706	HOSPITALIZATION	\$8,520.00	PREMIUMS
Total for H & W FUND I.U.O.E LOCAL 4					<u>\$8,520.00</u>	
55385	10/17/2023	HEALTH PARTNERS				
036081240606			101-0000-21706	HOSPITALIZATION	\$1,635.71	HOSPITALIZATION/MEDICAL INS
Total for HEALTH PARTNERS					<u>\$1,635.71</u>	
55386	10/17/2023	HITCH-IT				
4897			101-3100-44040	REPAIRS & MAINT.	\$31.96	REPAIRS & MAINT. - EQUIPMENT
Total for HITCH-IT					<u>\$31.96</u>	
55387	10/17/2023	HOLLAND TUDOR				
10/10/2023			651-0000-11500	ACCOUNTS RECEIV	\$37.44	Surface Water Mgmt
Total for HOLLAND TUDOR					<u>\$37.44</u>	
55388	10/17/2023	HUGO'S TREE CARE, INC.				
14135			401-6231-44840	TREES	\$26,500.00	TREES
Total for HUGO'S TREE CARE, INC.					<u>\$26,500.00</u>	
55389	10/17/2023	HYDRAULICS PLUS & CONSULTING				
17003			101-3100-44040	REPAIRS & MAINT.	\$372.14	REPAIRS & MAINT. - EQUIPMENT
Total for HYDRAULICS PLUS & CONSUM					<u>\$372.14</u>	
55390	10/17/2023	HYLDEN ADVOCACY & LAW				
4161			401-1000-45000	CAPITAL OUTLAY	\$3,000.00	CAPITAL OUTLAY
Total for HYLLEN ADVOCACY & LAW					<u>\$3,000.00</u>	
55391	10/17/2023	ICMA MEMBERSHIP PAYMENTS				
2024			101-1400-44330	DUES & SUBSCRIP	\$923.34	DUES & SUBSCRIPTIONS
Total for ICMA MEMBERSHIP PAYMEN					<u>\$923.34</u>	

City of Wyoming Check Detail Register

5/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment	
55392	10/17/2023	INNOVATIVE OFFICE SOLUTIONS				
IN4345382			101-1400-42000	SUPPLIES - OFFICE	\$64.56	SUPPLIES - OFFICE/COPY/COMPUTR
Total for INNOVATIVE OFFICE SOLUTI					<u>\$64.56</u>	
55393	10/17/2023	IUOE LOCAL #49				
10042023			101-0000-21714	PW UNION DUES	\$210.00	MONTHLY DUES
Total for IUOE LOCAL #49					<u>\$210.00</u>	
55394	10/17/2023	JACK BREITBACH				
10052023			101-1110-42080	TRAINING AND IN:	\$118.64	TRAINING AND INSTRUCTION
Total for JACK BREITBACH					<u>\$118.64</u>	
55395	10/17/2023	JAMES SCHAAF				
10/03/2023			602-0000-11500	ACCOUNTS RECEI	\$38.81	Sewer Usage
			601-0000-11500	ACCOUNTS RECEI	\$22.23	Water - Meter Charge
			601-0000-11500	ACCOUNTS RECEI	\$9.98	Water Usage
			651-0000-11500	ACCOUNTS RECEI	\$4.99	Surface Water Mgmt
			601-0000-11500	ACCOUNTS RECEI	\$1.30	State Surcharge
Total for JAMES SCHAAF					<u>\$77.31</u>	
55396	10/17/2023	KAREN GEISEN				
10/03/2023			601-0000-11500	ACCOUNTS RECEI	\$83.01	Water - Meter Charge
			601-0000-11500	ACCOUNTS RECEI	\$45.93	Water Usage
			651-0000-11500	ACCOUNTS RECEI	\$18.63	Surface Water Mgmt
			601-0000-11500	ACCOUNTS RECEI	\$4.84	State Surcharge
			602-0000-11500	ACCOUNTS RECEI	\$3.75	Sewer Usage
Total for KAREN GEISEN					<u>\$156.16</u>	
55397	10/17/2023	MACQUEEN EMERGENCY				
W12729			602-9425-44040	REPAIRS & MAINT.	\$1,559.96	REPAIRS & MAINT. - EQUIPMENT
Total for MACQUEEN EMERGENCY					<u>\$1,559.96</u>	
55398	10/17/2023	MCDONOUGH'S SEWER SERVICE, INC				
301189			601-9425-42310	CONTRACTED SER	\$527.30	CONTRACTED SERVICES
Total for MCDONOUGH'S SEWER SERV					<u>\$527.30</u>	

City of Wyoming Check Detail Register

6/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55399	10/17/2023	MENARDS- FOREST LAKE			
18544			601-9425-42100	OPERATING SUPPL \$36.24	OPERATING SUPPLIES
18856			601-9425-42100	OPERATING SUPPL \$(17.98)	OPERATING SUPPLIES
18861			601-9425-42100	OPERATING SUPPL \$114.16	OPERATING SUPPLIES
18862			651-9425-42100	OPERATING SUPPL \$4.97	OPERATING SUPPLIES
Total for MENARDS- FOREST LAKE				\$137.39	
55400	10/17/2023	MIDCONTINENT COMMUNICATIONS			
14463230113614			101-1400-43210	TELEPHONE \$111.96	CITY HALL
			101-1400-42310	CONTRACTED SER \$898.02	FIBER
			101-2110-43210	TELEPHONE \$406.69	POLICE DEPT
			101-3100-43210	TELEPHONE \$67.10	PUBLIC WORKS
			601-9425-43210	TELEPHONE \$190.40	WELL
			602-9425-43210	TELEPHONE \$142.92	LIFTSTATIONS
Total for MIDCONTINENT COMMUNIC/				\$1,817.09	
55401	10/17/2023	MINNESOTA PUMP WORKS			
INV022366			602-9425-43000	PROFESSIONAL SE \$2,902.00	PROFESSIONAL SERVICE (GENERAL)
Total for MINNESOTA PUMP WORKS				\$2,902.00	
55402	10/17/2023	MINNESOTA VALLEY TESTING LABS			
1219282			601-9425-43110	LAB COSTS \$20.90	LAB TESTS
1220219			601-9425-43110	LAB COSTS \$134.75	LAB TESTS
1220456			601-9425-43110	LAB COSTS \$20.90	LAB TESTS
Total for MINNESOTA VALLEY TESTIN				\$176.55	
55403	10/17/2023	MN DEPT OF LABOR AND INDUSTRY			
SEPTEMBER0251052023			101-0000-22810	SURCHARGE PAYA \$2,549.63	SURCHARGE PAYABLE
Total for MN DEPT OF LABOR AND IND				\$2,549.63	
55404	10/17/2023	MODERN MARKETING			
MMI153324			101-2110-42000	SUPPLIES - OFFICE \$1,250.61	SUPPLIES - OFFICE/COPY/COMPUTR
Total for MODERN MARKETING				\$1,250.61	
55405	10/17/2023	OLSONS SEWER SERVICE			
PAY VOUCHER 2			651-9425-44030	REP & MAIN. - OT \$4,471.96	REP & MAIN. - OTHER THAN BLDGS
Total for OLSONS SEWER SERVICE				\$4,471.96	

City of Wyoming Check Detail Register

7/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name		
	General Ledger #	Account	Amount	Comment
55406	10/17/2023	PRECISE MRM LLC		
IN200-1044837				
	101-3100-42310	CONTRACTED SER	\$100.00	CONTRACTED SERVICES
Total for PRECISE MRM LLC			\$100.00	
55407	10/17/2023	RES SPECIALTY PYROTECNICS INC		
26718				
	101-1400-42310	CONTRACTED SER	\$6,500.00	CONTRACTED SERVICES
Total for RES SPECIALTY PYROTECNIC			\$6,500.00	
55408	10/17/2023	RICHARD FERRARO		
10/03/2023				
	601-0000-11500	ACCOUNTS RECEIV	\$94.76	Water Usage
	602-0000-11500	ACCOUNTS RECEIV	\$42.94	Sewer Usage
	601-0000-11500	ACCOUNTS RECEIV	\$18.67	Water - Meter Charge
	651-0000-11500	ACCOUNTS RECEIV	\$4.19	Surface Water Mgmt
	601-0000-11500	ACCOUNTS RECEIV	\$1.09	State Surcharge
Total for RICHARD FERRARO			\$161.65	
55409	10/17/2023	RICHARD FORSTER		
10/03/2023				
	601-0000-11500	ACCOUNTS RECEIV	\$27.49	Water - Meter Charge
	602-0000-11500	ACCOUNTS RECEIV	\$10.86	Sewer Usage
	651-0000-11500	ACCOUNTS RECEIV	\$6.17	Surface Water Mgmt
	601-0000-11500	ACCOUNTS RECEIV	\$2.80	Water Usage
	601-0000-11500	ACCOUNTS RECEIV	\$1.60	State Surcharge
Total for RICHARD FORSTER			\$48.92	
55410	10/17/2023	RICOH BUSINESS SYSTEMS		
107669595				
	101-1400-42150	COPIER	\$144.05	CITY HALL
	101-2110-42240	MAINTENANCE CO	\$77.19	POLICE DEPT
	101-2110-42240	MAINTENANCE CO	\$4.10	FIRE DEPT
Total for RICOH BUSINESS SYSTEMS			\$225.34	
55411	10/17/2023	RJI Professionals		
00015190				
	101-0000-32210	BUILDING PERMIT	\$64.00	Reside
Total for RJI Professionals			\$64.00	
55412	10/17/2023	ROGER & NANCY GIERKE		
10/04/2023				
	601-0000-11500	ACCOUNTS RECEIV	\$36.80	Water - Meter Charge
	602-0000-11500	ACCOUNTS RECEIV	\$25.78	Sewer Usage
	651-0000-11500	ACCOUNTS RECEIV	\$8.26	Surface Water Mgmt
	601-0000-11500	ACCOUNTS RECEIV	\$6.64	Water Usage
	601-0000-11500	ACCOUNTS RECEIV	\$2.14	State Surcharge
Total for ROGER & NANCY GIERKE			\$79.62	

City of Wyoming Check Detail Register

8/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment	
55413	10/17/2023	STREICHER'S				
I1656362			101-2110-44370	COLLABORATIVE P	\$600.00	COLLABORATIVE PARTNERSHIPS
Total for STREICHER'S					<u>\$600.00</u>	
55414	10/17/2023	SWENSONS LAWCARE				
1228			101-5200-42310	CONTRACTED SER	\$6,006.00	LAWNCARE
Total for SWENSONS LAWCARE					<u>\$6,006.00</u>	
55415	10/17/2023	TIMESAVER OFF SITE SECRETARIAL				
M28603			101-1910-42310	CONTRACTED SER	\$163.75	PLANNING COMMISSION MEETING
			101-1400-42310	CONTRACTED SER	\$163.75	CITY COUNCIL MEETING
Total for TIMESAVER OFF SITE SECRE1					<u>\$327.50</u>	
55416	10/17/2023	TOTAL CONTROL SYSTEMS				
10923			602-9425-43000	PROFESSIONAL SE	\$287.00	PROFESSIONAL SERVICE (GENERAL)
10922			601-9425-44040	REPAIRS & MAINT.	\$6,489.00	REPAIRS & MAINT. - EQUIPMENT
Total for TOTAL CONTROL SYSTEMS					<u>\$6,776.00</u>	
55417	10/17/2023	TOWN & COUNTRY DISPOSAL				
DS000008349			101-5200-43840	REFUSE	\$260.00	930 WYOMING CITY GARAGE
Total for TOWN & COUNTRY DISPOSAL					<u>\$260.00</u>	
55418	10/17/2023	TRAFFICALM SYSTEMS, LLC				
213712			101-3100-42260	SIGN MATERIAL/RI	\$3,149.00	SIGN MATERIAL/REPLACEMENT
Total for TRAFFICALM SYSTEMS, LLC					<u>\$3,149.00</u>	
55419	10/17/2023	TRUGREEN CHEMLAWN				
183274797			101-5200-42190	SEASONAL ACTIVI	\$1,519.70	SEASONAL ACTIVITIES
Total for TRUGREEN CHEMLAWN					<u>\$1,519.70</u>	
55420	10/17/2023	VERIZON				
9945421974			602-9425-43210	TELEPHONE	\$246.37	TELEPHONE
			601-9425-43210	TELEPHONE	\$246.37	TELEPHONE
			101-1400-43210	TELEPHONE	\$82.82	TELEPHONE
			101-2400-43210	TELEPHONE	\$82.82	TELEPHONE
Total for VERIZON					<u>\$658.38</u>	

City of Wyoming Check Detail Register

9/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55421	10/17/2023	VISA			
2379					
	101-2110-44350	WELLNESS		\$160.00	WELLNESS
68245					
	101-2110-42100	OPERATING SUPPL		\$80.00	OPERATING SUPPLIES
1161850					
	101-2110-42000	SUPPLIES - OFFICE		\$15.99	SUPPLIES - OFFICE/COPY/COMPUTR
BD71A969-0004					
	101-3100-42050	SOFTWARE UPGRA		\$(168.00)	SOFTWARE UPGRADES
	101-2110-44330	DUES & SUBSCRIP		\$(360.00)	DUES & SUBSCRIPTIONS
	101-2110-44330	DUES & SUBSCRIP		\$1,479.50	TARGET SOLUTIONS ANNUAL
00103823					
	101-2110-42080	TRAINING AND IN:		\$495.00	TRAINING AND INSTRUCTION
MT18Y0Q7ZQ					
	101-2110-42100	OPERATING SUPPL		\$2.99	OPERATING SUPPLIES
MNMMGWD4BN					
	101-2110-42100	OPERATING SUPPL		\$2.99	OPERATING SUPPLIES
5248233					
	101-2110-42100	OPERATING SUPPL		\$8.09	OPERATING SUPPLIES
7599440					
	101-2110-42100	OPERATING SUPPL		\$54.95	OPERATING SUPPLIES
5894651					
	101-2110-42100	OPERATING SUPPL		\$42.87	OPERATING SUPPLIES
82046					
	101-2200-42100	OPERATING SUPPL		\$39.49	OPERATING SUPPLIES
8113860					
	101-2110-44010	REPAIRS & MAINT.		\$154.32	REPAIRS & MAINT. - BUILDINGS
8209862					
	101-2110-42100	OPERATING SUPPL		\$14.98	OPERATING SUPPLIES
Total for VISA				\$2,023.17	
55422	10/17/2023	VISA			
439878480					
	651-9425-42080	TRAINING AND IN:		\$60.00	TRAINING AND INSTRUCTION
	651-9425-42080	TRAINING AND IN:		\$90.00	TRAINING AND INSTRUCTION
	651-9425-42080	TRAINING AND IN:		\$150.00	TRAINING AND INSTRUCTION
9900067777					
	602-9425-42080	TRAINING AND IN:		\$23.49	TRAINING AND INSTRUCTION
2820					
	601-9425-42100	OPERATING SUPPL		\$130.92	OPERATING SUPPLIES
Total for VISA				\$454.41	
55423	10/17/2023	VISA			
123092556928027312					
	101-1400-43220	POSTAGE		\$161.06	POSTAGE
328274					
	101-2400-43900	VEHICLE MAINTEN		\$47.22	VEHICLE MAINTENANCE
09282023					
	101-1400-44330	DUES & SUBSCRIP		\$4.00	DUES & SUBSCRIPTIONS
Total for VISA				\$212.28	

City of Wyoming Check Detail Register

10/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment	
55424	10/17/2023	VISA				
6161867			601-9425-42000	SUPPLIES - OFFICE	\$119.88	SUPPLIES - OFFICE/COPY/COMPUTR
6068227			101-1400-42000	SUPPLIES - OFFICE	\$81.72	SUPPLIES - OFFICE/COPY/COMPUTR
			101-1400-42000	SUPPLIES - OFFICE	\$(23.00)	SUPPLIES - OFFICE/COPY/COMPUTR
1401848			101-2110-42080	TRAINING AND IN:	\$18.68	TRAINING AND INSTRUCTION
4288232			101-1410-42100	OPERATING SUPPL	\$17.11	OPERATING SUPPLIES
7944227			101-2400-42000	SUPPLIES - OFFICE	\$15.83	SUPPLIES - OFFICE/COPY/COMPUTR
9449001			101-1400-42180	COMPUTER MAINT	\$88.94	COMPUTER MAINT/REPAIR
6289011			101-1400-42000	SUPPLIES - OFFICE	\$20.42	SUPPLIES - OFFICE/COPY/COMPUTR
7684789609			280-1330-42080	TRAINING AND IN:	\$15.00	TRAINING AND INSTRUCTION
INV219730726			101-1400-44330	DUES & SUBSCRIP	\$15.99	DUES & SUBSCRIPTIONS
09082023			602-9425-42000	SUPPLIES - OFFICE	\$489.15	SUPPLIES - OFFICE/COPY/COMPUTR
			601-9425-42000	SUPPLIES - OFFICE	\$489.14	SUPPLIES - OFFICE/COPY/COMPUTR
Total for VISA					\$1,348.86	
55425	10/17/2023	WASTE MANAGEMENT CORP SERVICES				
0050115-4812-9			101-5500-43840	REFUSE	\$16.50	LIBRARY 27-16928-33002
			101-5200-43840	REFUSE	\$93.95	CITY MAINT 27-16916-73007
			101-3100-43840	REFUSE	\$80.85	CITY HALL 27-16916-83005
			101-5200-43840	REFUSE	\$110.68	CITY GARAGE 27-16920-33000
Total for WASTE MANAGEMENT CORP :					\$301.98	
55426	10/17/2023	WINNICK SUPPLY INC.				
026945			101-3100-42400	SMALL TOOLS/MIN	\$466.80	SMALL TOOLS/MINOR EQUIPMENT
Total for WINNICK SUPPLY INC.					\$466.80	

City of Wyoming Check Detail Register

11/12
October 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment	
55427	10/17/2023	WSB				
08312023						
			408-3100-43030	ENGINEERING	\$30,273.75	2023 EAST VIKING BLVD IMPROVEMENT
			101-1400-43030	ENGINEERING	\$2,503.25	2023 GENERAL ENGINEERING
			408-3100-43030	ENGINEERING	\$545.50	2021 STREET IMPROVEMENT
			408-3100-43030	ENGINEERING	\$9,706.25	2023 FALLBROOK AVE & 264TH ST
			800-0000-20532	SHORE VIEW TWO	\$393.25	WSB-SHORE VIEW TWO PRELIM PLAT VARIANCE
			800-0000-20531	AADLAND WEST	\$498.00	WSB-HUNTER HILL PROJECT MANAGEMENT
			800-0000-20569	DIAMOND RIDGE C	\$919.50	2020 EMERALD AVE IMPROVEMENT PROJECT
			101-1910-43030	ENGINEERING	\$390.25	2023 GENERAL PLANNING SERVICES
			408-9425-45350	IMPROVEMENTS	\$4,154.50	2023 TRUNK WATERMAIN IMPROVEMENTS
			800-0000-20417	ALL SAFE	\$334.50	ALL SAFE SITE PLAN REVIEW
			408-3100-43030	ENGINEERING	\$40.00	BRIDGE 13506 REPLACEMENT
			800-0000-20812	COMMERCIAL PLUMBING	\$947.50	COMMERCIAL PLUMBING & HEATING ESCROW
			800-0000-20595	HALLBERG SITE PLAN	\$244.75	HALLBERG SITE PLAN ESCROW
			800-0000-20572	HEIMS LAKE VILLA	\$1,218.00	HEIMS LAKE VILLA NORTH SKETCH
			401-3100-45000	CAPITAL OUTLAY	\$158.00	HELIUM COURT STORM SEWER REPLACEMENT
			651-9425-43100	MS4 PERMIT - ENGINEERING	\$409.75	MS4 PERMIT - ENGINEERING
			800-0000-20568	MOXNESS SUMMER FIELDS	\$292.75	SUMMER FIELDS 1ST ADDITION
			800-0000-20568	MOXNESS SUMMER FIELDS	\$1,354.75	SUMMER FIELDS 2ND ADDITION
			800-0000-20809	MULROY SUBDIVISION	\$854.00	WILDLIFE ESTATES PLAT 5
			101-5200-44040	REPAIRS & MAINTENANCE	\$1,813.50	WYOMING PARK SYSTEM PLAN
				Total for WSB	\$57,051.75	
55428	10/17/2023	WYOMING FIRE RELIEF				
2023						
			101-2110-41240	FIRE PENSION CONTRIBUTIONS	\$5,200.00	FIRE PENSION CONTRIBUTIONS
				Total for WYOMING FIRE RELIEF	\$5,200.00	
55429	10/17/2023	XCEL ENERGY				
847357880						
			101-3100-43860	STREET LIGHTS	\$6,402.61	STREET LIGHTS
				Total for XCEL ENERGY	\$6,402.61	
55430	10/17/2023	ZIPREPORTS				
2311010039						
			101-2110-43000	PROFESSIONAL SERVICE (GENERAL)	\$26.00	PROFESSIONAL SERVICE (GENERAL)
				Total for ZIPREPORTS	\$26.00	

City of Wyoming Check Detail Register

12/12
OCTOBER 13, 2023 12:01 PM
User: ssaxe
DR: Wyoming

10-17-2023

Check #	Check Date	Vendor Name		
Invoice #	General Ledger #	Amount	Comment	

General Checking Account 10100
Total Amount Being Paid: \$919,796.47
Total Number of Checks: 71

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad



October 10, 2023

Mr. Robb Linwood
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

Re: 2023 Fallbrook Avenue and 264th Street Improvements
SAP 248-110-004 and SAP 248-106-001
City of Wyoming, MN
WSB Project No. 021438-000

Dear Mr. Linwood:

Please find enclosed Construction Pay Voucher No. 1 for the above referenced project in the amount of \$204,824.46. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Wyoming approve Construction Pay Voucher No. 1 for Forest Lake Contracting, Inc.

The amount indicated above reflects work certified through October 9, 2023, with a 5% retainage applied. Please include one executed copy with the payment to Forest Lake Contracting, Inc. and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 651.325.6849. Thank you.

Sincerely,

WSB

Mark Erichson, PE
Director of Municipal Program Delivery

Attachments

kkp

178 E 9TH STREET | SUITE 200 | SAINT PAUL, MN | 55101 | 651.286.8450 | WSBENG.COM

Client: City of Wyoming 26885 Forest Blvd. Wyoming, MN 55092-0188	Contractor: Forest Lake Contracting, Inc. 14777 Lake Dr Forest Lake, MN 55025-9461
--	---

WSB Project No.: 021438-000
Client Project No.:
State Project No.: SAP 248-110-004 SAP 248-106-001
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$853,256.05	Original	\$853,256.05
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$853,256.05	Total	\$853,256.05

Work Certified To Date	
Base Bid Items	\$215,604.70
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$215,604.70

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$215,604.70	\$215,604.70	\$10,780.24	\$0.00	\$204,824.46	\$204,824.46
Percent Retained: 5%			Percent Complete: 25.27%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB

Approved By Forest Lake Contracting, Inc.

Mark A. Erickson
Signature

[Signature]
Signature

October 10, 2023
Date

10-10-2023
Date

Approved By City of Wyoming

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	10/09/23	\$215,604.70	\$10,780.24	\$204,824.46

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
LOCAL	\$111,047.10	\$5,552.35	\$0.00	\$105,494.75	\$105,494.75
SAP 248-106-001	\$14,532.60	\$726.63	\$0.00	\$13,805.97	\$13,805.97
SAP 248-110-004	\$90,025.00	\$4,501.26	\$0.00	\$85,523.74	\$85,523.74

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	State Aid	\$85,523.74	\$588,876.15	\$588,876.15	\$85,523.74
2	State Aid	\$13,805.97	\$64,975.90	\$64,975.90	\$13,805.97
3	Local	\$105,494.75	\$199,404.00	\$199,404.00	\$105,494.75

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$45,000.00	1	0.5	\$22,500.00	0.5	\$22,500.00
2	2104.502	REMOVE SIGN	EA	\$35.00	2	0	\$0.00	0	\$0.00
3	2104.502	SALVAGE SIGN	EA	\$35.00	7	0	\$0.00	0	\$0.00
4	2104.503	REMOVE CURB & GUTTER	LF	\$5.00	2020	2119	\$10,595.00	2119	\$10,595.00
5	2104.503	REMOVE SEWER PIPE (SANITARY)	LF	\$13.00	133	118	\$1,534.00	118	\$1,534.00
6	2104.503	REMOVE SEWER PIPE (STORM)	LF	\$11.00	220	238	\$2,618.00	238	\$2,618.00
7	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$3.00	500	268	\$804.00	268	\$804.00
8	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$5.00	300	136	\$680.00	136	\$680.00
9	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$6.00	600	439	\$2,634.00	439	\$2,634.00
10	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$6.00	800	417.5	\$2,505.00	417.5	\$2,505.00
11	2104.518	REMOVE CONCRETE WALK	S F	\$4.00	300	116	\$464.00	116	\$464.00
12	2104.518	REMOVE TIMBER DECK	S F	\$15.00	60	0	\$0.00	0	\$0.00
13	2104.604	SALVAGE LANDSCAPE ROCK	S Y	\$36.00	20	0	\$0.00	0	\$0.00
14	2104.604 /srb1	REMOVE GRAVEL DRIVEWAY	S Y	\$22.00	40	0	\$0.00	0	\$0.00
15	2104.607	SALVAGE RIPRAP SPECIAL	C Y	\$100.00	20	0	\$0.00	0	\$0.00
16	2106.507	EXCAVATION - COMMON	C Y	\$48.00	260	335.9	\$16,123.20	335.9	\$16,123.20

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
17	2106.507	EXCAVATION - SUBGRADE	C Y	\$22.00	390	375.2	\$8,254.40	375.2	\$8,254.40
18	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$30.00	390	0	\$0.00	0	\$0.00
19	2106.601	DEWATERING	LS	\$30,000.00	1	0.5	\$15,000.00	0.5	\$15,000.00
20	2106.603	DITCH CLEANING	L F	\$17.00	800	0	\$0.00	0	\$0.00
21	2112.604	SUBGRADE PREPARATION	S Y	\$5.00	1150	69.6	\$348.00	69.6	\$348.00
22	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$160.00	20	0	\$0.00	0	\$0.00
23	2123.610	1.5 CU YD BACKHOE	HOUR	\$152.00	20	0	\$0.00	0	\$0.00
24	2130.523	WATER	MGAL	\$65.00	30	0	\$0.00	0	\$0.00
25	2211.509	AGGREGATE BASE CLASS 5	TON	\$29.00	500	377.9	\$10,959.10	377.9	\$10,959.10
26	2215.504	FULL DEPTH RECLAMATION	S Y	\$6.00	9380	9200	\$55,200.00	9200	\$55,200.00
27	2331.603	JOINT ADHESIVE	L F	\$3.00	2300	0	\$0.00	0	\$0.00
28	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$3.65	490	0	\$0.00	0	\$0.00
29	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	\$84.00	3000	0	\$0.00	0	\$0.00
30	2411.502	CONCRETE FLUME	EACH	\$1,000.00	2	0	\$0.00	0	\$0.00
31	2501.502	12" RC PIPE APRON	EACH	\$1,200.00	2	0	\$0.00	0	\$0.00
32	2501.502	15" RC PIPE APRON	EACH	\$1,200.00	2	0	\$0.00	0	\$0.00
33	2501.502	18" RC PIPE APRON	EACH	\$2,100.00	2	0	\$0.00	0	\$0.00
34	2501.502	24" RC PIPE APRON	EACH	\$1,600.00	2	0	\$0.00	0	\$0.00
35	2501.502	22" SPAN RC PIPE-ARCH APRON	EACH	\$1,600.00	2	0	\$0.00	0	\$0.00
36	2501.503	22" SPAN RC PIPE-ARCH CULV CL IIA	L F	\$145.00	54	0	\$0.00	0	\$0.00
37	2501.503	12" RC PIPE CULVERT DES 3006 CL V	L F	\$84.00	40	0	\$0.00	0	\$0.00
38	2501.503	15" RC PIPE CULVERT DES 3006 CL V	L F	\$92.00	40	0	\$0.00	0	\$0.00
39	2501.503	18" RC PIPE CULVERT DES 3006 CL V	L F	\$99.00	40	0	\$0.00	0	\$0.00
40	2501.503	24" RC PIPE CULVERT DES 3006 CL III	L F	\$180.00	40	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
41	2501.602	TRASH GUARD FOR 24" PIPE APRON	EA	\$1,500.00	2	0	\$0.00	0	\$0.00
42	2501.602	TRASH GUARD FOR 22" SPAN PIPE APRON	EACH	\$1,200.00	2	0	\$0.00	0	\$0.00
43	2503.601 /M9498	SANITARY SEWER BYPASS PUMPING	L S	\$15,000.00	1	0.5	\$7,500.00	0.5	\$7,500.00
44	2503.602	CONNECT TO EXISTING SANITARY SEWER	EA	\$925.00	14	10	\$9,250.00	10	\$9,250.00
45	2503.602	CONNECT TO EXISTING SANITARY SEWER SER	EACH	\$1,000.00	2	0	\$0.00	0	\$0.00
46	2503.602	8"X6" PVC WYE	EACH	\$925.00	1	0	\$0.00	0	\$0.00
47	2503.602	10"X6" PVC WYE	EACH	\$1,100.00	1	0	\$0.00	0	\$0.00
48	2503.603 /M8622	8" PVC PIPE SEWER SDR 35	L F	\$367.00	90	98	\$35,966.00	98	\$35,966.00
49	2503.603 /M8625	10" PVC PIPE SEWER SDR 35	L F	\$220.00	45	20	\$4,400.00	20	\$4,400.00
50	2504.602	ADJUST GATE VALVE & BOX	EACH	\$500.00	7	0	\$0.00	0	\$0.00
51	2505.601 /M8617	UTILITY COORDINATION	L S	\$100.00	1	0.5	\$50.00	0.5	\$50.00
52	2506.502	ADJUST FRAME & RING CASTING	EACH	\$600.00	9	0	\$0.00	0	\$0.00
53	2506.602 /M7857	CHIMNEY SEAL	EACH	\$600.00	9	0	\$0.00	0	\$0.00
54	2511.507	RANDOM RIPRAP CLASS IV	C Y	\$125.00	21	0	\$0.00	0	\$0.00
55	2511.607	INSTALL RIPRAP SPECIAL	C Y	\$30.00	20	0	\$0.00	0	\$0.00
56	2521.518	6" CONCRETE WALK	SF	\$16.00	410	0	\$0.00	0	\$0.00
57	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF	\$20.00	2200	0	\$0.00	0	\$0.00
58	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	S Y	\$88.00	400	0	\$0.00	0	\$0.00
59	2531.618	TRUNCATED DOMES	S F	\$60.00	30	0	\$0.00	0	\$0.00
60	2540.602	TEMPORARY MAIL BOX	EA	\$100.00	2	0	\$0.00	0	\$0.00
61	2540.604	INSTALL LANDSCAPE ROCK	S Y	\$30.00	20	0	\$0.00	0	\$0.00
62	2563.601	TRAFFIC CONTROL	LS	\$12,000.00	1	0.5	\$6,000.00	0.5	\$6,000.00
63	2564.502	INSTALL SIGN	EACH	\$300.00	7	0	\$0.00	0	\$0.00
64	2564.518	SIGN PANELS TYPE C	S F	\$75.00	135	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
65	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,500.00	1	0	\$0.00	0	\$0.00
66	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$200.00	4	0	\$0.00	0	\$0.00
67	2573.503	SILT FENCE, TYPE MS	L F	\$2.10	4300	899	\$1,887.90	899	\$1,887.90
68	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$2.70	2700	123	\$332.10	123	\$332.10
69	2574.507	COMMON TOPSOIL BORROW	C Y	\$17.00	495	0	\$0.00	0	\$0.00
70	2574.508	FERTILIZER TYPE 1	LB	\$2.75	80	0	\$0.00	0	\$0.00
71	2574.508	FERTILIZER TYPE 3	LB	\$0.99	520	0	\$0.00	0	\$0.00
72	2575.504	RAPID STABILIZATION METHOD 4	S Y	\$1.60	5420	0	\$0.00	0	\$0.00
73	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$1.40	5420	0	\$0.00	0	\$0.00
74	2575.505	SEEDING	ACRE	\$1,125.00	1.15	0	\$0.00	0	\$0.00
75	2575.508	SEED MIXTURE 21-112	LB	\$2.50	40	0	\$0.00	0	\$0.00
76	2575.508	SEED MIXTURE 25-121	LB	\$4.70	90	0	\$0.00	0	\$0.00
77	2575.508	SEED MIXTURE 25-131	LB	\$8.25	80	0	\$0.00	0	\$0.00
78	2575.508	HYDRAULIC BONDED FIBER MATRIX	LB	\$1.80	1260	0	\$0.00	0	\$0.00
79	2575.508	HYDRAULIC REINFORCED FIBER MATRIX	LB	\$25.00	20	0	\$0.00	0	\$0.00
80	2575.523	WATER	MGAL	\$55.00	250	0	\$0.00	0	\$0.00
81	2582.503	24" SOLID LINE PAINT	L F	\$3.00	28	0	\$0.00	0	\$0.00
82	2582.518	CROSSWALK PAINT	S F	\$3.00	90	0	\$0.00	0	\$0.00
83	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYS	\$18,000.00	1	0	\$0.00	0	\$0.00
84	2506.602 /MSS01	RECONSTRUCT MANHOLE (SANITARY)	EACH	\$19,500.00	1	0	\$0.00	0	\$0.00
Bid Totals:							\$215,604.70		\$215,604.70

Project Category Totals		
Category	Amount This Voucher	Amount To Date
2023 FALLBROOK AVENUE & 264TH STREET IMPROVEMENTS	\$215,604.70	\$215,604.70
ALTERNATE 1 - PEDESTRIAN CROSSWALK FLASHER SYSTEM	\$0.00	\$0.00
ALTERNATE 2 - SANITARY SEWER MANHOLE REPAIR	\$0.00	\$0.00

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

RESOLUTION NO. 23-10-96

A RESOLUTION APPROVING PAYMENT FOR PAY VOUCHER #1 TO FOREST LAKE CONTRACTING FOR THE 2023 FALLBROOK AVENUE AND 264TH STREET IMPROVEMENTS PROJECT IN THE AMOUNT OF \$204,824.46

WHEREAS, the City of Wyoming entered into a Contract with Forest Lake Contracting, to complete the 2023 Fallbrook Avenue and 264th Street Improvements Project; and.

WHEREAS, City staff has inspected and approved the work on this project.

NOW, THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the "Payment of Pay Voucher #1" in the amount of \$204,824.46 to Forest Lake Contracting for the 2023 Fallbrook Avenue and 264th Street Project.

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 17TH DAY OF OCTOBER 2023.

CITY OF WYOMING

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



October 11, 2023

Mr. Robb Linwood
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

Re: Helium Court Storm Sewer Repair/Feriday Avenue Storm Sewer Extension
City of Wyoming, MN
WSB Project No. 020478-000

Dear Mr. Linwood:

Pay Voucher No. 2 (Final) for the above referenced project in the amount of \$4,471.96 is enclosed. The quantities completed have been reviewed and agreed upon by the contractor. We hereby recommend that the City of Wyoming approve the Final Construction Pay Voucher for Olson's Sewer Service, Inc.

The contractor is preparing the following required documents:

1. Satisfactory showing that the contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC134 forms).
2. Evidence in the form of an affidavit that all claims against the contractor by reasons of the contract have been fully paid or satisfactorily secured (lien waivers).
3. Consent of Surety to Final Payment certification from the contractor's surety.

Once these documents have been received, please include one executed copy of the pay voucher with the payment to Olson's Sewer Service, Inc. and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 612.360.1278. Thank you.

