

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 2, 2024
7:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

ANNUAL MEETING

1. Designate Official Newspaper for 2023 - Chisago County Press - **Resolution 2024-01-01**
2. Designate Official Depository for City Funds for 2023 - **Resolution 2024-01-02**
3. Designate Electronic Fund Transfers and Payment for Claims - **Resolution 24-01-03**
4. Elect an Acting Mayor to Serve in the Absence of the Mayor during 2024 - (Minn. Stat. 412.121)
5. Review Council Appointments to Boards, Commissions, Committees, and Board of Trustees of Fire Department Volunteer Relief Association - **Resolution 24-01-04**
6. Establishing 2024 regular meeting nights of the City Council of the City of Wyoming and Budget Calendar for 2025 Budget
7. Set Annual Fees for City Services for 2024 - **Resolution 24-01-05**

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:

8. Consider approving the minutes of the "Work Session Meeting" of the Wyoming, Minnesota City Council for December 19, 2023

9. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for December 19, 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.

10. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of December 20, 2023 to January 2, 2024
11. To consider authorizing the approval of an application for a consumption and display permit by the Wyoming Creative Arts Community.
12. To consider **Resolution 24-01-06** a resolution accepting a donation from Maranatha Church to the Wyoming Public Safety Donation Fund

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

13. Report of the Public Safety Director, Neil Bauer, for December 28, 2023
14. Report of City Building Official, Fred Weck, IV for December 28, 2023.
15. Report of the City Attorney, Tom Loonan, for December 28, 2023
16. Report of City Engineer Mark Erichson, WSB for December 27, 2023
17. Report of Acting Public Works Superintendent, Joe Keding, for December 27, 2023

COMMUNICATIONS:

18. Wyoming Police Multicultural Advisory Committee

OLD BUSINESS:

NEW BUSINESS:

19. To consider **Resolution 24-01-07** a resolution to approve the purchase of one 2024 Ford Maverick vehicle for the Wyoming Department of Building Safety in the amount of \$27,853.16
20. To consider the hiring of Christopher Hirsch for the Police Officer position with a tentative start date of January 15, 2024

COUNCIL REPORTS:

ADJOURN

RESOLUTION NO. 24-01-01

A RESOLUTION DESIGNATING THE CHISAGO COUNTY PRESS AS THE OFFICIAL NEWSPAPER FOR THE CITY OF WYOMING FOR THE YEAR 2024

WHEREAS, in accordance with **Minnesota State Statute 412.831** the City of Wyoming is required to designate a newspaper of general circulation as its official newspaper; and

WHEREAS, the designated newspaper is where the City will publish ordinances and other matters as required by law; and

WHEREAS, the City Council of the City of Wyoming desires to designate the official newspaper for the City.

NOW, THEREFORE, BE IT RESOLVED the Wyoming City Council hereby designates the **Chisago County Press** as the official newspaper for the City of Wyoming for the calendar year 2024 or until such time as a new official newspaper is duly designated.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 2ND
DAY OF JANUARY, 2024.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Wyoming City Council

December 23, 2023

Dear Council Members,

The Chisago County Press is pleased to bid for legal printing as the designated Official Newspaper for the City of Wyoming. The Chisago County Press is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02 subdivision 1 (1).

The bid to publish legal notices in the Chisago County Press for 2024 will be \$8.00 per column inch with 7 point type and 9 lines per inch. Our price has not changed in over a decade. The notices will also be posted online at our website www.chisagocountypress.com/legalnotices at no extra charge.

We are celebrating our 126th anniversary this year. Our newspaper has faithfully served Chisago County since 1898. We are the only newspaper with an office located within Chisago County. I would encourage you to ask yourselves if providing easily accessible legal notices to the public comes down to money or quality. If it is a quality product and service, we are that paper. The Chisago County Press has the most subscribers in Chisago County of any paper you may have received bids from.

The Chisago County Press is the most subscriber based read local newspaper in the County and the most reliable. We offer a superior product and one-on-one staff support. We would be honored to represent the City of Wyoming as your legal newspaper.

If possible, we would prefer legal notices emailed to chisago@citlink.net. Our deadline is Fridays at 5 p.m. for the publication immediately following. I would be happy to answer any questions and can be reached at 651-257-5115.

Thank you for considering the Chisago County Press.

A handwritten signature in black ink, appearing to read "Matt Silver", is positioned above the typed name of the publisher.

Matt Silver
Publisher
Chisago County Press

FOREST LAKE TIMES



20 North Lake Street, Forest Lake, MN 55025 763-691-6001

November 9, 2023

Robb Linwood
City of Wyoming
P.O. Box 188
Wyoming, MN 55092

Dear Mr. Linwood and City Council Members,

The **Forest Lake Times** would like to bid for legal printing status as the designated Official Newspaper for the City of Wyoming. The **Forest Lake Times** is qualified by the State of Minnesota as a Legal Newspaper under Minnesota Statutes Section 331 A.02, subdivision 1.

The bid to publish legal notices in the **Forest Lake Times** for the year 2024 is the rate of \$6 per column inch with 7 point type and 9 lines per inch. *The notices will also be placed in the St. Croix Valley Peach at no additional charge.* The notices will be posted on our website, www.forestlaketimes.com for all to view for free and at no charge to the city.

We would prefer legal notices emailed to publicnotice@apgecm.com. For notices that are faxed or mailed to us, we will add a \$20 typesetting charge. The deadline is 3:00 p.m. Monday for the same weeks publication except on holiday weeks where there are early deadlines. One affidavit will be provided to you at no cost.

We appreciate the longstanding relationship the **Forest Lake Times** has had with the City of Wyoming and we look forward to continuing to serve the residents of Wyoming.

Sincerely,

A handwritten signature in blue ink that reads 'Tonya Orbeck'. The signature is fluid and cursive, with the first name 'Tonya' and last name 'Orbeck' clearly distinguishable.

Tonya Orbeck

Public Notice Department Manager
ECM Publishers, Inc. /Adams Publishing Group

RESOLUTION NO. 24-01-02

A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE CITY OF WYOMING FOR THE CALENDAR YEAR 2024

WHEREAS, in accordance with **Minnesota State Statute 427.01-.12** the City of Wyoming is required to designate an official depository; and

WHEREAS, the designated official depository is where the City of Wyoming will conduct its banking; and

WHEREAS, the City Council of the City of Wyoming desires to designate the official depositories for the City.

NOW, THEREFORE, BE IT RESOLVED the Wyoming City Council hereby designates the following as the official depositories for the City of Wyoming until such time as a new official depository is duly designated:

First State Bank of Wyoming – Wyoming, Minnesota
Prudent Man Advisors (PMA)
RBC Wealth Management/Dain Rauscher
4M Fund

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 2ND DAY OF JANUARY, 2024.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: January 2, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Electronic Fund Transfer Approval

Method: Annual Meeting

Background Information:

The city's auditor has requested for best practice that we annually adopt an Electronic Fund Transfer and Payment of Claims resolution. The purpose of the resolution is to give the City Administrator authorization to pay or transfer funds electronically prior to approval by the city council. If the transfers were completed prior to council approval they still need to be put on the claims register for council review at the next regular city council meeting. One example of this would be for annual bond payments for outstanding debt. In this situation we wait until the last day for the payable in order to keep those large amounts of dollars in city accounts invested and earning until we absolutely have to pull them out. If approved, a copy of the resolution will be kept on hand for the auditors and sent to the dispersing financial institution for record.

Recommendation: To approve a resolution delegating authority to make electronic funds transfers and payment of claims prior to board approval to the city administrator and their designees for 2024.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

RESOLUTION NO. 24-01-03

A RESOLUTION DELEGATING AUTHORITY TO MAKE ELECTRONIC FUNDS TRANSFERS AND PAYMENT OF CLAIMS PRIOR TO BOARD APPROVAL TO THE CITY ADMINISTRATOR AND THEIR DESIGNEES FOR 2024

WHEREAS, Minnesota Statute 471.38 Subd. 3a. requires the City Council annually delegate authority to make electronic funds transfers; and

WHEREAS, the City uses electronic funds transfers whenever possible as they are much ore efficient and eliminates the risk of lost or mishandled check payments; and

WHEREAS, all electronic transfers are subject to:

1. Annual City Council designation of authority to the City Administrator and their designee.
2. Certified Copy of Designation to be kept with disbursing bank.
3. The City's internal control procedures.
4. A list of all electronic transactions to be submitted for approval to City Council at its next regular meeting.

NOW, THEREFORE, BE IT RESOLVED THAT authority to make electronic funds transfers and payment of claims prior to board approval shall be delegated to the City Administrator and their designees.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 2ND DAY OF JANUARY, 2024.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: January 2, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City

Administrator Department: Administration

Reference: Acting Mayor Method: Annual Meeting

Background Information:

It is necessary per State Statute to elect an Acting Mayor to serve in the absence of the Mayor during 2024 (Minn. Stat. 412.121).

Recommendation: To make a motion to elect a council member to the position of acting mayor for the City of Wyoming in 2024.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

RESOLUTION NO. 24-01-04

**A RESOLUTION MAKING APPOINTMENTS TO BOARDS, COMMISSIONS,
COMMITTEES, AND BOARD OF TRUSTEES OF FIRE DEPARTMENT
VOLUNTEER RELIEF ASSOCIATION – FOR 2024**

WHEREAS, the Wyoming City Council is required to make various appointments to Boards and Commissions for purposes of conducting City business; and

WHEREAS, The Wyoming City Council shall ratify the appointments made based on the recommendations received according to the bylaws of the various Boards and Commissions for purposes of representing the City Council and its policies.

NOW, THEREFORE, BE IT RESOLVED, the Wyoming City Council appointments to various Boards, and as shown in the attached “**Exhibit A**” for calendar year 2024.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 2ND
DAY OF JANUARY, 2024.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

Exhibit A

Acting Mayor	<u>Claire Luger</u>
Sewer Commissioner	<u>Claire Luger</u>
Sewer Commissioner	<u>Lisa Iverson</u>
Sewer Commissioner Alternate #1	<u>Brett Ohnstad</u>
Sewer Commissioner Alternate #2	<u>Linda Nanko Yeager</u>
EDA Member	<u>Lisa Iverson</u>
EDA Member	<u>Dennis Schilling</u>
Planning Commission Liaison	<u>Lisa Iverson</u>
Watershed District Representative	<u>OPEN</u>
Park Advisory Commission	<u>Brett Ohnstad</u>
Park Advisory Commission Alternate	<u>Lisa Iverson</u>
Fire Relief Association	<u>Lisa Iverson</u>
Fire Relief Association	<u>Robb Linwood</u>
Fire Relief Association	<u>Jesse Milligan</u>
Emergency Services Officer	<u>Neil Bauer</u>
Highway 8 Task Force	<u>Lisa Iverson</u>
Joint Park/Planning Commission	<u>Brett Ohnstad</u>

Planning Commission

Mark Lobermeier

Park Advisory Commission

Rick Ahartz

EDA

Andrew Buccanero

December 12, 2023

Mr. Robb Linwood
Administrator
City of Wyoming
26885 Forest Blvd
P.O. Box 188
Wyoming, MN 55092

Dear Mr. Linwood,

I would like to express my interest in continuing to serve the citizens of Wyoming as a member of the City's Planning Commission.

My tenure as a member of the Planning Commission began in September 2007 with the Town Board's appointment to the Town of Wyoming Planning Commission. I was subsequently re-appointed to serve on the City Planning Commission in 2009. I had direct involvement with the preparation of the 2009 Comprehensive Plan for the combined City and Township.

During my tenure as a member of the Planning Commission, I have contributed to the preparation and approval of the current Comprehensive Plan, worked to help update numerous zoning ordinances, and completed numerous development reviews and planning/zoning issues. I still have a considerable amount to learn regarding the finer points of some of the issues that will come before the planning commission. However, I believe that my experience will allow me to contribute to good discussion and decisions, with the assistance of staff and fellow commissioners.