Sincerely,

WSB

Mark Erichson, PE
Director of Municipal Program Delivery

Attachments

kkp



Client: City of Wyoming 26885 Forest Blvd. Wyoming, MN 55092-0188	Contractor: Olson's Sewer Service, Inc. - Olson's Excavating Service 17638 Lyons Street NE Forest Lake, MN 55025
--	---

WSB Project No.: 020478-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$96,813.02	Original	\$96,813.02
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$96,813.02	Total	\$96,813.02

Work Certified To Date	
Base Bid Items	\$82,798.07
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$82,798.07

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$349.53	\$82,798.07	\$0.00	\$78,326.11	\$4,471.96	\$82,798.07
Percent Retained: 0%			Percent Complete: 85.52%		

FINAL PAY VOUCHER

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By WSB

Approved By Olson's Sewer Service, Inc. - Olson's Excavating Service



Signature



Signature

October 11, 2023

Date

10-11-2023

Date

Approved By City of Wyoming

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	07/13/2023	\$82,448.54	\$4,122.43	\$78,326.11
2	10/10/2023	\$349.53	(\$4,122.43)	\$4,471.96

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$82,798.07	\$0.00	\$78,326.11	\$4,471.96	\$82,798.07

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$4,471.96	\$96,813.02	\$96,813.02	\$82,798.07

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$2,555.00	1	0	\$0.00	1	\$2,555.00
2	2104.502	SALVAGE CASTING	EACH	\$461.00	2	0	\$0.00	2	\$922.00
3	2104.502	REMOVE DRAINAGE STRUCTURE	EA	\$591.00	1	0	\$0.00	1	\$591.00
4	2104.503	SALVAGE CONCRETE PIPE STORM SEWER	L F	\$62.40	30	0	\$0.00	30	\$1,872.00
5	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$13.48	60	0	\$0.00	60	\$808.80
6	2104.503	REMOVE CURB AND GUTTER	L F	\$25.65	60	0	\$0.00	60	\$1,539.00
7	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$9.92	90	10.1	\$100.19	100.1	\$992.99
8	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$768.50	1	0	\$0.00	1	\$768.50
9	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$4.63	90	10.1	\$46.76	100.1	\$463.46
10	2106.507	Excavation - Common (LV)	C Y	\$30.72	30	0	\$0.00	30	\$921.60
11	2106.507	EXCAVATION - SUBGRADE	C Y	\$27.05	80	0	\$0.00	72	\$1,947.60
12	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$38.86	80	0	\$0.00	69	\$2,681.34
13	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	L S	\$180.00	6	0	\$0.00	1	\$180.00
14	2211.509	AGGREGATE BASE CLASS 5	TON	\$43.40	60	0	\$0.00	42.16	\$1,829.74
15	2331.603	JOINT ADHESIVE	L F	\$35.00	120	0	\$0.00	0	\$0.00
16	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$40.00	5	0	\$0.00	5	\$200.00
17	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$465.00	26	0	\$0.00	23	\$10,695.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
18	2502.503	4" PERF PVC PIPE DRAIN	L F	\$36.85	60	0	\$0.00	75	\$2,763.75
19	2503.503	INSTALL CONCRETE SEWER	L F	\$96.87	30	0	\$0.00	30	\$2,906.10
20	2503.503	18" RC PIPE SEWER CLASS V	L F	\$120.56	8	0	\$0.00	8	\$964.48
21	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,189.40	1	0	\$0.00	1	\$1,189.40
22	2504.601	IRRIGATION SYSTEM REPAIR	L S	\$1,000.00	1	0	\$0.00	1	\$1,000.00
23	2506.502	INSTALL CASTING	EACH	\$719.84	2	0	\$0.00	2	\$1,439.68
24	2506.502	CHIMNEY SEAL	EACH	\$249.00	2	0	\$0.00	2	\$498.00
25	2506.502	CONST DRAINAGE STRUCTURE DES SPEC	EACH	\$1,796.82	1	0	\$0.00	1	\$1,796.82
26	2531.603	CONCRETE CURB & GUTTER DES SURMOUNTABLE	LF	\$52.96	60	0	\$0.00	60	\$3,177.60
27	2563.601	TRAFFIC CONTROL	LS	\$400.00	1	0	\$0.00	1	\$400.00
28	2573.502	STORM DRAIN INLET PROTECTION	EA	\$402.50	2	0	\$0.00	2	\$805.00
29	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	\$2.56	80	0	\$0.00	0	\$0.00
30	2574.507	COMMON TOPSOIL BORROW	CY	\$98.73	5	0	\$0.00	4	\$394.92
31	2575.504	SODDING TYPE LAWN	S Y	\$10.00	30	0	\$0.00	21	\$210.00
32	2021.501	MOBILIZATION	LS	\$2,255.00	1	0	\$0.00	1	\$2,255.00
33	2104.502	SALVAGE CASTING	EACH	\$257.00	1	0	\$0.00	0	\$0.00
34	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	\$24.27	20	0	\$0.00	20	\$485.40
35	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$9.71	50	0	\$0.00	50	\$485.50
36	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$16.80	30	0	\$0.00	30	\$504.00
37	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$15.35	40	0	\$0.00	40	\$614.00
38	2105.504	GEOTEXTILE FABRIC TYPE 5	SY	\$6.73	40	0	\$0.00	0	\$0.00
39	2106.507	EXCAVATION - COMMON	CU YD	\$15.70	10	0	\$0.00	24	\$376.80
40	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$180.00	2	0	\$0.00	1	\$180.00
41	2211.509	AGGREGATE BASE CLASS 5	TON	\$39.55	20	0	\$0.00	22.8	\$901.74
42	2331.603	JOINT ADHESIVE	L F	\$35.00	65	0	\$0.00	0	\$0.00

Contract Item Status										
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date	
43	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$40.00	2	0	\$0.00	2	\$80.00	
44	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$465.00	10	0	\$0.00	8	\$3,720.00	
45	2503.503	12" RC PIPE SEWER CLASS V	L F	\$105.03	27	0	\$0.00	27	\$2,835.81	
46	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$1,541.50	1	0	\$0.00	1	\$1,541.50	
47	2503.603	12" HDPE PIPE SEWER	L F	\$54.76	71	0	\$0.00	71	\$3,887.96	
48	2504.601	IRRIGATION SYSTEM REPAIR	L S	\$1,000.00	1	0	\$0.00	0	\$0.00	
49	2506.502	INSTALL CASTING	EACH	\$719.84	1	0	\$0.00	1	\$719.84	
50	2506.502	CHIMNEY SEAL	EACH	\$249.00	4	0	\$0.00	3	\$747.00	
51	2506.502	CONST DRAINAGE STRUCTURE DESIGN G	EACH	\$4,154.74	1	0	\$0.00	1	\$4,154.74	
52	2506.502	CONST DRAINAGE STRUCTURE DES SPEC	EACH	\$4,117.37	2	0	\$0.00	2	\$8,234.74	
53	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$57.88	30	3.5	\$202.58	33.5	\$1,938.98	
54	2563.601	TRAFFIC CONTROL	LS	\$400.00	1	0	\$0.00	1	\$400.00	
55	2573.502	STORM DRAIN INLET PROTECTION	EA	\$402.50	2	0	\$0.00	2	\$805.00	
56	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF	\$2.56	160	0	\$0.00	0	\$0.00	
57	2574.507	COMMON TOPSOIL BORROW	CY	\$64.38	20	0	\$0.00	6	\$386.28	
58	2575.504	SODDING, TYPE LAWN	S Y	\$10.00	150	0	\$0.00	103	\$1,030.00	
Bid Totals:							\$349.53		\$82,798.07	

Project Category Totals			Amount This Voucher	Amount To Date
Category				
SCHEDULE A - HELIUM COURT STORM SEWER REPAIR			\$146.95	\$46,513.78
SCHEDULE B - FERIDAY AVENUE STORM SEWER EXTENSION			\$202.58	\$36,284.29

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

RESOLUTION NO. 23-10-97

A RESOLUTION APPROVING PAYMENT FOR PAY VOUCHER #2 TO OLSON'S SEWER SERVICE, INC. FOR THE HELIUM COURT SEWER REPAIR/FERIDAY AVENUE STORM SEWER EXTENSION PROJECT IN THE AMOUNT OF \$4,471.96

WHEREAS, the City of Wyoming entered into a Contract with Olson's Sewer Service, Inc, to complete the Helium Court Sewer Repair/Feriday Avenue Storm Sewer Extension Projection

WHEREAS, the City Engineer, Mark Erichson, has inspected and approved the work on this project.

NOW, THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the "Payment of Pay Voucher #2" in the amount of \$4,471.96 to Olson's Sewer Service, Inc, to complete the Helium Court Sewer Repair/Feriday Avenue Storm Sewer Extension Projection

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 17TH DAY OF OCTOBER 2023.

CITY OF WYOMING

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



October 11, 2023

Mr. Robb Linwood
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

Re: 2023 East Viking Boulevard Improvement Project
SAP 248-108-003 and SAP 248-594-002
City of Wyoming, MN
WSB Project No. 018553-000

Dear Mr. Linwood:

Please find enclosed Construction Pay Voucher No. 4 for the above referenced project in the amount of \$524,849.74. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Wyoming approve Construction Pay Voucher No. 4 for Dresel Contracting, Inc.

Change Order 1 is also attached for signature by the City of Wyoming. This change order is for relocation of the hydrant along East Viking Boulevard, retaining walls along the trail to preserve trees, moving a private power pole for new trail alignment, reclaiming East Viking Blvd east of Polaris rather than overlaying and seeding instead of sodding, as previously approved by the City.

The amount indicated above reflects work certified through October 11, 2023, with a 5% retainage applied. Please include one executed copy with the payment to Dresel Contracting and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 612.360.1278. Thank you.

Sincerely,

WSB

Mark Erichson, PE
Director of Municipal Program Delivery

Attachments

kkp

178 E 9TH STREET | SUITE 200 | SAINT PAUL, MN 55101 | 651.286.8450 | WSBENG.COM

SP/SAP SAP 248-108-002	Minn. Project No.	Change Order No. 1
Project Location: 2022 East Viking Boulevard Improvement Project		
Local Agency: City of Wyoming		Local Project No.
Contractor: Dresel Contracting, Inc.		Contract No. 018553-000
Contractor Address: 24044 July Ave Chisago City, MN 55013		
Total Change Order Amount: \$137,201.63		

Description:

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.

The Engineer in concurrence with the City of Wyoming, have agreed that relocating a hydrant along East Viking Blvd due to close location to roadway and high-water elevation is necessary. Additional work was required for exploratory digging, additional mobilization costs for wet tap, and price increase for 1 wet tap installed only when not installed in succession with other wet taps planned.

This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.

The Engineer in concurrence with the City of Wyoming, have agreed that retaining walls are necessary in two locations along the East Viking Blvd trail. Due to saving two large oak trees near the proposed concrete trail, block retaining walls are required to protect roots from being cut and elevation conflicts with the trail.

This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.

The Engineer in concurrence with the City of Wyoming, have agreed that a private power pole was required to be relocated due to the new trail alignment.

This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.

The Engineer in concurrence with the City of Wyoming, have agreed that reclaiming East Viking Blvd east of Polaris is more favorable than overlaying. This work now requires reclaiming, grading, and one additional lift of pavement.

This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.

The Engineer in concurrence with the City of Wyoming, have agreed that seeding and blanket is more favorable than sodding. Included in this work is soil prep, seeding, blanket, and fertilizer.

This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
LOCAL E VIKING	2112.519	SUBGRADE PREPARATION	ROAD STA	\$345.66*	41	\$14,172.06
LOCAL E VIKING	2215.504	FULL DEPTH RECLAMATION	S Y	\$1.68*	4100	\$6,888.00
LOCAL E VIKING	2360.509	TYPE SP 9.5 WEAR COURSE MIX (2;B)	TON	\$89.65*	991	\$88,843.15
LOCAL E VIKING	2504.602	RELOCATE HYDRANT	EACH	\$5,752.22	1	\$5,752.22
LOCAL E VIKING	2545.601	RELOCATE POWER POLE	EACH	\$4,000.00*	1	\$4,000.00



LOCAL E VIKING	2575.504	SODDING TYPE MINERAL	S Y	(\$5.94)	730	(\$4,336.20)
LOCAL E VIKING	2575.504	SODDING, TYPE LAWN	S Y	(\$5.94)	470	(\$2,791.80)
SAP 248-108-003	2540.618	BLOCK RETAINING WALL	S F	\$49.30*	154	\$7,592.20
SAP 248-108-003	2575.504	SODDING, TYPE LAWN	S Y	(\$5.94)	1830	(\$10,870.20)
SAP 248-108-003	2575.504	SODDING TYPE MINERAL	S Y	(\$5.94)	5370	(\$31,897.80)
SAP 248-108-003	2575.604	SEEDING SPECIAL	S Y	\$4.75*	12600	\$59,850.00
Net Change This Change Order						\$137,201.63

*Includes Prime Contractor 10% Markup

**Group/funding category is required for federal aid projects

Due to this change, the contract time: (check one)	
<input checked="" type="checkbox"/> (X) Is NOT changed	<input type="checkbox"/> () May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change:

Approved By Project Engineer:  Date: 10/11/2023

Print Name: Paul Kyle Phone: 612-360-1310

Approved By Wyoming: _____ Date: _____

Print Name: _____ Phone: _____

Approved By Contractor:  Date: 10/11/23

Print Name: Craig Meyer Phone: 612-328-1478

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____

Client: City of Wyoming 26885 Forest Blvd. Wyoming, MN 55092-0188	Contractor: Dresel Contracting, Inc. 24044 July Ave Chisago City, MN 55013
--	---

WSB Project No.: 018553-000
Client Project No.:
State Project No.: SAP 248-108-002
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$2,785,711.80	Original	\$2,785,711.80
Contract Changes	\$137,201.63	Additional	N/A
Revised Contract	\$2,922,913.43	Total	\$2,785,711.80

Work Certified To Date	
Base Bid Items	\$1,875,501.00
Contract Changes	\$186,684.91
Material On Hand	\$0.00
Total	\$2,062,185.91

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$552,473.42	\$2,062,185.91	\$103,109.30	\$1,434,226.87	\$524,849.74	\$1,959,076.61
Percent Retained: 5%			Percent Complete: 70.55%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By WSB



Signature

10/11/2023

Date

Approved By Dresel Contracting, Inc.



Signature

10/11/23

Date

Approved By City of Wyoming

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	06/13/23	\$523,512.05	\$26,175.60	\$497,336.45
2	07/12/23	\$706,622.70	\$35,331.14	\$671,291.56
3	08/04/23	\$279,577.74	\$13,978.88	\$265,598.86
4	10/11/23	\$552,473.42	\$27,623.68	\$524,849.74

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
LOCAL BRIDGE	\$36,700.32	\$1,835.01	\$0.00	\$34,865.31	\$34,865.31
LOCAL E VIKING	\$807,550.33	\$40,377.52	\$513,368.43	\$253,804.38	\$767,172.81
SAP 248-108-003	\$1,188,529.26	\$59,426.47	\$920,858.44	\$208,244.35	\$1,129,102.79
SAP 248-594-002 BRIDGE	\$29,406.00	\$1,470.30	\$0.00	\$27,935.70	\$27,935.70

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	State Aid	\$208,244.35	\$1,284,054.61	\$1,259,380.41	\$1,129,102.79
2	Local	\$253,804.38	\$850,626.18	\$738,098.75	\$767,172.81
3	Local	\$34,865.31	\$294,112.78	\$294,112.78	\$34,865.31
4	State Aid	\$27,935.70	\$494,119.86	\$494,119.86	\$27,935.70

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$131,660.00	1	0	\$0.00	1	\$131,660.00
2	2101.502	CLEARING	EACH	\$1,616.00	10	0	\$0.00	3	\$4,848.00
3	2101.502	GRUBBING	EACH	\$606.00	10	0	\$0.00	4	\$2,424.00
4	2101.505	CLEARING	ACRE	\$50,500.00	0.05	0	\$0.00	0.2	\$10,100.00
5	2101.505	GRUBBING	ACRE	\$20,200.00	0.05	0	\$0.00	0.2	\$4,040.00
6	2104.502	REMOVE SIGN	EACH	\$40.40	11	10	\$404.00	11	\$444.40
7	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$3.15	100	0	\$0.00	144.5	\$455.18
8	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.10	900	0	\$0.00	718	\$1,507.80
9	2104.503	REMOVE CURB & GUTTER	L F	\$1.85	7200	0	\$0.00	7207.5	\$13,333.88
10	2104.503	SALVAGE FENCE	L F	\$10.80	100	0	\$0.00	0	\$0.00
11	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$5.40	400	0	\$0.00	485.5	\$2,621.70
12	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$3.60	600	50.6	\$182.16	514.6	\$1,852.56
13	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$1.92	17700	0	\$0.00	18155.9	\$34,859.33

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
14	2104.518	REMOVE CONCRETE WALK	S F	\$0.26	14000	0	\$0.00	13942.9	\$3,625.15
15	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$5,000.00	1	0	\$0.00	0.2	\$1,000.00
16	2104.602	SALVAGE SIGN SPECIAL	EACH	\$525.00	1	0	\$0.00	1	\$525.00
17	2106.507	EXCAVATION - COMMON (P)	C Y	\$18.38	8119	0	\$0.00	8119	\$149,227.22
18	2106.507	EXCAVATION - SUBGRADE	C Y	\$0.01	1000	0	\$0.00	0	\$0.00
19	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$0.01	1000	0	\$0.00	0	\$0.00
20	2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.31	1500	0	\$0.00	722	\$945.82
21	2112.519	SUBGRADE PREPARATION	RDST	\$0.01	38	0	\$0.00	38	\$0.38
22	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$96.00	100	0	\$0.00	20	\$1,920.00
23	2123.610	1.5 CU YD BACKHOE	HOUR	\$108.00	10	0	\$0.00	3.5	\$378.00
24	2130.523	WATER	MGAL	\$46.50	100	0	\$0.00	37	\$1,720.50
25	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$0.01	4011	0	\$0.00	3413	\$34.13
26	2331.603	JOINT ADHESIVE	L F	\$1.16	8100	0	\$0.00	0	\$0.00
27	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$4.19	900	700	\$2,933.00	800	\$3,352.00
28	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,B) 3.0" THICK	S Y	\$60.46	400	0	\$0.00	300	\$18,138.00
29	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$80.58	1500	1556.4	\$125,414.71	1556.4	\$125,414.71
30	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$76.57	2400	0	\$0.00	2268.95	\$173,733.50
31	2411.502	CONCRETE STAIRWAY	EACH	\$440.00	6	0	\$0.00	4	\$1,760.00
32	2504.602	ADJUST GATE VALVE & BOX	EACH	\$495.00	16	0	\$0.00	0	\$0.00
33	2504.602	ADJUST CURB BOX	EACH	\$198.00	10	3	\$594.00	3	\$594.00
34	2504.602	IRRIGATION SYSTEM REPAIR	EACH	\$220.00	10	2	\$440.00	2	\$440.00
35	2506.502	ADJUST FRAME & RING CASTING	EACH	\$330.00	9	0	\$0.00	8	\$2,640.00
36	2506.602	CHIMNEY SEAL	EACH	\$165.00	9	0	\$0.00	8	\$1,320.00
37	2521.518	6" CONCRETE WALK	S F	\$7.32	29000	307.25	\$2,249.07	26625.25	\$194,896.83

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
38	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$16.61	7700	0	\$0.00	7921.5	\$131,576.12
39	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$76.13	700	63.57	\$4,839.58	919.47	\$69,999.25
40	2531.618	TRUNCATED DOMES	S F	\$50.50	120	0	\$0.00	90	\$4,545.00
41	2540.602	MAIL BOX SUPPORT	EACH	\$120.00	10	4	\$480.00	4	\$480.00
42	2540.602	TEMPORARY MAIL BOX	EACH	\$90.00	24	0	\$0.00	28	\$2,520.00
43	2557.602	REPAIR DOG FENCE	EACH	\$120.00	5	0	\$0.00	0	\$0.00
44	2557.603	INSTALL FENCE	L F	\$12.96	100	0	\$0.00	0	\$0.00
45	2563.601	TRAFFIC CONTROL	LS	\$13,750.00	1	0	\$0.00	0.95	\$13,062.50
46	2564.518	SIGN PANELS TYPE C	S F	\$50.40	189	201	\$10,130.40	201	\$10,130.40
47	2563.618	CONSTRUCTION SIGN SPECIAL	SF	\$26.25	30	0	\$0.00	12	\$315.00
48	2564.602	INSTALL SIGN SPECIAL	EACH	\$1,050.00	1	0	\$0.00	1	\$1,050.00
49	2564.602	SIGN PANELS TYPE SPECIAL	EACH	\$341.25	14	14	\$4,777.50	14	\$4,777.50
50	2571.502	CONIFEROUS TREE 12' HT B&B	EACH	\$2,089.50	5	0	\$0.00	0	\$0.00
51	2571.502	DECIDUOUS TREE 3" CAL B&B	EACH	\$1,155.00	5	0	\$0.00	0	\$0.00
52	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,821.75	1	0	\$0.00	0	\$0.00
53	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$110.00	40	0	\$0.00	33	\$3,630.00
54	2573.503	SILT FENCE, TYPE MS	L F	\$1.87	4000	223	\$417.01	633	\$1,183.71
55	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	\$2.02	4000	70	\$141.40	270	\$545.40
56	2574.507	COMMON TOPSOIL BORROW	C Y	\$0.01	1055	0	\$0.00	1049	\$10.49
57	2574.508	FERTILIZER TYPE 3	LB	\$1.11	370	0	\$0.00	350	\$388.50
58	2575.504	SODDING TYPE LAWN	S Y	\$5.94	2300	0	\$0.00	0	\$0.00
59	2575.504	SODDING TYPE MINERAL	S Y	\$5.94	6100	0	\$0.00	0	\$0.00
60	2575.508	HYDRAULIC STABILIZED FIBER MATRIX	LB	\$2.02	5500	0	\$0.00	2000	\$4,040.00
61	2575.523	WATER	MGAL	\$50.50	150	0	\$0.00	6	\$303.00
62	2582.503	4" SOLID LINE PAINT	L F	\$0.26	6500	6511	\$1,692.86	6511	\$1,692.86

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
63	2582.503	4" DBLE SOLID LINE PAINT	L F	\$0.41	3500	3692	\$1,513.72	3692	\$1,513.72
64	2582.518	CROSSWALK PAINT	S F	\$3.06	300	108	\$330.48	108	\$330.48
65	2104.502	REMOVE MANHOLE	EACH	\$450.50	2	0	\$0.00	2	\$901.00
66	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$7.19	390	0	\$0.00	385	\$2,768.15
67	2106.507	EXCAVATION - MUCK	C Y	\$11.90	300	0	\$0.00	202.6	\$2,410.94
68	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$20.74	300	0	\$0.00	0	\$0.00
69	2106.601	DEWATERING	LS	\$16,500.00	1	0	\$0.00	1	\$16,500.00
70	2451.603	AGGREGATE BEDDING	L F	\$21.00	390	136	\$2,856.00	521	\$10,941.00
71	2503.503	4" PVC PIPE SEWER	L F	\$32.45	200	0	\$0.00	18	\$584.10
72	2503.503	12" PVC PIPE SEWER	L F	\$95.17	390	0	\$0.00	385	\$36,640.45
73	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$511.50	2	0	\$0.00	2	\$1,023.00
74	2503.602	CONNECT TO EXISTING SANITARY SEWER SER	EACH	\$478.50	4	0	\$0.00	3	\$1,435.50
75	2503.602	12"X4" PVC WYE	EACH	\$880.00	4	0	\$0.00	3	\$2,640.00
76	2503.603	TELEWISE SANITARY SEWER	LF	\$10.10	390	0	\$0.00	390	\$3,939.00
77	2506.502	CASTING ASSEMBLY	EACH	\$687.50	2	0	\$0.00	1	\$687.50
78	2506.602	RECONSTRUCT MANHOLE (SANITARY)	EACH	\$4,152.50	2	0	\$0.00	3	\$12,457.50
79	2506.603	CONSTRUCT 48" DIA SANITARY MANHOLE	L F	\$442.50	21	0	\$0.00	21	\$9,292.50
80	2504.602	HYDRANT	EACH	\$6,380.00	10	1	\$6,380.00	10	\$63,800.00
81	2504.602	6" GATE VALVE & BOX	EACH	\$1,980.00	10	1	\$1,980.00	10	\$19,800.00
82	2504.602	16"X6" WET TAP	EACH	\$1,980.00	10	1	\$1,980.00	10	\$19,800.00
83	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$63.80	100	4	\$255.20	49.5	\$3,158.10
84	2504.604	4" POLYSTYRENE INSULATION	S Y	\$58.30	100	3.6	\$209.88	14.4	\$839.52
85	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$216.56	20	0	\$0.00	19	\$4,114.64
86	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$12.74	680	0	\$0.00	731	\$9,312.94

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
87	2106.601	DEWATERING	LS	\$0.01	1	0	\$0.00	0	\$0.00
88	2451.603	AGGREGATE BEDDING	L F	\$0.01	400	0	\$0.00	0	\$0.00
89	2501.502	18" RC PIPE APRON	EACH	\$1,139.25	3	0	\$0.00	3	\$3,417.75
90	2501.502	22" SPAN RC PIPE-ARCH APRON	EACH	\$1,172.06	2	0	\$0.00	2	\$2,344.12
91	2501.502	51" SPAN RC PIPE-ARCH APRON	EACH	\$3,218.25	1	0	\$0.00	1	\$3,218.25
92	2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	\$939.75	3	0	\$0.00	3	\$2,819.25
93	2501.602	TRASH GUARD FOR 22" SPAN PIPE APRON	EACH	\$1,156.31	2	0	\$0.00	2	\$2,312.62
94	2501.602	TRASH GUARD FOR 51" SPAN PIPE APRON	EACH	\$3,917.81	1	0	\$0.00	1	\$3,917.81
95	2503.503	22" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$118.56	36	0	\$0.00	36	\$4,268.16
96	2503.503	51" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$324.19	12	0	\$0.00	12	\$3,890.28
97	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$52.01	46	0	\$0.00	46	\$2,392.46
98	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$64.07	466	0	\$0.00	451	\$28,895.57
99	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	\$78.05	314	0	\$0.00	320	\$24,976.00
100	2503.503	21" RC PIPE SEWER DES 3006 CL III	L F	\$88.52	25	0	\$0.00	40	\$3,540.80
101	2503.503	27" RC PIPE SEWER DES 3006 CL III	L F	\$105.30	48	0	\$0.00	48	\$5,054.40
102	2503.503	30" RC PIPE SEWER DES 3006 CL III	L F	\$137.16	482	0	\$0.00	482	\$66,111.12
103	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$649.69	16	0	\$0.00	19	\$12,344.11
104	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$866.25	2	0	\$0.00	2	\$1,732.50
105	2506.502	CONST DRAINAGE STRUCTURE DESIGN G	EACH	\$2,557.80	1	0	\$0.00	1	\$2,557.80
106	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$2,481.75	21	0	\$0.00	21	\$52,116.75
107	2506.502	CASTING ASSEMBLY	EACH	\$630.00	14	0	\$0.00	14	\$8,820.00
108	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$600.83	64.1	0	\$0.00	69	\$41,457.27
109	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$851.83	24.9	0	\$0.00	24.9	\$21,210.57
110	2506.503	CONST DRAINAGE STRUCTURE DES 96-4020	L F	\$2,635.50	5.5	0	\$0.00	5.5	\$14,495.25

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
111	2506.602	CHIMNEY SEAL	EACH	\$240.00	11	11	\$2,640.00	11	\$2,640.00
112	2511.507	RANDOM RIPRAP CLASS III	C Y	\$73.24	35.8	0	\$0.00	41.9	\$3,068.76
113	2021.501	MOBILIZATION	LS	\$117,624.00	1	0.5	\$58,812.00	0.5	\$58,812.00
114	2101.502	CLEARING	EACH	\$240.00	6	6	\$1,440.00	6	\$1,440.00
115	2101.502	GRUBBING	EACH	\$180.00	6	0	\$0.00	0	\$0.00
116	2101.505	CLEARING	ACRE	\$11,000.00	0.4	0	\$0.00	0	\$0.00
117	2101.505	GRUBBING	ACRE	\$11,000.00	0.4	0	\$0.00	0	\$0.00
118	2104.502	REMOVE MANHOLE	EACH	\$300.00	1	0	\$0.00	0	\$0.00
119	2104.502	REMOVE SIGN	EACH	\$42.00	2	0	\$0.00	0	\$0.00
120	2104.502	SALVAGE SIGN	EACH	\$42.00	2	0	\$0.00	0	\$0.00
121	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	\$2.20	60	0	\$0.00	0	\$0.00
122	2104.503	REMOVE GUARDRAIL	L F	\$2.40	1092	1256	\$3,014.40	1256	\$3,014.40
123	2104.503	REMOVE FORCE MAIN	L F	\$12.00	200	170	\$2,040.00	170	\$2,040.00
124	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$4.14	290	0	\$0.00	0	\$0.00
125	2105.607	SELECT GRANULAR BORROW MOD 10% (CV)	C Y	\$15.19	219	0	\$0.00	0	\$0.00
126	2106.507	EXCAVATION - COMMON (P)	C Y	\$19.57	586	0	\$0.00	0	\$0.00
127	2106.507	EXCAVATION - MUCK	C Y	\$14.77	553	0	\$0.00	0	\$0.00
128	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	C Y	\$0.01	1160	0	\$0.00	0	\$0.00
129	2112.519	SUBGRADE PREPARATION	RDST	\$240.00	5.25	0	\$0.00	0	\$0.00
130	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$162.00	10	0	\$0.00	0	\$0.00
131	2123.610	UTILITY CREW	HOURL	\$0.01	20	0	\$0.00	0	\$0.00
132	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$25.99	80	0	\$0.00	0	\$0.00
133	2215.504	FULL DEPTH RECLAMATION	S Y	\$2.20	1200	0	\$0.00	0	\$0.00
134	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$4.19	100	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
135	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$86.80	470	0	\$0.00	0	\$0.00
136	2401.601	STRUCTURE EXCAVATION	LS	\$8,505.00	1	0	\$0.00	0	\$0.00
137	2412.502	6X6 PRECAST CONCRETE BOX CULV END SECT	EACH	\$19,950.00	2	0	\$0.00	0	\$0.00
138	2412.502	16X6 PRECAST CONCRETE BOX CULV END SEC	EACH	\$41,737.50	2	0	\$0.00	0	\$0.00
139	2412.503	6X6 PRECAST CONCRETE BOX CULVERT	L F	\$1,585.50	50	0	\$0.00	0	\$0.00
140	2412.503	16X6 PRECAST CONCRETE BOX CULVERT	L F	\$3,018.75	48	0	\$0.00	0	\$0.00
141	2442.501	REMOVE EXISTING BRIDGE	LS	\$9,060.00	1	0	\$0.00	0	\$0.00
142	2451.507	FINE AGGREGATE BEDDING (CV)	C Y	\$34.11	175	0	\$0.00	0	\$0.00
143	2501.502	28" SPAN RC PIPE-ARCH APRON	EACH	\$1,995.00	2	0	\$0.00	0	\$0.00
144	2503.503	28" SPAN RC PIPE-ARCH SEWER CL IIIA	L F	\$217.00	48	0	\$0.00	0	\$0.00
145	2511.507	RANDOM RIPRAP CLASS II	C Y	\$108.60	10	0	\$0.00	0	\$0.00
146	2511.507	RANDOM RIPRAP CLASS III	C Y	\$108.60	10	0	\$0.00	0	\$0.00
147	2554.502	END TREATMENT-ENERGY ABSORBING TERMINAL	EACH	\$3,468.00	4	0	\$0.00	0	\$0.00
148	2554.503	TRAFFIC BARRIER DESIGN TYPE 31	L F	\$30.60	1020	0	\$0.00	0	\$0.00
149	2554.602	GUARDRAIL POST SEAT	EACH	\$1,020.00	12	0	\$0.00	0	\$0.00
150	2557.503	WIRE FENCE DESIGN 48V-9322	L F	\$78.30	500	0	\$0.00	0	\$0.00
151	2563.601	TRAFFIC CONTROL	LS	\$8,470.00	1	0	\$0.00	0	\$0.00
152	2564.518	SIGN PANELS TYPE C	S F	\$48.96	40	0	\$0.00	0	\$0.00
153	2564.602	INSTALL SALVAGED SIGN	EACH	\$229.50	2	0	\$0.00	0	\$0.00
154	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,100.00	1	0	\$0.00	0	\$0.00
155	2573.503	SILT FENCE, TYPE MS	L F	\$1.87	1800	0	\$0.00	0	\$0.00
156	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$2.02	1800	396	\$799.92	396	\$799.92
157	2106.601	TEMPORARY STREAM DIVERSION SYSTEM	LS	\$63,000.00	1	0	\$0.00	0	\$0.00
158	2574.507	COMMON TOPSOIL BORROW	C Y	\$0.01	50	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
159	2574.508	FERTILIZER TYPE 3	LB	\$1.11	110	0	\$0.00	0	\$0.00
160	2574.508	FERTILIZER TYPE 4	LB	\$1.21	30	0	\$0.00	0	\$0.00
161	2573.503	FLOATING SILT FENCE	L F	\$25.25	200	0	\$0.00	0	\$0.00
162	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	\$2.02	2200	0	\$0.00	0	\$0.00
163	2575.505	SEEDING	ACRE	\$505.00	0.5	0	\$0.00	0	\$0.00
164	2575.505	DISK ANCHORING	ACRE	\$252.50	0.5	0	\$0.00	0	\$0.00
165	2575.508	SEED MIXTURE 25-121	LB	\$8.08	20	0	\$0.00	0	\$0.00
166	2575.508	SEED MIXTURE 33-261	LB	\$25.25	30	0	\$0.00	0	\$0.00
167	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,010.00	3	0	\$0.00	0	\$0.00
168	2582.503	4" SOLID LINE PAINT	L F	\$0.31	1060	0	\$0.00	0	\$0.00
169	2582.503	4" DBLE SOLID LINE PAINT	L F	\$0.46	530	0	\$0.00	0	\$0.00
170	2021.501	MOBILIZATION	LS	\$7,200.00	1	1	\$7,200.00	1	\$7,200.00
171	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.40	200	168	\$403.20	168	\$403.20
172	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$3.14	130	0	\$0.00	0	\$0.00
173	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$4.08	200	365	\$1,489.20	365	\$1,489.20
174	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$153.45	2	0	\$0.00	0	\$0.00
175	2231.509	BITUMINOUS PATCHING MIXTURE	TON	\$237.01	70	71.41	\$16,924.88	71.41	\$16,924.88
176	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$4.15	710	445	\$1,846.75	445	\$1,846.75
177	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,B) 3.0" THICK	S Y	\$37.79	130	183.15	\$6,921.24	183.15	\$6,921.24
178	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$67.81	1700	1343.4	\$91,095.95	1343.4	\$91,095.95
179	2563.601	TRAFFIC CONTROL	LS	\$960.00	1	1	\$960.00	1	\$960.00
180	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	\$4.80	200	0	\$0.00	0	\$0.00
Bid Totals:							\$365,788.51		\$1,875,501.00

Project Category Totals		
Category	Amount This Voucher	Amount To Date
ALTERNATE 1 - BRIDGE 13J22 EAST VIKING BOULEVARD OVER SOUTH BRANCH SUNRISE RIVER	\$66,106.32	\$66,106.32
ALTERNATE 2 - BITUMINOUS OVERLAY	\$126,841.22	\$126,841.22
SCHEDULE A. - SURFACE IMPROVEMENTS	\$156,539.89	\$1,141,906.02
SCHEDULE B. - SANITARY SEWER IMPROVEMENTS	\$2,856.00	\$102,220.64
SCHEDULE C. - WATERMAIN IMPROVEMENTS	\$10,805.08	\$107,397.62
SCHEDULE D. - STORM SEWER IMPROVEMENTS	\$2,640.00	\$331,029.18

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	181	2504.602	RELOCATE HYDRANT	EACH	\$5,752.22	1	1	\$5,752.22	1	\$5,752.22
CO	1	182	2540.618	BLOCK RETAINING WALL	S F	\$49.30	154	154	\$7,592.20	154	\$7,592.20
CO	1	183	2545.601	RELOCATE POWER POLE	EACH	\$4,000.00	1	1	\$4,000.00	1	\$4,000.00
CO	1	184	2360.509	TYPE SP 9.5 WEAR COURSE MIX (2;B)	TON	\$89.65	991	990.98	\$88,841.36	990.98	\$88,841.36
CO	1	185	2215.504	FULL DEPTH RECLAMATION	S Y	\$1.68	4100	4020	\$6,753.60	4020	\$6,753.60
CO	1	186	2112.519	SUBGRADE PREPARATION	ROAD STA	\$345.66	41	40.2	\$13,895.53	40.2	\$13,895.53
CO	1	187	2575.604	SEEDING SPECIAL	S Y	\$4.75	12600	12600	\$59,850.00	12600	\$59,850.00
CO	1	188	2575.504	SODDING, TYPE LAWN	S Y	(\$5.94)	2300	0	\$0.00	0	\$0.00
CO	1	189	2575.504	SODDING TYPE MINERAL	S Y	(\$5.94)	6100	0	\$0.00	0	\$0.00
Contract Change Totals:									\$186,684.91		\$186,684.91

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	<p>In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.</p> <p>The Engineer in concurrence with the City of Wyoming, have agreed that relocating a hydrant along East Viking Blvd due to close location to roadway and high-water elevation is necessary. Additional work was required for exploratory digging, additional mobilization costs for wet tap, and price increase for 1 wet tap installed only when not installed in succession with other wet taps planned.</p> <p>This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.</p> <p>The Engineer in concurrence with the City of Wyoming, have agreed that retaining walls are necessary in two locations along the East Viking Blvd trail. Due to saving two large oak trees near the proposed concrete</p>	\$186,684.91	\$186,684.91

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
		<p>trail, block retaining walls are required to protect roots from being cut and elevation conflicts with the trail.</p> <p>This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.</p> <p>The Engineer in concurrence with the City of Wyoming, have agreed that a private power pole was required to be relocated due to the new trail alignment.</p> <p>This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.</p> <p>The Engineer in concurrence with the City of Wyoming, have agreed that reclaiming East Viking Blvd east of Polaris is more favorable than overlaying. This work now requires reclaiming, grading, and one additional lift of pavement.</p> <p>This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.</p> <p>The Engineer in concurrence with the City of Wyoming, have agreed that seeding and blanket is more favorable than sodding. Included in this work is soil prep, seeding, blanket, and fertilizer.</p> <p>This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.</p>		

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

RESOLUTION NO. 23-10-98

A RESOLUTION APPROVING PAYMENT FOR PAY VOUCHER #4 TO DRESEL CONTRACTING FOR THE 2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT IN THE AMOUNT OF \$524,849.74.

WHEREAS, the City of Wyoming entered into a Contract with Dresel Contracting, Inc. to complete the 2023 East Viking Boulevard Improvement Project; and.

WHEREAS, the City Engineer, Mark Erichson, has inspected and approved the work on this project.

NOW, THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the "Payment of Pay Voucher #4" in the amount of \$524,849.74 to Dresel Contracting, Inc. for the 2023 East Viking Boulevard Improvement Project.

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 17TH DAY OF OCTOBER 2023.

CITY OF WYOMING

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

Request for Council Action

Date: October 13, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Preparing for EAB Grant

Method: Consent

Background Information:

The City of Wyoming was awarded \$40,000 through the Minnesota Department of Natural Resources' Preparing for Emerald Ash Borer (EAB) Grant in 2022. The City has committed to removing thirty emerald ash trees, ten per year of the grant, during the grant's duration. Hugo's Tree Care was on site in September to remove and plant ten trees and has provided an invoice totaling \$26,500 for their work. The City will be reimbursed for costs spent up to the awarded \$40,000 with the remaining amount being paid through our General Tree Fund. This invoice will officially bring the total amount spent to \$55,000 with \$15,000 having come from the General Tree Fund. The grant will be concluded in 2024 with the removal and planting of ten additional trees, which will also be conducted by Hugo's Tree Care.

RESOLUTION NO. 23-10-99

A RESOLUTION AUTHORIZING PAYMENT TO HUGO'S TREE CARE FOR TREE REMOVAL, STUMP GRINDING, AND TREE PLANTING IN THE AMOUNT OF \$26,500

WHEREAS, the City was awarded \$40,000 by the Minnesota Department of Natural Resources' through the 2022 Preparing for Emerald Ash Borer (EAB) Grant,

WHEREAS, the City has agreed to remove and replant thirty (30) trees as a part of the Preparing for EAB Grant,

WHEREAS, on October 2, 2023 Hugo's Tree Care removed ten (10) trees, ground ten (10) tree stumps, and replanted ten (10) trees as a part of this grant,

WHEREAS, the City has received an invoice from Hugo's Tree Care for work completed in the amount of \$26,500,

WHEREAS, the City of Wyoming's Purchasing Policy requires council approval for all purchases in excess of ten thousand dollars with several exceptions including emergency purchases that protect life, health and safety, and

THEREFORE BE IT RESOLVED, the City of Wyoming authorizes payment to Hugo's Tree Care for carrying out work as related to the 2022 Preparing for Emerald Ash Borer Grant in the amount of \$26,500.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 17th DAY OF OCTOBER 2023.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

Forest Lake Masonic Lodge #344
119 - 8th Avenue SE
Forest Lake, MN 55025
<http://forestlakemasons.com>
forestlakemasons@gmail.com
651-587-3725



Date: 9/26/2023

To the members of the Wyoming City Council and Wyoming Police Dept.

The Brethren of Forest Lake Masonic lodge #344 are proud to inform you of our intention to donate seven (7) Fire Suppression Tools (FST) to the Wyoming Police Department. These Fire Suppression Tools will allow first responder officers at the scene of a fire to immediately deploy a tool that may stop or limit the damage caused by the fire. The FST's are a single use device, that require very little training to use, but can reduce the temperature in the fire zone by 1000 degrees in only 35 seconds. This device can potentially save lives and property. We hope that these will be put to good use and save lives in our community. The retail price of these units would be \$1000.00 each, for a total donation amount of \$7000.00. It should be noted that these devices also come with free online training to certify end users in proper use at no cost to the department.

Submitted by Br Hunter Cloutier, Master of Forest Lake Masonic Lodge

A handwritten signature in blue ink is located below the text. The signature is cursive and appears to read 'Hunter Cloutier'. It is written over a horizontal line that extends across the width of the signature.

RESOLUTION NO. 23-10-100

A RESOLUTION ACCEPTING A DONATION FROM FIREST LAKE MASONIC LODGE TO THE WYOMING POLICE DEPARTMENT

WHEREAS, The City of Wyoming is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to donate to the Wyoming Police Department

<u>Name of Donor</u>	<u>Donation</u>
Forest Lake Masonic Lodge	(7) Fire Suppression Tools

WHEREAS, The City Council finds it appropriate to accept the donations offered.

THEREFORE, BE IT RESOLVED, The City of Wyoming accepts the donation from the Forest Lake Masonic Lodge of seven (7) fire suppression tools for a total donation amount of \$7,000.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 17th DAY OF OCTOBER 2023

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator



Request for Council Action

Date: October 12, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Transfer of Funds from the General Fund to the Capital Revolving Fund

Method: Consent Agenda

Background Information:

The City of Wyoming has a general reserve fund balance policy that calls for a minimum of 55% General Fund (Fund 101) reserves. In 2018 the City of Wyoming created the Capital Revolving Fund to provide future funding for capital expenditures. The funding for the Capital Revolving Fund comes from the transfer of any excess in the city's general fund balance. Currently the unassigned General Fund balance at December 31, 2022 is \$2,436,541 which is 58% of the 2023 General Fund expenditure budget.

Staff is recommending the City Council of the City of Wyoming, Minnesota that the transfer from the General Fund (101) unassigned balance of \$128,340 be transferred to the Capital Revolving Fund (401) for future capital purchases.

Recommendation: The Wyoming City Council approves Resolution 23-10-101 a resolution approving the transfer of funds from the general fund to the Capital Revolving Fund.

RESOLUTION NO. 23-10-101

**A RESOLUTION APPROVING THE TRANSFER OF FUNDS FROM THE
GENERAL FUND TO THE CAPITAL REVOLVING FUND**

WHEREAS, the City of Wyoming has completed its 2022 financial audit: and

WHEREAS, the City's Fund Balance Policy states that any excess unassigned fund balance above 55% of the next year's budgeted expenditures shall be allocated out of the General Fund to maintain an adequate level of fund balance; and

WHEREAS, the unassigned General Fund balance at December 31, 2022 is \$2,436,541 which is 58% of the 2023 General Fund expenditure budget;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wyoming, Minnesota that the transfer from the General Fund (101) unassigned balance of \$128,340 be transferred to the Capital Equipment Fund (401) for future capital purchases.

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 17TH OF OCTOBER, 2023.

CITY OF WYOMING

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: October 13, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Personnel Policy Update

Method: Consent Agenda

Background Information:

At the August 15, 2023 Wyoming City Council Meeting the council approved the creation of the Reserve Cadet Officer (RCO) position. As part of the position the city of Wyoming's Personnel Policy needed to be updated in the "Tuition Reimbursement" section as this position differs from the existing policy. The policy change has been updated and reviewed by the city attorney. The redlined personnel policy is attached and has been updated under Section 22.07 Tuition Reimbursement to include the following new language:

This section does not apply to a Reserve Cadet position in the Wyoming Police Department, which positions shall be entitled to reimbursement in accordance with the terms of separate Wyoming Police Department Reserve Cadet Officer Agreement as approved by the City Administrator.

Recommendation: To approve the updates the City of Wyoming Personnel Policy



Personnel Policy

2022

Contents

Article I.	Introduction	6
Section 1.01	Scope	6
Section 1.02	Equal Employment Opportunity	6
Section 1.03	Data Practices Advisory.....	7
Section 1.04	Media Requests.....	7
Article II.	Definitions	8
Article III.	Citywide Work Rules and Code of Conduct	11
Section 3.01	Essential Functions of all City Employment	11
Section 3.02	Employee Ethics/ Conflicts of Interest	12
Section 3.03	Personal Communications and Use of Social Media.....	13
Section 3.04	Employee Standards of Behavior	13
Section 3.05	Attendance and Absence	14
Section 3.06	Access to and Use of City Property	15
Section 3.07	Appearance	16
Section 3.08	Falsification of Records	16
Section 3.09	Whistleblower Protections	16
Section 3.10	Political Activity.....	17
Section 3.11	Smoking.....	17
Section 3.12	Personal Telephone Calls	17
Section 3.13	Nepotism.....	17
Section 3.14	Access to Gender-Segregated Activities and Areas	18
Article IV.	Employee Recruitment and Selection	18
Section 4.01	Recruitment	18
Section 4.02	Testing and Examinations	19
Section 4.03	Pre-Employment Medical Exams	19
Section 4.04	Selection Process	20
Section 4.05	Background Checks	20
Section 4.06	Current Employee Criminal Conviction Notification.....	20
Section 4.07	Probationary Period	21
Section 4.08	Employee Orientation.....	21
Article V.	Hours of Work.....	21

Section 5.01	Core Hours	22
Section 5.02	Meal Breaks and Rest Periods.....	22
Section 5.03	Adverse Weather Conditions	22
Section 5.04	Flexible Working Hours	22
Article VI.	Compensation	23
Section 6.01	In General.....	23
Section 6.02	Assigning and Scheduling Work	23
Section 6.03	Job Descriptions	23
Section 6.04	Job Classifications	23
Section 6.05	Reclassification.....	23
Section 6.06	Layoff.....	24
Section 6.07	Wage Disclosure.....	24
Section 6.08	Acting Role Compensation.....	24
Article VII.	Time Recording and Employee Pay.....	24
Section 7.01	Pay Days	24
Section 7.02	Direct Deposit	25
Section 7.03	Time Reporting.....	25
Section 7.04	Improper Deduction or Overpayment Policy.....	25
Section 7.05	Overtime and Compensatory Time.....	25
Section 7.06	Exempt (non-overtime eligible) Employees.....	26
Article VIII.	Employee Records.....	27
Section 8.01	File Retention	27
Section 8.02	Accessing Personnel Documents	27
Section 8.03	Performance Review	28
Article IX.	Benefits	28
Section 9.01	Overview	28
Section 9.02	Health, Dental, and Life Insurance.....	29
Section 9.03	Retirement/PERA	29
Section 9.04	Holidays.....	29
Section 9.05	Post-Employment Health Care Savings Plan.....	31
Article X.	Leaves of Absence.....	31
Section 10.01	Sick Leave	31

Section 10.02	Safety Leave	33
Section 10.03	Vacation Leave	33
Section 10.04	Funeral Leave	34
Section 10.05	Military Leave.....	34
Section 10.06	Jury Duty	35 3534
Section 10.07	Court Appearance	35
Section 10.08	Victim or Witness Leave.....	35
Section 10.09	Job Related Injury or Illness	35
Section 10.10	Pregnancy and Parenting Leave.....	36 3635
Section 10.11	Administrative Leave.....	36
Section 10.12	School Conference Leave	36
Section 10.13	Bone Marrow/Organ Donation Leave.....	36
Section 10.14	Elections/Voting.....	37 3736
Section 10.15	Regular Leave Without Pay	37
Section 10.16	Reasonable Work Time for Nursing Mothers	37
Section 10.17	Light Duty/Modified Duty Assignment	38 3837
Section 10.18	Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy	38
Article XI.	Leave for Medical Purposes with Reinstatement Rights	39 3938
Section 11.01	Eligibility	39
Section 11.02	Types of Leave Covered	39
Section 11.03	Length and Amount of Leave	40 4039
Section 11.04	How Leave May Be Taken	40
Section 11.05	Procedure for Requesting Leave and Notice	40
Section 11.06	Certification and Documentation Requirements.....	41
Section 11.07	Annual Medical Certification and Recertification	41
Section 11.08	Reinstatement.....	42 4241
Section 11.09	Group Health Insurance and Other Benefits, Concurrent Leave and Substitution of Paid Leave	42 4241
Section 11.10	Failure to return to work.....	43 4342
Section 11.11	Activities prohibited during leave	44 4442
Article XII.	Sexual Harassment Prevention	43
Section 12.01	Applicability.....	43

Section 12.02	Scope	43
Section 12.03	Expectations	44
Section 12.04	Reporting Procedures, Confidentiality, and Anti-Retaliation	44
Article XIII.	Respectful Workplace Policy	44
Section 13.01	Abusive Customer Behavior	<u>4544</u>
Section 13.02	Types of Disrespectful Behavior.....	45
Section 13.03	Reporting Procedures, Confidentiality, and Anti-Retaliation	45
Article XIV.	Workplace Violence	<u>4645</u>
Article XV.	Reporting Procedure for Violations of Equal Opportunity, Sexual Harassment Prevent, Respectful Workplace, and Violence Policies	46
Section 15.01	General Reporting Requirements	46
Section 15.02	Special Reporting Requirements.....	47
Section 15.03	Responsibilities of Supervisors.....	48
Section 15.04	Investigation.....	49
Section 15.05	Statute of Limitations.....	49
Article XVI.	Anti-retaliation for reporting violations of workplace policies.....	49
Article XVII.	Confidentiality of reporting violations of workplace policies	50
Article XVIII.	Handling citizens' complaints.....	<u>5150</u>
Article XIX.	Separation from Service.....	51
Section 19.01	Resignations	51
Section 19.02	Severance pay	51
Section 19.03	Continuation of insurance benefits upon separation	<u>5251</u>
Article XX.	Discipline	<u>5251</u>
Section 20.01	Operational philosophy for employee discipline	<u>5251</u>
Section 20.02	No Contract Language Established	52
Section 20.03	Disciplinary Process.....	52
Section 20.04	Oral Reprimand	<u>5352</u>
Section 20.05	Written Reprimand	53
Section 20.06	Suspension With or Without Pay	53
Section 20.07	Demotion and/or Transfer	54
Section 20.08	Withholding Salary	54
Section 20.09	Dismissal.....	54
Article XXI.	Grievance Procedure.....	<u>5554</u>

Article XXII. Expense Reimbursements.....	55
Section 22.01 Job Related Training and Conferences.....	55
Section 22.02 Job Related Activities	56
Section 22.03 Out of State Travel	56
Section 22.04 Compensation for Travel.....	56
Section 22.05 Membership and Dues.....	56
Section 22.06 Travel and Meal Allowance	57 5756
Section 22.07 Tuition Reimbursement	57
Article XXIII. Outside Employment	57 5857
Article XXIV. Drug Free Workplace	58
Article XXV. City Driving Policy.....	59
Section 25.01 Personal Use of City Vehicles	59
Section 25.02 Take-home vehicles	60 6059
Section 25.03 Vehicle Collision	61 6160
Article XXVI. Cellular Phone Use	61
Section 26.01 Policy	61
Article XXVII. Safety	63 6362
Section 27.01 Reporting Accidents and Illnesses.....	63 6362
Section 27.02 Accidents involving defective equipment.....	64
Section 27.03 Possession and/or use of Dangerous Weapons.....	64
Acknowledgment	65

Article I. Introduction

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Wyoming. These policies should not be construed as contract terms for any City employees. No supervisor or City representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to these provisions. These policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current City policy at all times. Except as otherwise prohibited by law, the City of Wyoming has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Section 1.01 Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected officials;
2. City attorney;
3. Members of City boards, commissions, and committees;
4. Consultants and contractors; and
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an informational guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring, and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

Section 1.02 Equal Employment Opportunity

The City of Wyoming strives to provide full and equal opportunities for every person in all areas related to employment, training, promotion, and compensation within the City government. To this end, the City upholds the principle that no individual shall be discriminated against with respect to compensation, terms, conditions, or other privileges of employment because of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, lawful participation in the Minnesota Medical Cannabis Patient Registry, or any other status protected by federal, state, or local law.

Maintaining a work environment free from discrimination is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately. **See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.**

The City has a respectful workplace and sexual harassment policy contained in Articles 12 and 13.

Section 1.03 Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc. Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Numerous types of data are categorized as private, non-public, or confidential under the Minnesota Government Data Practices Act. In many circumstances, data may not be disclosed except with authorization of the subject of the data or pursuant to court order. To ensure that the Data Practices Act is not violated, employees are strictly prohibited from disclosing to a third party, within or outside the City, any personnel data, data relating to pending civil legal actions, or any other data that might be classified as private, non-public, or confidential without the City Administrator's express authorization. Pursuant to the Minnesota Government Data Practices Act, the City Administrator shall be appointed by the City Council as the responsible authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City.

Section 1.04 Media Requests

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the city administrator.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator, Human Resources/Assistant City Administrator, or an employee's supervisor immediately. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

Except for routine events and basic information readily available to the public, all media requests for interviews or information are to be routed through the City Administrator. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or their designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a “routine” question, forward the request to the City Administrator. An appropriate response would be, “I’m sorry, I don’t have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as they can.” Then ask the media representative’s name, questions, deadline, and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: “The City finished street cleaning on 16 streets in the northwest corner of the City this past week” instead of “The City is doing a great job with street cleaning this year!” Corrections must be issued when needed.
- Generally, do not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City’s Facebook page: “My family visited Hill Park this weekend and really enjoyed the new band shelter.” Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Article II. Definitions

Appointing Authority: The Wyoming City Council.

Authorized Hours: The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee’s supervisor.

Benefits: Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees: Employees who are eligible for at least a pro-rated portion of City-provided benefits. Such employees must be year-round employees who are scheduled to work at least 20 hours per week.

Child: A child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child(ren)" is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster, or stepchild(ren).

Drug: Includes any “controlled substance” as listed in Schedules I through V of Section 202 of the Control Substances Act (21 U.S.C. § 812) and is further defined by regulation at 21 C.F.R. Sections 1300.11 through 1300.15 as well as is defined in Minn. Stat. § 152.01, subd. 4. They also include legal prescription drugs, which have not been prescribed to the employee by a licensed physician. Such substances include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack".

Core Hours: The core hours that all employees (exempt and non-exempt) are expected to work are 9 a.m. to 3:30 p.m., Monday through Friday. Police, fire, and public works employees do not have core hours, and work the schedules which are established by their supervisors.

Demotion: The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee’s former position.

Direct Deposit: As permitted by state law, all City employees are required to participate in direct deposit.

Employee: An employee is defined as any person holding a regularly compensated position for the City of Wyoming, including regular full time, part-time, temporary, and seasonal or any other classification, which is regularly compensated. Exclusions include City Council members and members of City Boards and Commissions.

Exempt Employee: Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FLSA: Fair Labor Standards Act which is a federal law regarding minimum wage and overtime compensation, classifying positions as exempt or non-exempt.

Full-Time Employee: Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Good Standing: Good standing refers to an employee who provides at least two weeks of written notice prior to voluntary resignation of employment. To be in good standing, employees must not be resigning under threat of termination, must not be on a performance improvement plan at the time of termination, and generally must not have received a discipline within six months prior to termination. Employees who resign in good standing may be eligible for additional benefits, as outlined within this policy. Employees who do not resign in good standing are not eligible for re-employment.

Hours of Operation: The City’s regular hours of operation are Monday through Friday, from 8 a.m. to 4:30 p.m.

Immediate Family: Family includes spouse, child(ren), parent, parent-in-law, brother, sister, grandparent, son-in-law, daughter-in-law, and grandchild(ren). Family also includes other persons residing in the employee’s residence who are financially dependent upon the employee. This policy shall also apply to persons related by blood or marriage residing in an employee's home.

Personal Interest: Interest is any direct or indirect monetary or material benefit accruing to a City employee as a result of a contract or transaction which is or may be the subject of an official act or action by or with the City (except for such transactions which would confer similar benefits to all other persons and/or property similarly situated). Interests include but are not limited to: (a) interests in an employee's family, (b) any business entity in which stock or legal beneficial ownership is in excess of one percent (1%) of the total stock, or legal ownership is controlled or owned directly or indirectly by the employee, (c) interest in any business entity in which the City employee is an officer, director, or employee, (d) interest in any person or business entity with whom a contractual relationship exists with the employee; provided that a contractual obligation of less than \$500 or a commercially reasonable loan or purchase made in the course of ordinary business shall not be deemed to create a conflict of interest.

Non-exempt Employee: Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-Time Employee: Employees who are regularly scheduled to work less than forty (40) hours per week in a year-round, ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Pay Period: A fourteen (14) day period beginning at 12 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

PERA (Public Employees Retirement Association): Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion: Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassification: A change in classification of an individual position by raising it to a higher job class, reducing it to a lower job class, or moving it to another class at the same level on the basis of significant changes in kind, difficulty or responsibility of the work performed in such a position.

Seasonal Employee: Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Spouse: Does not include unmarried domestic partners. If both spouses work for the City of Wyoming, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child(ren) or to care for a sick parent.

Temporary Employee: Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training: Is defined as any work related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole or in part by the City or while the employee is in a paid status with the City.

Transfer: Movement of an employee from one City position to another of equivalent pay.

Weapons: Weapons are things that are designed or used for inflicting bodily harm and/or physical damage. Examples include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek: A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

Article III. Citywide Work Rules and Code of Conduct

Section 3.01 Essential Functions of all City Employment

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the Wyoming, Minnesota. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

Honesty is an important organizational attribute to our City. Therefore, any intentional misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in City positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation very likely will be excluded from providing testimony for court cases thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the City of Wyoming. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

Section 3.02 Employee Ethics/ Conflicts of Interest

Employees shall not use their official position for personal gain, engage in any business or transaction or have a Personal Interest, direct or indirect, which is in conflict with the proper performance of their duties as a City employee. This policy is not all-encompassing in its definition of conflict of interest. Action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to inquiry.

No City employee shall engage in any act, which is in conflict, or creates an appearance of fairness or conflict with the performance of official duties. An employee shall be deemed to have a conflict if the employee:

1. Has any Personal interest in any sale to the City of any goods or services when such Personal Interest was received with prior knowledge that the City intended to purchase the property, goods, or services.
2. Solicits, accepts, or seeks a gift, gratuity, or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the City.
3. Participates in their capacity as a City employee in the issuing of a purchase order or contract in which they have a private pecuniary interest, direct or indirect, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the City.
4. Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the appearance of the above.
5. Directly or indirectly, gives or receives, or agrees to receive any compensation, gift, reward, commission or gratuity from any source except the City for any matter directly connected with or related to their official services as such employee with this City.
6. Discloses or uses, without authorization, confidential information concerning property or affairs of the City to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the City.
7. Has a Personal Interest in any legislation coming before the City Council and participates in discussion with or gives an official opinion to the City Council unless the employee discloses on the record of the Council the nature and extent of such interest.

No employee of the City shall request, use, or permit the use of City-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such City property is to be restricted to such services as are available to the City generally and for the conduct of official City business.

Authorized personal uses include taking an assigned City vehicle to lunch on workdays as needed, use of a City copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the City Administrator on a case-by-case basis.

Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the City, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the employee's ability to influence, directly or indirectly, any matter before the City. The employee will be guided in interpretation of this section by the distinction between a gift, gratuity, or favor given or received which

has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies include: a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; a sample or promotional gift of nominal value (\$25 or less).

There are very limited exceptions to what is considered a gift or gratuity. The exceptions include:

1. A plaque or similar memento recognizing an individual's services in a field of specialty or to a charitable cause.
2. A trinket or memento of insignificant value.
3. Informational materials of unexceptional value.
4. Food or beverage given at a reception, meal, or meeting away from your normal place of work by an organization before whom you are appearing to make a speech or answer questions as part of a program. All other gifts of food or beverage are prohibited.
5. Usual or customary gift giving among employees during the holiday season, birthdays, retirements, weddings, baby showers; rolls, cookies.

Interpretations of this policy shall be referred to Human Resources/Assistant City Administrator or to the City Administrator. The City Administrator or other designee of the City Council, except where otherwise designated within this policy, shall investigate, or cause to be investigated, all suspicions, allegations, and written complaints of unethical conduct. Complaints which are considered by the City Administrator to be serious may be referred to an Ethics Panel, composed of City employees appointed by the City Administrator. An ethics panel, when constituted, shall investigate and hear the complaint, and recommend to the City Administrator or other designee of the City Council any action deemed appropriate. Complaints or allegations which may be criminal in nature may be referred to an appropriate outside agency for investigation.

Section 3.03 Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their City employment. As City representatives, employees share in the responsibility of earning and preserving the public's trust in the City. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all City staff will carry out City functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation, or other protected categories. For more information on personal communications and social media use please refer to the City of Wyoming Social Media Policy.

Section 3.04 Employee Standards of Behavior

It shall be the duty of employees to maintain high standards of cooperation, efficiency and integrity in their work with the City. If an employee's conduct falls below standard, they may be subject to disciplinary action. Some general things for which an employee may be disciplined include, but are not limited to:

- Violation of any policies contained within this Personnel Policy.
- Reporting to work under the influence of intoxicants including, but not limited to,

alcohol, cannabis flower, cannabis product, lower-potency hemp edible, and hemp-derived consumer products, or nonprescription/illegal drugs, or using such substances while on City property.

- Failure to follow the orders of one's supervisor(s).
- Being absent from work without permission or failure to report to the supervisor or Department Head when one is absent.
- Being habitually absent or tardy for any reason.
- Failure to perform assigned work in an efficient or effective manner.
- Being wasteful of material, property, or working time.
- Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.
- Failure to observe proper security procedures.
- Conduct on the job that violates the common decency or morality of the community.
- Conviction of a felony or gross misdemeanor.
- Violating safety rules and regulations.
- Making false accusations so as to discredit other employees or supervisors.
- Removal of City money, merchandise, or property, including property in custody of the City without permission.
- Lying to supervisors in connection with your job.
- Dishonesty, including intentionally giving false information, intentionally falsifying records, or making false statements when applying for employment.
- Being on City premises during nonworking hours without permission.
- Divulging or misusing confidential information, including removal from City premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
- Accepting fees, gifts, or other valuable items in the performance of the employee's official duties for the City.
- Inability or unwillingness to perform the assigned job.
- Falsification of time records for payroll.
- Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses.
- The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a City employee.
- Other misconduct or actions unbecoming the employee.

Section 3.05 Attendance and Absence

The operations and standards of service in the City of Wyoming require that employees be at work unless extenuating circumstances warrant absence, or an employee has a position that has been approved to work remotely. Understanding and abiding by attendance requirements is an essential function of every City position.

Employees who need an absence away from work are required to notify their supervisor two weeks in advance in the case of planned absences and as soon as possible for an unplanned absence. In the event

of an unexpected absence, employees should call their supervisor at least thirty (30) minutes before the scheduled starting time, or as soon as possible upon knowing of the absence, and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where they can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.

Employees who are absent for two (2) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in Good Standing. The City may waive this rule in extenuating circumstances.

This policy does not preclude the City from administering discipline for unexcused absences of less than three days. Individual departments may establish more specific reporting procedures.

Section 3.06 Access to and Use of City Property

Unauthorized use or removal of City property and/or facilities or its conversion to personal use without Express authority or as allowed to the general public, may be cause for discipline up to and including discharge.

Use of City Property:

City-owned equipment is not available for personal use by employees. Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register their name and the serial number (if applicable) or identifying information about the equipment with their supervisor.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in Good Standing.

The computer and communications systems operated by the City for the conduct of business are the property and work environment of the City of Wyoming, and all Wyoming policies relating to personal conduct apply to access to and use of these resources. Employees should reference the City of Wyoming Computer Use Policy for more information.

Use of City Facilities

Employees, supervisors, or other persons may not use nor allow the use of any City facilities including personal property, lands, or buildings of the City of Wyoming for private interests except as generally allowed to the public. No City owned property shall be removed from any City Department land or building for any private use, purpose, or enjoyment, and no employee, supervisor, or other person shall

be in any building of the department after normal working hours, unless they are upon official department business or as otherwise allowed by the general public.

City equipment or facilities may be loaned to community and civic organizations. Approval for such use must be obtained from the City Council unless covered by a mutual aid agreement.

Section 3.07 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the City. City staff shall not enforce the City's dress code more strictly against transgender and gender diverse employees than other employees.

Section 3.08 Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies or for any other reason in the course of the employment with the City, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Section 3.09 Whistleblower Protections

An employee of the City who, in good faith, reports an activity that they considers to be illegal or dishonest in accordance with applicable law may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate City management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; other fraudulent financial reporting; and as defined by any other federal, state, or local law.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the City Administrator or Assistant City Administrator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the City's legal responsibility to protect employees who make complaints of illegalities within the workplace. Full investigations will be completed and employees will not face retaliation or reprisal for reports made in good faith.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply

with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact Human Resources/Assistant City Administrator or the City Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Section 3.10 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization

Section 3.11 Smoking

The City of Wyoming observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as smoke free, meaning that smoking in any form (through the use of tobacco products, cannabis products, or hemp-derived consumer products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees eighteen years old and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

Section 3.12 Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with City work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.

Section 3.13 Nepotism

It is the City's policy that immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to supervise, appoint, remove, discipline, determine the salary or evaluate the performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

Where business necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the business necessity shall be those, which have the least adverse impact on spouses or members of either sex. For example:

The exclusion should be limited to the job, work crew, shop or unit where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what their spouse does, then the employees

will be asked to determine which spouse shall keep the job. The City may require one spouse to quit 60 days after marriage if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the City and the employees.

Section 3.14 Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms, or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. In cases where the City maintains separate restroom and/or changing facilities for male and female employees, the City allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the City will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

Article IV. Employee Recruitment and Selection

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for final hiring decisions and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Section 4.01 Recruitment

All appointments in the municipal service shall be made according to job-relevant qualifications, merit, and fitness as determined by the City Council considering the recommendation of the City Administrator and Department Heads. The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

The basic recruitment and selection policies of the City are to take whatever measures necessary to seek out and to encourage properly qualified individuals to apply for positions of City service and to provide assurance that the best qualified applicants are properly inducted into municipal service. Competition for positions shall be open to all applicants who meet the qualifications established for the class of position for which application is made. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position. No person shall in any way be favored or discriminated against because of race, color, creed, age, marital status, sex, political opinion or affiliation, disability, sexual orientation, or welfare assistance status.

In making a selection among candidates to fill vacancies, the City may use written, oral, or performance tests, an evaluation of training and experience, or any combination of these. Investigations of background,

character, education, experience, or physical fitness may also be required subject to applicable law. The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file unless otherwise required by law.

Application for employment will generally be made online or by application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Section 4.02 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test, or interview; performance or demonstrative test; physical agility test; or another appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in Good Standing with the City, as determined by the discretion of the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications as set forth in the position posting.

Section 4.03 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City (psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate

either is or is not medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a cannabis, drug, and alcohol test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, they will be notified of this determination.

Section 4.04 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal, and temporary employees may be terminated by the supervisor at any time, subject to City Council approval. The City has the right to make the final hiring decision based on qualifications, abilities, experience, and City of Wyoming needs.

Section 4.05 Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator will determine the level of background check to be conducted based on the position being filled.

Section 4.06 Current Employee Criminal Conviction Notification

Upon implementation of this policy, it is the duty of all incumbents to affirmatively notify the City Administrator's office in writing of any criminal conviction that occurred any time after the implementation of this policy. The conviction must be reported within two weeks after it is officially entered into court records. For purposes of this policy, conviction includes any conviction which has not been expunged and for which a jail sentence could have been imposed.

Upon notification of a conviction, the City Administrator's office will consult with the appropriate representative from the City of Wyoming Police, and the City's legal representative, to determine if the conviction is related to the employee's job. The City may take action to terminate the employee, based on the seriousness of the offense and in accordance with applicable law.

Intentional failure of the employee to notify the City of a criminal conviction that occurs after the effective date of this policy may be grounds for employment sanctions up to and including termination, regardless of when the omission is discovered. Such failure to notify may be grounds for termination regardless of the nature of the conviction.

An employee whose background check reveals convictions for offenses covered under MN Stat. 299C, that would disqualify them from employment, shall not be removed from their current position unless the check reveals information not previously known which is related to their ability to successfully perform the duties of their current job.

Section 4.07 Probationary Period

A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work.

An employee serving their initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Section 4.08 Employee Orientation

The Payroll/Bookkeeper will distribute and explain the various enrollments forms, etc. that must be filled out. Each new employee will be provided with information on employee benefits, City policies and operations.

The supervisor provides additional information to the new employee, including:

1. Work standards and regulations;
2. Hours of work, time cards or reports, leave requests;
3. Duties of the position;
4. Safety rules and procedures, location of safety or protective equipment;
5. Tour of the work area, including location of equipment, supplies, etc.;
6. Introduction to co-workers;
7. Schedule for lunch and breaks;
8. When and whom to report absence from work;
9. Who is responsible for performance planning and review.

Article V. Hours of Work

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the City Administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

City Hall will maintain office hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. Department Heads should schedule staff to provide coverage and keep offices open during those hours.

For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

Section 5.01 Core Hours

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours of 9 a.m. to 3:30 p.m., Monday through Friday, unless away from the work site for a work-related activity or on approved leave. Full-time employees (exempt and non-exempt) employees are allowed to schedule the remainder of their shift on either side of the “core hours” so long as they ensure they are completing their full shift.

Section 5.02 Meal Breaks and Rest Periods

A paid fifteen-minute break is allowed within each four consecutive hours of work. An unpaid thirty-minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by not taking these breaks.

Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen-minute break. Exceptions must be approved by the supervisor or City Administrator.

Departments with unique job or coverage requirements and/ or who are covered by a Collective Bargaining Agreement may have additional rules, issued by the supervisor and subject to approval of the City Administrator and/or as outlined in contract, on the use of meal breaks and rest periods.

Section 5.03 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions. Decisions to cancel any departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the City Administrator. A decision to close down City operations will not result in a deduction of employee benefits. Employees on paid leave will still be charged with time off from the appropriate leave (e.g. vacation, sick, etc.) if the leave occurs on a City declared storm day.

Section 5.04 Flexible Working Hours

A department head may authorize a modification of an employee’s work schedule, upon approval of the City Administrator, to an alternative schedule wherein the usual number of hours are worked, but starting and quitting time vary, provided the scheduling does not in any way impair the City’s ability to serve the public or create a need for additional personnel or unnecessary overtime.

Article VI. Compensation

Section 6.01 In General

A salary schedule shall be adopted by the City Council and shall apply to all employees not covered by a labor contract. Employees covered by labor contract shall be compensated as referenced in the agreement. Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

In addition to compensation, an employee may be eligible for reimbursements pursuant to Article 21.

Section 6.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

Section 6.03 Job Descriptions

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator. The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Section 6.04 Job Classifications

The City will establish and maintain a Position Classification Plan so that all positions substantially similar with respect to the type, difficulty, and responsibility of work are included in the same class. For each class of positions there shall be:

- a) A class title description of duties or positions within the class;
- b) A written class description that explains the nature of the work responsibilities of the positions within the class;
- c) Examples of work which are illustrative of the duties of the positions allocated to the class;
- d) Position requirements such as the knowledge, abilities, and skills necessary for performance of the work; and
- e) A statement of experience and training desirable for recruitment into the class.

Section 6.05 Reclassification

Revision of position descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes. It shall be the duty of the City Administrator to examine the nature of all positions and to allocate them to existing or newly created classes, to make changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions, and to periodically review the entire classification plan and recommend appropriate changes in the allocations or in the classification plan.

Section 6.06 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

Section 6.07 Wage Disclosure

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The City cannot retaliate against an employee for disclosing their own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the City and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Section 6.08 Acting Role Compensation

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Article VII. Time Recording and Employee Pay

Section 7.01 Pay Days

Paydays are bi-weekly and all employees (full and part time) are paid through the end of the last pay period. For accounting purposes, a standard work week shall begin at 12:00 a.m. on Monday, and end at 11:59 p.m. the following Sunday and there shall be at least a three-day period from the end of the last pay period before paychecks are issued to the employees for that pay period. Any adjustments due to overtime, salary changes, deductions, or absences without pay, etc. will generally be adjusted the following payday. Each employee of the City will receive a statement with paycheck that states gross earnings for that period, the deductions for Federal, State, P.E.R.A., Insurance and employee deductions, along with the net amount paid. Any further deductions desired should be requested by the employee to the payroll supervisor. Every effort will be made to honor reasonable payroll deduction requests. The payroll supervisor must be notified immediately of any changes affecting your payroll records (such as address changes, number of exemptions claimed, marital status, etc.). When paydays fall on a holiday, checks are normally issued the work day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Section 7.02 Direct Deposit

As allowed for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the Finance Department of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

Section 7.03 Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Section 7.04 Improper Deduction or Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, they should immediately contact their supervisor. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The City will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required.

Section 7.05 Overtime and Compensatory Time

The City of Wyoming has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, may be required to work overtime as requested by their supervisor. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. All overtime must be authorized in advance

by the employee's supervisor. An employee who works overtime without prior approval may be subject to disciplinary action.

All overtime eligible employees will be compensated at the rate of one and one-half times their base hourly rate for hours worked over 40 in one workweek (except certain public safety employees working an extended workweek). Vacation and sick leave hours do not count toward "hours worked" for purposes of overtime. Holiday hours will count toward "hours worked." Overtime hours earned can be converted to equivalent hours of comp-time not to exceed 10 hours unless provided by union contract.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Only 20 hours of compensatory time can be carried over from one year to the next. Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used.

The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time.

Section 7.06 Exempt (non-overtime eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

Unless otherwise allowed or disallowed by law, the City of Wyoming will only make deductions from the weekly salary of an exempt employee in the following situations:

1. The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
2. The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but they are either not yet qualified to use the paid leave or they have exhausted all of their paid leave.
3. The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of their paid leave or a situation where the employee does not earn paid leave).

4. The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
5. The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
6. The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
7. The City of Wyoming may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

Article VIII. Employee Records

Section 8.01 File Retention

Official personnel files will be maintained by the City Administrators Office in accordance with applicable law and retention requirements, which will include all material of a confidential nature to including, but not limited to:

- Employment Contracts
- Permanent Documents
- Employee application
- Job description and specification information
- Job performance ratings and evaluations
- Education/training information
- Personnel action forms
- Temporary Documents
- Personnel documents (maintained for 3 years unless otherwise provided pursuant to labor agreement)
- Administrative correspondence relating to leave/vacation requests
- All other administrative documents of limited informational life span
- Letters of appreciation, commendation, or discipline
- Establishment of procedures for the release and accessibility of information and audit of the personnel files.

Section 8.02 Accessing Personnel Documents

Personnel documents will be retained and disclosed pursuant to the Minnesota Government Data Practices Act.

Unless allowed by law, access to information contained in the personnel file will be limited to the City

Administrator, Assistant City Administrator, respective Department Heads, Legal Counsel, immediate supervisor and individual employees. Files pertaining to employees who are candidates of interdepartmental transfer will be accessible by the prospective gaining Department Head. Department Heads are responsible for the forwarding of documents for inclusion in the personnel files of those employees assigned to their department.

Separate personnel files shall not be maintained by individual departments. Employees are guaranteed the rights and remedies provided under Minnesota Statutes §§181-960-181.965 as it pertains to violations of the above policy.

Section 8.03 Performance Review

An employee's immediate supervisor will conduct a performance appraisal on an annual basis or more frequently if prescribed by the City Administrator or the employee's Department Head. The performance appraisal will be used for identifying problem areas in an employee's performance, identifying the need for further training and development and as a factor in granting performance pay increases and promotions. The performance appraisal will be in writing and shall be signed by the employee and the supervisor, copies of which will be available to the employee upon request.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. The form, with all required signatures, will be retained as part of the employee's personnel file.

In addition to annual performance evaluations, employees will be evaluated at the completion of the Probationary Period or any time the employee's supervisor or Department Head believes it is in the best interest of the employee and/or the City to conduct an evaluation.

Article IX. Benefits

Section 9.01 Overview

In addition to good working conditions and competitive pay, it is the City's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs the City provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Assistant City Administrator/HR. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the

determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, the City (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the City intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

These policies are not meant to modify or replace any benefits available as part of a collective bargaining agreement. The benefits in a collective bargaining agreement will control if there is any difference.

In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties

If employees have any questions regarding benefits, they should contact the Assistant City Administrator/HR.

Section 9.02 Health, Dental, and Life Insurance

The City makes a competitive monthly contribution toward group health, dental, and life insurance benefits. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the City.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the Assistant City Administrator/HR.