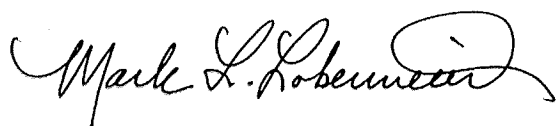
My individual qualifications include the following:

- Planning Commission Member from 2009 to present.
- Planning Commission Chair from June 2018 to present.
- Prepared the City's Comprehensive plan document adopted in December 2022.
- Prepared several zoning ordinances including shoreland, flood plain, ground water and wetlands protection.
- Resident of the City from 1993 – present
- Registered Professional Civil Engineer - retired
- 36 years of experience working as a consultant in the public sector on planning and implementing infrastructure improvements, ordinances and natural resources protection strategies.

Mr. Robb Linwood
December 12, 2023

In summary, I look forward to your thoughtful consideration of my application to continue to serve on the City's Planning Commission. Our current Planning Commission includes many talented individuals and I am confident that, whether I am chosen or not, the City will be well served in 2024 and beyond. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, reading "Mark L. Lobermeier". The signature is fluid and cursive, with a large, stylized "L" and a circular flourish at the end.

Mark L. Lobermeier
25124 Firefly Avenue
Wyoming, MN 55092
612.418.1751

I, Rick AHARTZ would like To
SERVE ANOTHER Term on The
PARK Advisory Commission
BOARD AS OF THIS day 12/27/2023.

Thank You

Rick Ahartz

Robb,

I have thoroughly enjoyed my time and experience serving on the Wyoming EDA these past several years. I am hoping to continue my service for another term; please accept this as my letter of intent. We've accomplished a lot during my tenure, and I'm hoping we can keep the momentum going.

Best,

Andy Buccanero



Request for Council Action

Date: December 30, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: 2024 Regular Meeting Dates City Council

Method: Annual Meeting

Listed below are the proposed 2024 City Council meeting dates starting at 7:00pm. The meetings are the first and third Tuesday of each month except for those months where the meeting date falls on a holiday in which case the regular meeting will be held the following day.

The bolded dates are meetings that have been scheduled for Wednesday due to a city event or holiday that falls on a regular meeting date;

January 2, 2024	May 7, 2024	September 3, 2024
January 16, 2024	May 21, 2024	September 17, 2024
February 6, 2024	June 4, 2024	October 1, 2024
February 20, 2024	June 18, 2024	October 15, 2024
March 6, 2024	July 2, 2024	November 6, 2024
March 19, 2024	July 16, 2024	November 19, 2024
April 2, 2024	August 7, 2024	December 3, 2024
April 16, 2024	August 20, 2024	December 17, 2024

*March 5, 2024 Presidential Primary

*August 6, 2024 Night to Unite

*November 5th General Election



City of Wyoming 2025 Budget Process

One of the most important activities undertaken each year by the City is the budget process. The quality of decisions made in the budget process conveys the City's long-range plans and policies for current and future services.

The budget is a financial, planning, and policy document which reflects the allocation of limited revenue among competing uses and serves as a guide for the various departments in implementing their goals and objectives.

Annual budgets are adopted for the General, Capital Projects, Debt Service, and Proprietary Funds. Within the General fund, budgets are prepared for each major department. For example, Administration, Public Safety and Public Works are departments within the General fund.

Budgeted amounts are reported as originally adopted. Budgeted expenditure appropriations lapse at year-end. The City's department heads may make transfers of appropriations within their department. The budgetary level of control is at the department level.

The budget process is a year-round activity because regular reporting is necessary to provide accountability, understanding, and confidence in the City. The City provides different types of reporting to facilitate this process. These reports include: monthly department reports, monthly capital project reports, monthly cash balances reports, budget document, and an audited comprehensive annual financial statement.

The City follows the procedures below in establishing the budget:

The annual budget process begins in May or June of each year. Staff prepares and distributes budget worksheets and instructions for department heads. City Council has a work session to review the budget process. Departmental budgets and 5-year capital requests are due from department heads to the City Administrator. The first draft of the budget is due to the City Administrator at the beginning of July. The City Administrator meets with department heads to discuss individual budget requests. Total budget requests are compared to revenue estimates to ensure that there is funding available to fund the proposed expenditures. Budget revisions from departmental meetings are completed and revisions are incorporated into the first draft of the budget that is presented at the council work session. The City Administrator meets with department heads to discuss and review council feedback from the work session. In early September, the City sets the preliminary levy and the public hearing information which is forwarded to the County Auditor by September 30th each year. In September/October, additional updates are completed before the final presentation of the budget. The County mails parcel specific tax notices in November to property owners providing taxes due the following year based on the preliminary levy. A budget and levy hearing is held in December in accordance with State law. The budget and tax levy are adopted through passage of resolutions.

Budget Calendar

May 29, 2024	Staff prepares and distributes budget worksheets and instructions for department heads.
June 4, 2024	City Council holds visioning sessions with City Administrator, Department heads to look at long-term plan and adopt short-term strategies and budget objectives.
June 14, 2024	Departmental budgets and 5-year capital requests due from department heads to City Administrator
July 3, 2024	1st draft of budget due to City Administrator.
July 8-12, 2024	Meet with department heads to discuss individual budget requests.
July 12, 2024	Budget revisions from departmental meetings completed.
July 23, 2024	Council work session - first draft of budget presented.
July 29-August 2, 2024	Additional departmental meetings to discuss and review council feedback from work session.
August 9, 2024	2nd draft of budget due to City Administrator.
August 20, 2024	Council work session –
September 3, 2024	At the Council meeting, the public hearing date on the proposed budget and proposed tax levy are approved by the Council.
By September 30, 2024	City Administrator certifies preliminary levy and hearing date to Chisago County.
September/October	Additional updates/fine tuning of budget before final presentation.
October 18, 2024	Final budget due to City Administrator.
November	County Auditor mails tax notices to each taxpayer.
November 6, 2024	Council work session – final budget presented.
December 3, 2024	Initial Truth-In-Taxation Hearing on 2024 Budget & Levy and adoption of the 2024 Budget and Levy.
December 17, 2024	Final adoption date of the 2024 Budget and Levy - if needed.



Request for Council Action

Date: January 2, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: 2024 City Fee Schedule

Method: Annual Meeting

Background Information: Staff completes and annual review of the fee schedule to ensure that the fees are accurate and updated based on city policies and fees.

For 2024 the fee schedule reflects the following changes:

- Chapter 20 – Police Administration Fees – The special event officer fee has been raised from \$75.30/hr. to \$80.66/hr. for COLA adjustments.
- Chapter 36 – Utilities – Water and Surface water rates were changed to reflect the 2024 rates as completed in the most recent utility rate studies. Water meter costs were updated per the city's cost to purchase, this is a pass through cost.
- Office Administration Fees – ACH/EFT Reject Fee – Automated Clearing House/Electronic Fund Transfer rejection fees have been added to account for electronic payments in addition to checks.

Request: To approve the City of Wyoming 2024 Fee Schedule as presented. Staff have included a redline version and new version in the packet.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576

2024 FEE SCHEDULE

CHAPTER 4 – ALCOHOLIC BEVERAGES & TOBACCO

Non-intoxicating On/Sale	\$220.00
Non-intoxicating Off/Sale	\$35.00
Intoxicating Liquor On/Sale	\$3,150.00
Intoxicating Liquor Off/Sale	\$100.00
Intoxicating Liquor Sunday	\$200.00
Temporary Liquor License	\$100.00
Tobacco License	\$90.00

CHAPTER 6 – AMUSEMENTS & ENTERTAINMENTS

Lawful Gambling	10% contribution to City
Application Fee (Bingo, etc.)	\$25.00
Maximum Investigation Fee for State License	\$100.00

CHAPTER 8 – ANIMALS, ARTICLE II DOG LICENSE

Dog at Large	\$75.00
Dangerous Dog	\$200.00

CHAPTER 10 - BUILDING PERMITS

Building Permit, Silt Fence Escrow (90% refundable)	\$900.00
Building Permit, Drainage Plan Escrow, Commercial/Industrial (90% refundable)	\$1,300.00
Building Permit, Drainage Plan Escrow, Residential (90% refundable)	\$275.00

Building Permit Fees: Based On Project Valuation

Plan Review Fee	65% of Building Permit Fee
State Surcharge	Per MN Statute 326B.148
\$1.00 to \$500.00	\$28.00
\$501.00 to \$2,000.00	\$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00+	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof

2024 FEE SCHEDULE

Building Permit Flat Fees: No Valuation (Group IRC 1, 2, 3, & 4 Occupancies)	
Plan Review Fee	\$0.00
Manufactured Home Installation (in park)	\$80.00 + state surcharge
Residing	\$80.00 + state surcharge
Reroofing	\$80.00 + state surcharge
Window & Door Replacement	\$80.00 + state surcharge
Fences	>7' in height - \$50.00 + state surcharge <7' in height - \$50.00
Demolition	\$50.00 + state surcharge
Swimming Pools	\$80.00 + state surcharge
Solar	\$80.00 + state surcharge
Building Permit Fees: Value Less than \$10,000.00 (Group IRC 1, 2, 3, & 4 Occupancies)	
Plan Review Fee	\$0.00
Decks	\$80.00 + state surcharge
Handicap Accessible Ramps	\$80.00 + state surcharge
Remodeling	\$80.00 + state surcharge
Finishing Unfinished Space	\$80.00 + state surcharge
Storage Buildings (Under 250 square feet)	\$80.00 + state surcharge
Gazebos (Under 250 square feet)	\$80.00 + state surcharge
Plumbing, Heating, Fire Alarms & Automatic Fire Protection System Permit Fees	
Project Cost	
Up to \$300.00 (Residential/Commercial)	\$15.00 + state surcharge
\$400.00 (Residential/Commercial)	\$20.00 + state surcharge
\$500.00 (Residential/Commercial)	\$25.00 + state surcharge
\$600.00 & Up (Residential)	\$50.00 + state surcharge
\$600.00 & Up (Commercial)	\$50.00 + 1% of value + state surcharge
Grading Permit Fees (Based on Cubic Yards of Material)	
50 cubic yards or less	\$23.50
51 to 100 cubic yards	\$37.00
101 to 1,000 cubic yards	\$37.00 for the first 100 cubic yards plus \$17.50 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	\$194.50 for the first 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$325.00 for the first 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards or fraction thereof
Grading Plan Review Fee (Based on Cubic Yards of Material)	
State Surcharge	Per MN Statute 326B.148
50 cubic yards or less	\$0.00
51 to 100 cubic yards	\$23.50
101 to 1,000 cubic yards	\$37.00
1,001 to 10,000 cubic yards	\$49.25
10,001 to 100,000 cubic yards	\$49.25 for the first 10,000 cubic yards, plus \$24.50 for each additional 10,000 yards or fraction thereof

2024 FEE SCHEDULE

100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards or fraction thereof
200,001 cubic yards or more	\$402.25 for the first 200,000 cubic yards, plus \$7.25 for each additional 10,000 cubic yards or fraction thereof
Other Inspections and Fees	
Investigation Fee (Work Done Without Obtaining a Permit)	Equal to Permit Fee
Gas Piping Installers License	\$25.00
Inspections outside of normal business hours (Minimum Charge – 2 Hours)	\$63.25 per hour ¹
Re-Inspection fees	\$63.25 per hour ¹
Inspections for which no fee is specifically indicated (Minimum Charge – 30 Minutes)	\$63.25 per hour ¹
Additional plan review required by changes, additions or revisions to plans (Minimum Charge – 30 Minutes)	\$63.25 per hour ¹
For use of outside consultants for plan checking and inspections, or both 1. Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved 2. Actual costs include administrative and overhead costs	Actual costs ²

CHAPTER 12 – BUSINESSES, ARTICLE II SAUNAS & MASSAGE, DIVISION 2 LICENSE & CERTIFICATE	
Initial Investigation Fee for Massage License	\$515.00
Annual Massage Therapist License Fee	\$50.00
Initial Investigation Fee for Massage Building Occupancy Certificate	\$515.00
Annual Building Occupancy Certificate Fee	\$150.00

CHAPTER 16 – ENVIRONMENT, ARTICLE I GENERAL, ARTICLE II NUISANCES	
No On-Street Parking (2:00 am - 6:00 am)	\$25.00
Noise Complaints	\$125.00
Prohibited Storage/Nuisance Property	\$125.00