Section 9.03 Retirement/PERA

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The City and the employee contribute to PERA each pay period as determined by state law. For information about PERA eligibility and contribution requirements, contact the Assistant City Administrator/HR.

If an employee leaves employment with the City before retirement and they desire to withdraw the amount they have contributed to PERA (employees may not receive the portion paid by the City; it remains with PERA), the employee may request such a refund, usually with interest. Withdrawal forfeits any potential retirement payments which the contributions may have earned for the employee. To be eligible for PERA benefits, employees must be a member for a minimum of three years.

Each year employees will receive correspondence from PERA detailing contributions and other pertinent retirement information. Employees should review the yearly information carefully to keep up-to-date on the benefits accrued through the retirement fund.

Section 9.04 Holidays

Full-time employees will be paid for the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve -1/2 day (4 hours)**
Christmas Day
New Year's Eve -1/2 Day (4 hours)**
Floating Holiday- 2 days (16 hours)

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Holidays occurring on a Saturday will be observed the preceding Friday and holidays occurring on Sunday will be observed on the following Monday, assuming a Monday through Friday work week. Employees shall receive eight (8) hours of time off for each holiday and four (4) hours of time off for each half-day holiday.

**In those years when Christmas Day and New Year's Day fall on a Tuesday, Wednesday, Thursday or Friday employees shall receive ½ day (4) hours off for both Christmas Eve and New Year's Eve. In those years that Christmas Day and New Year's Day fall on a Saturday, Sunday or Monday the ½ day (4) hours for both Christmas Eve and New Year's Eve will not be granted. Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four hours thereafter.

Use of a Floating Holiday is subject to continuous full-time employment by the City of more than four months in a calendar year and supervisor approval. Unused floating holidays are not paid to terminated employees and may not be carried over to the next year.

Employees shall receive holiday pay provided they worked or were on approved paid leave the regularly scheduled work day before and after the holiday.

When a holiday falls during an employee's vacation, the employee will not be charged with vacation but the hours will be charged against holiday leave.

Although the City prefers that personnel enjoy the observed holidays, business emergencies may arise. Non-exempt hourly employees required to work on a recognized holiday will be paid at one and one-half times

(1-1/2) their regular base rate of pay in addition to their regular holiday pay. Compensatory time-off may be taken in lieu of payment.

Section 9.05 Post-Employment Health Care Savings Plan

A. City Employees other than department heads

All City of Wyoming employees with the exception of department heads are required to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Sup. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan documents.

Upon separation of service in good standing, employees sick leave shall be deposited into the employee's HCSP as follows:

- Employees with under five (5) years of service will forfeit all sick time.
- Employees with at least five (5) years of service but less than (10) years of service shall receive 50% of the employee's sick leave;
- Employees with ten (10) or more years of service shall receive 100% of the employee's sick leave (up to a maximum of 750 hours.)

If the employee dies prior to having the payment deposited, the payment will be paid out in cash and will not be eligible for the HCSP. This policy will remain in effect for all department heads for a minimum of two years.

B. Department Heads

All City of Wyoming city administrator and department head contracts are also required to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Sup. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan documents.

For department heads who leave in Good Standing, upon separation of service, 100% of the department head's sick leave (up to a maximum 750 hours) shall be deposited into the employee's HCSP.

Article X. Leaves of Absence

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., leave under Article 11 could also apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 10.01 Sick Leave

Sick leave is an authorized absence from work with pay, granted to qualified full-time and part-time employees.

Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during any unpaid leave of absence. Full-time employees shall accrue sick time at a rate of eight (8) hours for each calendar month. For Employees hired after February 1, 2003, the maximum amount of sick leave that they can accrue is 1,280 hours. For Employees hired after April 1, 2022, the maximum amount of sick leave that they can accrue is 750 hours.

After maximum accrual is reached, an Employee will not continue to earn sick leave until falling below the maximum accrual threshold.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental, or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that their presence at the workplace could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee must:

- Communicate with their immediate supervisor, as soon as possible after the scheduled start of the workday, for each and every day absent; if an emergency prevents the employee from notifying their supervisor at such time, the employee is expected to call as soon as possible during the work day.
- Employees are required to keep their supervisor informed of their condition and anticipated return to work.
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination. Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave. Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator. Sick leave cannot be transferred from one employee to another. Earned sick leave has no cash value upon termination or retirement except as provided in Section 9.05, above.

If any specific provisions of this policy conflicts with any current employment contract or union agreement, the union agreement or employment contract will prevail.

Section 10.02 Safety Leave

Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

Section 10.03 Vacation Leave

Paid vacation time is provided for regular full-time employees.

Vacation time shall be earned based on the following consecutive years of full-time service.

Upon Completion of

1 YEAR	80 HOURS
2 YEARS	80 HOURS
3 YEARS	80 HOURS
4 YEARS	120 HOURS
5 YEARS	120 HOURS
6 YEARS	120 HOURS
7 YEARS	120 HOURS
8 YEARS	120 HOURS
9 YEARS	160 HOURS
10 YEARS	160 HOURS
11 YEARS	160 HOURS

12 YEARS	160 HOURS
13 YEARS	160 HOURS
14 YEARS	160 HOURS
15 YEARS	200 HOURS

Employees covered by a labor agreement shall earn vacation benefits according to the contract. Eligible employees must obtain written approval from their Department Head prior to taking vacation time. Paid vacation is not available to employees until they have completed the probationary period unless otherwise authorized by the City Administrator.

Employees with more than one (1) year of service who leave employment by reason of death, disability, retirement, dismissal, or resignation will be paid for their accrued unused vacation time.

Employees can carry over up to 80 hours of accrued vacation at year end, anything in excess of 80 hours will be forfeited.

For the purpose of determining an employee’s vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Requests for vacation must be received at least forty-eight hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee. Vacation leave cannot be converted into cash payments except at termination.

If any specific provisions of this policy conflicts with any current employment contract or union agreement, the union agreement or employment contract will prevail.

Section 10.04 Funeral Leave

Full-time employees may be granted a maximum of three working days for funeral leave in the event of death in the employee's immediate family. Immediate family will mean employee's spouse, child(ren), grandchild(ren), parents, grandparents, brothers or sisters of the employee and employee's spouse.

Additional time off for funeral leave may be granted by the City Administrator for unusual and extenuating circumstances, and shall be charged to the employee’s vacation time.

Employees on an otherwise unpaid leave of absence will not be entitled to leave under this provision.

Section 10.05 Military Leave

The City values military personnel and their families. To that end, the City will comply with all applicable law as it relates to time off, reemployment rights, and any other benefits available to military personnel and their families.

Employees should give management as much advance notice of their need for military leave as possible in accordance with law, so that the City can maintain proper coverage while employees are away.

Section 10.06 Jury Duty

Regular full-time and part-time employees not otherwise on an unpaid leave of absence will be granted up to 30 days of paid leave for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Any time necessary for jury duty beyond 30 days will be unpaid although employees can choose to use accrued leave. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, they will receive compensation for the jury duty time.

Section 10.07 Court Appearance

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Section 10.08 Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family members include parent, spouse, child(ren) or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

Section 10.09 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify their supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Section 10.10 Pregnancy and Parenting Leave

Employees who work twenty hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Employees are eligible for up to 12 weeks of unpaid leave for prenatal care, incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child(ren). Leave and must begin within twelve months of the birth or adoption of the child(ren). In the case where the child(ren) must remain in the hospital longer than the mother, the leave must begin within 12 months after the child(ren) leaves the hospital. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any leave under Article 11 remaining at the time this leave commences, this leave will also count as Article 11 leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also qualifying under Article 11).

Section 10.11 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council, unless applicable laws or contracts require payment.

Section 10.12 School Conference Leave

Any employee who has worked half-time or more may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the City. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Section 10.13 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Section 10.14 Elections/Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided the employee gives the City at least twenty days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Section 10.15 Regular Leave Without Pay

The City Administrator may authorize leave without pay for up to thirty days. Leave without pay for greater periods may be granted by the City Council.

Typically, employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental, and life insurance may be continued, if approved by the City Council, for leaves of up to ninety days when the leave is for medical reasons and Article 11 leave has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, funeral leave, voting leave, vacation leave, or any other forms of paid leave. Employees who are working reduced hours while on this type of leave will receive holiday and funeral pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave under Article 11 or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or leave under Article 11, will generally not be guaranteed to return to the original position unless agreed to by the City Administrator in writing prior to initiation of leave. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

Section 10.16 Reasonable Work Time for Nursing Mothers

Nursing mothers and lactating employees will be provided reasonable break times to express milk for her infant child during the twelve months following the birth of the child, unless it would cause undue business disruption. The paid break time must, if possible, run concurrently with any break time times already provided. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Section 10.17 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of their job due to a temporary disability, they will notify Human Resources/Assistant City Administrator in writing as to the nature and extent of the disability and the reason why they are unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements, and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator. The City may require additional information, including a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions if allowed by law.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis.

If the City offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if they refuse such work.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time, except as required by law.

Section 10.18 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent restroom, food, and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates that the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

Article XI. Leave for Medical Purposes with Reinstatement Rights

The City recognizes that employees may need to take medical leave for themselves and/or family members and recognizes the importance of being able to take this leave without fear of losing employment. For this reason, the city has created this unpaid leave.

While the Family and Medical Leave Act applies to the City of Wyoming, because the City does not have more than 50 employees employed at one location or within 75 miles of one location, *no employees are eligible for FMLA coverage*. As such, the City has created this policy to provide a similar, but not identical coverage for purposes of medical leave. This policy shall be solely governed by the content herein as well as full and final interpretation from the City. This policy is not an adoption of FMLA and while the City *may* look to the FMLA for guidance of interpretation, the City shall have the sole discretion for interpretation irrespective of the FMLA.

Section 11.01 Eligibility

To qualify to take leave under this policy, an employee must meet all the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (“FLSA”) determine the number of hours worked by an employee. The 1250 hours include only on-the-clock hours worked and do not include leave, PTO, or vacation hours.

Section 11.02 Types of Leave Covered

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child(ren), including prenatal care, or placement of a child(ren) with the employee for adoption or foster care;
- To care for a spouse, child(ren), or parent who has a serious health condition or
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position

“Spouse” for purposes of this policy does not include domestic partners or common-law spouses.

“Caring for” for purposes of this policy includes psychological and well as physical care. It also includes acquiring care and sharing care duties.

“Parent includes a biological parent or a person who stood in the place of a parent.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- **Hospital Care:** Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- **Pregnancy:** Any period of incapacity due to pregnancy, prenatal medical care or childbirth;

- **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- **Permanent/Long-Term Conditions Requiring Supervision:** An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity; and
- **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

Section 11.03 Length and Amount of Leave

The length of leave under this policy is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a rolling basis measured backward from the date leave is taken and continues with each additional leave day taken. If the employee returns to work within 12 weeks following a family/ medical leave, they will be reinstated to their former position or an equivalent position with equivalent pay, benefits, status and authority.

The entitlement to FMLA leave for the birth or placement of a child(ren) for adoption expires twelve (12) months after the birth or placement of that child(ren).

If the City employs both spouses, the combined total leave under this policy to which they will be entitled together will be 12 weeks in any 12-month period if the leave is taken as (1) a Family Illness Leave to care for the employee's parent or (2) Birth, Adoption and Child Care Leave.

Section 11.04 How Leave May Be Taken

Leave may be taken for 12 (or less) consecutive weeks and may be used in block time or to reduce the workweek or workday, resulting in a reduced hour schedule. Generally, leave is not allowed on an intermittent or unplanned basis such as a day periodically when needed. In all cases, the leave may not exceed a total of 12 workweeks.

If an employee is taking leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the reduced schedule.

Reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child(ren) only with the City's approval.

Section 11.05 Procedure for Requesting Leave and Notice

All employees requesting Leave under this policy must provide written notice of the need for the leave to the Assistant City Administrator/Human Resources. An employee is required to give 30 days' notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form, which may be obtained from the City Administrator and/or Assistant City Administrator, should be completed by the employee and returned

to the Department Head. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/ Medical Leave" form.

When the need for the leave is foreseeable, the employee must give verbal or written notice to their supervisor at least thirty (30) days prior to the date on which leave is to begin. If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practical, including following required call-in procedures. The City requires an employee on Leave under this policy to report periodically on the employee's status and intent to return to work.

The following forms are available from the City Administrator and/or Assistant City Administrator and must be submitted pursuant to the terms provided above.

1. Request for Family/Medical Leave
2. Physician or Practitioner Certification -Family Member/Serious Health Condition or Employee Serious/Health Condition
3. Authorization for Payroll Deduction for Benefit Plan Coverage Continuation During a Family/Medical Leave of Absence
4. Fitness for Duty to Return from Leave

Section 11.06 Certification and Documentation Requirements

For leave due to an employee's serious health condition or that of an employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to the City Administrator and/or Assistant City Administrator within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement.

If reasonable safety concerns exist regarding the employee's ability to perform his or her duties, an FFD certificate may be required as frequently as every 30 days during periods when the employee has used reduced scheduled leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Section 11.07 Annual Medical Certification and Recertification

Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the City will require employees to provide a new medical certification in each subsequent leave year.

Section 11.08 Reinstatement

Employees returning from leave under this policy will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment unless their position otherwise would have been modified and/or eliminated irrespective of leave under this policy.

Section 11.09 Group Health Insurance and Other Benefits, Concurrent Leave and Substitution of Paid Leave

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. Employee contributions will be required either through payroll deduction or by direct payment to the City of Wyoming. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.

If an employee's contribution is more than 30 days late, the City of Wyoming may terminate the employee's insurance coverage. An employee granted a leave under this policy will continue to be covered under the City of Wyoming's group health insurance plan, life insurance plan and long-term disability plan under the same conditions as coverage would have been provided if they had been continuously employed during the leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid.

Any paid disability leave benefits (Short Term Disability or Long Term Disability), sick leave, Paid Time Off (PTO) or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with the leave under this policy. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

If the City of Wyoming pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Employer for delinquent payments (on a payroll deduction schedule) upon return from leave. The Employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.

If the employee fails to return from leave under this policy for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member and notification/approval of continued leave, or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the City of Wyoming may seek reimbursement from the employee for the portion of the premiums paid by the City of Wyoming on behalf of that employee (also known as the employer contribution) during the period of leave.

An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose

anything accrued prior to leave.

Section 11.10 Failure to return to work

Under certain circumstances, if the employee does not return to work at the end of the Leave under this policy for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

Section 11.11 Activities prohibited during leave

While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the City. Such conduct will result in disciplinary action up to and including termination of employment.

Article XII. Sexual Harassment Prevention

The City of Wyoming is committed to creating and maintaining a public service work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment. Discriminatory behavior includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, gender expression, familial status, or status with regard to public assistance.

This policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior, and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Section 12.01 Applicability

Maintaining a work environment free from harassment is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

Section 12.02 Scope

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on [Minnesota Statute § 363.01, subdivision 41](#), is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or

- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual’s employment; or
Such conduct has the purpose or result of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual’s body or appearance where such comments go beyond mere courtesy, telling “dirty jokes,” or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one’s current or future job.
- Other unwelcome behavior or words directed at an individual because of gender or sexuality.

Section 12.03 Expectations

The City of Wyoming recognizes the need to educate its employees, volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment, and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect, and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Section 12.04 Reporting Procedures, Confidentiality, and Anti-Retaliation

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately, if necessary.

See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.

Article XIII. Respectful Workplace Policy

The City of Wyoming intends to maintain a respectful workplace free of disrespectful, offensive, or harassing behavior. Disrespectful conduct demeans people and creates unacceptable stress for the entire organization. Maintaining a respectful public service work environment is a shared responsibility. This policy is applicable to all City employees, volunteers, firefighters, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

Section 13.01 Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect employees to accept verbal and other abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use their discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Section 13.02 Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

1. **Violent behavior:** includes the use of physical force, harassment, bullying or intimidation.
2. **Discriminatory behavior** includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, gender expression, familial status, or status with regard to public assistance,
3. **Offensive behavior** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. Employees are encouraged to discuss with their supervisor what is regarded as offensive. To determine what is "offensive," one must take into account the sensibilities of employees and the possibility of public reaction.
4. **Sexual Harassment:** Please see Section 12 which outlines the City's Policy and required response to Sexual Harassment.

Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Harassing behavior may include harassment of individuals based on race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, gender expression, familial status, or status with regard to public assistance. Harassment can include but does not have to include the harasser interfering with, rejection of, or requiring another to engage or not engage in a certain activity to retain employment, have access to public services or accommodations.

Section 13.03 Reporting Procedures, Confidentiality, and Anti-Retaliation

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately.

See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.

Article XIV. Workplace Violence

The City of Wyoming seeks to provide a safe and secure workplace environment for employees, volunteers, vendors, and citizens. Violence, or the threat of violence, has no place in any City of Wyoming facility. Maintaining a work environment free from violence is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

This policy addresses the City's commitment to preventing the potential for violence in and around the workplace and to fostering a work environment of respect and healthy conflict resolution.

Many City employees may be exposed to violence by the nature of their jobs. Violence or the threat of violence, by or against any City employee or other person while at a City of Wyoming workplace is unacceptable and may subject the individual to serious disciplinary action and/or criminal charges.

The City of Wyoming will take every reasonable action to protect the life, safety and health of employees and will provide as rapid and coordinated a response as possible to violence or threats of violence at any worksite.

The City of Wyoming is committed to providing a workplace environment in which all its officials and employees treat each other, their customers, and clients, and all others with courtesy, dignity and respect.

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately. **See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.**

Article XV. Reporting Procedure for Violations of Equal Opportunity, Sexual Harassment Prevent, Respectful Workplace, and Violence Policies

Section 15.01 General Reporting Requirements

Any employee who believes they are subject to or have witnessed any conduct which violates the city's Equal Opportunity Policy, Sexual Harassment Prevention Policy, Respectful Workplace Policy, and/or Violence Policy must promptly follow the reporting procedure contained herein. Maintaining a professional work environment free from harassment, discrimination, and violence is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

The city has designed this policy to ensure that employees have multiple levels of reporting to ensure that concerns are addressed immediately and promptly. Management takes these complaints seriously and has the obligation to provide an environment free of sexual harassment, discrimination, and disrespectful conduct. The city is obligated to prevent and correct unlawful conduct in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required. Retaliation

for making a good faith claim or participating in an investigation is prohibited, as identified in Article 16 of this personnel policy.

If employees see or overhear what they believe is a violation of the city's Equal Opportunity Policy, Sexual Harassment Prevention Policy, Respectful Workplace Policy, and/or Violence Policy, they must immediately report that information to a supervisor, your supervisor's supervisor, Human Resources/Assistant City Administrator, the City Administrator, or City Attorney.

The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the City Attorney.

In addition to notifying one of the above persons and stating the nature of the perceived violation, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her/their discretion to call 911, and/or take other reasonable action, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor, Assistant City Administrator, a department head, or the City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

Step 1(c). In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.

Employees who make good faith reports of violations of the personnel policy have a right to be free from retaliation for making any such reports, see Article 16 for more information. Information regarding confidentiality of these reports and surrounding matters can be found in Article 17 of this policy.

Section 15.02 Special Reporting Requirements

In the instance of alleged violations relating to supervisors, the city has identified special reporting requirements as indicated below:

- When the supervisor is the source of inappropriate conduct, a report will be made to the City Administrator or the Department Head who will review the situation and implement an appropriate investigation if appropriate, and those individuals may confer with each other or City Council and/or the Mayor, as appropriate.

- If the City Administrator is the source of inappropriate conduct, a report will be made to the City Attorney who will review the situation and implement an appropriate investigation if appropriate, and may confer with the City Council and/or the Mayor, as appropriate.
- If a councilmember or Mayor is the source of inappropriate conduct, the report will be made either to City Administrator and/or City Attorney who will review the situation and implement an appropriate investigation if appropriate, and those individuals may confer with each other or City Council and/or the Mayor, as appropriate.
- If an elected or appointed City official (e.g., council member or commission member) is the victim of inappropriate behavior, the report will be made to the City Administrator and/or City Attorney who will review the situation and implement an appropriate investigation if appropriate, and those individuals may confer with each other or City Council and/or the Mayor, as appropriate.

Employees who make good faith reports of violations of the personnel policy have a right to be free from retaliation for making any such reports, see Article 16 for more information. Information regarding confidentiality of these reports and surrounding matters can be found in Article 17 of this policy.

Section 15.03 Responsibilities of Supervisors

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator or City Attorney, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim or witness.

In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her/their actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him, her or them what he/she/they want to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. See Section 15.04 for more information on investigations.

Step 3. The supervisor must notify the City Administrator about the allegations. For more information about what to do when allegations involve the City Administrator, the Mayor, or a councilmember, see “Special Reporting Requirements” above.

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Step 7. The city will take reasonable and timely action, depending on the circumstances of the situation.

Section 15.04 Investigation

The city will take proportionate corrective action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation.

When a complaint has been received, the city will take reasonable and timely action, depending on the circumstances of the situation which may include an informal or formal investigation. It is common for the city to authorize an investigation by an independent investigator (consultant).

Formal investigations will be prompt, impartial, and thorough. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged, and may be required, to respond to questions or to otherwise participate in investigations regarding alleged violations.

Strict confidentiality is not possible as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. See Article 17 of this policy for more information.

Section 15.05 Statute of Limitations

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Article XVI. Anti-retaliation for reporting violations of workplace policies

The City will not tolerate retaliation or intimidation directed towards anyone who, in good faith, makes a report of employment discrimination, harassment, any violations of any other city policy contained within this personnel policy. In addition, the City will not tolerate retaliation against anyone who serves as a

witness, participates in an investigation, and/or takes any other actions protected under federal or state discrimination laws, including when requesting religious or disability accommodation.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report improper conduct in good faith, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Your supervisor's manager; or
3. City Administrator.

In the event an employee feels retaliation has occurred by the City Administrator or City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the City Administrator, or if the complaint is against the City Administrator to the city attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Article XVII. Confidentiality of reporting violations of workplace policies

A person reporting or witnessing a violation of the City's Equal Opportunity Policy, Sexual Harassment Prevention Policy, Respectful Workplace Policy, and/or Violence Policy cannot be guaranteed anonymity or confidentiality. The person's name and statements may have to be provided to the alleged offender due to the need to investigate the issue properly. Furthermore, the accused may have the right to answer charges

made against them, particularly if discipline is a possible outcome. Reasonable efforts will be made to respect confidentiality of the individuals involved, to the extent possible.

All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

Article XVIII. Handling citizens' complaints

Citizen complaints provide an opportunity for feedback and identifying problem areas. How well complaints are handled determines to a great extent the level of confidence and respect the public holds for its municipal government. Above all, we are here to serve, and part of our job is to effectively handle citizen complaints.

When handling a complaint be polite and never argue with the complainant even if they are angry, unreasonable or insulting towards you and the City. Stay calm, cool and collected. Do not take criticisms personally and you will be better able to help solve the problem rather than become a part of it.

If you receive a complaint, it is very important to follow-through properly. This can be accomplished by doing the following:

- Receive and record information pertinent to the complaint;
- Determine which City employee is responsible to investigate and take corrective action and forward the complaint accordingly;
- Follow up on what action has been taken to correct the problem.
- Also, the responsible supervisor should notify the complainant to advise them of the action that has been taken to correct the problem.

Should complaints be violent in nature, employees should refer to Article 14 of this policy.

Article XIX. Separation from Service

Section 19.01 Resignations

Employees wishing to leave the City service in Good Standing must provide a written resignation notice to their supervisor, at least ten working days before leaving. Employees who terminate employment with the City after giving proper written notice shall be compensated for accrued but unused vacation time as of the date of separation. Failure to comply with this notice procedure may be considered reason for denying an employee future employment with the City. An unauthorized absence from work for a period of two (2) working days may be considered a resignation without notice.

Section 19.02 Severance pay

Upon resignation, retirement, death or disability of an employee, the employee, or named beneficiary, shall be paid 100% of the employee's vacation leave then accumulated, and the pay shall be paid at the employee's current rate of pay given they left in Good Standing.

Section 19.03 Continuation of insurance benefits upon separation

Federal law provides that employees who have separated from City service may continue on the City's group health and life insurance for a period of time. Pursuant to applicable state or federal law requirements, changes in family status, eligibility for Medicare or death of a spouse may warrant continuing coverage. Continuing coverage premiums must be paid in full by the separated employee, their spouse or dependents or coverage will lapse.

Article XX. Discipline

Section 20.01 Operational philosophy for employee discipline

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Wyoming. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. Employees and the City are best served when discipline is administered to correct actions rather than to punish.

The nature and severity of the offense and the employee's prior record shall be considered in any major disciplinary action, the pertinent information shall be reviewed with the employee specifying the cause for discipline, the specific reasons supporting the cause, the discipline to be imposed, the effective date, and the right of the employee to be heard.

An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies or applicable bargaining agreements. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

All disciplinary actions involving suspensions without pay or termination require concurrence of the City Administrator and approval of the City Council prior to discipline being administered.

It is the responsibility of each supervisor and department head to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

Section 20.02 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Section 20.03 Disciplinary Process

The City may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a contractual right or guarantee (also known as a property right) to the job they perform.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

Section 20.04 Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. Supervisors will inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action.

The supervisor will document the oral reprimand including date(s), a summary of discussion(s), and corrective action needed.

Section 20.05 Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time.

Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator. Written warning/reprimand notices will be issued within a reasonable time after the occurrence of the violation becomes known to the supervisor.

A written reprimand will:

- (1) state what did happen;
- (2) state what should have happened;
- (3) identify the policy, directive or performance expectation that was not followed;
- (4) provide history, if any, on the issue;
- (5) state goals, including timetables, and expectations for the future; and
- (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file. If the employee refuses to sign the acknowledgment, then the supervisor and one other witness shall note on the reprimand that the employee received a copy thereof and refused to sign it.

Section 20.06 Suspension With or Without Pay

The City Administrator and the City Council may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. At the discretion of the City Administrator, an employee of the City may be suspended with or without pay and benefits pending investigation of allegations of misconduct, when

the nature of the allegation compromises the ability of the employee to perform their duties, and when a substantial period of time will be required to complete an investigation or legal action. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension. If the charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.

An employee will be suspended without pay when the offense is of a serious enough nature usually sufficient for discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspensions should not normally exceed fifteen work days.

Investigatory suspensions may be used in cases where it is necessary to investigate a situation to determine what further disciplinary action may be justified. This suspension gives the supervisor the opportunity to discuss the problem with their superior to determine an appropriate course of action when the situation is serious enough for the employee to be removed from the work environment.

If, after investigation, it is determined that the employee was not guilty of any violation, they will normally be returned to their position, paid for any lost time, and a letter exonerating the employee will be placed in their official personnel file. If, however, the employee is found in violation, then the appropriate disciplinary action will take effect on the date that the investigatory suspension began.

Section 20.07 Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. Demotion is not to be used as a substitute for dismissal, when dismissal is warranted.

The employee must be qualified for the position to which they are being demoted or transferred.

Section 20.08 Withholding Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies in accordance with applicable law.

Section 20.09 Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, who has completed their initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

Probationary employees may be terminated at any time without cause and without the right of appeal. Notification of dismissal in writing shall be provided the probationary employee and a copy filed in the employee's personnel file. Dismissals of probationary employees also require the concurrence of the City Administrator and approval of the City Council.

The original copy of the disciplinary action is to be signed by the employee and placed in the employee's personnel file with a copy given to the employee.

Article XXI. Grievance Procedure

The City's goal is to prevent the need for grievances and to deal promptly with those that do occur. If an employee and the employee's supervisor cannot resolve a problem, the employee may utilize the following procedure:

Step 1. If an employee and their immediate supervisor cannot resolve a problem informally, the employee shall submit a complaint in writing to the immediate supervisor within ten (10) working days of the date of the grievance or the employee's knowledge of its occurrence. The supervisor shall attempt to resolve the matter and shall respond to the employee within five (5) working days.

Step 2. If the supervisor is unable to resolve the dispute, the written complaint may be brought to the employee's Department Head within five (5) working days of the supervisor's answer. The Department Head shall give a written answer to the employee within ten (10) working days after receipt of the written complaint.

Step 3. If the Department Head is unable to resolve the dispute, the employee may appeal in writing to the City Administrator. The written appeal must be presented to the City Administrator within five (5) working days of the Department Head's response. The City Administrator's decision shall be final.

If the dispute is not presented by the employee within the time limits indicated above, it shall be considered waived. If a dispute is not appealed to the next step within the time limit, it shall be considered settled on the basis of the City's last answer. If the City does not answer a written complaint, or an appeal thereof, within the specified time limits, the employee may elect to treat the complaint as denied at that step and may appeal the complaint to the next step.

Employees exercising their rights under this policy shall be free from reprisal.

Employees covered by a labor agreement shall follow the grievance procedure established by the agreement, and that labor agreement shall supersede information contained in this section of policies.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and

The above list is not meant to be all inclusive or exhaustive.

Article XXII. Expense Reimbursements

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Section 22.01 Job Related Training and Conferences

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures.

Attendance at training programs will be approved at the Department Head level, except as follows:

- Attendance at a training program involving out-of-state travel by an employee requires approval by the City Administrator prior to registration.
- Attendance at any program or course work in excess of 1 shift and/or \$200 (in registration, travel, meals, and lodging cost) requires approval by the City Administrator prior to registration.
- All outside training and conference attendance shall be processed through the Training Attendance Request Form.

City-sponsored and required training shall generally be arranged during regularly scheduled work hours. A department head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy.

Responsibilities outlined in the job description, annual work program requirements, and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City. The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Employees who acquire training on their own time and expense are encouraged to notify Human Resources/Assistant City Administrator so the information can be noted in the employee's personnel file. Records of training shall be maintained in the employee's personnel file. Human Resources/Assistant City Administrator shall maintain an employee training history, and shall periodically audit training attendance and policy compliance.

Section 22.02 Job Related Activities

Attendance at any professional meeting or conference in excess of 1 shift and/or \$200 (in registration, travel, meals, and lodging cost) requires approval by the supervisor or City Administrator prior to registration.

Section 22.03 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

Section 22.04 Compensation for Travel

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the Fair Labor Standards Act.

Section 22.05 Membership and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

Section 22.06 Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, not as part of a conference or training, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, employees will not be reimbursed for the following expenses:

1. when an employee chooses not to take advantage of meals, or other benefits already paid for or included in registration fees, and therefore creates additional expenses, those expenses shall not be eligible for reimbursement.
2. Expense reimbursements apply to employees only. Costs associated with spouses, child(ren), or other individuals not officially representing the City are not eligible for reimbursement.

The City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$50 per day will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Section 22.07 Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be in Good Standing and have been employed by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better or "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota or the actual cost of the course, whichever is less. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the City if they voluntarily leave employment within twelve months of receiving tuition reimbursement from the City.

Tuition reimbursement for an individual employee will not exceed 50% of the cost of tuition per year or a cap of \$2,500 per year. [This section does not apply to a Reserve Cadet position in the Wyoming Police](#)

Department, which positions shall be entitled to reimbursement in accordance with the terms of separate Wyoming Police Department Reserve Cadet Officer Agreement as approved by the City Administrator.

Article XXIII. Outside Employment

The City of Wyoming does not restrict employees from engaging in outside employment that does not conflict with City interest. However, the City expects regular, full-time employees to consider City work their primary employment. The City will not condone outside employment that interferes with the performance of your duties with the City or which represents a conflict of interest. The City will not change your work hours to facilitate the scheduling of any outside employment, nor will an employee be allowed to conduct outside business during work hours.

Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service, holding a political office, or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of their position.
- The employee must not use City equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which they are also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for their own business, while using paid sick leave or similar unpaid leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration, or implementation of policies, programs, services, or any other operational aspect of the City.

Article XXIV. Drug, Alcohol and Cannabis Free Workplace

In accordance with applicable law, the City of Wyoming has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe, and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a drug or alcohol on City property or while conducting City business or while "on call" and subject to return to work is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. Cannabis flower, cannabis product, lower-potency hemp edible, and/or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working or while an employee is on the employer's premises or operating the employer's vehicle, machinery, or equipment is prohibited. Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by cannabis or hemp products on City Property or while conducting City business.
- D. The City recognizes drug and alcohol, and cannabis abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.
- E. **Applicants and employees are still subject to being tested under the City's drug, alcohol and cannabis testing policy.**
- F. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Article XXV. City Driving Policy

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine public criminal history records once per year for all employees who are covered by this policy to determine compliance with this policy or upon reasonable suspicion of a driver's license loss or restriction. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending, or permanent action is taken on their license, and to keep their supervisor informed of any changes thereafter. The City will determine appropriate action on a case-by-case basis.

Section 25.01 Personal Use of City Vehicles

City-owned vehicles are to be used only by City employees for official City business. Employees that drive or may be required to drive City vehicles and equipment are responsible for maintaining a safe driving record and for observing all traffic laws. Seatbelts must be properly used at all times. Drivers must carry

a current, valid driver's license that is adequate for the type of vehicle being driven. Any employee who operates a City vehicle without a valid driver's license will be subject to disciplinary action. Passengers may be carried only when necessary to conduct City business and/or whose transportation via City vehicle is, in the opinion of the operator, in the best interest of the City. When a vehicle is not being used for business purposes, it shall be parked or left on the employer's premises. An exception is an IRS approved exempt vehicle, i.e., marked police or fire vehicle, which may be authorized by the City Council to be used for commuting to and from work and minimal use. City vehicles are not to be used for family purposes or for other pleasure or personal use at any time.

Section 25.02 Take-home vehicles

City of Wyoming take home vehicles are issued based upon a need for a timely response to an incident creating a concern for the public. Such vehicles are provided to enhance effectiveness, efficiency, and to provide better service to the community and the department. Persons issued take home vehicles are expected to have a high level of responsiveness to department needs beyond normal work hours. The below factors are used to consider the approval of a take home vehicle:

- Whether the employee’s assignment and/or duties are subject to emergency callback on a continuing basis and whether the distance the employee lives from the City would allow emergency response on a timely basis.
- Whether other conditions exist, not based on usage, which make it in the City's best interest to allow take-home privileges.
- Whether the employee can demonstrate need based on number of meetings attended, miles driven, or related factors including, but not limited to, assignment and/or duties or position.
- Other factors as determined by City Administration.

Specific Policies relating to take home vehicles:

- Only employees authorized by the City Administrator are allowed take home vehicles. A list of assigned take home vehicles will be maintained. Department Heads are responsible to provide a list of take home vehicles and users to be on file with the City Administrator.
- Take home vehicles are issued based upon specific position and job duties, not assignment to a specific unit/division.
- Persons living over 15 nautical miles from their work assignment, as depicted in Figure 1, will not be allowed to take home a vehicle unless otherwise authorized by the City Administrator and/or department heads.

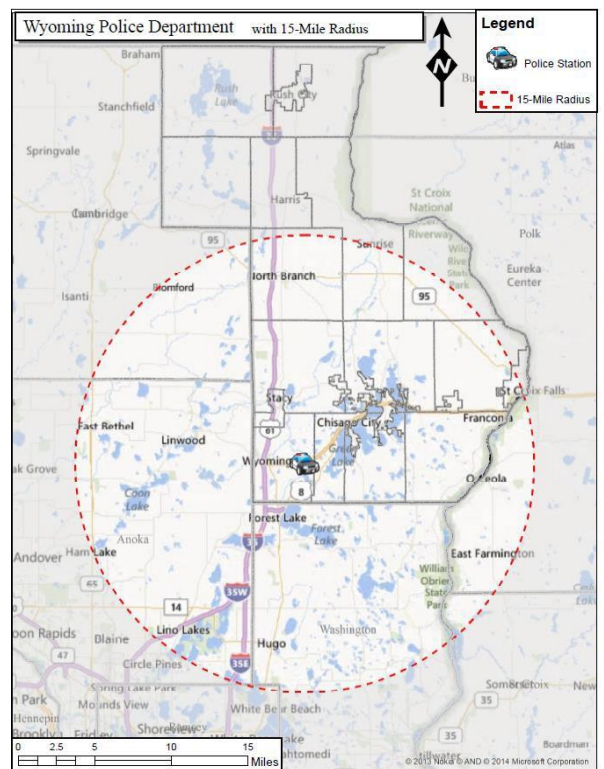


Figure 1

- Unless otherwise specified in a contract or labor agreement, take home vehicles will only be authorized for personal uses which are incidental to coming and going from work. City vehicles may not be driven by anyone not employed by the City of Wyoming
- Employees away from their assignment for more than 2 weeks (including illness, vacation, training, etc.) shall park the vehicle at the Department which the vehicle would normally reside.

Section 25.03 Vehicle Collision

If, while operating a City owned vehicle or a privately owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, they shall:

1. Request that all parties and properties concerned remain at the scene of the accident, if possible, until a law enforcement representative has released them.
2. All collisions involving City vehicles or persons on duty and actively engaged in City business will be investigated by a police agency.
 - a. If occurring outside the City, the collision will be investigated by the police agency having jurisdiction.
 - b. If occurring within the City and involving property damage or a minor (non-hospitalizing) injury, the collision will be investigated by the City Police Department.
 - c. If occurring within the City and the collision results in a fatality or injury requiring immediate hospitalization of any party, the accident will be investigated by an outside authority. Selection of an outside authority will be handled by the City Police Department at the scene.
3. Employee responsibility is to refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, appropriate City officials, and representatives of his or her own insurance company if the employee's privately owned vehicle is involved. Statements made to investigating authorities should be confined to factual observations.
4. A copy of all police reports and any statements attached will be forwarded to the Public Safety Director and the Chair of the Safety Committee within one day.

Article XXVI. Cellular Phone Use

This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones, and to ensure that City employees exercise the highest standards of propriety in their use.

Section 26.01 Policy

City issued cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.

- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.
- Emergency vehicle operators are exempt from Hands-Free under the following conditions while engaged in official duties.
 - a.) While engaged in an emergency situation where Hands-Free operation would adversely affect the employee's ability to perform the responsibilities of their official duties.
 - b.) When in the presence of non-emergency responders and Hands-Free operation would jeopardize the safety of the employee.
 - c.) When in the presence of non-emergency responders and Hands-Free operation would potential disseminate private or confidential data to unauthorized persons.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
 - Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See Section 25 above for more information on reporting driver's license restrictions.
 - Alternatively, a supervisor may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls.
 - Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above "City Driving Policy" for more information on reporting driver's license restrictions"

Regardless of who pays the bill, cell phone records about City business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the City would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for City business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

Article XXVII. Safety

The personal safety and health of each employee of the City of Wyoming and the prevention of occupationally induced injuries and illnesses is of primary importance. To the greatest degree possible, management seeks to maintain a safe and hazard-free work environment.

At Commencement of employment employees receive a copy of the City of Wyoming Employee Safety Manual. Employees are to read the manual carefully and ask questions about items that are unclear. As a condition of employment, employees are required to develop safe work habits and to contribute to the safety of themselves and co-workers. Employees are to reference the City of Wyoming Safety Manual for more information.

Section 27.01 Reporting Accidents and Illnesses

The City of Wyoming is committed to providing a safe and healthy working environment for all of its employees. It recognizes that most health and safety hazards can be eliminated if proper precautions are taken. Therefore, it is the policy of the City Council to provide City employees with safe and healthful working conditions through the following means:

The City Administrator appoints a Safety Committee made up of employees from every department and every employee group. The City Administrator and the Committee create and maintain a safety program in compliance with all applicable federal, state, and local laws. The Safety Committee reviews every occupational illness and injury, and every incident which results in damage to City property, and it takes action to ensure that unsafe work methods, unsafe work sites, and unsafe equipment are identified and made safe. All employees are required to fully comply with the Safety Program.

Department heads and other management and supervisory employees are responsible for implementing the Safety Program by training their employees in safe work methods and by enforcing compliance with safety standards set by the Safety Committee. Department heads are responsible for providing all employees with that safety equipment and safety clothing which the City feels is necessary for employees to perform their duties in a safe manner.

Employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of yourself, your co-workers and the general public. To that end you are required to:

- Read the safety information that is provided to you by your supervisor.
- Immediately report to your supervisor all accidents and injuries occurring within the course of your employment.
- The supervisor will submit a Supervisor's Report of Accident Form to the City Administrator within twenty-four (24) hours of the time of injury.
- Immediately report to your supervisor all unsafe practices or conditions observed.

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to their supervisor. The employee's immediate supervisor is

required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

An employee who is temporarily unable to work due to an injury or illness sustained in the performance of the employee's work with the City may be eligible for Workers' Compensation, subject to the provisions of the State of Minnesota Workers' Compensation Law.

An employee who becomes eligible to receive Workers' Compensation will retain the total amount of the Workers' Compensation check and may receive the difference between their Workers' Compensation payment and the employee's regular gross salary through the use of accrued sick leave. The total of the Workers' Compensation check and the accrued sick leave compensation may not exceed the employee's normal gross pay.

An employee involved in an incident which results in damage to City property must submit a report of the incident to his or her supervisor within twenty-four (24) hours of occurrence.

Vehicle accidents also require a copy of the Minnesota Motor Vehicle Accident Report.

Section 27.02 Accidents involving defective equipment

When an accident happens where defective equipment is a possibility, the following action should be taken:

1. Attend to any injuries of employees or others.
2. Turn equipment in question over to the employee's supervisor, who shall consult with the Risk Manager.
3. Write a detailed report, within one day, to include all circumstances surrounding the incident and all manufacturing information available concerning the equipment in question. This report should be submitted to the Risk Manager. The Risk Manager will report such accidents to the Employee Safety and Health Committee.
4. When an employee is injured, procedures should be followed as outlined in the Policy.

Section 27.03 Possession and/or use of Dangerous Weapons

Possession or use of a dangerous weapon is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Acknowledgment

This personnel policy is an important document intended to help you become acquainted with the City of Wyoming. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the following:

- I have received and read a copy of the City of Wyoming's Personnel Policy. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City of Wyoming at any time, unless my employment is governed by a collective bargaining agreement that indicates otherwise.
- I further understand that unless I am covered by a collective bargaining agreement that indicates otherwise, my employment is terminable at will, either by myself or the City of Wyoming, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.
- I understand that no representative of the City of Wyoming other than the City Administrator may alter "at will" status and any such modification must be in a signed writing.
- If my employment is governed by a collective bargaining agreement, I understand that the employment terms set out in this Personnel Policy work in conjunction with, and do not replace or amend any terms or conditions of employment stated in any collective bargaining agreement. Wherever employment terms in this Personnel Policy differ from the terms expressed in my union's collective bargaining agreement with the City of Wyoming, I understand that I should refer to the specific terms of the collective bargaining agreement, which will control.
- I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the City of Wyoming's Personnel Policy.

I understand that nothing contained within this policy manual is intended to interfere with rights guaranteed to me by federal, state, and/or local law.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.



October 10, 2023

Re: Public Safety Activity Report – October 17, 2023, City Council Meeting

Police Update

Recruitment Website

We are launching a series of webpages to provide better and more detailed information for prospective police employees. We will highlight the various pathways to becoming a police officer, what it means to work for Wyoming, and an overview of the hiring process. A video would be a great addition to this site as well!

Fire Update

Fire Drill @ Wyoming Elementary

This week, members of the fire department assisted Wyoming Elementary with a fire drill exercise. They simulated the procedure for the school and had a chance to engage with our younger community members.

All Safe Global Fire

The police and fire department responded to All Safe Global for an explosion that injured three All Safe employees. Our department is working with OSHA, the Fire Marshal and our Building Official as a result of this incident.

2023 Banquet

Be sure to order tickets online for the annual Firefighter banquet on October 28, 2023! Tickets are limited so don't delay: <https://www.wyomingfirereliefassociation.com/annual-fireman-s-banquet>

Upcoming Community Outreach Events

This Week	Fire Prevention outreach at St. Paul Lutheran and Toddler Town
November 2023	Stuff the Squad food collection event for Pathways, TBD
December 2, 2023	Wyoming Fire and Anonymous Santa Toy, Food and Clothing Drive

Neil D. Bauer, Ed.D.



wyoming@wyomingmn.org • Phone: 651-462-0575 • Fax: 651-462-0576

PO Box 188 • 26885 Forest Boulevard • Wyoming, MN 55092

Public Safety Director/Police Chief



October 12, 2023
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: OCTOBER 17, 2023 CITY COUNCIL MEETING

Dear Mayor and Council Members:

This letter is intended to summarize on-going commercial building projects and zoning issues within the City. Some of these items may be separate agenda matters, while others are for informational purposes only.

Gregory Contracting

The roof is on the building and mechanical contractors have started their work. Inspections for the footings, foundation, underground plumbing, and in-floor heating have been approved. The building permit has been issued. Site plans have been approved and a Grading permit has been issued.

Sunrise Fiberglass Cold Storage Building

The foundation and footings have been placed. The building permit has been issued.

Fairview Hospital

We are waiting for an HVAC permit application. A building permit application to remodel their Cardiac Rehabilitation area has been submitted.

Total Eye Care

The building permit has been issued to remodel the space that was formerly a daycare at 26263 Forest Boulevard into a Total Eye Care facility.

Hallberg Bingham Site

All work has been completed. This item is closed.

Planning Commission

All Safe Global has applied for an amendment to their C.U.P. and for Site Plan Approval to expand exterior storage. This will be brought to the City Council after the applicant has had a chance to update their plans based on staff and Planning Commission Comments.

Sincerely,

Frederick E. Weck, IV
Zoning Administrator
Building Official #1825
Advanced Septic Inspector, MPCA #C5199
City of Wyoming



October 12, 2023

Robb Linwood
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

Delivered via Email

Re: *City of Wyoming*
Status Update for the Period of – September 30, 2023 – October 12, 2023

Dear Robb:

Our office has advised regarding land use issues and general employment matters. We continue serving in our general counsel role of answering questions, addressing all legal concerns and reviewing all items for the City relating to relevant matters including procedural issues, law updates, contracts, and policy considerations. We work closely with City staff advising on legal concerns relating to citizen complaints and broad legal concepts.

Please contact me directly if you have any questions regarding this correspondence. Thank you for allowing us to serve the City of Wyoming.

Very Truly Yours,

s/ Thomas R. Loonan

Thomas R. Loonan
City Attorney



Engineer's Report

October 12, 2023

Honorable Mayor and City Council
City of Wyoming, MN
26885 Forest Boulevard
Wyoming, MN 55092

Re: October 17, 2023, City Council Meeting
WSB Project No. 021007-000

Dear Mayor and Council Members:

This engineer's report is intended to update you on engineering activities within the City since the last council meeting. Some of the items below may be on the agenda with more detailed information provided, while the other items below are for informational purposes only.

East Viking Boulevard (Fenwick to Glen Oak) and Bridge No. 13J22

The project is substantially complete and open to traffic. A pay voucher is on the agenda for your consideration.

The portion of the project east of Polaris has been paved and shouldering has been placed.

The bridge portion of the project started on October 9th. This section of roadway will be closed to traffic, with a detour being posted on October 9th. Advance signage of the closure is in place. We have communicated with the three families that are located between Polaris and the bridge. Polaris will leave their gates open during normal business hours and provide the families with key cards to access through the gates after normal business hours. The road is expected to be back open in early November.

Fallbrook Avenue and 264th Street Improvement Project

Sewer repairs have mostly been completed and road work is underway. Concrete Curb and gutter are scheduled for the latter part of the week of October 16th. Staff has estimated project costs and has an agenda item declaring the costs to be assess and to set the assessment hearing date. A pay voucher is on the agenda for your consideration.

Diamond Ridge Development

The project is substantially complete, with the final layer of asphalt to be placed after the homes are built. We did receive a grading plan modification that we approved at the request of a potential builder. They expect to start building later this fall. A letter of credit reduction will be taking place based on the work completed to date, which is consistent with the development agreement.

Katies Glenn

Staff has approved the plans for the development and the developer is looking for a buyer/builder. We do not have an anticipated start date.

Helium Court Storm Sewer Repair / 266th Street Storm Sewer Addition

The project is complete. Final payment to the contractor is on the agenda for your consideration.

Bingham Property – Hallberg Project (Multi-Tennent)

All testing has now passed, and a site walk through has been completed. A final punch list has been provided to the contractor. Restoration items persist due to the lack of rain.

Sunrise Riverbank Development (residential and commercial)

Staff met with the property ownership team to discuss concepts they will be looking into further.

Summer Fields Development

No new update:

First Addition (19 lots): The contractor has indicated the project has been completed and all punch list items are complete as well. Upon inspection, there are a few items that remain; however, it is expected that this will be brought to the City in the near future for consideration of acceptance and release of escrow. The developer is working to address these remaining punch list items.

The Developer started work installing pipes in the filtration basin on 12/12/2022. Staff has reduced the cash escrow to \$10,000. Remaining work is primarily related to the removal of silt fence and ensure restoration efforts have taken.

Second Addition (15 lots):

No New Update:

Utility Construction, curb and gutter placement and asphalt has been placed. An escrow reduction has been requested and staff is confirming the value of work completed and what remains now that they have submitted the remaining. The escrow reduction has taken place.

Third Addition

No new update.

The developer has indicated that they are currently working on the third addition final plat and construction plans. This is for the completion of the site on the east side of Kettle River Boulevard. Earlier indication was that the third addition was for the next phase on the west side of Kettle River Boulevard.

The next addition on the West side of Kettle River Boulevard will involve the design of a city lift station within the site and will require design and ordering of lift station components. An on-

site generator will also be required to be installed at the downstream list station. The lead time on this is significant and that information has been provided to the developer to make sure these do not impede the timing of this next phase. Lift station design is currently underway as requested by the developer.

Heims Lake Villas North

All sanitary sewer, watermain, and storm sewer have been completed. Aggregate base and curb and gutter and first layer of asphalt has been completed, allowing building permits to be issued. The concrete sidewalk has been completed. The bituminous wearing course will be placed in the fall of 2023.

Aadland Development (Hunter Hill)

Punch list items are currently underway and final layer of asphalt has been placed. Project acceptance is expected in the spring once restoration is acceptable. Due to the drought, many areas of the seeding have not come in adequately. Project acceptance is now expected in the fall as spring seeding did not take due to the drought.

Hallberg Storage

Final Punch list has been created and project completion is near. Restoration is all that is needed for acceptance, however due to the lack of rain, seeding efforts have failed.

Thank you for the opportunity to update the Council on current matters in the City.

Sincerely,

WSB and Associates, Inc.

Mark Erichson, P.E., City Engineer



Public Works Report

Date: October 17, 2023

Mayor Iverson and City Council Members

Public Works Report for October 17, 2023 Council Meeting

Streets:

Staff has spent some more time patching and grading gravel roads. Currently, staff is working on Kettle River Blvd once a week to get the gravel condition to par after the weekend activities at Pinehaven Farm. Plow trucks are being brought in for annual DOT inspections and service. The necessary replacement plow blades have been ordered.

Sanitary Sewer:

The lift station panel, pumps, and SCADA components at Lift Station #5 have finally been replaced. Staff worked with Minnesota Pump, Total Control Systems, Nelson's Sanitation, and Xcel Energy to complete the work.

Water:

Daily and monthly water tests have been completed. The Riser pipe project is currently underway at the south water tower. Staff lowered the level of the tower starting September 6th and drained the tower September 9th. Elevated Welding is currently replacing the Riser pipe sections and painting crews should be in next week to complete the work. We are hoping the tower can be refilled the week of October 24. Staff is also working to locate and key curb stops for properties that not scheduled/completed their water meter change outs. This information is being communicated with administrative staff before mailing of the 4th notice.

Surface Water:

Staff has continued to inspect the pond system as time allows. As part of Wyoming's MS4 permit, the city is required to inspect 20% of the pond annually. Crews are looking for maintenance items related to the mechanical operating of the pond. Inlet and outlet structures are inspected to ensure the free flow of water.

Parks:

Public Works has been removing trash weekly from the parks.

Request for Council Action

Date: October 17, 2023
 To: Wyoming City Council, Mayor Lisa Iverson, Councilmembers Claire Luger, Linda Nanko Yeager, Brett Ohnstad, and Dennis Schilling
 Cc: Robb Linwood; File
 From: City Engineer, Mark Erichson, PE
 RE: 2023 Fallbrook Avenue and 264th Street Improvement
 Declare Costs to be assessed and Set Assessment Hearing

Staff has prepared two resolutions for your consideration in accordance with the requirement of state statutes Chapter 429 for assessments to benefitting properties. Staff is requesting that the assessment hearing for the 2023 Fallbrook Avenue and 264th Street Improvement be set for November 21, 2023. A summary of project costs and assessment calculations is shown below:

Total Project Cost:	\$1,119,900
• Surface and Drainage Improvements:	\$ 942,600
• Sanitary Sewer Improvements (Not Assessed)	\$ 177,300
Assessable Costs (Surface and Drainage):	\$ 942,600
Portion to be assessed (20%):	\$ 188,520
• Total Length of Front Footage:	6,216.76 front feet
• Assessment Rate per Front Foot:	\$30.32 (\$31.14 identified in the feasibility report)

Recommendation:

Approve Resolution No. 23-10-102 and 23-10-103, a resolution to Declare Costs to be Assessed and Setting the Assessment Hearing, respectively.

Final Assessment Roll

WSB Project: 2023 Falbrook Ave & 264th Street Improvements
Project Location: City of Wyoming
WSB Project No. : R-021438-000

Total Surface and Drainage Improvement Cost: \$942,600.00
20% Surface and Drainage Improvement Cost: \$188,520.00
Assessment per Linear Foot: \$30.32

Date: 3/6/2023
Revised: 10/13/2023
Printed: 10/13/2023

Map ID	Owner Name	Property Owner Address			Property Address			PIN #	Land Use Description	Linear Feet Assessable	Method	Assessment Rate/LF	Total Proposed Assessment
1	GENERAL SAFETY EQUIPMENT CORP & %KEVIN KIRVIDA	PO BOX 549	WYOMING	MN	55092-0549	5181 260TH ST	WYOMING	MN	21.00468.33	INDUSTRIAL	985.71	LINEAR FOOT	\$29,891.14
2	HALLBERG INC	PO BOX 130	FOREST LAKE	MN	55025-0130	5190 260TH ST	WYOMING	MN	21.00468.30	INDUSTRIAL	686.36	LINEAR FOOT	\$20,813.51
3	HALLBERG INC.	PO BOX 277	WYOMING	MN	55092	26192 FALLBROOK AVE	WYOMING	MN	21.00468.26	INDUSTRIAL	600	LINEAR FOOT	\$18,194.69
4	HALLBERG INC	PO BOX 130	FOREST LAKE	MN	55025-0130	26282 FALLBROOK AVE	WYOMING	MN	21.00468.25	INDUSTRIAL	410.33	LINEAR FOOT	\$12,443.04
5	HALLBERG INC	PO BOX 130	FOREST LAKE	MN	55025-0130	NO PROPERTY ADDRESS GIVEN			21.00043.00	INDUSTRIAL	214.14	LINEAR FOOT	\$6,493.68
6	MORGAN INDUSTRIES INC & C/O ALL SAFE INC	26443 FALLBROOK AVE	WYOMING	MN	55092-9083	26443 FALLBROOK AVE	WYOMING	MN	21.00054.00	INDUSTRIAL	142.34	LINEAR FOOT	\$4,316.39
7	MORGAN INDUSTRIES INC & C/O ALL SAFE INC	26443 FALLBROOK AVE	WYOMING	MN	55092-9083	NO PROPERTY ADDRESS GIVEN			21.00231.00	INDUSTRIAL	199.66	LINEAR FOOT	\$6,054.59
8	HALLBERG INC	PO BOX 130	FOREST LAKE	MN	55025-0130	5311 264TH ST	WYOMING	MN	21.00233.00	COMMERCIAL	233.73	LINEAR FOOT	\$7,087.74
9	HALLBERG INC	PO BOX 130	FOREST LAKE	MN	55025-0130	26327 FALLBROOK AVE	WYOMING	MN	21.00468.20	INDUSTRIAL	602.41	LINEAR FOOT	\$18,267.77
10	HALLBERG INC	PO BOX 130	FOREST LAKE	MN	55025-0130	26259 FALLBROOK AVE	WYOMING	MN	21.00468.22	INDUSTRIAL	520	LINEAR FOOT	\$15,768.73
11	HALLBERG INC	PO BOX 130	FOREST LAKE	MN	55025-0130	5202 260TH ST	WYOMING	MN	21.00468.23	INDUSTRIAL	636.37	LINEAR FOOT	\$19,297.59
12	ROSENBAUER MINNESOTA LLC	PO BOX 549	WYOMING	MN	55092	5201 260TH ST	WYOMING	MN	21.00468.32	INDUSTRIAL	985.71	LINEAR FOOT	\$29,891.14
											6216.76		\$188,520.00

RESOLUTION NO. 23-10-102

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**RESOLUTION DECLARING THE COST TO BE ASSESSED
AND ORDERING PREPARATION OF PROPOSED ASSESSMENT ROLL FOR THE
2023 FALLBROOK AVENUE AND 264TH STREET IMPROVEMENT**

WHEREAS, estimated costs have been calculated for the 2023 Fallbrook Avenue and 264th Street Improvement, with reference to the improvement of the following:

Street and Utility Improvements:

- Fallbrook Avenue from Fairview Boulevard to 264th Street
- 264th Street from Fallbrook Avenue to Hwy 61; and

WHEREAS, the estimated cost for such improvement is \$1,119,900. That portion of the project that is assessable is the surface and drainage improvements with estimated costs is \$188,520;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA:

1. The portion of the cost of the assessable portion of the improvement is hereby declared to be \$1,119,900; and the portion of the cost to be assessed against benefited property owners is declared to be \$188,520.
2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2024 and shall bear interest at the rate of 5.25 percent per annum from the date of the adoption of the assessment resolution.
3. The city clerk, with the assistance of the city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
4. The clerk shall upon the completion of such proposed assessment, notify the council thereof.

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 17TH DAY OF OCTOBER, 2023.

CITY OF WYOMING

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

ATTACHMENT A
NOTICE OF HEARING ON ASSESSMENTS
FOR THE 2023 FALLBROOK AVENUE AND 264TH STREET IMPROVEMENT

TO WHOM IT MAY CONCERN:

TIME AND PLACE GENERAL NATURE OF IMPROVEMENTS:

Notice is hereby given that the City Council of the City of Wyoming, Minnesota will meet on Tuesday, November 21, 2023 at 7:00 o'clock P.M. in the City Hall in the City of Wyoming, MN, for the purpose of holding a public hearing to consider objections to the proposed assessments for the 2023 Fallbrook Avenue and 264th Street Improvement Project heretofore ordered by the City Council.

ASSESSMENT ROLL OPEN TO INSPECTION:

The proposed assessment roll is on file with City Clerk and open to public inspection.

AREA PROPOSED TO BE ASSESSED:

The area proposed to be assessed consists of every lot, piece or parcel of land benefitted by said improvement, which has been ordered made and is as follows:

Street and Utility Improvements (Sanitary Sewer Rehabilitation Not Assessed):

- Fallbrook Avenue from Fairview Boulevard to 264th Street
- 264th Street from Fallbrook Avenue to Hwy 61; and

TOTAL AMOUNT OF PROPOSED ASSESSMENT:

The total amount proposed to be assessed is \$188,520.00

WRITTEN OR ORAL OBJECTIONS:

Written or oral objections will be considered: at the hearing on November 21, 2023.

RIGHT OF APPEAL:

An owner of property to be assessed may appeal the assessment to the district court of Chisago County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

LIMITATION ON APPEAL:

No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object to the assessment hearing is due to a reasonable cause.

DEFERMENT OF ASSESSMENTS:

Under the provisions of Minnesota Statutes, Sections 435.193 to 435.195, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65

years of age or older for whom it would be a hardship to make the payments. [However, the City has elected not to establish any deferment procedure pursuant to those Sections.]

MAILED NOTICE:

The notice of this hearing mailed to property owners contains additional information.

DATED: October 17, 2023.

BY ORDER OF THE CITY COUNCIL

/s/ Robb Linwood
City Administrator / Clerk

ATTACHMENT B
NOTICE OF HEARING ON ASSESSMENTS
FOR THE 2023 FALLBROOK AVENUE AND 264TH STREET IMPROVEMENT

TO: <NAME>
<ADDRESS>
<CITY/STATE/ZIP>

Property Identification Number: <NUMBER>
Property Address: <ADDRESS>

TIME AND PLACE
GENERAL NATURE OF
IMPROVEMENTS:

Notice is hereby given that the City Council of the City of Wyoming, Minnesota, will meet on the 21st day of November 2023, at 7:00 o'clock P.M. in the City Hall in the City of Wyoming, MN to consider objections to the proposed assessments for the 2023 Fallbrook Avenue and 264th Street Improvement Project heretofore ordered by the City Council.

ASSESSMENT ROLL
OPEN TO INSPECTION:

The proposed assessment roll is on file with the City Clerk and open to public inspection.

AREA PROPOSED
TO BE ASSESSED:

The area proposed to be assessed consists of every lot, piece or parcel of land benefitted by said improvement, which has been ordered made and is as follows:

Street and Utility Improvements (Sanitary Sewer Rehabilitation Not Assessed):

- Fallbrook Avenue from Fairview Boulevard to 264th Street
- 264th Street from Fallbrook Avenue to Hwy 61 in the City of Wyoming, Minnesota.

TOTAL AMOUNT OF
PROPOSED ASSESSMENT:

The total amount proposed to be assessed is \$188,520.

WRITTEN OR ORAL
OBJECTIONS:

Written or oral objections will be considered at the hearing in writing at the hearing or you may file written comments with the City Administrator-Clerk before the hearing on November 21, 2023.

RIGHT OF APPEAL:

An owner of property to be assessed may appeal the assessment to the district court of Chisago County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092

Phone: 651-462-0575 Fax: 651-462-3938

LIMITATION ON
APPEAL:

No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object to the assessment hearing is due to a reasonable cause.

DEFERMENT OF
ASSESSMENTS:

Under the provisions of Minnesota Statutes, Sections 435.193 to 435.195, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. [However, the City has elected not to establish any deferment procedure pursuant to those Sections.]

SPECIFIC AMOUNT TO
BE ASSESSED:

The amount to be specifically assessed against your particular lot, piece of parcel of land is <\$AMOUNT>.

PREPAYMENT:

You may prepay the entire assessment to the Treasurer of the City until the assessment roll is certified to the County Auditor; after certification to the County Auditor, prepayments of the entire amount remaining due may be made to the Treasurer at any time prior to November 15 of any year.

NO PARTIAL
PREPAYMENT

The City Council has authorized the partial prepayment of assessments prior to certification of the assessment or the first installment thereof to the County Auditor.

Property Identification Number: <PID>

Property Address: <ADDRESS>

PREPAYMENT WITHOUT
INTEREST, OR WITH
INTEREST TO END OF
YEAR:

No interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment roll. At any time prior to November 15 of any year, the owner may prepay to the Treasurer the whole assessment remaining due with interest accrued to December 31 of the year in which the prepayment is made.

INTEREST RATE:

If the assessment is not prepaid within 30 days from the adoption of the assessment roll, interest will accrue on the assessment at the rate of 5.25% over a 10-year term. Interest accrues from the date to be specified in the resolution levying the assessment, but not earlier than the date of such resolution.

DATED: October 17, 2023.

BY ORDER OF THE CITY COUNCIL

/s/ Robb Linwood
City Administrator / Clerk

RESOLUTION NO. 23-10-103

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**RESOLUTION CALLING HEARING ON ASSESSMENTS FOR THE
2023 FALLBROOK AVENUE AND 264TH STREET IMPROVEMENT**

WHEREAS, the City Clerk, with the assistance of the City consulting engineer, has prepared an assessment roll for the 2023 Fallbrook Avenue and 264th Street Improvement and said proposed assessment roll is on file with the City Clerk and open to public inspection;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA:

1. The Clerk shall publish notice that this Council will meet to consider the proposed assessments on November 21st, 2023, at 7:00 o'clock P.M. in the Council Chambers of said City of Wyoming, Minnesota. The published notice shall be in substantially the form set forth on Exhibit A attached hereto.
2. A copy of the notice in substantially the form set forth in Exhibit B attached hereto shall be mailed to the owners of each parcel of property described in the assessment roll.

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 17TH DAY OF OCTOBER, 2023.

CITY OF WYOMING

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: October 13, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Utility Rate Study Selection

Method: New Business

Background Information:

At the September 19, 2023 Wyoming City Council meeting the City Council authorized a Request for Proposals for a Utility Rate Study to establish City of Wyoming Water and Sewer Rates from 2024 to 2028. The City placed a Request for Proposals on the League of Minnesota Cities Website and City Website. All Audit proposals were due on Friday, October 6, 2023.

The City last performed a utility rate study in 2018. The City of Wyoming budgeted \$30,000 for 2023 to complete a new water rate study that would be in place for the years 2024-2028.

The primary goal of the rate study is to provide a guideline for a 5-year rate structure to assure that all of the operating, capital, and reserve requirements are provided for. Additional operational and rate recommendations may also be made if conditions warrant. Also, an analysis of connection fees for the utilities will be performed. The City sent out a Request for Proposals and four responses were received.

The City Received RFP's from the following consultants:

- Abdo Financial – Public Finance Company
- Ehlers and Associates – Public Finance Company
- Erickson Northstar, L.L.C
- Sambatek, Inc. – Engineering Firm

The RFP's were reviewed and although not intended to be all inclusive, following is a list of factors in order of importance, which will be considered in reviewing and making a recommendation for a selection.

1. Extent and quality of rate study experience of the individual or firm, local office personnel to be involved, based on information provided by the firm as well as references of former and present clients.
2. Consultant's ability and willingness to meet the requirements and needs of the City with respect to the study as outlined in this RFP and as demonstrated in the proposal.

3. Proven ability of the firm to meet work schedules, as well as existing and future time commitments of persons assigned to the project and ability to communicate effectively with City staff and City Council.
4. Proposed cost of the engagement. Although a significant factor, fees charged may not be the deciding factor

Abdo Financial

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. Abdo has significant experience in conducting government finance operations including utility rate studies. They are providing consulting services for over 100 cities currently. Abdo has significant experience with Utility rate.

- City of Crystal
- City of Blooming Prairie
- City of Le Center
- City of Waterville

The project team would consist of four team members including a Partner/CPA/Municipal Advisor, a Senior Manager, a Senior Associate and an Associate. The Consultant provided four references that all gave Abdo Financial positive feedback in the studies that were completed for the respective city. Abdo has identified complete process that will meet much of the criteria identified within the RFP including:

- Gather input from city management
- Evaluate Water and Sewer operational and infrastructure expenditures – both current and projected
- Determine the impact of future bond issues on users of system
- Develop projection of future operational and infrastructure costs
- Provide projection based on existing rate structure based on existing debt and future projects
- Review and discuss outcomes with city management and City Council

Abdo Financial has identified a project schedule that would be able to stay on schedule and meet the schedule criteria that was identified in the City's RFP.

Abdo Financial fee for completion of work, hourly not to exceed limit - \$22,950

Ehlers and Associates

Ehlers and Associates is a municipal advisor and Public Finance Company. Ehlers has significant experience in completing rate studies and the financial complexities involved in the study. Ehlers has extensive references in regards to Utility Rate Studies has completed 250 rate studies the past 5 years including the following Minnesota Cities:

- City of North Branch, MN
- City of Edina, MN
- City of Champlin, MN

The Project Team would consist of three team members from Ehlers including the Director of Fiscal Consulting, and two Senior Fiscal Consultants. The Consultant provided three references that all gave Ehlers positive feedback in the studies that were completed for the respective city. Ehlers has identified complete process that will meet much of the criteria identified within the RFP including:

- Conduct Project Kickoff Meeting
- Review and Assemble a Capital improvement Plan for the Utility Rate Study
- Analyze existing rate structure and complete the utility rate study model
- Provide Rate Recommendations (+ optional water rate restructure)
- Identify Appropriate Reserve Amounts and Financing Needs
- Complete Connect Fee Study (Optional)
- Conduct Community Comparison
- Deliver and Present Report

The Firm has identified work schedules and that they would follow a weekly schedule to complete a study in a timely manner as identified in the city's RFP.

Ehlers fee for completion of work, hourly not to exceed limit - \$19,875.00

**Ehlers did note in their proposal that their comprehensive project approach deviates from what appears in the RFP, but we discussed that departure with Mr. Linwood and received approval to move forward.*

This is regarding the RFP items that state Developing Unit cost of service for base, maximum day and maximum hour demands along with developing rates based on peak average demands and various customer classes. This can be a considerable exercise if you do have a very differing customer base with high concentrates of sewer or exceptional uses of water perhaps that you would see in a larger city than Wyoming. Wyoming is for the most part quite uniform and does not have any extreme outliers of users.

- Optional water rate structure study **\$5,830.00**
- Optional connection study fee study **\$4,505.00**

Erickson Northstar, L.L.C.

Erickson Northstar is a recently formed consulting practice providing consulting services to local government across the United States. Our consultants bring a solid background of experience to our clients both as former local government managers and as consultants to local governments. Their experience includes service with Springsted Incorporated and with Baker Tilly, LLP. Erickson Northstar, L.L.C. will provide a team of senior, experienced consultants with direct experience in water and sewer operations and management. Our staff has assisted approximately thirty local governments with utility rate studies over the past five years. They will use a time-tested methodology to perform their analyses working in close collaboration with City staff and the City Council.

- Saint Paul Regional Water Services, MN
- City of Saint Paul, MN
- City of Lino Lakes, MN
- Villate of Richton Park, Illinois

The Project would consist of two staff members of Erickson Northstar, L.L.C. including a Project Lead and a Project Consultant. Erickson Northstar, L.L.C. provided four references that all gave positive feedback in the studies that were completed for the respective city.

Erickson Northstar, L.L.C has identified a complete process and approach that would meet the information the city identified in the RFP.

This includes the following:

- Initiate and mobilize the project
- Review Background Information
- Deliver Preliminary Revenue Requirements
- Conduct Rate Study
- Prepare Report of Findings and Recommendations

Erickson Northstar, L.L.C has identified a project schedule that would be able to stay on schedule and meet the schedule criteria that was identified in the City's RFP.

Exceptions: Erickson Northstar has identified indemnification language changes and the overall insurance amount from \$1,000,000 per occurrence instead of the \$2,000,000 per occurrence as identified in the RFP.

Erickson Northstar, L.L.C. project Cost Total - \$16,800.00

Sambatek, Inc.

Sambatek is an Engineering firm and provides other professional services. Certain Sambatek staff completed a previous water and sewer rate study for the City of Wyoming. Sambatek has extensive water utility experience in design and construction of wells, water treatment, pump houses, ground and elevated storage, booster stations, distribution systems, reports and studies. Sambatek provided 13 different client references that they have completed work for. Most of the clients were pleased with the outcome of the rate study, but some of the rate studies were performed under Progressive Engineering and not Sambatek.

The cities include the following:

- City of Oakdale
- City of Cloquet
- City of Wayzata
- East Grand Forks,
- Zimmerman
- St. Louis Park
- Chaska
- Rochester
- Minneapolis
- Shakopee
- Fridley
- St. Cloud
- Grand Rapids

Sambatek has identified 4 staff members to complete the rate study for the City of Wyoming. This would include a P.E. Client and Project Manager, a P.E. Quality Manager, a P.E. CIP/Design Engineer and a Graduate Design Engineer. Sambatek has identified a rate study plan that would meet the criteria the city identified in the RFP including the following:

- Project Initiation/Project Management
- Data Collection
- Revenue Requirements
- Cost Apportionment, Rates, and Cash Balance
- Reporting
- City Staff Participation
- Cost Control
- Quality Assurance

Sambatek has identified a project schedule that would be able to stay on schedule and meet the schedule criteria that was identified in the City's RFP.

Sambatek, Inc. Project Cost Total not to Exceed - \$25,670

Recommendation: Staff is recommending that the City Council Select Erickson Northstar, LLC complete a Utility Rate Study for the City of Wyoming for a cost of \$16,800



SERVICE PROPOSAL FOR

City of Wyoming

26885 Forest Blvd, Wyoming, Minnesota 55092

October 06, 2023

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ

Abdo
Financial
Solutions

Proposed by

Victoria Holthaus, CPA

Partner | Abdo

victoria.holthaus@abdofs.com

P 952.715.3069

LETTER OF TRANSMITTAL

We are pleased to submit our proposal to the City of Wyoming (the City) and are confident the City will find Abdo Financial Solutions (Abdo FS) to have the experience and expertise to exceed your expectations.

The primary contact for this engagement will be Victoria Holthaus, CPA, Partner. Victoria's contact information is listed below.

Victoria Holthaus, CPA
5201 Eden Ave, Suite 250
Edina, MN 55436
victoria.holthaus@abdofs.com
P 952.715.3069
F 952.835.3261

In the event the City selects this Abdo FS proposal, Abdo FS is prepared to enter into an agreement with the City to provide services outlined in the proposal.

Table of Contents

03	Cover letter
05	The Abdo Difference
06	Your Team
07	Government Experience
10	Utility Rate Study Approach
13	Assumptions
14	Technology
15	What Our Clients Say
16	Value Added Services
17	Diversity, Equity & Inclusion
19	Why Partner with Abdo
20	Appendix A - Proposer Guarantees
22	Appendix B - Professional Bios



Robb Linwood, City Administrator
City of Wyoming
26885 Forest Blvd
Wyoming, 55092

Dear Robb,

Thank you for the opportunity to submit this proposal to the City of Wyoming (the City) for partnering with the City on a Utility Rate Study Proposal. Based on our experience with the type of work outlined in the proposal, we are confident our experience and expertise will allow us to exceed your expectations. Our proposal will demonstrate to you that Abdo Financial Solutions, LLC. (Abdo FS) will be the service provider of choice for your City.

Our success has been driven by utilizing staff that is experienced and well trained in governmental planning and operations. We understand attention to detail, project approach, management plan and quality work product are important factors in your selection process. We are confident in our ability to demonstrate we are the firm to select.

Our approach to this project is to engage with City staff to ensure we have an exceptional understanding of the project, each individual's role in the project, overall expectations and desires as well as exceptions to standard operations. Throughout the project there will be periodic meetings with City staff to share information, solicit input and provide updates.

UTILITY RATE STUDY

The City has requested a proposal for preparing a utility rate study for the City, which comprises the Water and Sewer utility rate projections for the years 2024 - 2028, including the related summaries of significant assumptions and accounting policies. The goal of this evaluation will be to project the water and sewer rates taking into account current and future water and sewer projects that are outlined in the City's utility rate study.

A projection presents, to the best of management's knowledge and belief, the City's expected cash balances for the projection period assuming managements expected borrowing, capital purchase, expenditure change, and revenue change assumptions. It is based on management's assumptions, reflecting conditions it expects to exist and the course of action it expects would be taken during the projection period assuming the aforementioned assumptions. The projection is designed to provide management and Council a tool for future planning and might not be useful for other purposes.

The Firm is independent of the City as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the City has retained an independent registered municipal advisor (IRMA) to assist and advise the City in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the City will rely on advice from their IRMA. Abdo FS will have no recourse against the City or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the City.

We look forward to meeting with you to discuss our proposal and appreciate this opportunity to present Abdo FS for your consideration. We will contact you within two weeks to discuss your interest in our services and provide any further information you may need.

Abdo Financial Solutions



Victoria Holthaus, CPA

Partner | Abdo

The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work. We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

Our process is built around a deep commitment to every client:

*We light the path forward so you can proceed with **confidence**.*

*We're the **partner** you can trust to help you along the way.*

*We're the **catalyst** who empowers you to reach your goals.*



Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we have the resources, knowledge, people and services to light the path forward for your city.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be found in Appendix B.



VICTORIA HOLTHAUS, CPA

Partner
victoria.holthaus@abdofs.com
P 952.715.3069



JULIE MCMACKINS, CPA

Senior Manager
julie.mcmackins@abdofs.com
P 952.715.3062



JESSI STURTZ CPA

Senior Associate
jessi.sturtz@abdofs.com
P 507.304.6888



DEBI STANBROOK

Associate
debi.stainbrook@abdofs.com
P 952.715.3010





Government Experience

You can have confidence in our years of experience performing consulting services, the quality of the accounting services we offer and our understanding of the unique challenges our clients face in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in city consulting and auditing. Out of our 180-strong, talented staff, over 40 team members are 100% focused on government clients, which include over 100 cities and other governmental entities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city. Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming fully prepared, and being available throughout the year to support you.

PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a consulting role. We don't believe in a one-size-fits-all mentality. So together, we'll focus on the needs that are relevant to your city and provide the right services to meet them with a customized methodology based on your needs. We're focused on developing creative, customized solutions to help your city mitigate costs and boost efficiency.

FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving government entities. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with us to light the path forward for your organization.

OUR QUALIFICATIONS

- GFOA and MnGFOA Association members
- Government operations training
- MSRB Municipal Advisor Qualified Representatives (Series 50 and Series 54)
- Consulting services for over 100 cities
- We've assisted many municipalities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting

OUR FINANCIAL MANAGEMENT AND CONSULTING SERVICES INCLUDE:

- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Federal and State relations/grant consulting
- Finance Director services
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Utility/fee analysis
- Year-end audit preparation and financial statement preparation



Utility Rate Study Approach

PROJECT APPROACH

The following information outlines the approach we will take for the project.

INITIAL ASSESSMENT

The first step to this project is to review and analyze data provided by the City. After this review, Abdo FS will meet with the city team to discuss overall anticipated project expectations, outcomes and timelines.

UTILITY RATE REVIEW

The objective of our engagement is to prepare a projection in accordance with guidelines for the presentation of a projection established by the American Institute of Certified Public Accountants (AICPA) based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the projection.

Our engagement cannot be relied upon to identify or disclose any misstatements in the projection, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.



[SEE A SAMPLE REPORT](#)



UTILITY RATE STUDY PROCESS

- Gather input from city management
- Evaluate Water and Sewer operational and infrastructure expenditures – both current and projected
- Determine the impact of future bond issues on users of system
- Develop projection of future operational and infrastructure costs
- Provide projection based on existing rate structure based on existing debt and future projects
- Review and discuss outcomes with city management and City Council

CITY EXPECTATIONS

As part of the utility rate review, the City agrees to:

- Devote uninterrupted time to working with us as needed
- Make candid representations about your plans and expectations
- Make all management decisions and perform all management functions
- Provide information on future capital improvements
- Provide an individual responsible to review and accept our work

UNANTICIPATED SERVICES

While the fixed price entitles the City to unlimited consultation with us, if your question or issue requires additional research and analysis beyond the consultation, the work will be subject to an additional price, payment terms, and scope to be agreed upon before the service is performed and a change order will be issued to document this understanding.

Furthermore, the parties agree that if an unanticipated need arises (training to different groups, researching a new issue, etc.) we hereby agree to perform this additional work at a mutually agreed upon price. This service will be priced separately to the City, using a change order.

QUALITY ASSURANCE

Quality is critical the success and integrity of this project. Our internal processes ensure that all work is reviewed and approved prior to moving to the next phase of a project. Our processes require that work is reviewed by a staff member at a higher level than the person that completed it and ultimately the work is signed off on by the Abdo FS President. Here is our organizational chart further explained:

ASSOCIATE AND SENIOR ASSOCIATE

Abdo FS Associate and Senior Associate-level staff be assigned to your Project Management Team (PMT) to complete the analysis necessary to provide new rate recommendations. Our team will partner with you from initial planning to final delivery of the rate study and serve as your primary point of contact.

MANAGER

A Manager will also be assigned to your Project Management Team (PMT) to provide technical assistance and quality control as your rate study is developed. The Manager will also assist with the presentation of findings to your City Council.

QUALITY ASSURANCE (CONTINUED)

PARTNER

Your engagement partner, Victoria Holthaus, will provide oversight and review for the fee study. Participating in the planning call, and providing quality control review throughout the project.

PRICE GUARANTEE

If you ever receive an invoice without first authorizing the service, payment terms, and price, you are not obligated to pay for that service.

FINANCIAL INVESTMENT

Utility Rate Study	\$22,950
Total	\$22,950

Payment Schedule:

<i>Contract Execution</i>	\$11,475
<i>Project Completion</i>	\$11,475

This fixed fee agreement entitles the City to a rate recommendation based on a set of assumptions and the capital improvement plan, as provided by the City. At the request of the City, Abdo Financial Solutions may prepare a second version of rate recommendations, utilizing a new set of assumptions or changes to the capital improvement plan. Each additional draft will be provided at a cost of \$2,500.

In an effort to reduce environmental impact, you will receive printable, downloadable PDFs of your report. To receive one (1) paper report, you will be charged \$150 for a set-up fee. Additional paper copies will be charged at the rate of \$50 per report.

This quote is valid for thirty (30) days.

A project schedule has been provided below. Completion of our project according to this schedule will be determined by the City's ability to provide all documents, data, and other inputs necessary to complete our work. If the project continues past November 30, a change order may be necessary.

The stated fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

CONCLUSION

Throughout this process we will be in constant communication with the city team to ensure their needs are being met. By utilizing our operational experience as well as our knowledge of governmental accounting, our 50 plus years of experience providing services to Minnesota municipalities and our knowledge of regulations in the State of Minnesota we will provide the City information and recommendations for financial processes. We are excited about this opportunity and the benefits the City will recognize as this utility rate study is finalized.

Project Schedule

TASK	DATE
Kick-off Meeting with Project Management Team (PMT)	October 19
Data, documents, and other inputs due from City	October 27
Abdo to have base model setup	
Base model and draft analysis ready for internal (Abdo) review	November 3
Base model and draft analysis reviewed with PMT	November 10
Rate Study due to City for Work Session Packet	November 17
Attend Council Work Session to Review Study	November 21
Release Final Report to City	November 29
New Rates Adopted by City	December 5

Technology



We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our financial accounting and consulting services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote financial accounting and consulting services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the engagement to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

What Our Clients Say



CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their utility rate study services. Additional references are available upon request.

CITY OF CRYSTAL

Kim Therres
Assistant City Manager
P 763.531.1132

SERVICES PROVIDED

Long-term Plan
Outsourced Finance Director
Process Evaluation (ProEval)
Utility Rate Study
Budgeting
Audit Preparation
Utility Billing
Payroll Processing

CITY OF BLOOMING PRAIRIE

Andrew Langholz
City Administrator
P 507.583.7573

SERVICES PROVIDED

Long-term Plan
Utility Rate Study
Debt Management Study

CITY OF LE CENTER

Dan Evans
City Administrator
P 507.357.4450

SERVICES PROVIDED

Utility Rate Study

CITY OF WATERVILLE

Theresa Hill
City Administrator
P 507.362.8300

SERVICES PROVIDED

Utility Rate Study

Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.abdosolutions.com.

HR & PAYROLL SERVICES

We help employers better support their most valuable resource...their people. Having clear and consistent HR practices that best suit the individuality of your city is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation

PROCESS SOLUTIONS

"Because we've always done it that way" is an easy trap to fall into. But outdated processes or systems might not be delivering the best results and cause redundancies, unreliable outcomes, and frustrated staff. An ineffective process can become your Achilles' heel in a crisis. Our customized process improvement solutions will meet you where you are - and guide you to a better tomorrow.

Our process solution services include:

- Process Mapping Documentation - *How do transactions and data flow through your city?*
- Abdo ProEval - *Removing waste in your processes allows your team members to focus on what they were hired to do - and to spend more time on value-added initiatives.*
- Abdo ProEval - Kaizen - *Does the project seem too large, or the change too overwhelming? The Kaizen approach is a pared - down version of our ProEval service. Instead of a full operational review, we'll focus on one aspect of your operation*
- Software Inventory & Assessment - *Including recommendations for increasing efficiency and, if possible, reducing software-related costs.*



An ongoing quest to be better, together

OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



61%

*of our employees
are female*



51%

*of our
management level
employees are
female*



23%

*of our interns this
year were people
of color*

ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



DEI Initiatives



PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.



Why Partner with Abdo

LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For nearly 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 180 professionals and nearly six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

-- Steve McDonald, CPA | Managing Partner



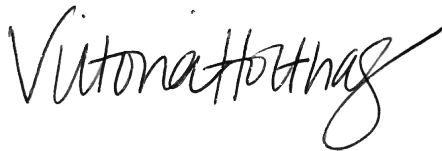
Appendix A

PROPOSER WARRANTIES

Proposer Warranties

- A. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state of Minnesota) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Wyoming.
- D. Proposer warrants that all information provided in connection with this proposal is true and accurate.
- E. Proposer certifies that it can and will provide and make available, at a minimum, all services set forth in the "Scope of Services Requested" section of the City's request for proposals.

Signature of Official:



Name: Victoria Holthaus, CPA

Title: Partner

Firm: Abdo

Date: October 06, 2023



Appendix B

TEAM BIOS



Victoria Holthaus

CPA

Partner | Abdo Financial Solutions

Municipal Advisor Representative (Series 50)

Municipal Advisor Principal (Series 54)

victoria.holthaus@abdofs.com

P 952.715.3069

Vicki aims to simplify the complex for her clients. Her goal is to give them a solid understanding of their finances, so they can confidently plan ahead. She specializes in working with local governments and nonprofit agencies to strategize capital improvements, develop long-range financial plans, and troubleshoot accounting and financial challenges. She also provides process evaluation and process improvement services for nonprofit and private sector clients. Over the past several years, Vicki has helped many organizations with strategic upgrades to technology and software as they navigate new ways of interacting with constituents and customers. Along with the ability to creatively explain technical terms, Vicki has firsthand knowledge of the issues local governments often face. Prior to joining the firm, she served Minnesota municipalities and joint ventures in various finance and administrative roles.

EDUCATION

- Bachelor of Science in Accounting, National American University
- Master of Arts in Public Administration, Hamline University
- Minnesota Certified Municipal Clerk
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- Minnesota and Arizona Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Minnesota Clerks and Finance Officers Association
- Government Finance Officers Association of the United States and Canada
- Minnesota and Arizona Government Finance Officers Association

AFFILIATIONS

- Hamline School of Business, Accounting Board Member
- Arizona Women Leading Government Member

QUALIFICATIONS

- 17 years of experience working with local governments and nonprofits in finance and administration
- Experience with budgeting, capital planning, debt management, as well as being the process evaluation and improvement engagement lead
- Previous speaker at MCFOA Municipal Clerks and Finance Officers Association, League of Minnesota Cities and has developed newsletter content on automation, long-term planning and process improvements



Julie McMackins

Senior Manager | Abdo Financial Solutions

julie.mcmackins@abdofs.com

P 952.715.3062

Julie joined the Firm in 2021 as a Manager in the Financial Solutions department. Prior to joining Abdo FS, she spent nine years working for the City of Plymouth in Accounting roles, including Accountant, Supervising Accountant and Interim Finance Manager. In these roles, Julie was involved in a wide variety of finance responsibilities. Julie also has four years of experience in accounting and auditing roles. She currently works with clients in a variety of financial roles such as budgeting, annual and quarterly financial reporting, utility rate studies, long-term planning, and audit preparation.

EDUCATION

- Bachelor of Science in Accounting, Winona State University
 - *Graduated Summa Cum Laude*
 - *Dean's List*
 - *Member of National Society of Collegiate Scholars*
- Certified Public Accountant (Inactive)
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- National Government Finance Officers Association

QUALIFICATIONS

- 14 years of experience working with Minnesota municipalities and two years experience in the private sector
- Experience in a variety of roles within local government, including, but not limited to: preparation of 10-year financial plan, monitoring cash and investment balances, preparation of biennial budget, preparation of City's annual financial report, led capital improvement plan processes, preparation of utility rate studies and cash flow analyses, preparation and submission of financial information for external reporting agencies,
- Experience in supervising and leading staff in the finance division in performing accounts payable, billing, cash receipts, payroll and general ledger accounting
- Experience in implementation of financial software, billing and payment options for utility billing, as well as acted as a liaison between staff and the Information Technology division



Jessi Sturtz

Senior Associate | Abdo Financial Solutions
jessi.sturtz@abdofs.com
P 507.304.6888

Jessi joined the Firm in 2020 as an Associate in the Financial Solutions group. Prior to joining Abdo FS, Jessi worked for a local government in southern Minnesota. She has ten years of experience working with local governments in accounting and has worked extensively with Banyon. She currently works with clients ranging from 1,000 - 25,000 in population in a variety of different financial roles such as budgeting, audit preparation, monthly cash reconciliation, processing accounts payable, and quarterly financial reporting

EDUCATION

- Bachelor's Degree in Accounting, Rasmussen College
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- Minnesota Certified Municipal Clerk

QUALIFICATIONS

- 10+ years of experience working with local governments
- 11 years of experience working at a financial institute in accounting
- Background with budgeting, transactional processes, utility billing and payroll
- Assists in the preparation of W-2 processing, 1099's and 1095's
- Works extensively with Microsoft Office, Banyon, Tyler Incode and BS&A
- Experience training new staff



Debi Stainbrook

Associate | Abdo Financial Solutions

debi.stainbrook@abdofs.com

P 952.715.3010

Debi joined Abdo Financial Solutions in 2023, after having previously served as the City Auditor for the City of Pembina, North Dakota. In her previous position, she had involvement and experience in administration, training and auditing. As a member of the Abdo Financial Solutions team, Debi has experience in payroll, bank reconciliation, fund accounting and utility billing. Debi enjoys working with local governments to help make things as easy as possible for City staff, and support clients in making sound decisions to give opportunities for the betterment of their community.

EDUCATION

- Bachelor's in Business, Capella University
 - *Leadership and Management*
 - *Organizational Leadership*
- Continuing professional education

QUALIFICATIONS

- 1 year of experience in local government, providing training, auditing and administrative services
- Experience in payroll, utility billing, fund accounting and bank reconciliation

OCTOBER 6, 2023

PROPOSAL TO PROVIDE A WATER & SANITARY
SEWER UTILITY RATE STUDY FOR:

The City of Wyoming, Minnesota



Ehlers
3060 Centre Point Drive
Roseville, MN 55113

Municipal Advisor Registration Number: K0165
SEC CIK Number: 0001604197

ehlers-inc.com

EHLERS' ADVISORS:

Jessica Cook

Director | Fiscal Consulting
jcook@ehlers-inc.com
651-697-8546

Kyle Sawyer

Senior Fiscal Consultant
ksawyer@ehlers-inc.com
651-697-8533

April Weller

Senior Fiscal Consultant
aweller@ehlers-inc.com
651-697-8542



October 6, 2023

Robb Linwood
City Administrator
City of Wyoming
P.O. Box 188
26885 Forest Blvd
Wyoming, Minnesota 55092

Dear Mr. Linwood,

Thank you for the opportunity to provide a proposal to undertake a Water and Sanitary Sewer Utility Rate Study for the City of Wyoming. We have reviewed and thoroughly understand the required scope of work listed in the RFP. We believe our expertise in rate analyses and capital planning and financing, our dedication to proactive client service, and our collaborative project delivery approach provide a compelling relationship option for the City to consider.

We understand the City would like to update the rate study it completed five years ago in an effort to ensure rates remain adequate to fully fund utility enterprises. **In reviewing the City's financial statements and current rate structure, we observe:**

- » The utility funds appear to be well managed and have healthy cash balances.
- » While winter quarter water use averages between 12,000 and 15,000 gallons per quarter, the second tier for the water rate is set at 20,000 gallons per quarter. This suggests there is likely a substantial amount of water used for irrigation being sold at the lower, first tier rate. The City may want to consider tightening up the rate tiers.
- » The City collected about \$150,000 in connection fees in each utility fund in 2022. It will be important for the rate study to ensure that these connection fees are used to expand the system (i.e., pay for capital expenditures or debt service). An Ehlers rate study will ensure that connection fees are just and equitable.

For over 65 years, Ehlers has helped clients build strong and vibrant communities through financial planning, debt issuance and management and economic development services. **In the last five years alone, our firm has completed over 250 utility rate studies aimed to deliver the tools needed to make informed, objective decisions for their utilities and their customers.** The changes implemented from our rate studies help clients effectively cover fixed costs, build resources for future capital needs, and provide equitable retail and wholesale rates that are easy to understand and administer.

We believe the following factors position us as the firm best suited to fulfill the City's needs:

Rate Expertise. Given the volume of utility rate studies Ehlers undertakes each year and the variety of complex issues we have faced in doing so, we can clearly demonstrate the practical experience needed to set rates with accuracy and confidence. In addition to our technical expertise, Ehlers has a strong track record of thinking innovatively about how our clients can meet the established strategic and financial goals for their utilities.

Financial Expertise. Ehlers is a full service municipal advisory firm. We understand the implications of rate-making decisions on the City's bond rating and ability to finance a future well and other improvements cost-effectively. We will leverage our extensive knowledge of the bond market and bond financing to develop a 10-year financing plan for the utility that not only seeks to maintain a top-tier rating but provides a balance between covenants and bond marketability. Our municipal advisors collaborate closely with our fiscal consulting team when completing rate analyses.

Accessible Team Players. At Ehlers, we pride ourselves on being responsive, meeting required deadlines, and having a team of individuals assigned to each client. Ehlers' suburban St. Paul location offers convenient options for meeting in person and our assigned project staff can easily travel to you for collaborative planning sessions and presentations.

Client-First Values. We will provide the City with ongoing dialog, idea-sharing, independent analysis, presentation of customized options and a competitive, value-oriented fee schedule. We are confident we can deliver preliminary 2024 rate recommendations by November 17, 2023, and complete the project by December 5, 2023.

Thank you for including us in this RFP process. We appreciate your consideration and look forward to discussing how Ehlers can best serve the City of Wyoming.

Respectfully submitted,



Jessica Cook

Director of Fiscal Consulting

jcook@ehlers-inc.com

651-697-8546

TABLE OF CONTENTS

SECTION A: LETTER OF TRANSMITTAL	2
SECTION B: TABLE OF CONTENTS	4
SECTION C: CONSULTANT QUALIFICATIONS/PROFILE	5
SECTIONS D & E: KEY PERSONNEL & ORGANIZATIONAL STRUCTURE	8
SECTION F: PROJECT APPROACH/WORK PLAN	10
SECTION G: PROJECT SCHEDULE	14
SECTION H: COST	15
SECTION I: EXCEPTIONS & DEVIATIONS	16
SECTION J: ADDITIONAL INFORMATION	N/A
SECTION K: REFERENCES	17

Consultant Qualifications/Profile

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Ehlers helps public sector clients build outstanding places to live, work, learn and play by delivering focused, fully-integrated municipal financial advisory services.

We build strong, long-lasting client relationships - working directly and collaboratively with your staff - to complete projects and drive initiatives forward.

We leverage decades of industry experience, deep market and community knowledge, and our unique team-based approach to successfully guide clients through all facets of public finance.

Ehlers' services include:



Financial Management Planning

- Strategic Planning
- Research, Analysis & Studies
- Policy Development
- Projection Modeling
- Utility Rate Analysis



Economic Development & Redevelopment

- Planning & Project Management
- Feasibility & Cash Flow Analysis
- Developer Selection & Negotiation
- TIF/Special District Creation & Management



Debt Issuance & Management

- Competitive, Negotiated & Private Placement
- Specialized Instruments
- Credit Rating Reviews
- Continuing Disclosures
- Paying Agent Services
- Compliance Policies



Investments & Treasury Management

- Policy Development & Evaluation
- Strategy Creation & Implementation
- Reporting
- Cash Flow Analysis & Reporting
- Treasury Management Consulting
- Arbitrage Consulting



Founded in Minnesota in 1955, Ehlers consists of more than 80 full-time advisors, fiscal consultants, financial analysts and client support staff. Ehlers is an S-Corporation, 100% employee-owned by all staff members with at least one year of service. We are headquartered in Roseville, Minnesota (47 employees) with an additional, fully-staffed office in Waukesha, Wisconsin (23 employees).

Ehlers and its staff members maintain membership in dozens of professional associations that include such organizations as NAMA, GFOA, League of Minnesota Cities, League of Wisconsin Municipalities, MCMA, EDAM, and WEDA, among others. We actively engage with these organizations to further our own professional development and share our knowledge with their members. We also sponsor these professional associations to support the vital work they do in and for local units of government.

Today, Ehlers serves more than 1,500 public sector and non-profit clients across five states. We do not represent developers, investors, broker-dealers or any for-profit clientele.

Regardless of size or scope, Ehlers always assigns a team of advisors and/or consultants to each client engagement. This practice pairs the right resources to each component of any given project and ensures continuous client availability.

Our qualifications specific to the proposed engagement are best demonstrated by our performance, as illustrated by the following case studies. References for each of these projects can be found in [Section K](#).

The City of Edina, Minnesota Sanitary Sewer, Water, and Storm Water Utility Rate Study

Ehlers completed a sanitary sewer, water, and storm water utility rate study for the City of Edina in 2021. The rate study contemplated adjusting water rate structures in response to changing consumption patterns due to redevelopment and increasingly variable rainfall. We recommended new rate tiers for water to align with the City’s goals for water conservation and revenue stability. The analysis further entailed reviewing customer billing data and modeling the revenue that would be produced with different tier breaks and rates. In addition, the rate study responded to customer concerns about minimum sewer bills for 12,000 gallons. We lowered the sewer minimum to 8,000 gallons and increased the volumetric rate to offset the lost revenues. This resulted in the desired effect of reducing bills for low volume users and promoting water conservation. We also evaluated options for billing sewer based on the winter quarter. The Edina rate study included a 10-year plan for each utility to fund future street reconstruction projects and major improvements.

Ehlers’ Team: Jessica Cook, Kyle Sawyer, Elizabeth Diaz and Nick Anhut

The City of North Branch, Minnesota Sanitary Sewer and Storm Water Utility Rate Study

In 2020, Ehlers completed a sanitary sewer and storm water study for the City of North Branch that included an analysis of development fees (connection and trunk fees) and a plan to expand its wastewater treatment plant. The growing community was fielding questions from its developers about the reasonableness of sewer development fees. The rate study adjusted those fees and provided necessary justification. The connection fee was increased, but the trunk fee was actually lowered based on projected system needs. Additionally, the sewer rate structure was adjusted to charge higher rates for larger meters, overall sewer rates were reduced by 3%, and our analysis showed the system was adequately funded.

Ehlers' Team: Jessica Cook, Kristina Norquist and Rebecca Kurtz

The City of Champlin, Minnesota Sanitary Sewer, Water, and Storm Water Utility Rate Study

Ehlers completed a sanitary sewer, water, and storm water utility rate study for the City of Champlin in 2020. Champlin was seeking to balance its use of cash with limited bonding to pay for capital projects so it could maintain rate affordability. In particular, the City was interested in analyzing base fees to pay for fixed costs related to the system. For the sewer fund, we lowered base fees and developed an approach to phase out the low-income sewer rate over time, which was a key community goal. We further adjusted consumption tiers for water rates to promote conservation while capturing winter usage in the first tier.

Ehlers' Team: Jeanne Vogt and Stacie Kvilvang

Key Personnel & Organizational Structure

Ehlers proposes the following team of consultants to complete the scope of services as detailed in the City’s RFP. Jessica Cook will serve as the City’s primary contact, attend all client meetings, draft both the initial and final report, and present findings to City staff. She will be assisted by Senior Fiscal Consultants Kyle Sawyer and April Weller, who will complete the numerical analyses.

PRIMARY CLIENT SERVICE CONTACT

Jessica Cook

Director | Fiscal Consulting

Project Management, Meetings, Report, and Presentation

FISCAL ANALYSIS

Kyle Sawyer

Senior Fiscal Consultant

Numerical Analysis & Rate Study Expertise

April Weller

Senior Fiscal Consultant

Numerical Analysis & Utility Billing Expertise

The hours assigned to each team member are included in the cost proposal in [Section H](#).

Professional biographies for each team member follow below:



Jessica Cook

Director of Fiscal Consulting

Jessica leads Ehlers’ team of fiscal planning consultants in developing long-term financial management plans, TIF management plans and utility rate studies for our clients. Jessica is well known and highly regarded for her ability to communicate the policy implications of project financing and rate setting, helping the clients she serves make sound and objective decisions. In addition to her advisory and leadership responsibilities, Jessica serves as the Chair for Ehlers Companies’ Board of Directors. [See Jessica’s full resume.](#)



Kyle Sawyer

Senior Fiscal Consultant

Kyle is a Senior Fiscal Consultant supporting our Municipal Advisors across all Ehlers' markets with project management and analysis for municipal debt transactions, economic development and redevelopment initiatives, long-term financial planning and fiscal and utility rate studies. Kyle brings more than a decade of direct local government experience to his role with the firm. From 2011 to 2021, he served as an Accountant and Assistance Finance Director for the City of Edina, where he was integral in developing Capital Improvement Plans, constructing the biennial budget and conducting annual audits. He also assisted with debt planning and issuance, investments oversight and cash flow management. Before that, Kyle worked as an auditor for cities and school districts across Minnesota. [See Kyle's full resume.](#)



April Weller

Senior Fiscal Consultant

April Weller is a Senior Fiscal Consultant with our Minnesota Municipal Finance Team where she regularly assists clients with long-term financial management planning, utility rate studies, and tax increment financing administration and reporting. Prior to joining Ehlers, April amassed more than seven years of direct local government experience, most recently servicing as the Finance Manager for the City of St. Louis Park, Minnesota. [See April's full resume.](#)

Project Approach/Workplan

Ehlers approaches its studies with a keen awareness that any adjustments to utility rates will impact all stakeholders: the constituents who pay the user fee or charge, Wyoming's financial health, and City staff who need to implement and effectively communicate proposed rate changes.



Ehlers will approach this project using the Fixed and Variable Rate Structures methodology. This methodology differs from the Cost of Service methodology requested in the RFP but is recommended for the City of Wyoming, in part because it can be accomplished in the short time-frame for this project at a lower cost. The Fixed and Variable Rate Structure methodology is approved and recommended by the American Water Works Association (AWWA).

Ehlers will complete the project using a nine-step process. Our approach is flexible and has proven to deliver the information, recommendations, and facilitated discussions essential to setting utility rates with confidence and accuracy.

Step 1: Conduct Project Kickoff Meeting

At our initial meeting, Ehlers will work with City staff to ensure we fully understand your situation, including any planned debt issuance, short- and long-term goals, political and administrative concerns, and any policies to which we must adhere.

Step 2: Gather Data

Rate studies are a team effort. Ehlers will work with you to ensure we receive the required data. Information required to complete the study is listed below, some of which may be obtained from the City's public website:

- » Current Capital Improvement Plans
- » DNR or City Pumping Reports for 2021 and 2022 calendar years
- » Detailed water usage data by customer account by billing cycle for a 12-month period
- » Projected growth estimates
- » Financial statements for the last three years

SECTION F: PROJECT APPROACH/WORKPLAN

- » 2023 and 2024 budgets
- » Debt repayment schedules for all existing debt supported by the utility funds
- » Current year fee schedule
- » City ordinance that pertains to rate-setting
- » Other information as necessary

Step 3: Review & Assemble a Capital Improvement Plan for the Utility Rate Study

Ehlers will compile all related costs, including equipment, vehicles, and capital improvement projects within the City's current CIP and discuss any anticipated placeholder needs beyond its current scope.

Step 3 Deliverable:

A refined 10-Year capital improvement plan for the water and sanitary sewer funds.

Step 4: Analyze Existing Rate Structure & Complete the Utility Rate Study Model

Ehlers will create a proforma cash flow analysis for the water and sanitary sewer funds over the next ten years that includes:

- » Historical trends in revenues, expenditures and ending cash balances
- » Projected operating revenues and expenses including operations and maintenance costs, interest expense, depreciation, and department servicing
- » Net operating income prior to debt and capital
- » Capital costs
- » Outstanding debt service (if applicable)
- » Projected future growth

The proforma cash flow will test the adequacy of existing rates and determine the revenue requirements for the water and sanitary sewer funds.

Step 4 Deliverable:

A 10-year cashflow projection for the water and sanitary sewer funds that identifies the revenues required to adequately fund capital projects, replacement reserves, annual operating expenses, debt service, and to build and maintain sufficient cash balances. These projections will mirror your financial statements to include an income statement and cashflow analysis.

Step 5: Provide Rate Recommendations (+ *optional* water rate restructure)

Ehlers will construct up to two options for water and sanitary sewer rate recommendations that meet the utility's revenue requirements. The development of rates will include a fixed cost analysis for both water and sewer that determines whether the current base charges adequately cover certain fixed costs. At the City's direction, Ehlers can also explore up to two options for updated water conservation rates that adjust the tier breaks for water rates. This is an *optional* component of this step and the cost is shown separately in **Section H**.

Step 5 Deliverable:

Recommended water and sanitary sewer rates for the next 5-10 years and sample rate impacts for residential and commercial customers.

Step 6: Identify Appropriate Reserve Amounts & Financing Needs

Ehlers will identify and address:

- » The use of debt vs. cash to pay for future capital improvements
- » Minimum cash balance for the utility funds & the level of depreciation to fund
- » Other issues the City wishes to explore

Step 6 Deliverable:

Recommended target cash reserves and a graph showing the projected cashflow vs. the target cashflow. We will build any proposed bonding into the cashflow projection.

Step 7: Complete Connection Fee Study (*optional*)

This *optional* step will focus on reviewing unused capacity of the system and allocating the cost across future residential and commercial customers. We will also allocate the cost of future improvements related to system expansion. We will provide:

- » An analysis of just and equitable fees
- » A comparison of fees to other developing communities

Step 7 Deliverable:

An analysis of connection fees that incorporate eligible capital projects and projected future growth.

Step 8: Conduct Community Comparison

Ehlers will survey up to five other communities that are either comparable or nearby to Wyoming to gather rate information and calculate a sample bill in each community.

Step 8 Deliverable:

A graph showing a sample utility bill for a typical single- family customer in Wyoming and five other comparable and/or neighboring communities.

Step 9: Deliver & Present Report

We recommend initially presenting the rate and connection fee study to the City during a work session. Doing so will offer an interactive opportunity to detail our findings, recommend rate options, and solicit policymaker feedback.

Ehlers will incorporate City feedback from the work session into a final recommendation for water and sanitary sewer utility rates and connection fees, which will then be communicated in a final report provided for the benefit of the City and its community members. The report will synthesize study mechanics and findings into easy-to-understand graphics and talking points.

Step 9 Deliverable:

An Executive Summary report memorializing the customized recommendations and addressing each utility fund's revenue demands, annual adjustments, cash balance policies and the timing of capital improvements.

Project Schedule

Ehlers has immediate capacity and dedicated resources to deliver the final project report by November 30, 2023, which will allow the Council to adopt new rates on December 5, 2023.

Tasks and/or Deliverables	Date of Completion
Conduct Project Kick -off Meeting	Week of October 16th
Gather Information	October 23rd
Refine Capital Improvement Plan	October 27th
Complete Utility Rate Study Model	October 31st
Provide Initial Rate Recommendations to Staff	Week of November 6th
Identify Reserves & Financing	November 6th
Complete <i>Optional</i> Connection Fee Study	November 6th
Conduct Community Comparison	November 6th
Revise Rate Study & Report (based on staff feedback)	November 16th
Deliver Draft Report at Council Work Session	November 21st
Revise Rate Study & Report (based on Council feedback)	November 30th
Council Adopts New Rates	December 5th

The schedule above assumes the timely receipt of all necessary information, and that billing information will be provided in Excel format. If billing information is only available in PDF, we will explore alternative schedules or methodologies with the City to deliver accurate results while maintaining the project schedule.

Cost

Ehlers will perform the scope identified for this Water and Sewer Utility Rate for the not-to-exceed cost of \$19,875.

The optional water rate structure study can be performed for the not-to-exceed cost of \$5,830, while the optional connection fee study can be performed for the not-to-exceed cost of \$4,505.

Ehlers will bill the project at an hourly rate of \$265 for actual hours worked, and final costs may actually be less. We will invoice monthly for work completed in the prior month. The only reimbursable expense for which Ehlers will invoice is one-way travel to the City.

Cost detail is shown below:

**Cost Detail for Proposed Fee
City of Wyoming
Water and Sanitary Sewer Rate Study**

Step	Description	Jessica Cook	Kyle Sawyer	April Weller	Total Hours	Cost
		Director of Fiscal Consulting	Senior Fiscal Consultant	Senior Fiscal Consultant		
Water and Sewer Utility Rate Study						
1	Project Kick-Off Meeting	1	1		2	\$ 530
2	Gather and Review Data	1	4	3	8	\$ 2,120
3	Review capital improvement plans and all background information	2	2		4	\$ 1,060
4	Build Utility Rate Study Model and Determine Revenue Requirements	4	14	6	24	\$ 6,360
5	Provide Inflationary Rate Recommendations (see below for new water rate structures)					\$ -
6	Identify Reserves and Financing Plan	1	1		2	\$ 530
8	Community Comparison	1		4	5	\$ 1,325
9.1	Meeting with Staff	1.5	1.5		3	\$ 795
9.2	Draft Report	6	3	2	11	\$ 2,915
9.3	Attend Council Work Session	2			2	\$ 530
9.4	Revise Study and Report	3	4	2	9	\$ 2,385
9.5	Prepare Presentation for Council Meeting	4	1		5	\$ 1,325
9.6	Attend Council Meeting	2			2	\$ 530
Subtotal Estimated Hours and Fee		27.5	30.5	17	75	\$ 19,875
Optional Water Rate Restructure						
5	Analyze billing data to deliver up to two rate options for new tiered water rates	5	6	11	22	\$ 5,830
Subtotal Estimated Hours and Fee		5	6	11	22	\$ 5,830
Optional Connection Fee Study						
7	Recommend just and equitable connection fees	8	7	2	17	\$ 4,505
Subtotal Estimated Hours and Fee		8	7	2	17	\$ 4,505
Total Estimated Hours		40.5	43.5	30	114	\$ 30,210
Hourly Billing Rate		\$ 265	\$ 265	\$ 265		

Exceptions & Deviations

Ehlers has no exceptions to the stated scope of work, engagement requirements, or contract. Please note that our comprehensive project approach deviates from what appears in the RFP, but we discussed that departure with Mr. Linwood and received approval to move forward.

References

Ehlers invites you to contact the following references who can attest to our firm's - along with the proposed key personnel's - capabilities relative to completing the stated scope of work.

**The City of Edina, Minnesota
Sanitary Sewer, Water, and Storm Water Utility Rate Study**

Alisha McAndrews
Finance Director
amcandrews@edinamn.gov
952-826-0419

**The City of North Branch, Minnesota
Sanitary Sewer and Storm Water Utility Rate Study**

Joe Starks
Former Finance Director (now with the City of Fridley)
joe.starks@FridleyMN.gov
763-572-3520

**The City of Champlin, Minnesota
Sanitary Sewer, Water, and Storm Water Utility Rate Study**

Shelly Peterson
Finance Director
speterson@ci.champlin.mn.us
763-923-7107



Proposal
City of Wyoming, Minnesota
Utility Rate Study
Water & Sanitary Sewer Services
October 6, 2023

Erickson Northstar, L.L.C



Table of Contents

Our understanding of Wyoming’s needs 1

Erickson Northstar, L.L.C. Qualifications 3

Project Approach 5

Task 1 Initiate and mobilize the project..... 6

Task 2 Review Background Information 7

Task 3 Develop Preliminary Revenue Requirements 7

Task 4 Conduct Rate Study..... 8

Task 5 Prepare Report of Findings & Recommendations..... 9

Project Team 10

Proposed Fees 12

Proposed Schedule 14



October 6, 2023

Robb Linwood
City Administrator
P.O. Box 188
26885 Forest Boulevard
Wyoming, MN 55092

RE: Proposal for a Utility Rate Study Water & Sanitary Sewer Services

Dear Mr. Linwood:

Enclosed please find Erickson Northstar L.L.C.'s response to City of Wyoming's Request for Proposal (RFP) for a Utility Rate Study Water and Sanitary Sewer Services. Our proposal was prepared based on our understanding of the scope from the City's RFP and our extensive significant experience in assisting local governments in developing utility rates, fees and charges. The Erickson Northstar team will work closely with the City of Wyoming to develop water and sanitary sewer rates using proven best practices and our understanding of the unique challenges local governments face in the current environment. The enclosed proposal demonstrates our experience, expertise and capability to assist the City of Wyoming with this important project.

As you review our proposal, we would ask you to consider the qualifications, experience, and value we can bring to this project:

1. Erickson Northstar consultants who will work on this project have established themselves as experts in assisting local government with utility rate studies. Their experience blends local knowledge with a national perspective.
2. Erickson Northstar consultants will bring their significant local government experience to this project helping the City identify new approaches and creative solutions to utility rates studies providing cost effective and affordable solutions.
3. Ericksson Northstar's project team is designed specifically for the City of Wyoming and represents experienced professionals who will be working on this project. The team assigned to this project is experienced in performing utility rate studies from years of both practical local government experience and national management consulting experience. 1) it represents the staff who will be directly responsible for your project; 2) it provides a range of expertise to cover the range of service requirements; 3) it provides a solid record of utility rate-setting knowledge to achieve your objectives; and 4) it represents the commitment to take personal and professional responsibility for the services and outcomes for the City of Wyoming.

In summary

Helping local governments succeed is not just our livelihood, it is our passion. Over our careers as both local government managers and consultants, each member of the Erickson Northstar team has built a record of success helping local governments improve their services across the United States. We are confident that a careful review of our proposal, the qualifications and experience of our team, and significant experience with similar organizations will provide the City with the confidence that the Erickson Northstar team is the best choice to assist you on this important engagement.



Erickson Northstar submits this proposal with the understanding that, if awarded, we will be afforded the opportunity to negotiate in good faith with the City to reach mutually agreeable terms and conditions prior to executing a final contract.

Should you have any questions or desire further information, please feel free to contact us at any time. Our team would consider it a professional and personal privilege to provide these services to the City of Wyoming.

Sincerely,



Alan J. Erickson



Nicholas R. Dragisich

Erickson Northstar, LLC
8225 133rd Place,
Savage, MN 55378
(612) 799-0236
aandmerickson@gmail.com



Our understanding of Wyoming's needs

The City of Wyoming is seeking a qualified consultant to conduct a water and sewer utility rate study. The intent is to provide the City of Wyoming with a report establishing equitable water and sanitary sewer rates for residential, commercial, industrial and institutional customers.