CHAPTER 18 – FIREWORKS PREVENTIONS & PROTECTION, ARTICLE III FIREWORKS	
Daily License Fee for Fireworks Display	\$15.00
Business Fire Inspections	\$25.00
Operational Permit (Fire Code)	\$50.00

2024 FEE SCHEDULE

CHAPTER 20 – POLICE ADMINISTRATION FEES	
Police Reports	\$0.25/page up to 100 pages actual cost thereafter
Motor Vehicle Reports	\$0.25/page
Videos, Photographs, Electronic Storage Devices	\$10.00 + cost
Fingerprinting	\$10.00
Administrative Traffic Citations	\$60.00
Special Event Officer Fee	\$75.30 80.66/hr (Min. of 4 Hours)
Impound Lot Fees	
Admin	\$25.00
Storage	\$25.00/day up to 30 days \$50.00/month after first 30 days
Tow Fee	\$150.00 + fees

CHAPTER 22 – OFFENSES & MISCELLANEOUS PROVISIONS, ARTICLE II CURFEW	
Curfew Violations	\$125.00

CHAPTER 24 – TRANSIENT MERCHANTS, FOOD TRUCKS, PEDDLERS & SOLICITORS	
Annual License Application Fee	\$150.00
Each Additional Solicitor	\$50.00
Food Truck License Application Fees	
Daily	\$50.00 + \$20.00 for each additional day
Monthly	\$75.00
Yearly	\$150.00

CHAPTER 26 – SOLID WASTE MANAGEMENT, ARTICLE II COLLECTION	
Generally Each Person Injured, Combined Single Limit Coverage, Together with Evidence of Worker's Compensation Insurance for the Licensee's Employees	\$300,000.00
Surety Bond	\$1,000.00
Annual Waste Hauler License Fee	\$150.00

CHAPTER 30 – STREETS & SIDEWALKS, ARTICLE II EXCAVATIONS STREET OPENINGS	
Annual Excavation License Fee	\$60.00
Bond	\$5,000.00
Liability Insurance	\$100,000.00 to \$300,000.00 depending on size of Project/Excavation
Right-Of-Way Permits	
Annual Registration Fee	\$140.00
Excavation Permit Hole	\$160.00
Excavation Permit Hole - New Development	\$80.00
Trench Base	\$160.00 Plus \$0.40 per lineal foot over 100 feet Plus \$0.20 per lineal foot over 100 feet new development
Obstruction Permit Fee	\$100.00
Permit Extension Fee	\$30.00
Delay Penalty	\$60.00 Additional \$10.00 for each day after 3 days
Public Right-of-Way Vacation	\$175.00
Mailbox Assembly (Drop-Off)	\$150.00

2024 FEE SCHEDULE

CHAPTER 32 – SUBDIVISIONS	
Subdivision with Public Improvements Preliminary Plat Escrow (remaining amount refundable)	\$10,000.00+ \$500.00/lot for subdivisions with 30 or more lots
Subdivision without Public Improvements Preliminary Plat Escrow (remaining amount refundable)	\$1,000.00
Administrative Lot Line Adjustments	\$100.00
Sketch Plan Review Application	\$100.00 \$500.00 Escrow
Preliminary Plat Application	\$450.00+ \$70.00 per lot
Final Plat Application	\$200.00+ \$1,000.00 Escrow
Parkland Dedication Fee (when accepted in lieu of land dedication)	\$1,500.00 Park Dedication \$300.00 Trail Dedication
Topographic Map	\$20.00/acre

CHAPTER 34 – TRAFFIC – ARTICLE II OPERATION, ARTICLE III PARKING, ARTICLE IV OFF ROAD VEHICLES	
Excessive Acceleration	\$75.00
Winter Parking (2:00 am - 12:00 pm)	\$75.00
Operating a Dirt Bike on the Roadway	\$75.00

CHAPTER 36 – UTILITIES		
Article II Water		
Residential	Base Fee (5/8" to 7/8" Meter)	\$41.72 <u>43.18</u>
Residential	Per 100gal/20,000 or less	\$.003447 <u>003568</u> /gallon
Residential	Per 100gal/20,000 or more	\$.004308 <u>004459</u> /gallon
Commercial	Per 100gal/62,000 or less	\$.003447 <u>003568</u> /gallon
Commercial	Per 100gal/62,000 or more	\$.004308 <u>004459</u> /gallon
Commercial	Base Fees – Meter Size	
	1"	\$58.40 <u>60.44</u>
	1 1/2"	\$75.08 <u>77.71</u>
	2"	\$120.98 <u>125.21</u>
	3"	\$458.86 <u>474.92</u>
Curb Stop Connection Permit (WAC)		\$3,990.00
Water Meter Costs for New Construction		
5/8" & 3/4" Meters		\$494 <u>593</u> .00
All Other Meters		Cost of Meter + \$75 Admin. Fee
Turn ON Water Seasonal or leak repair		\$50.00
Turn OFF Water Seasonal or leak repair		\$0.00
Inspection Fee		\$70.00
Re-Inspection		\$63.25
Emergency Call out Fee/After Hours		\$100.00
Fine for turning On/Off water at Curb stop other than by a City employee		\$100.00
Lawn Sprinkler Systems		
Sprinkler System Installation Permit Fee		\$30.00 + state surcharge
Alternate Water Source Installation Permit Fee		\$30.00 + state surcharge