The City's current and future water source is from local groundwater aquifers. They are committed to protecting the aquifers and meeting the consumption goals set forth by the MNDNR. To achieve those goals, water conservation continues to be a strategic initiative, and pricing strategies that move the City toward an overall lower per capita consumption rate are a part of this effort and need to be a key element of this study.

The City's annual financial report for fiscal year ended December 31, 2022 shows both the Water and Sewer Enterprise Funds experienced operating losses. The Water Fund showed an operating loss of (\$1,173) and the Sewer Fund showed an operating loss of (\$59,419). The Water Fund experienced an increase in net position of \$41,974 resulting from capital contributions. The Sewer Fund also experienced an increase in net position of \$13,688 resulting again from capital contributions. Cash and cash equivalents increased in the Water Fund by \$40,063 from \$1,482,845 at the beginning of the year to \$1,552,908 due cash flow from operations. Cash and cash equivalents increased in the Sewer Fund by \$246,874 from \$2,510,758 to \$2,757,632 again due to cash flow from operations. The Water and Sewer Funds have outstanding debt related to the Series 2015A and Series 2015B bonds.

Erickson Northstar consultants believe utility rates should be based on four primary objectives:

- Ability to maintain and expand each utility's capital assets
- Maintain financially viable utility operations
- Maintain acceptable user rates, fees, and charges
- Complement the local government's overall development and financial goals

Our approach is based on achieving these objectives through our extensive utility operations financial expertise which includes:

- Understanding of cash flow requirements over the course of the fiscal year as opposed to solely on a year-end basis
- Establishing an adequate level of cash reserves for operating and capital needs and to comply with any existing and projected debt covenants required by debt providers
- Understanding the impact of future debt needed for new capital assets and for asset renewal and replacement
- Rates and rate allocations to debt service that make sense from debt management and loan and/or bond covenant perspectives
- Including an analysis of key credit rating criteria and the impact of the City of Wyoming's financial projections on those criteria;
- Integrating future debt for the Water and Sewer Utilities into the City's overall financial plan:
 - Consistent with the City's Debt Management Plan
- Developing effective communications to present complex financial concepts/plans to the governing body and public; and



Project Understanding

- Assist in the formulation of policies that address assumptions used in rate setting related to excess revenues, criteria for cash/debt funding of projects, etc.

The purpose of utility rate setting is to determine the revenue requirements and total costs of service to be met from utility rates and fees among customer classes in accordance with generally accepted and legally defensible methodologies. Proposed new rates or required adjustments to the existing utility rates and fee structures should recover costs while providing equity among the users. In addition, recommended rates and fees should at a minimum:

- Be easy to administer by the City
- Be easily understandable by the City's utility customers
- Reflect the true cost of service, including debt service, to preserve financial self-sufficiency while meeting level of service objectives
- Be consistent with industry practice for utility rate making both nationally and in the State of Minnesota
- Account for the impact of current and future environmental regulations; and
- Recognize other impacts as identified and/or required.



Qualifications

Erickson Northstar, L.L.C. Qualifications

Erickson Northstar is a recently formed consulting practice providing consulting services to local government across the United States. Our consultants bring a solid background of experience to our clients both as former local government managers and as consultants to local governments. Their experience includes service with Springsted Incorporated and with Baker Tilly, LLP. Our focus is providing local governments and not-for-profit organizations with high quality consulting services providing a balance of national perspective and local expertise.

Local governments are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. The evolution of technology and the impacts of the pandemic have impacted residents and businesses expectations of service delivery resulting in traditional methods and means of service delivery no longer meeting expectations. This scenario is not likely to change at any time in the future. Elected officials and public administrators are under pressure to adapt and to employ new and innovative solutions that require progressive leadership, creative partnerships, cautious risk taking and an investment in their personnel and organizational foundation. There is a compelling need in the public sector to enhance and enrich their organization, their people, their processes, and their systems to deliver more value by maximizing the use of public resources in meeting the current and future need of their stakeholders to achieve more success in the marketplace of public opinion.

Erickson Northstar, L.L.C. will provide a team of senior, experienced consultants with direct experience in water and sewer operations and management. Our staff has assisted approximately thirty local governments with utility rate studies over the past five years. They will use a time-tested methodology to perform their analyses working in close collaboration with City staff and the City Council.



Qualifications

Demonstrating successful relationships with similar clients

We encourage you to connect with the clients below to learn more about the quality of services our consultants have provided to them. Each client will offer a different perspective as you consider your own needs.

Saint Paul Regional Water Services			
Name	Patrick Shea	Title	General Manager
Phone	+1 (651) 266-8943	Email	Patrick.shea@ci.stpaul.mn.us
Services	Baker Tilly was engaged the Saint Paul Regional Water Services (SPRWS) to perform a cost of services water rate study for retail and wholesale water customers. The study provided SPRWS with a ten-year forecast of revenue requirements and a cost allocation of those revenue requirements between retail and wholesale customers. Utility rate increases were developed for each customer class. Nick Dragisich was the lead consultant on this project for Baker Tilly.		
City of Saint Paul, Minnesota			
Name	Bruce Beese	Title	Administration Manager
Phone	+1 (651) 266-6096	Email	Burce.beese@ci.stpaul.mn.us
Services	The City of Saint Paul engaged Baker Tilly conduct a sanitary and storm water utility rate study. Nick Dragisich was the lead consultant on this project for Springsted Incorporated.		
City of Lino Lakes, Minnesota			
Name	Hannah Lynch	Title	Finance Director
Phone	+1 (651) 982-2405	Email	HLynch@linolakes.us;
Services	Baker Tilly was retained to review and analyze the City of Lino Lakes's Water and Sewer Funds to determine the appropriate rate structures and other revenue sources needed for operations and the financing of capital improvements. Our study provided recommended water and sewer rates through 2026 and confirmed the current WAC/SAC charges were adequate. Nick Dragisich was part of the Baker Tilly team assigned to this project		
Villate of Richton Park, Illinois			
Name	Mike Wegrzyn	Title	Public Works Director
Phone	+1 (708) 481-8950	Email	mwegrzyn@richtonpark.org
Services	Baker Tilly performed a Water and Sewer Rate Study for the Village of Richton Park as a subcontractor to HR Green, Inc. Our work included a seven-year projection of water and sewer fund financial performance to establish recommended water and sewer rate adjustments which required to ensure that the utilities remain financially sustainable and in compliance with the terms of their bond covenants. We also examined the equity of current water and sewer rates between all utility customers.		



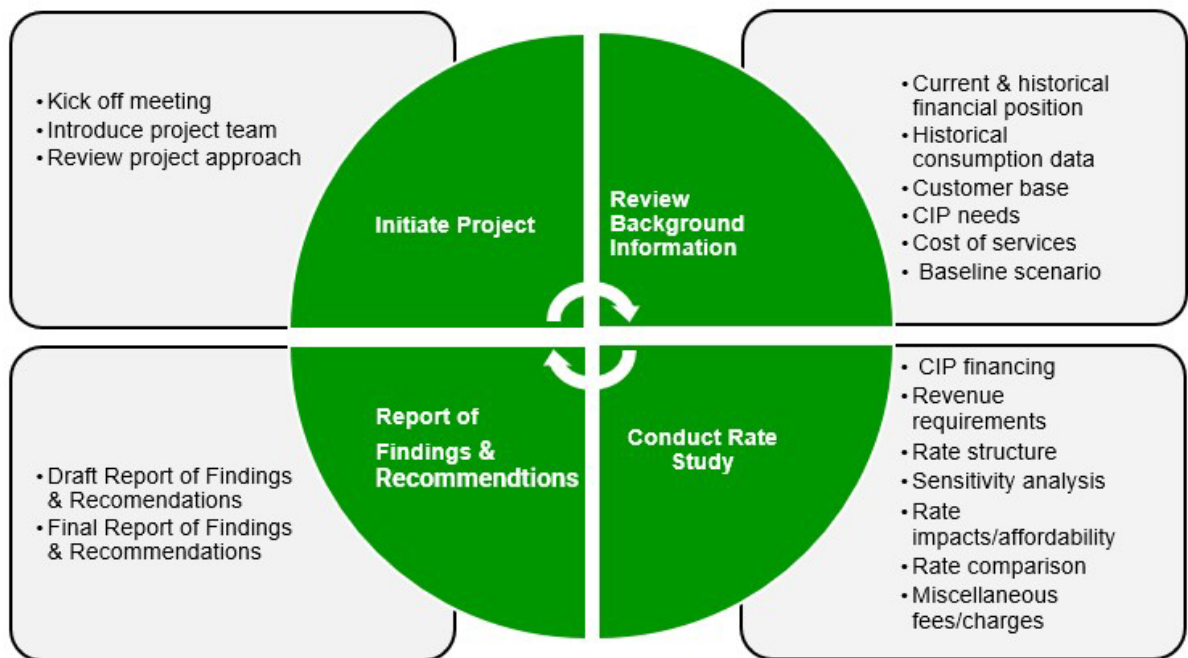
Project Approach

Project Approach

Erickson Northstar, LLC's staff's expertise in local government management, nationwide consulting expertise and extensive consulting experience make our firm the natural choice to perform your staffing model analysis.

Project Plan

To fully meet the City of Wyoming's needs in this water and sewer utility rate study, Erickson Northstar will complete a detailed scope of work to address the project deliverables, outcomes and expectations detailed in the City's Request for Proposals. Our approach to this project is shown in the process diagram below and described in detail in the tasks, and subtasks that follow.



Erickson Northstar's technical approach would be to review and analyze the City of Wyoming's Water and Sewer Funds to gain an understanding of their historical financial performance and the current rate structure, fees, and other charges and the basis for each. We would undertake an analysis that would enable the City to determine the appropriate rate structures, fees, and other charges needed for the fund's operations over a five-year planning period based on current knowledge and information.

We would identify the costs of the Water and Sewer Utilities to enable the recovery of those costs of services that provide equity to the users. Equity will be evaluated based on the ability to allocate the cost of service to each customer class in proportion to the benefit received provided the City of Wyoming's accounting system can provide the necessary financial and operating data. We will evaluate the impact of anticipated capital improvement and asset renewal and replacement financing options on rates, fees, and charges and develop



Project Approach

recommendations for the financing of the anticipated capital improvements and long-term replacement and renewal of existing assets based on their impact on these revenue sources. We will perform a sensitivity analysis to illustrate the impacts of adverse assumption changes (e.g. future regulatory requirements, future growth, cost of capital improvements, etc.). The long-term replacement and renewal plan will be based on an empirical probability of failure analysis and the need for periodic asset maintenance (e.g. painting of water towers).

A full cost of service study for each utility will be provided. The cost of services will be allocated based on the data available and a reasonable approach. The cost allocation for the Water Utility will be based on the AWWA Manual M1 Principles of Water Rates, Fees and Charges by the American Water Works Association and for the Sewer Utility it will be based on Financing and Charges for Wastewater Systems by the Water Environment Federation.

Our approach is outlined in the tasks below

Task 1 *Initiate and mobilize the project*

This task includes identifying a process to develop a mutual understanding of the project scope, objectives, deliverables, and timing as well as ensuring that appropriate City and consultant resources are available and well-coordinated.

- Review the project approach and tasks to identify and confirm major work steps, timelines, milestones, and resource assignments.
- Meet with the City's project team to commence the project and review the overall objectives, scope, schedule, and work products to be delivered.
- Establish points of contact and project reporting structure.
- Establish a partnership between the Erickson Northstar project team and their City of Wyoming counterparts to gain a commitment for the project.
- Review the project communication plan, status reporting, and control procedures to be used.
- Finalize the project scope, work plan, and schedule.
- Mobilize project consulting team
 - Brief the project team on the project plan and expectations.
- Prepare and deliver an initial data request
 - Current rates, fees, and charges
 - Historical financial information, user fees, capacity and development charges, connection charges, customer specific charges, miscellaneous fees and charges, and any other fees and charges that provide sources of revenue
 - Historical operating data
 - Current allocation of costs to functional cost components and to rates and charges
 - Any current allocations of capital costs to connection, availability, and other charges and fees
 - Current and historical billing data and customer information
 - Current and past three years operating budgets and Audited Financial Reports
 - Current and projected regulatory requirements
 - Projected operational needs
 - Any existing intergovernmental agreements
 - Current funding practices, funding sources and policies related to financing capital improvements



Project Approach

- Current capital improvement plans
- City Code sections related to utility rates, fees, and charges
- Existing financial and debt management policies
- Future planned service sector growth
- Any engineering studies, cost of services studies and other relevant related studies

Task 2 ***Review Background Information***

- Current rates, fees, and charges for each utility
- Historical financial information, user fees, capacity and development charges, connection charges, customer specific charges, miscellaneous fees and charges, and any other fees and charges that provide sources of revenue
- City Code sections related to utility rates, fees, and charges
- Historical operating data
- Current and historical billing data and customer information
- Existing financial and debt management policies
- Current allocation of costs to functional cost components and to rates and charges
- Any current allocations of capital costs to connection, availability, and other charges and fees
- Current and past operating budgets and Annual Comprehensive Financial Reports
- Outstanding debt and debt services repayment schedules
- Existing debt service coverage requirements for both senior and subordinate debt and the impact of adding additional debt to finance new capital improvements
- Current capital improvement program
- Projected maintenance, repair and/or replacement costs for utility assets
- Current funding practices, funding sources and policies related to financing capital improvements
- Current financial policies
- Current and projected regulatory requirements
- Projected growth of the customer base and utility services
- Relevant engineering studies, cost of services studies and other relevant studies
- Evaluate the current fees and charges to determine whether there are additional service fees and charges that are currently not assessed and that may be applicable to each utility's provision of services

Task 3 ***Develop Preliminary Revenue Requirements***

- Analyze the information obtained in Task 2 to identify any omissions and/or inconsistencies and collect additional information, as needed
- Analyze future capital funding needs for each utility including asset renewal and replacement brought about by aging infrastructure
- Develop a preliminary plan for accomplishing the capital improvement program to minimize rate impacts on existing ratepayers
- Develop a preliminary plan to fund asset renewal and replacement for each utility over the planning period
- Develop recommended annual ending cash balances and reserve levels for cash flow, catastrophes, infrastructure replacement, emergencies, and other purposes
- Develop projected customer growth and future service demands for each utility



Project Approach

- Analyze average, maximum day and maximum hour demands
- Develop a Microsoft® Excel-based financial rate model that will identify the overall changes in revenues required to provide for adequate funding for major capital improvement programs, to meet all recurring annual operating and capital expenditures, to cover all debt service requirements, to comply with any revenue bond covenants and to maintain sufficient cash balances and capital reserves for each utility.
 - The projections will be made using an income statement approach and will include a yearly cash flow analysis
- Develop a baseline scenario for the recovery of the cost of services that provides equity to the users.
 - Identify the relative responsibility of each rate classification for the recovery of the costs of service that provides equity to the users of the utility. Equity will be evaluated based on the ability to allocate the cost of service to each customer class in proportion to the benefit received.
 - Develop allocation factors for various classes of customers based on peak to average ratios
 - Apportion costs to fixed costs and base (average), maximum day and maximum hour demands
 - Develop fixed costs based on equivalent meter calculations
 - Develop unit cost of services for base, maximum day, and maximum hour demands
 - Compare the cost of service with the revenue received from each customer class to determine if the existing rate structures and charges of each utility is equitable
- Review the baseline scenario and preliminary rate model with the City. Based on this review, we will make modifications or changes incorporating the City's comments into the rate model as appropriate.

Task 4 *Conduct Rate Study*

- Develop a five-year financial projection for each utility that integrates all anticipated revenue sources, anticipated operating expenditures, including existing and projected new depreciation, anticipated capital expenditures, existing and projected debt service, and changes in the customer base over the planning period:
 - Develop recommendations for the financing of the anticipated capital improvements
 - Evaluate financing alternatives and structures to minimize rate impacts to the greatest extent possible
 - Develop recommendations for cash reserve balances
 - Identify the overall change in revenue required to provide for adequate funding for major capital improvement programs, to meet all recurring annual operating and capital expenditures, to cover all debt service requirements, to comply with any existing revenue bond and loan covenants, and to maintain sufficient cash balances and capital reserves
 - The projections will be made using an income statement approach and will include a yearly cash flow analysis
- Develop recommended rates for each utility:
 - The rates will provide revenue recovery at levels necessary to support each utility's operation as defined above for a five-year period.



Project Approach

- Rates developed will include fixed and variable user fees and other fees and charges that provide sources of revenue to each utility
- Our recommended fee/rates will result in no decrease in the stability of revenue streams for each utility, as compared to the current rate structures. Rate structure will take into consideration the following:
 - Current and future cost of providing water and wastewater services
 - Projected demand
 - The need to fund long-term capital improvements and replacements, and annual capital reinvestment for asset renewal and replacement
 - Funding requirements for all current and anticipated long-term liabilities and debt obligations (bonds and loans)
 - Impact of current and future environmental regulations
 - Maintenance of existing utility assets and infrastructure
 - City's automated billing system
 - Base rates to cover fixed costs and consumption rates to cover variable costs
 - Ease of administration and understanding
 - Weigh the benefits of any proposed charges in rate structures against the financial impacts on ratepayers, including an affordability analysis for residential customers
 - Perform a sensitivity analysis to illustrate the impacts of adverse assumption changes (e.g., future growth, cost of capital improvements, drought, and mandated requirements under current and upcoming federal and state programs)
- Compare the proposed fees and charges to the current rates, fees and charges and demonstrate the effect of proposed rates on typical utility customers
- Evaluate and compare the proposed fee structures to each utility's current fee structure and to the fee structure of up to five comparable local governments
- Make recommendations for reasonable operational or policy level strategies (i.e., refinancing, combining or paying off outstanding bond issues, deferring or accelerating capital investment which the City may reasonably consider for mitigating the impact of any proposed/required rate increases)
- Meet with city staff to review the preliminary rate schedule, financial projections, and analyses. Based on this review, we will modify or change the rate schedule incorporating the City's comments as appropriate.

Task 5 *Prepare Report of Findings & Recommendations*

- We will prepare a Draft Report of Findings and Recommendations which will include the consulting team's findings and recommendations. We will provide the City with four paper copies of the Draft Report and a copy in PDF format
 - We will review the Draft Report of Findings and Recommendations with the City staff in a workshop session
 - Based on this review, we will make modifications or changes incorporating the City staff's comments into the final report as appropriate
- We will provide the City with four paper copies and an electronic copy in PDF format of the Final Report
- We will formally present the Final Report of Findings and Recommendations in a meeting selected by the City



Project Team

Project Team

The Erickson Northstar consulting team is comprised of seasoned professionals who offer a collaborative approach to this project and who bring a depth of experience and understanding of the City's needs in this study. Engagement team members are introduced below.

Nicholas R Dragisich, P.E. – Project Lead



Nick Dragisich has more than 30 years of management experience. He has been directly responsible for or involved in numerous utility rate and cost analysis studies, long-range financial planning, capital improvement planning, growth and fiscal impact studies, impact fee studies, debt management organizational management studies, staffing analyses, strategic planning studies, as well as in the development of Excel®-based computer models for clients in California, Illinois, Indiana, Iowa, Kansas, Louisiana, Maryland, Minnesota, Montana, Missouri, Nebraska, New York, North Carolina, North Dakota, South Carolina, Tennessee, Texas, Utah, Virginia, Washington and Wisconsin.

Relevant experience

- Lead the management consulting services practice for Springsted Incorporated and served as a Managing Director for Baker Tilly, LLP in its management consulting practice.
- Served as a city administrator, assistant city manager and city engineer where he managed a staff of up to 1,000 employees and fourteen departments.
- More than 30 years of experience in engineering
- Served as a project engineer for a private firm.
- Managed the design and construction of projects for municipal and private sector clients
- Has been a speaker at state and national conferences on utility rates, long-range financial planning, strategic planning, and organizational management
- Guest lecturer at the University of Minnesota Department of Civil Engineering on how cities finance capital assets
- Served as an elected Mayor

Education

Master of Business Administration
University of St. Thomas (Saint Paul, Minnesota)

Bachelor of Science Civil Engineering
University of Minnesota – Minneapolis

Registered Professional Engineer in Minnesota and Washington

Industry Involvement:

- International City/County Management Association (ICMA)
- American Society of Civil Engineers (ASCE)
- American Public Works Association (APWA)
- Central States Water Environment Association (CSWEA)
- Water Environment Federation (WEF)
- American Water Works Association (AWWA)

Current Community Involvement

- Member of the Architectural Review Committee of local homeowners' association



Project Team

Alan J. Erickson - Consultant



Al Erickson has over 40 years of financial, management and consulting experience. During his career he has worked extensively with cities, counties and various not-for-profit organizations assisting them in the areas of financial sustainability, operational and management excellence, and long-term trend analysis. Al's experience in both hands-on management and operational leadership as well as consulting allows him to ask the questions that need to be asked in order to help leadership face their current reality and execute their plans for a successful future.

Relevant Experience

- Executive Vice President for Springsted Incorporated leading the analytical and debt management operations areas while also serving as lead consultant for many client engagements.
- Served as Director of Finance and Administrative Service and Deputy City Manager for the sixth largest city in Minnesota.
- Simultaneously served as Managing Director (CEO) of two consulting firms which worked with not-for-profits in the areas of strategic financial and operational management planning. While there, spearheaded the development and implementation of various proprietary multi-variable models which assessed the financial viability of client operations.
- Has consulted with cities, counties, and not-for-profit clients in more than a dozen different states.
- Has been a speaker on various governmental finance topics both locally and nationally.
- Guest lecturer at Hamline University (Minnesota) graduate program in public administration.

Education

Master of Business Administration

University of St. Thomas (St. Paul, Minnesota)

Bachelor of Arts, Economics and Business Administration

St. John's University (Collegeville, Minnesota)

Industry Involvement:

- Government Finance Officers Association (GFOA)
 - Former Vice Chair of Debt Management Committee
 - Former Member of Economic Development Committee
- Minnesota Government Finance Officers Association (MGFOA)
 - Past President

Awards:

- Thomas J. Moran Award. Presented by the MNGFOA for outstanding service rendered to advance the quality of public financial administration.

Current Community Involvement

- Member of City of Savage, Minnesota Economic Development Commission
- Audit Committee member Order of Saint Benedict Collegeville, Minnesota
- Vice President of local homeowners' association



Proposed Fees

Proposed Fees

Erickson Northstar will perform all tasks delineated in this proposal for a professional fee of \$16,800 which includes all direct and indirect costs to complete the project as described in this proposal. A detailed breakdown of these costs is provided in the table below. We will submit monthly progress invoices to the City of Wyoming for work completed.

Task	Nick Dragisich Estimated Hours	Alan Erickson Estimated Hours	Fees
Task 1	3.0	3.0	\$ 900.00
Task 2	4.0	4.0	\$ 1,200.00
Task 3	20.0	14.0	\$ 5,100.00
Task 4	20.0	16.0	\$ 5,400.00
Task 5	16.0	12.0	\$ 4,200.00
TOTAL HOURS & FEES	63.0	49.0	\$16,800.00

Additional work

Should the City of Wyoming request and authorize additional work outside the scope of services described in our proposal we would invoice the City at either our standard hourly fee of \$150.00 plus any related out-of-pocket costs or at an agreed-upon fee based on the additional scope requested. Additional work includes work outside the scope of services as described in this proposal including, but not limited to:

- Work related to a special request
- Additional on-site meetings or presentations
- Additional rate structures

Negotiation

This proposal is submitted with the understanding that Erickson Northstar will be afforded an opportunity to negotiate a contract with mutually acceptable terms and conditions.

Exceptions

We take exception to the contract requirements stated in the Request for Proposals:

- Section 11 related to indemnification. Erickson will propose different language if selected as stated above
- Section 12 of the RFP requests commercial liability insurance which shall provide minimum limits of \$2,000,000 each occurrence. Our liability insurance policy limits are \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Section 12 of the RFP also requests insurance coverages that are not applicable to Erickson Northstar.

Assumptions

We based our proposed fees on the assumptions detailed below. Should any of these change during the engagement, we will bring the matter to the City and discuss any impact on the project budget.

- The City leadership is fully committed to the success of this project
- The City recognizes that the services provided are advisory in nature only and that the City will assume full responsibility for implementation decisions



Proposed Fees

- Erickson Northstar will have access to, and be provided with, electronic or other readily available data without the need to conduct data extraction or comprehensive synthesis
- The City will assign a designated project manager to provide overall executive guidance and direction to Erickson Northstar.
- The project schedule is dependent upon the availability of City personnel and elected officials to participate in interviews, focus groups, deliverable reviews, etc.



Proposed Schedule

Proposed Schedule

Erickson Northstar has the resources to begin your project within five days of receiving the notice to proceed. We will provide the City with a Draft Report no later than November 17, 2023 and a Final Report by November 29, 2023 as required by the RFP provided that we receive the Notice to Proceed no later than October 20, all necessary information is made available to us in a timely manner, and that City staff are available for meetings as needed according to the approved schedule.

Below is a tentative timeline based on our experience with previous studies conducted for similar local governments. If we are selected for this project, we will collaborate with City to confirm the project schedule.

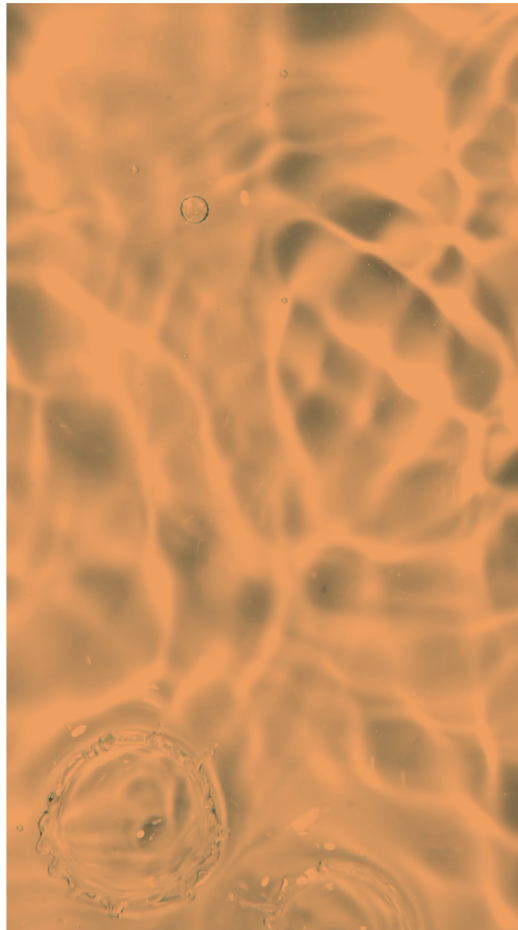
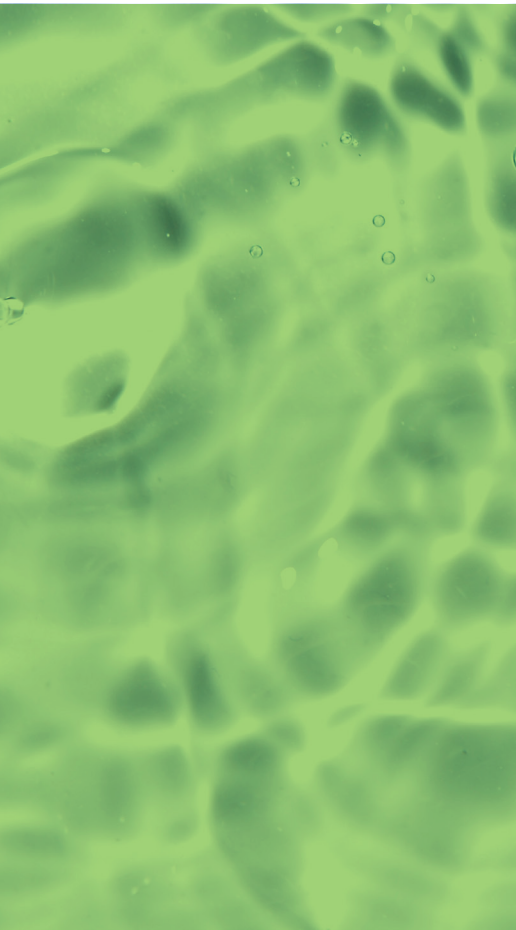
ACTIVITY	2023	
	October	November
Task 1 Initiate and mobilize the project	■	■
Task 2 Review Background Information		■
Task 3 Develop Preliminary Revenue Requirements		■
Task 4 Conduct Rate Study		■
Task 5 Prepare Report of Findings and Recommendations		■



PROPOSAL TO PROVIDE SERVICES FOR

WATER RATE STUDY

Water and Sanitary Sewer Services



October 6, 2023

Robb Linwood
City Administrator
26885 Forest Boulevard
Wyoming, MN 55092
Delivered to: rlinwood@wyomingmn.org

**RE: Proposal to Provide Services for
Water Rate Study Water and Sanitary Sewer Services**

Dear Mr. Linwood:

We are pleased to submit this proposal to assist you in completing a utility rate study to establish equitable rates for the city's residents and commercial, industrial, and institutional customers.

Attached is our work plan and per-person hour and fee estimate. Based on the budgeted hours we propose, we will provide the services for a fee of \$25,670

Our work plan was developed through our experience in perming similar studies for many communities in Minnesota. We have assembled the right team for the project. Naeem Qureshi, PE, will be the project manager, and Emily Strand will act as project engineer. Robert O'Connell, PE will provide quality assurance and quality control for the draft and final report.

We are passionate about quality and customer service, and we are excited to work with you on this project. Please call me should you have any questions.

Sincerely,

Sambatek, LLC



Naeem Qureshi, PE
Client and Project Manager



Jeff Ostrom
Director of Public Services



MAIN POINT OF CONTACT

Naeem Qureshi, PE
Project Manager

nquershi@sambatek.com
612.360.7448 (p) | 763.476.8532 (f)

12800 Whitewater Drive, Suite 300
Minnetonka, MN 55343

▶ Consultant Qualifications/Profile.....	1
▶ Key Personnel	4
▶ Organizational Structure	8
▶ Project Approach/Work Plan	9
▶ Project Schedule	13
▶ Cost.....	14
▶ Exceptions and Deviations	15
▶ Additional Information	15
▶ References	16

► Consultant Qualifications/Profile



Our skill set lies in the full range of multi-disciplinary engineering, surveying, planning, and environmental services we offer. We believe that when engineers, site planners, scientists, and surveyors work together, we can provide a collaborative approach that creates a result that exceeds your expectations.

ABOUT SAMBATEK

Sambatek's roots began in 1966 when William (Skip) McCombs and Dickman Knutson started McCombs Knutson Associates, a professional services firm specializing in civil engineering and land surveying, in Plymouth. As the company expanded in the 1980s, Greg Frank, Jeff Roos, and Paul Johnson became partners and the company name was changed to McCombs, Frank, Roos, and Associates (MFRA, Inc.). MFRA continued to establish itself as a leader in land development, energy, municipal engineering, transportations, and field services markets. In 2014, MFRA changed its name to Sambatek to reflect the significance of changes in services, market, and geography.

Headquartered in Minnetonka, Minnesota, Sambatek has experienced rapid growth. The company expanded to Dallas, Texas and Raleigh, North Carolina to help us better position ourselves to serve our clients throughout the nation.

WHO WE ARE

Sambatek is a diverse group of professionals devoted to the success of our clients and dedicated to building relationships while developing communities. We commit our staff throughout the project to ensure that they are continuously and immediately available. Performing our job according to high industry standards is essential to the Sambatek team. However, the most important priority for us is client satisfaction. A majority of Sambatek's work is received from repeat customers. We believe that this results from hard work, dedication to timely service and quality products, delivering superior customer service, and maintaining competitive fees.

Over the years, Sambatek has developed a reputation for honesty and integrity. We believe that we do our best work in an atmosphere of mutual trust.

WE AIM TO SERVE AS AN EXTENSION OF YOUR TEAM.

55+

Years in Business

100+

Talented Employees

25+

Licensed & Registered States

30+

Registered Professionals

BACKGROUND AND EXPERIENCE

The Sambatek team has developed an excellent reputation conducting rate studies. We are passionate about quality and customer service and offer unmatched capabilities to the City of Wyoming. Below are projects completed by Project Manager Naeem Qureshi.

Project / Client	Project Period	Description	Fee	Client Contact
Cost of Service to Landfall <i>Oakdale, MN</i>	2023	The project involves developing an equitable water rate for Oakdale to serve the City of Landfall using the base extra capacity method.	\$ 24,900	Jesse Ferrell City Engineer 1584 Hadley Avenue Oakdale, MN 55128 651.730.2730
Sanitary Sewer Rate Study <i>Cloquet, MN</i>	2018	The project involved developing a new sanitary sewer rate structure consistent for all rate classes, including a fixed monthly charge per connection and a flat volumetric sewer rate.	\$28,000	Caleb Peterson Director of Public Works 101 14th Street Cloquet, MN 55720 218.879.6758
Water Rate Study <i>Wayzata, MN</i>	2011	The project involved developing equitable water rates for in city residential, multi-residential, commercial customers, and outside city customers. The rates met the Department of Natural Resources (DNR) conservation rate requirements.	\$20,000	David Dudinsky Director of Public Services 299 Wayzata Boulevard W Wayzata, MN 55391 952.404.5361
Water Rate Study <i>East Grand Forks, MN</i>	2011	Naeem developed equitable water rates, which meet the conservation rates requirements. The study developed inclining block rates for various classes of customers.	\$15,000	Dan Boyce General Manager PO Box 322 East Grand Forks, MN 56721 218.773.1163
Water and Sewer Rate Study <i>Zimmerman, MN</i>	2011	The city was experiencing a revenue short fall in the water and sewer fund. Naeem developed revenue requirements and allocated the costs to fixed and commodity charges. Equitable water and sewer rates were developed to serve the residential, commercial, and industrial customers. Inclining block water rates were recommended to meet DNR requirements.	\$15,000	Randy Piasecki City Administrator 12980 Fremont Avenue Zimmerman, MN 55398 763.856.4088
Water Rate Study <i>St. Louis Park, MN</i>	2011	The city was planning to construct a \$40 million infrastructure to serve existing and new customers. A rate study was completed to determine the rates for different customers to fund these improvements. The study developed fixed charges and commodity charges for city customers. A financing plan and new rates were developed.	\$48,353	Mike Rardin Public Works Director 7305 Oxford Street St. Louis Park, MN 55426 952.924.2551
Water Rate Study <i>Chaska, MN</i>	2009	The city had one of the lowest water rates in the Twin Cities Metropolitan area. A cost of service study was completed to determine the rates for providing water to the city customers. The study developed fixed charges and inclining block commodity rates for the city customers as required by the DNR.	\$25,000	Noel Graczyk Finance Director One City Hall Plaza Chaska, MN 55318 952.448.9200
Water Rate and Conservation Rate Study <i>Rochester, MN</i>	2009	Rochester Public Utilities selected Naeem to complete a water rate study. The study developed 1) inclining block rates; 2) seasonal rates using the cost of service analysis to meet the requirements of the DNR; 3) fixture replacement incentives.	\$57,379 \$17,379 Amendment for assistance in conservation planning	Sue Parker Finance Director Rochester Public Utilities 4000 East River Road Rochester, MN 55906 507.280.1665

Project / Client	Project Period	Description	Fee	Client Contact
Cost of Service Water Rate Study <i>Minneapolis, MN</i>	2009	The City of Minneapolis supplies water to seven suburbs and in-city customers. Naeem updated a cost of service study to serve the Metropolitan Airport Commission.	\$51,504	Shahin Rezania Director Water Works City of Minneapolis 4000 Marshall Street NE Minneapolis, MN 55421 612.661.4902
Rate Studies <i>Shakopee, MN</i>	2009 2006 2004 2000 1997	The City of Shakopee is one of the fastest growing cities in the metro area with a rapidly expanding infrastructure. The city retained Naeem over the years to complete rate studies to finance their capital improvement plan. An inclining block rate structure was developed during the 2009 study as required by the DNR.	\$105,765	John Crooks Utility Manager Shakopee Public Utilities 255 Sarazin Street PO Box 470 Shakopee, MN 55379 952.233.1511
Water and Sewer Rate Study <i>Fridley, MN</i>	2008	The city had a moratorium on rate increases. During this period the backlog of projects increased. The study developed 1) cost of service rates; 2) flat rates and inclining block rates to meet the requirements of the DNR. The study also developed sewer rates based on winter water consumption.	\$30,000	Rick Pribyl Finance Director City of Fridley 6431 University Avenue NE Fridley, MN 55432 763.572.3550
Comprehensive Water and Sewer Rate Study <i>St. Cloud, MN</i>	2007 2002	The city was planning to supply water to the city of St. Augusta. The city also operates a wastewater facility to serve St. Cloud, Waite Park, and other cities in the area. The city directed Naeem to complete a study to develop equitable water and sewer rates. In 2007, Naeem updated the study and developed new rates based on the cost of service for residential, commercial, and industrial customers.	\$67,979	Pat Shea Director of Public Service City of St. Cloud 400 2nd Street South St. Cloud, MN 56301 320.650.2814
Water and Sewer Rate Study <i>Grand Rapids, MN</i>	2007	The city was asked to supply water to La Prairie. A cost of service/water rate study was completed to develop water rates for La Prairie and Grand Rapids customers. The study resulted in a successful contract between Grand Rapids and La Prairie. Equitable water and sewer rates were developed for city residential, commercial, and industrial customers.	\$30,060	Anthony Ward General Manager City of Grand Rapids 500 SE 4th Street Grand Rapids, MN 55744 218.326.7188

► Key Personnel



EXPERIENCE

- » 50 Years Industry Experience

EDUCATION

- » MS Civil Engineering – University of Minnesota
- » BS Civil Engineering

LICENSES AND CERTIFICATIONS

- » Professional Engineer – MN

PROFESSIONAL AFFILIATIONS

- » Member – American Water Works Association (AWWA)
- » Past Member – Coagulation and Filtration Committee, AWWA, involved in publication of “Precoat Filtration” and “Operational Control of Coagulation and Filtration Process” Manuals
- » Member – Program and Education Committee AWWA, Minnesota Section



NAEEM QURESHI, PE

Client and Project Manager

Naeem is one of the most published authors in Minnesota, having published articles in *Journal AWWA* (5), *Opflow AWWA* (11), and additional articles in regional publications (10). He has over 50 years of experience in well, storage, booster station, WTP design, water distribution analysis and design, water quality pilot studies, and water rate studies. Naeem has over nine years of experience with Minneapolis Water Works. He has worked on over 200 projects in the water supply area. Projects include water quality, WTP design, water system analysis, operational review of water plants, storage, pumping stations, and well design.