2024 FEE SCHEDULE

Cross Connection Inspection Fee	\$30.00 + state surcharge
Alternate Water Source Sign	\$15.00
New Seed or Sod Permit	N/A
Watering Restriction Penalties – Within 12 Month Period	
1st Violation	Warning
2nd Violation	\$50.00
3rd Violation	\$100.00
4th Violation	\$200.00
5th Violation	Service Disconnection
Hydrant Meter Deposit meter (refundable when meter returned)	\$700.00
Hydrant Water Rental & Usage Fee Meter Rental	\$25.00/Month
Includes use of meter and up to 2,000 gallons of water (Usage per 100 gallons)	\$.003738 <u>003869</u> /gallon
Article III – Sewer	
Permit Fee for Connection to Sanitary Sewer Plus Installation Costs (SAC)	\$4,550.00
Base Fee	\$31.44
Cost Per Gallons (Sewage Cost Per/100 gallons)	\$.0134/gallon
Delinquent/Late Fee	5% of current bill
Surface Water Management (Charge per quarter)	
Land Use Designation	
Agricultural/Single Family Residential/One and Two Family Residential/Rural Residential	\$9. 3655 /Parcel
High Density Residential/Manufactured Homes	\$ 75.8277.33 /Acre
Commercial	\$ 75.8277.33 /Acre
Central Business	\$ 75.8277.33 /Acre
Office and Health Care	\$ 75.8277.33 /Acre
Industrial (Urban)	\$ 98.28100.25 /Acre
Industrial (Non-Urban)	\$ 9.369.55 /Parcel
Carlos Avery WMA (Exempt)	\$0.00
Connections Fees	
Inspection Fee	\$70.00
Re-Inspection Fee	\$70.00
Corporate Connections	\$70.00
Installer's License Public Liability Insurance	\$100,000.00 to \$300,000.00 Depending on size of project
Bond	\$2,000.00
Driveway Permit	\$50.00 + Cost of Culvert
Article V Subsurface Sewage Treatment Systems	
Septic System Permits	
Design Change – Redesign	\$50.00
Design Change – Relocate	\$100.00
Site Verification of soil (prior to or w/o permit app.)	\$100.00
Expired permit renewal	\$100.00
Repair only (lateral replacement, convert to holding tank)	\$50.00

2024 FEE SCHEDULE

SSTS Permit-Non pressurized systems	\$200.00
SSTS Permit – Pressurized systems	\$250.00
SSTS Permit - Tank Only	\$50.00
SSTS Permit - addition of pretreatment	\$150.00
Midsized SSTS Permit - tank only	\$150.00
TYPE IV & V SSTS Permit up to 4,999 gpd*	\$500.00
Midsized SSTS Permit 5,000 – 9,999 gpd*	\$500.00 Plus any associated engineering fees
Midsized System hookup (w/o individual tanks)	\$70.00
Operating Permit – Single Family/Residential	\$25.00/Year Pretreatment systems are for life of system
Operating Permit – Commercial up to 4,999 gpd*	\$50.00 per year
Operating Permit – Commercial 5,000 to 9,999 gpd*	\$100.00/Year + any associated engineering fees
Land Application site 50 acres or less (5 year permit)	\$150.00
Land Application site greater than 50 acres (5 year permit)	\$250.00
Land application site – permit renewal	\$50.00
Compliance Inspection	\$200.00
Compliance Inspection – Tank Only, also for tank abandonment certificate (not required, performed upon request)	\$100.00
Winter Compliance inspections	\$250.00
Re-Inspection	\$63.25/Trip
On-Site Meeting (Requested by designer/applicant)	\$100.00
*Gallons Per Day	

CHAPTER 40 – ZONING

Fee for Zoning Ordinance Amendment	\$220.00 + \$750.00 Escrow
Conditional Use Permit Application Non-Commercial/Residential	\$220.00 + \$750.00 Escrow
Conditional Use Permit Application Commercial	\$220.00 + \$1,000.00 Escrow
PUD Application	\$220.00 + \$1,000.00 Escrow
Mixed Use Development Application	\$220.00 + \$1,000.00 Escrow
Zoning Letter	\$50.00
Wetland Service Requests	
No-Loss & Exemption Determination	\$200.00 fee + \$500.00 Escrow
Delineation Approval (less than 10 acre site)*	\$200.00 fee + \$500.00 Escrow
Delineation Approval (10 acre site or larger)*	\$300.00 fee + \$500.00 Escrow
Replacement Plan Application (less than 10 acre site)	\$500.00 fee + \$500.00 Escrow

2024 FEE SCHEDULE

Replacement Plan Application (10 acre site or larger)	\$750.00 fee + \$1,000.00 Escrow
Wetland Banking Application (10 acre site or larger)	\$500.00 fee + \$1,000.00 Escrow
Annual Wetland Mitigation Monitoring	\$500.00 fee + \$500.00 Escrow
Other Wetland Services	\$200.00 fee + \$500.00 Escrow
Site Plan Approval	\$220.00 + \$1,000.00 Escrow
Major Amendment to Site Plan	\$220.00 + \$1,000.00 Escrow
Minor Amendment to Site Plan	\$175.00
Variance Application	\$220.00 + \$750.00 Escrow
Sign Permit Application – Permanent	\$75.00
Sign Permit Application – Temporary	\$50.00
Fence Permit Application	\$50.00
Tree Mitigation Fee	\$100.00 per caliper inch
Agricultural Building Site Permit	\$30.00
City Attorney	Per current contract rate schedule
City Engineer Plan Review & Inspections	Per current contract rate schedule

OFFICE ADMINISTRATION FEES

City Map	\$10.00
Color Zoning Map	\$12.00
Photocopies – 1 to 100 pages (MN Statute, section 13.03)	\$0.25 per page
Photocopies – Over 100 pages (MN Statute, section 13.03)	Actual cost of data collection and copies
Photocopies – Plotter (Black/White)	\$.30/per lineal ft.
Photocopies – Plotter (Color)	\$.55/per lineal ft.
Scan – Plotter	\$1.00/page
Faxing	\$1.00/page
Administrative – Assessment Certification Fee	\$15.00/Parcel
Assessment Search	\$25.00
NSF Check Charge (Non-Sufficient Funds)	\$35.00
<u>ACH/EFT Reject Fee</u>	<u>\$15.00</u>
Notary Stamp	\$1.00/Document
Election Filing Fee	\$2.00

2024 FEE SCHEDULE

COMMUNITY CENTER, PAVILION & FIELD RENTAL FEES	
Park Pavilion Rental (up to 4 hours)	\$100.00 refundable damage deposit + \$25.00 Non-residents \$0.00 Residents
Softball & Soccer Fields	\$10.00 for up to 2 hours/field \$5.00 for each additional hour/field
Tournament Play	\$150.00 per day/field

PUBLIC WORKS EQUIPMENT FEES	
½ Ton Pick-Up	\$40.00/Hour
¾ Ton Pick-Up	\$45.00/Hour
Single Axel Dump Truck with Operator	\$100.00/Hour
Double Axel Dump Truck with Operator	\$128.00/Hour
Skid Steer Cat with Operator	\$88.00/Hour
Cat Loader with Operator	\$145.00/Hour
Cat Grader - 14 Feet with Operator	\$170.00/Hour
Salt Brine	\$.25 Cents/Gallon
Hand Operated Compactor	\$40.00/Hour
John Deere Backhoe/Excavator	\$100.00/Hour
John Deere Tractor with Operator	\$100.00/Hour
Polaris ATV	\$90.00/Hour
Generator	\$60.00/Hour
10 Cu Cement Mixer	\$30.00/Hour
Asphalt Hotbox	\$65.00/Hour
Walk Behind Striper	\$30.00/Hour
Discharge Pump	\$30.00/Hour
Sewer Crane Truck	\$95.00/Hour
Concrete Saw	\$30.00/Hour
Trailer	\$60.00/Hour
Chain Saw with Operator	\$60.00/Hour
Sweeper	\$150.00/Hour
Vac Truck	\$150.00/Hour
Labor	\$40.00/Hour
Overtime Labor	\$60.00/Hour

2024 FEE SCHEDULE

CHAPTER 4 – ALCOHOLIC BEVERAGES & TOBACCO

Non-intoxicating On/Sale	\$220.00
Non-intoxicating Off/Sale	\$35.00
Intoxicating Liquor On/Sale	\$3,150.00
Intoxicating Liquor Off/Sale	\$100.00
Intoxicating Liquor Sunday	\$200.00
Temporary Liquor License	\$100.00
Tobacco License	\$90.00

CHAPTER 6 – AMUSEMENTS & ENTERTAINMENTS

Lawful Gambling	10% contribution to City
Application Fee (Bingo, etc.)	\$25.00
Maximum Investigation Fee for State License	\$100.00

CHAPTER 8 – ANIMALS, ARTICLE II DOG LICENSE

Dog at Large	\$75.00
Dangerous Dog	\$200.00

CHAPTER 10 - BUILDING PERMITS

Building Permit, Silt Fence Escrow (90% refundable)	\$900.00
Building Permit, Drainage Plan Escrow, Commercial/Industrial (90% refundable)	\$1,300.00
Building Permit, Drainage Plan Escrow, Residential (90% refundable)	\$275.00

Building Permit Fees: Based On Project Valuation

Plan Review Fee	65% of Building Permit Fee
State Surcharge	Per MN Statute 326B.148
\$1.00 to \$500.00	\$28.00
\$501.00 to \$2,000.00	\$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00+	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof

2024 FEE SCHEDULE

Building Permit Flat Fees: No Valuation (Group IRC 1, 2, 3, & 4 Occupancies)	
Plan Review Fee	\$0.00
Manufactured Home Installation (in park)	\$80.00 + state surcharge
Residing	\$80.00 + state surcharge
Reroofing	\$80.00 + state surcharge
Window & Door Replacement	\$80.00 + state surcharge
Fences	>7' in height - \$50.00 + state surcharge <7' in height - \$50.00
Demolition	\$50.00 + state surcharge
Swimming Pools	\$80.00 + state surcharge
Solar	\$80.00 + state surcharge
Building Permit Fees: Value Less than \$10,000.00 (Group IRC 1, 2, 3, & 4 Occupancies)	
Plan Review Fee	\$0.00
Decks	\$80.00 + state surcharge
Handicap Accessible Ramps	\$80.00 + state surcharge
Remodeling	\$80.00 + state surcharge
Finishing Unfinished Space	\$80.00 + state surcharge
Storage Buildings (Under 250 square feet)	\$80.00 + state surcharge
Gazebos (Under 250 square feet)	\$80.00 + state surcharge
Plumbing, Heating, Fire Alarms & Automatic Fire Protection System Permit Fees	
Project Cost	
Up to \$300.00 (Residential/Commercial)	\$15.00 + state surcharge
\$400.00 (Residential/Commercial)	\$20.00 + state surcharge
\$500.00 (Residential/Commercial)	\$25.00 + state surcharge
\$600.00 & Up (Residential)	\$50.00 + state surcharge
\$600.00 & Up (Commercial)	\$50.00 + 1% of value + state surcharge
Grading Permit Fees (Based on Cubic Yards of Material)	
50 cubic yards or less	\$23.50
51 to 100 cubic yards	\$37.00
101 to 1,000 cubic yards	\$37.00 for the first 100 cubic yards plus \$17.50 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	\$194.50 for the first 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$325.00 for the first 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards or fraction thereof
Grading Plan Review Fee (Based on Cubic Yards of Material)	
State Surcharge	Per MN Statute 326B.148
50 cubic yards or less	\$0.00
51 to 100 cubic yards	\$23.50
101 to 1,000 cubic yards	\$37.00
1,001 to 10,000 cubic yards	\$49.25
10,001 to 100,000 cubic yards	\$49.25 for the first 10,000 cubic yards, plus \$24.50 for each additional 10,000 yards or fraction thereof

2024 FEE SCHEDULE

100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards or fraction thereof
200,001 cubic yards or more	\$402.25 for the first 200,000 cubic yards, plus \$7.25 for each additional 10,000 cubic yards or fraction thereof
Other Inspections and Fees	
Investigation Fee (Work Done Without Obtaining a Permit)	Equal to Permit Fee
Gas Piping Installers License	\$25.00
Inspections outside of normal business hours (Minimum Charge – 2 Hours)	\$63.25 per hour ¹
Re-Inspection fees	\$63.25 per hour ¹
Inspections for which no fee is specifically indicated (Minimum Charge – 30 Minutes)	\$63.25 per hour ¹
Additional plan review required by changes, additions or revisions to plans (Minimum Charge – 30 Minutes)	\$63.25 per hour ¹
For use of outside consultants for plan checking and inspections, or both 1. Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved 2. Actual costs include administrative and overhead costs	Actual costs ²