PROJECT EXPERIENCE

Rate Studies

Naeem has successfully completed over 30 cost of service water rate studies and sewer rate studies, including Duluth, Rochester, St. Cloud, Minneapolis, St Paul, Brooklyn Center, and Brooklyn Park. He has been trained in conducting cost of service studies using base extra capacity method to allocate cost.

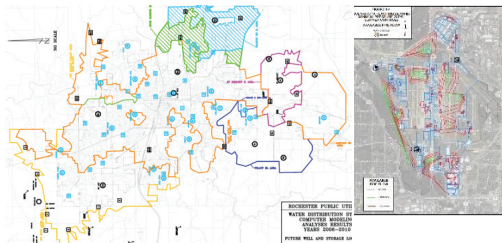
PFAS Reduction Projects

Naeem was involved in the design of a 2,100 GPM GAC removed water treatment plant (WTP) for Oakdale. Presently, he is working on evaluation of treatment processes for removal of PFAS from a 1050 GPM water plant in Sanford, North Carolina.



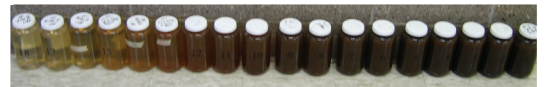
Distribution System/Hydraulic Modeling and Design

Naeem completed modeling of 35 water systems, including a \$175,000 master plan for Rochester Public Utilities. Additionally, in 2022, Naeem completed a water distribution modeling study in connection with a new one-million-gallon tower for Coon Rapids. In September 2023, he completed a \$164,000 water distribution modeling project for Dallas Fort Worth International Airport.



Treatment Plan/Systems Operational Studies and Design

Naeem successfully worked on 35 plant operational studies and 14 pilot plant studies. He also authored a paper that was published in *MN Rural Water Today* magazine.



Water Storage Design

Naeem designed 12 storage facilities, including a 2-2.5MG ground storage and 2.46 in Shakopee; 3 MG ground storage in Brooklyn Park; 2 MG elevated storage in Ramsey; 1 MG elevated storage in Cloquet, Hibbing, and St. Cloud; and 500,000-gallon storage in Grand Rapids, Minnesota.



Well Design – Permitting, Construction, and Pumping Tests and Pump Houses

Naeem worked on 51 well and well rehabilitation projects, including three new wells in Oakdale, seven new wells in Rochester, and 22 well rehabilitation projects in Coon Rapids. Presently he is working on 1200 GPM wells in Eden Prairie, Minnesota.



Publications

Naeem has published 11 articles in *Opflow*, seven in *MN Rural Water Today*, five in *JAWWA Journal*, and 1 in *APWA Reporter* magazine. He has presented papers at the AWWA Annual Conference in 2006, 2009, 2010, 2012, 2016, and 2022, and has presented at hundreds of other regional conferences.



ROB O'CONNELL, PE

QA/QC

Rob has over 26 years of experience providing engineering design and client service to municipal facility, water and wastewater clients throughout the United States. His experience includes serving as program manager on multi-phased improvements at wastewater treatment facilities, manufacturing facility upgrades, planning and design of large diameter conveyance systems, coordination of multiple architectural and engineering teams, trenchless rehabilitation of large diameter sewers, design and rehabilitation of lift stations and meter stations, inflow and infiltration modeling, the development of long-term control plans for combined sewer systems, sewer system facility planning, water and wastewater master planning, and the planning and design of wastewater treatment rehabilitation.

EXPERIENCE

- » 26 Years Industry Experience

EDUCATION

- » MS Civil Engineering – Worcester Polytechnic Institute
- » BS Environmental Engineering – Wentworth Institute of Technology
- » BA Sociology – Massachusetts College of Liberal Arts

LICENSES AND CERTIFICATIONS

- » Professional Engineer – MN, WI

PROFESSIONAL AFFILIATIONS

- » Central States Water Environmental Federation (CSWEA) – MN Chapter
- » American Council of Engineering Companies
- » American Water Works
- » Water Environment Federation

PROJECT EXPERIENCE

St. Michael WWTP Upgrade | St. Michael, MN | Project Director

Rob is serving as the project director on the St. Michael WWTP Upgrade project, which involves converting an existing Sequencing Batch Reactor process to a Membrane Bioreactor process. He directs the engineers and subconsultants in designing a new headworks facility, biological nutrient removal process, membrane system, aerobic digestion and WAS storage system, and a new dewatering process. The project involves the development of a Biowin model to predict plant process modifications, facility planning, multiple design submittals, and the coordination of several State of Minnesota grant and loan opportunities.

IsoNova | Spencer, IA | Project Manager

IsoNova is a powered egg processing facility in Northeast Iowa. Rob is managing and leading the technical aspects of this project to design a new pretreatment plant for the facility. The project involves characterizing the waste effluent, separating the biological effluent from the clean in place chemical effluent, biological treatment, chemical treatment, odor control using a biofilter, a new dissolved air flotation process, and a dewatering process. The project is necessary due to the facility not meeting their pretreatment effluent limits with the City of Spencer and due to odor complaints in the community.

TMDL and Permitting Assistance | Metropolitan Council Environmental Services | Saint Paul, MN | Project Manager

Rob was responsible for providing services on a master services agreement to assist MCES in understanding the Lake Pepin TMDL model and how the model may relate to future MCES, WWTP, and NPDES permits. He coordinated the team in reviewing and understanding the Lake Pepin TMDL model calibration, the TMDL report, and evaluating how the calibrated inputs could affect nutrient limits at the MCES Metro WWTP. A review

of the State of Minnesota Triennial Standards Review (TSR) was performed to assess future impacts to the Metro WWTP permit.

Long-Term Control Plan | Monmouth, IL | Project Engineer

Rob worked with the City of Monmouth and the Illinois EPA to develop a long-term control plan to bring the city into compliance with federal and state combined sewer regulations. He developed alternatives to separate the sanitary sewer system from the storm system or allow the city to remain partially separated. The partial separation alternative included the preliminary design of a combined sewer treatment plant (pumping, primary clarification, and chlorine or sodium hypochlorite disinfection), and first flush basin to alleviate combined sewer overflows.

Infrastructure Management | Willmar, MN | Project Engineer

Rob helped the City of Willmar develop a long-term infiltration and inflow reduction program. He utilized existing records, including inspection logs, photographs, and flow data, and determined locations at which additional monitoring and inspection could identify areas of clear water entry into the sanitary system. Rob developed three technical memorandums to assist in guiding the city in their I/I reduction goal.

Shakopee Public Works – West River Interceptor | Shakopee, MN

Rob was responsible for the plan and design of replacement sewer system along Minnesota River in Shakopee. The project included preliminary design to determine optimal route and funding options for critical infrastructure serving the city. The final design consisted of 4,000 linear feet of 18 and 24-inch fiberglass reinforced pipe in a new trench further from the river to reduce the potential for failure and infiltration during high river levels.





JOSH KOOPMANN, PE

Capital Improvement Plan

Josh has more than seven years of experience working on technical reports for clients, including site inspection reports, water system studies, and facility plans. He develops construction plans and specifications from preliminary design through bid and construction. Josh also assists in the drafting and designing of various municipal projects, including pump stations, drinking water well, and wastewater treatment facility upgrades.

EXPERIENCE

- » 7 Years Industry Experience

EDUCATION

- » BS Environmental Engineering (Minor in Renewable Energy) – The University of Wisconsin-Platteville

LICENSES AND CERTIFICATIONS

- » Professional Engineer – MN, WI

PROFESSIONAL AFFILIATIONS

- » Wisconsin Wastewater Operators' Association (WWOA)
- » American Water Works Association (AWWA)

PROJECT EXPERIENCE

Water and Sanitary Modeling | Dallas Fort Worth International Airport (DFWIA) – Dallas, TX | Design Engineer

Josh provided technical expertise to the water and sanitary sewer system model update efforts for the DFWIA. He coordinated efforts between DFWIA staff to obtain the information required for the model update. The information obtained included water usage data, pump controls and usage, ultimate buildout information, and new development areas since the models were last updated. Josh reviewed scenarios with the modeling staff and provided guidance on how the results of the model should be interpreted. He also reviewed the modeling reports and provided QA/QC support.

Well No. 5 Improvements | Eden Prairie, MN | Design Engineer

Josh assisted in the design of the replacement of a wellhouse with a pitless unit and valve vault structure. He prepared construction documents, including plans and specifications, to be bid out for construction. Josh also attended site visits and participated in conversations with the client.

Wastewater Treatment Facility Facilities Plan | St. Michael, MN | Design Engineer

Josh analyzed the existing wastewater treatment facility in the City of St. Michael and developed a 20-year facility plan. He gathered and analyzed existing flow and loading data, predicted future wastewater conditions at the facility, calculated facility requirements using future flows and loadings, participated in site visits and meetings with the operator to discuss existing conditions of the facility, compared different upgrade alternatives that would satisfy future requirements and recommended the best option and wrote the facility plan report to submit to the MPCA. The analysis included the development of a preliminary rate study to determine how rates would change to help pay for the anticipated state-funded loan.

Wastewater Treatment Facility Facilities Plan | Random Lake, WI | Design Engineer

Josh analyzed the existing wastewater treatment facility in the Village of Random Lake and developed a 20-year facility plan. He gathered and analyzed existing flow and loading data, predicted future wastewater conditions at the facility, calculated facility requirements using future flows and loadings, participated in site visits and meetings with the operator to discuss existing conditions of the facility, compared different upgrade alternatives that would satisfy future requirements, and recommended the best option and wrote the facility plan report to submit to Wisconsin DNR.

Water Study | Coon Rapids, MN | Design Engineer

Josh updated the city's existing water system model and ran various scenarios to determine system issues. The model was also run to determine how a new water tower would perform in the existing system. He assisted in the development of a report to present the findings of the model to the city.

Water Study, Random Lake, WI | Design Engineer

Josh analyzed the existing water system and prepared a water study report to discuss system conditions and recommendations for future system upgrades. He gathered water use data, predicted future growth in the system, and wrote a water study report that included the data analysis discussion, system modeling results, and future recommendations for the system.

MMSD 2050 Facilities Plan, Milwaukee, WI | Design Engineer

Josh researched and developed technical memos for various sections of the 2050 Facilities Plan for MMSD's collection system. The technical memos included topics regarding excess hydrogen sulfide and odors in the collection system, ineffective collection system outfalls, and collection system access issues.





EMILY STRAND

Graduate Engineer

Emily interned at Sambatek with the water/wastewater team during summer 2022, She joined Sambatek full-time after graduating in May 2023. Emily's experience includes working on wastewater distribution systems and lift stations, as well as water quality research.

EXPERIENCE

» <1 Years Industry Experience

EDUCATION

» BS Civil Engineering –
University of Wisconsin,
Madison

PROFESSIONAL AFFILIATIONS

- » Member – American Water Works Association (AWWA)
- » Member – Water Environment Federation (WEF)
- » Competed in WEFTEC Student Design Competition for Water and Environment in 2023

PROJECT EXPERIENCE

Sanitary Modeling | Dallas Fort Worth International Airport – Dallas, TX | Graduate Engineer

Emily used Bentley SewerGEMS software to complete an update for Dallas Fort Worth International Airport's sanitary sewer system. She gathered extensive information and added all new developments into the model. Scenario analysis was performed for current conditions as well as the ultimate buildout of the system. Emily developed a final report and recommendations to the airport regarding sanitary sewer operations, maintenance, and investments.

Water Supply Plan | Cloquet, MN | Graduate Engineer

Emily co-authored a report for the city of Cloquet for catalytical manganese oxidation improving results in a WTP. The paper is published in *Opflow*. She interpreted data sent by the WTP for effluent manganese levels before and after media charging.

Fire Station 4 Water Quality | Dallas Fort Worth International Airport – Dallas, TX | Graduate Engineer

Emily interpreted data for Dallas and Fort Worth water utility and researched health effects of copper and barium in drinking water. She then worked on finding copper and barium reduction methods for the fire station.

Interceptor Study | Minneapolis, MN | Graduate Engineer

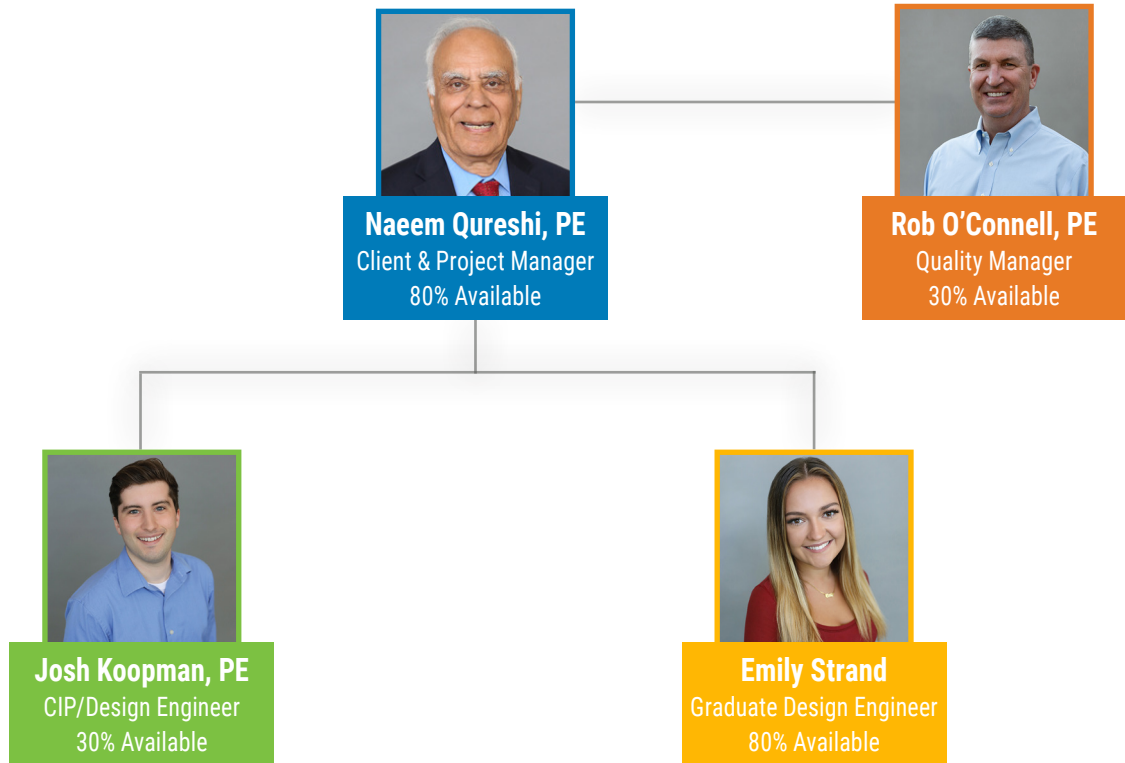
Emily worked on an Infiltration and Inflow (I&I) study for the city of Minneapolis, Minnesota. She analyzed hydrographs and flow data from water meters and rain gauges.



► Organizational Structure

Sambatek is a professional services consulting firm specializing in engineering, surveying, planning, and environmental services within the land development, renewable energy, transportation, and municipal markets. Since 1966, we've forged partnerships with public and private entities. Comprising more than 100 professionals, Sambatek is a vibrant organization that believes integrity, value, and outstanding services are the foundations of a great company. Our staff has successfully worked on many water and/or sewer rate studies. Sambatek provides solutions to drinking water quality problems, develops equitable water and sewer rates, and solves plant operation problems.

The organizational chart below provides clear structure for individual project roles and responsibilities, as well as their availability.



► Project Approach/Work Plan

GOALS AND OBJECTIVES:

The City of Wyoming completed a rate study in 2017 and established water and sewer rates for 2018 through 2023. The city now wants to conduct a rate study to establish rates for the next five years. The project will include an evaluation of the present rate structures for drinking water that addresses the impact on residential, commercial, and industrial customers. It also considers the current and future requirements for operations and maintenance, impact of capital projects, impact of possible future regulations, and whether cash or loans are projected for financing projects. The project’s intent is to develop equitable rates for the rate classes within the drinking water and wastewater rate structure.

The City of Wyoming provides water and sanitary sewer services for its residents funded primarily by revenues from rates. The city 2023 water rate structure charges a minimum of \$41.72 and \$0.003447 per gallon for any usage above up to 20,000 gallons and \$0.004308 per gallon above 20,000 gallons. The 2023 sewer rates include a fixed charge of \$31.44 and \$0.0134 per gallon of sewage. This rate structure does not result in lower costs for large users such as industry or commercial users who pay a higher fixed charge based on their meter size. The new rates should be equitable and based on what it takes to serve each customer class. Large users typically consume water more uniformly with lower peak to average ratios resulting in lower costs to the city. The water availability charge (WAC) is \$3,990 and the sewer availability charge (SAC) is \$4,550 per connection.



The Minnesota DNR previously required all public water suppliers serving more than 1,000 people adopt a conservation rate structure to promote water conservation. The DNR considers inclining block rates, seasonal rates, time of use rates, individual goal rates, and excess use rates as conservation water rates. Essentially, individual goal rates, time of use, and excess use rates are difficult to administer, so most cities are opting for increasing block rates and seasonal rates.

Now, the DNR only emphasizes water conservation and leaves it to the city to accomplish it as best as the city deems fit. The push to lower consumption is inevitable.

Nationally, water demands are decreasing. A recent study shows water consumption has been decreasing by approximately 0.44 percent annually, which

is not very significant over the short term. However, when occurring over a longer five-year period, it can become significant. Another study, “Conservation Reduces Rate Increases”, authored by Naeem Qureshi and published in *AWWA Reporter*, February 2022, shows how conservation has reduced costs and rate increases. As water consumption is directly related to revenue, it is important to consider this decrease when developing new rates. The decrease in demand is occurring primarily due to increase use of more efficient fixtures and smaller families. While revenue may be decreasing based on lower consumption, revenue from WAC and SAC charges is dependent on city growth. Therefore, it is essential to consider future growth in close consultation with city staff to develop a realistic revenue stream from these charges in the future.

Cost of Service and Water Rate Design Process

One of the first steps in conducting a rate study is to develop revenue requirements for water utilities. Revenue requirements are the amount of revenue needed to operate the utility. This includes O&M expenses, bond payments, billing collection, meter reading, administrative expenses, and any capital improvement financed by rates.

Figure 1 (to the right) provides a graphical representation of the various steps in the cost of service and water rate design process.

The water system not only has to meet the average demand, but also the maximum day and hour demands. It is important to consider the volume of water consumed and the plant capacity needed to meet this consumption. For example, if customers A and B both used 100,000 gallons of water annually and the cost of water was \$3.50/1,000 gallons, both customers will pay \$350/year for water. If the maximum day demand of customer A is only

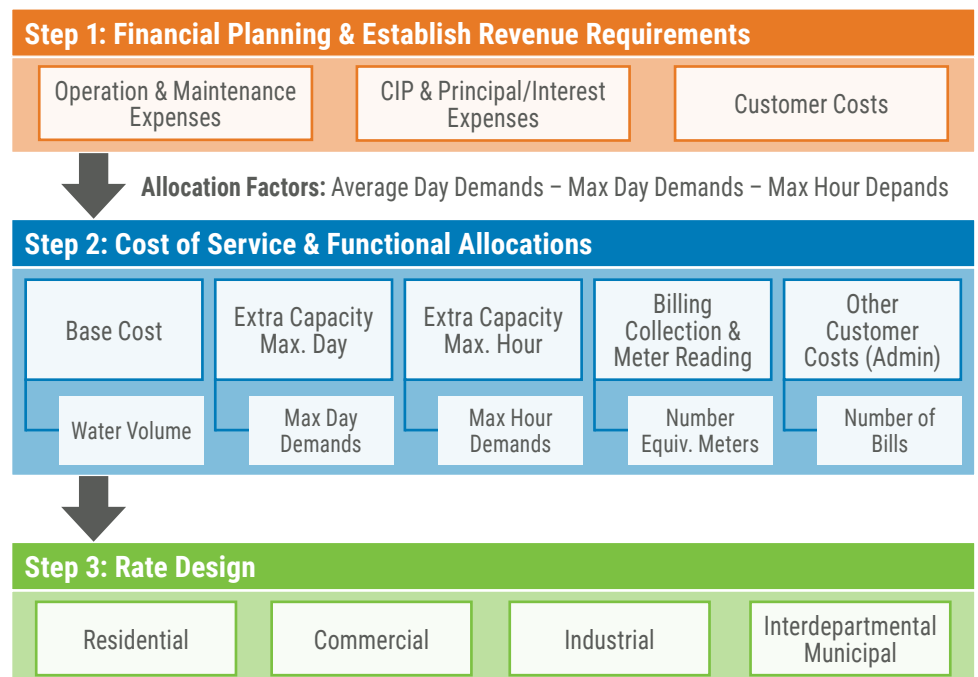
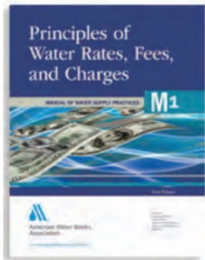
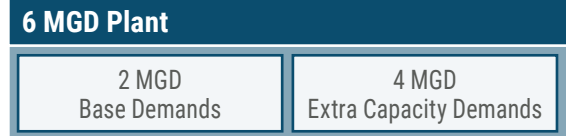


Figure 1: Rate Design Process

100 gpm, while the demand of customer B is 600 gpm, the infrastructure capacity needed to serve customer B is much greater than customer A. Therefore, it is not fair to charge both customers the same amount for water. This is why it is important to not only look at consumption, but also at peak demands, in order to develop equitable water rates.

Another example to illustrate this approach is to consider the capacity of a 6 million gallon a day (MGD) water plant. WTPs are built to meet maximum day demands – or the highest demand that occurs in any 24-hour period during the design horizon. The plant capacity needed to meet base demands (average demands) is only approximately 2 MGD. The remaining 4 MGD extra capacity is there to meet demands in excess of base demands. The class of customers using a high portion of the extra capacity should be charged a higher rate.



The basic premise in establishing adequate rate schedules that are equitable to different customers is that the rate should reflect the cost of providing water service. Rates should equitably recover revenue from customers based on their share of cost of service over the rate plan period.

The cost of service can be developed using the base-extra capacity method defined by the AWWA Manual of Water Supply Practices – M1, which is standard for water utility rates, fees, and charges.

The base-extra capacity method takes into account the average demands and peak to average ratios of residential, commercial, industrial, and institutional customers. By using the base-extra capacity method, costs are distributed to customer classes in proportion to the demand that these customer classes put on the system. Costs are broken down into the cost to supply base demands and the cost to supply extra capacity demands.

Base demands costs are allocated in proportion to the base demands of each customer class. Extra capacity costs are allocated to various customer classes in proportion to their extra capacity demands. Using this approach, unit cost of service is developed. Different rates are setup for different classes of customers based on this cost of service analysis.

Typical residential customers have the highest peak to average demand ratio and therefore, pay the highest costs. Fixed costs will be developed by separating functional costs such as administration, meter reading, billing, and collection costs and dividing these costs by the equivalent meters.

Equivalent meters are determined by multiplying the larger meters with a factor cited in the AWWA M1 Manual. These factors take into account the cost of installing and maintaining larger meters versus a standard 5/8-inch meter.

The conservation rate structure, which most likely will be inclining block, will be developed using the cost of service analysis. These rates will comply with the DNR requirements of water conservation, while at the same time ensure that each customer pays only for the water and infrastructure they use.

Water and Sewer Rates

One of the first steps in conducting a rate study is to develop the revenue requirements – the amount of revenue needed to operate the utility. Revenue requirements include O&M expenses, bond payments, billing collection, meter reading, administrative expenses, and any capital improvement financed by rates. Figure 1.1 to the right provides a graphical representation of the various steps in the water and sewer rate design process. The revenue requirement is then separated into fixed and variable costs. Fixed costs include billing collection, meter reading and administrative costs. The fixed costs are then divided by equivalent meters to arrive at Fixed Costs per equivalent meters for water. As larger meters are much more expensive to install and maintain, the American Water Works Association has developed a ratio between the standard 5/8-inch residential meter and the larger size meters. These ratios are used to develop what is called equivalent meter calculation by multiplying the larger meters with these ratios and adding them together.

In the case of sewer rates the fixed costs are divided by the number of bills to derive at the fixed charge. The variable costs for sewer rates is divided by the volume of sewage generated, because sewage is not metered and is based on water consumption.

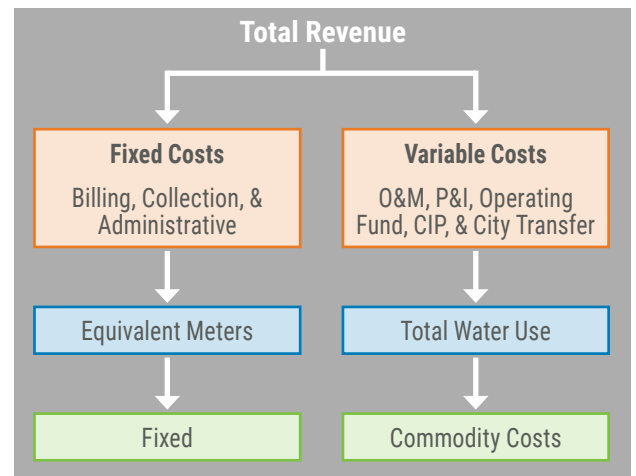


Figure 1.1: Total Revenue

Equitable rates are needed to fund the ongoing operation and the development of a fund balance for emergency needs. The city is interested in affordability and water conservation. The proposed rate study will address these concerns: The rates will be projected over a five year period to ensure that fund balance targets are reached. Cash flow analysis and fund balance variation will be reviewed over the five year period to ensure that all proposed capital improvement projects and operational expenses will be met, while maintaining the target fund balance. The cash flow table will also analyze bonding to smooth out the pay out each year. To maximize the value to the city, at the conclusion of the

study an executive summary will contain the tables and a report explaining the methodology used for the rate study to be used by the city in the future.

As the city does not meter the sewage and bases rates on the water flows, it is essential to establish how to bill for sewage. The water demands increase during the summer caused by lawn sprinkling. However, the sprinkler water does not go to the sanitary sewer. Most cities base the sewer bills on the winter quarter consumption. This needs to be considered during the course of the study.

WORK PLAN:

Sambatek's work plan will be divided into a series of well-defined tasks and sub tasks that will be completed by the team identified in this proposal. The work tasks are described below, along with the deliverables associated with each task.

Project Tasks

Task 100 – Project Initiation/Project Management

Sambatek places a high importance upon client input. We therefore, include an initial brainstorming session and a project-planning meeting in each of our projects. This meeting provides an opportunity to obtain city input regarding study conduct.

Deliverables: *Agenda and minutes of the kick-off meeting.*

Task 200 – Data Collection

This task involves working with city staff to collect, assemble, and review available information concerning the water system. This information includes water pumped; water sold; peak day and peak hour demands; unaccounted for water and sewage; and all historic financial data, including operating and maintenance costs for the previous five years.

Deliverables: *List of data needs to be provided to the city.*

Task 300 – Revenue Requirements

Revenue requirements represent the amount of money to be raised by the rates. This task involves preparing a listing of utility-depreciated assets for the test year of 2022 and updating the depreciation schedule. The revenue requirements for both water and sanitary sewer will include bond payment; O&M costs; billing collection and administration costs; health care insurance; and general costs. Costs will be projected based on historical costs for the last five years and any cost projections made by the city. Using data from the city CIP, we will project additional revenue requirements such as watermain and sanitary sewer replacements, tower painting, and other capital needs financed from operating revenue. Off sets to the revenue requirements, such as interest income and miscellaneous fees, will be deducted from the revenue requirements to arrive at the net revenue requirements to be generated by rates. Once the revenue requirements are developed the preliminary tables will be provided to the city for their review.

Deliverables: *Preliminary tables for staff review.*

Task 400 – Cost Apportionment Rates and Cash Balance

The revenue requirements will be allocated to fixed cost and commodity costs for residential and commercial customers. The functional costs, such as billing, collection, and administrative expenses, will be allocated based on the number of bills and meter size. Equitable water rates will be developed for residential and commercial customers. The cash balance at the end of each year will be projected for the next five years based on the new rates developed by the study. The report will include a comparison to how other cities similar to Wyoming are billing their customers, what kind of rate structures they are using, and how many customers they serve. A status meeting will be scheduled during this task.

Deliverables: *Preliminary tables containing the rate structure for staff review.*

Task 500 – Reporting

At key points in the study, conference calls will be held with city staff to review work in progress and to obtain staff input to the study meeting. A draft report will be prepared at study conclusion. The draft report will be reviewed with city staff and revised as necessary. A final report will then be prepared and presented to the City Council, if required.

Deliverables: *Draft report and final report.*

ADDITIONAL SERVICES TASKS

City Staff Participation

We expect the city to supply all available data in an electronic format, if available. The city staff time required will include the initial planning meeting plus periodic progress meetings and conference calls during the project. One conference call will be held during the reporting task. City staff will also need to review the draft and final reports at the conclusion of the study. The amount of staff time will be subject to the city's discretion and the progress of the work.

Cost Control

An essential part of cost control is to develop a clear scope of work and convey it to the team members. The project manager then conducts weekly reviews of the project tasks completed and the budget expended. The project manager will also track any work outside the scope of work and obtain authorization from the client.

Quality Assurance

Quality Assurance is an ongoing process. The quality control person reviews all data and performs a QC/QA review of all work completed. We will also have Rob O'Connell, PE, a person not involved on a day-to-day basis, conduct a review of the draft and final report before it is published.

Project Schedule

Task	2023											
	October			November					December			
	16th-20th	23rd-27th	30th-31st	1st-3rd	6th-10th	13th-17th	20th-24th	27th-30th	1st-8th	11th-15th	18th-22nd	25th-29th
Project Initiation												
Project Authorization												
Initial Planning Meeting with Staff												
Data Collection												
Provide List of Data Needs to City Staff												
Assemble and Review Existing/Historical Data												
Revenue Requirements												
Create Preliminary Revenue Requirement Tables												
Conference Call to Review Progress												
Cost Apportionment and Rates												
Create Preliminary Rate Tables												
Meeting/Conference Call to Review Progress												
Reporting												
Prepare Draft Report												
Draft Report Submission												
Council Work Session												
Prepare Final Report												
Final Report Submission												
Council Presentation and Rate Approval												

★ Meeting or workshop requiring City of Wyoming’s attendance and assistance

► Cost

Task	Project Manager – Naeem Qureshi	QA/QC – Rob O’Connell	Senior Engineer – Josh Koopman	Engineer – Emily Strand	Admin	Task by Cost
100 – Project Initiation/Management	4	0	0	5	2	\$1,575
200 – Data Collection	6	0	0	24	0	\$4,350
300 – Revenue Requirements	10	2	6	16	2	\$5,460
400 – Cost Appropriation/Water Rates	9	1	6	16	2	\$5,080
500 – Reporting	25	2	6	22	4	\$9,205
Hours						
Hours	54	5	18	83	10	
Rate/Hour						
Rate/Hour	\$185	\$195	\$150	\$135	\$80	
Per Person Total Fee						
Per Person Total Fee	\$9,990	\$975	\$2,700	\$11,205	\$800	
Project Total						\$25,670

TASK SERIES:

Task 100: Project Initiation and Project Management

- » Initial plan meeting and management plan review
- » Meeting notes and documentation

Task 200: Data Collection

- » Assemble and review existing historical water and sewer system data including:
 - Depreciation schedules
 - Capital improvement plan
 - O & M cost for the past five years
 - Average, peak day, and peak hourly demands
 - Billing data for residential and commercial city costumers
 - Financial statements for the bond retirements
 - Metering, billing, and collection costs
 - Administrative costs
 - Projected increases in number of residential and commercial customers
 - Total revenue collected by existing rates
 - Interest income on the invested funds
 - Meeting to review data

Task 300: Revenue Requirements

- » Develop five-year projections of O & M costs for customer base
- » Prepare estimates of principal and interest payment bonds, interest income on invested funds for five years

- » Estimate meter reading, billing, collection, administrative, and general costs for five years
- » Estimate other revenue requirements such as water and sewer system replacements and capital needs financed from operating revenue
- » Update depreciation schedules for current assets
- » Determine offsets to revenue requirements such as interest income and misc. fees
- » Progress meeting

Task 400: Cost Apportionment/Water Rates

- » Develop equivalent meters and fixed cots based on meter size
- » Allocate water and sewer costs to cost component such as commodity
- » Develop a statement showing projected water usage, total operating revenue, total expenses including O & M costs, depreciation, debt servicing, net income, etc. to test adequacy of new rates
- » Progress meeting

Task 500: Reporting

- » Prepare draft of the water and sewer rate study
- » Review draft report with city staff, revise as necessary
- » Submit three copies of final report
- » Present report to finance and strategic planning commission
- » Present final report to city council

▶ Exceptions and Deviations

Sambatek has reviewed the RFP and its requirements and are confident we can provide the City of Wyoming with an exceptional project. We don't have any exceptions to the requirements of this project or the contract. If this changes, we will contact the City of Wyoming in writing stating any exceptions of deviations.

▶ Additional Information

All of Sambatek's pertinent project information is found within this document. We have not included any additional information as a part of this submittal.

► References

Sambatek employees are proud of their record of providing quality work on time and within budget. Sambatek knows that the City of Wyoming expects and deserves the highest level of professionalism and cost-effectiveness from its consultant. We will deliver on these two points and provide superior service to you throughout the contract. We encourage you to contact the references we have provided with regard to our control of costs, quality of work, and ability to meet deadlines.

CLIENT	CONTACT	ADDRESS	PHONE
City of Cloquet Public Works	Caleb Peterson	101 14th St Cloquet, MN 55720	218.879.6758
Rochester Public Utilities	Sue Parker	4000 East River Road NE Rochester, MN 55906	507.280.1665
New Ulm Public Utilities	Kris Manderfeld	310 1st Street N New Ulm, MN 56073	507.359.8267

Request for Council Action

Date: October 17, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Purchasing of Two Disc Golf Baskets

Method: New Business

Background Information:

The Park Advisory Commission (PAC) has been discussing implementing various improvements to Fireside Park over the last several months. One such proposed improvement brought forth during PAC meetings has been to install a disc golf basket for putting practice within the green space of Fireside Park. The PAC believe that installing the basket will provide an additional amenity to the park while also creating some connectivity between Fireside Park and the 9-hole disc golf course located at Comfort Park. Additionally, the PAC has identified Verges Park as a location for a second disc golf basket. A location for Verges Park has yet to selected.

Staff was directed to look into the possibility of installing disc golf baskets at Fireside Park and Verges Park. A possible location for the Fireside Park disc golf basket has been identified and it has been confirmed that the Wyoming Public Works Department can perform the installation work themselves. Cement equipment will need to be rented to perform this work. The cost of this project is projected to be roughly \$1,200 for the purchasing of two disc golf baskets, cement bags, and rental of cement equipment.

Staff is presenting the Park Advisory Commission's recommendation to the City Council that the City purchase two disc golf baskets from Dynamic Discs to be installed by the Wyoming Public Works Department at Fireside Park and Verges Park. Attached are the putting baskets from Dynamic Discs and the proposed location for the Fireside Park basket.

Recommendation: To approve the Purchasing of Two Disc Golf Baskets to be Installed Fireside Park and Verges Park by the Wyoming Public Works Department.





Home > Latitude 64 ProBasket Competition Disc Golf Target

Latitude 64 ProBasket Competition Disc Golf Target

SKU: 4314

\$399.99

Shipping calculated at checkout.

Basket:

Permanent Mounting

Portable Mounting

Quantity

- 1 +

MAKE A SELECTION

✓ Pickup available at Dynamic Discs Emporia

Usually ready in 2-4 days

[View store information](#)

4 interest-free installments, or from \$36.10/mo with [shop by](#)

[View sample plans](#)

Free Shipping on orders of \$49 or more

Details

Latitude 64 ProBasket Competition

The ProBasket Competition is one of the best championship level approved baskets on the market in its comparable price range. A high-end basket for an excellent price and in the same top quality standard as our ProBasket Elite. Fitted with 26 galvanized chain sets and produced with the same superior workmanship that Latitude 64 consistently produces, the ProBasket Competition will grab your putts and serve your course for years to come.

SPECIFICATIONS

- 13 inner and 13 outer galvanized chain sets.
- Galvanized with a yellow powder coated finish.
- Yellow 3" tall deflector band improves visibility in all conditions.
- Tension screws are included for increased stability.
- The ProBasket Competition is approved at the PDGA Championship level
- Built-in wheel on base (Portable version only)
- Ground sleeve, locking collar, and padlock included (Permanent version only)
- Weight: 57lbs (Permanent version)



Request for Council Action

Date: October 12, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Personnel matter

Method: New Business

Background Information:

City staff is requesting the City Council to enter into a closed session for a personnel matter relating to confidential health information that would fall under MN State Statute 13D.05, Subd (2)(3) and (4).

Recommendation: The Wyoming City Council enters a closed session under MN State Statute 13D.05, Subd (2)(3) and (4) for a personnel matter.



Request for Council Action

Date: October 13, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Labor negotiations strategies for bargaining unit of Law Enforcement Labor Services (LELS) and Local 49ers

Method: New Business

Background Information:

City staff is requesting the council enter a closed session under MN state statute 13d.03 to discuss labor negotiation strategies for a contract with the bargaining units of Law Enforcement Labor Services (LELS) 507 Sergeant Group and 365 Patrol group and IUOE Local 49.

Recommendation: To enter a closed session under MN state statute 13d.03 to discuss labor negotiation strategies for a contract with the bargaining unit of Law Enforcement Labor Services (LELS) and IUOE Local 49.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092

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