CHAPTER 12 – BUSINESSES, ARTICLE II SAUNAS & MASSAGE, DIVISION 2 LICENSE & CERTIFICATE	
Initial Investigation Fee for Massage License	\$515.00
Annual Massage Therapist License Fee	\$50.00
Initial Investigation Fee for Massage Building Occupancy Certificate	\$515.00
Annual Building Occupancy Certificate Fee	\$150.00

CHAPTER 16 – ENVIRONMENT, ARTICLE I GENERAL, ARTICLE II NUISANCES	
No On-Street Parking (2:00 am - 6:00 am)	\$25.00
Noise Complaints	\$125.00
Prohibited Storage/Nuisance Property	\$125.00

CHAPTER 18 – FIREWORKS PREVENTIONS & PROTECTION, ARTICLE III FIREWORKS	
Daily License Fee for Fireworks Display	\$15.00
Business Fire Inspections	\$25.00
Operational Permit (Fire Code)	\$50.00

2024 FEE SCHEDULE

CHAPTER 20 – POLICE ADMINISTRATION FEES

Police Reports	\$0.25/page up to 100 pages actual cost thereafter
Motor Vehicle Reports	\$0.25/page
Videos, Photographs, Electronic Storage Devices	\$10.00 + cost
Fingerprinting	\$10.00
Administrative Traffic Citations	\$60.00
Special Event Officer Fee	\$80.66/hr (Min. of 4 Hours)
Impound Lot Fees	
Admin	\$25.00
Storage	\$25.00/day up to 30 days \$50.00/month after first 30 days
Tow Fee	\$150.00 + fees

CHAPTER 22 – OFFENSES & MISCELLANEOUS PROVISIONS, ARTICLE II CURFEW

Curfew Violations	\$125.00
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CHAPTER 24 – TRANSIENT MERCHANTS, FOOD TRUCKS, PEDDLERS & SOLICITORS

Annual License Application Fee	\$150.00
Each Additional Solicitor	\$50.00
Food Truck License Application Fees	
Daily	\$50.00 + \$20.00 for each additional day
Monthly	\$75.00
Yearly	\$150.00

CHAPTER 26 – SOLID WASTE MANAGEMENT, ARTICLE II COLLECTION

Generally Each Person Injured, Combined Single Limit Coverage, Together with Evidence of Worker's Compensation Insurance for the Licensee's Employees	\$300,000.00
Surety Bond	\$1,000.00
Annual Waste Hauler License Fee	\$150.00

CHAPTER 30 – STREETS & SIDEWALKS, ARTICLE II EXCAVATIONS STREET OPENINGS

Annual Excavation License Fee	\$60.00
Bond	\$5,000.00
Liability Insurance	\$100,000.00 to \$300,000.00 depending on size of Project/Excavation
Right-Of-Way Permits	
Annual Registration Fee	\$140.00
Excavation Permit Hole	\$160.00
Excavation Permit Hole - New Development	\$80.00
Trench Base	\$160.00 Plus \$0.40 per lineal foot over 100 feet Plus \$0.20 per lineal foot over 100 feet new development
Obstruction Permit Fee	\$100.00
Permit Extension Fee	\$30.00
Delay Penalty	\$60.00 Additional \$10.00 for each day after 3 days
Public Right-of-Way Vacation	\$175.00
Mailbox Assembly (Drop-Off)	\$150.00

2024 FEE SCHEDULE

CHAPTER 32 – SUBDIVISIONS	
Subdivision with Public Improvements Preliminary Plat Escrow (remaining amount refundable)	\$10,000.00+ \$500.00/lot for subdivisions with 30 or more lots
Subdivision without Public Improvements Preliminary Plat Escrow (remaining amount refundable)	\$1,000.00
Administrative Lot Line Adjustments	\$100.00
Sketch Plan Review Application	\$100.00 \$500.00 Escrow
Preliminary Plat Application	\$450.00+ \$70.00 per lot
Final Plat Application	\$200.00+ \$1,000.00 Escrow
Parkland Dedication Fee (when accepted in lieu of land dedication)	\$1,500.00 Park Dedication \$300.00 Trail Dedication
Topographic Map	\$20.00/acre

CHAPTER 34 – TRAFFIC – ARTICLE II OPERATION, ARTICLE III PARKING, ARTICLE IV OFF ROAD VEHICLES	
Excessive Acceleration	\$75.00
Winter Parking (2:00 am - 12:00 pm)	\$75.00
Operating a Dirt Bike on the Roadway	\$75.00

CHAPTER 36 – UTILITIES		
Article II Water		
Residential	Base Fee (5/8" to 7/8" Meter)	\$43.18
Residential	Per 100gal/20,000 or less	\$.003568/gallon
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Commercial	Per 100gal/62,000 or less	\$.003568/gallon
Commercial	Per 100gal/62,000 or more	\$.004459/gallon
Commercial	Base Fees – Meter Size	
	1"	\$60.44
	1 1/2"	\$77.71
	2"	\$125.21
	3"	\$474.92
Curb Stop Connection Permit (WAC)		\$3,990.00
Water Meter Costs for New Construction		
5/8" & 3/4" Meters		\$593.00
All Other Meters		Cost of Meter + \$75 Admin. Fee
Turn ON Water Seasonal or leak repair		\$50.00
Turn OFF Water Seasonal or leak repair		\$0.00
Inspection Fee		\$70.00
Re-Inspection		\$63.25
Emergency Call out Fee/After Hours		\$100.00
Fine for turning On/Off water at Curb stop other than by a City employee		\$100.00
Lawn Sprinkler Systems		
Sprinkler System Installation Permit Fee		\$30.00 + state surcharge
Alternate Water Source Installation Permit Fee		\$30.00 + state surcharge

2024 FEE SCHEDULE

Cross Connection Inspection Fee	\$30.00 + state surcharge
Alternate Water Source Sign	\$15.00
New Seed or Sod Permit	N/A
Watering Restriction Penalties – Within 12 Month Period	
1st Violation	Warning
2nd Violation	\$50.00
3rd Violation	\$100.00
4th Violation	\$200.00
5th Violation	Service Disconnection
Hydrant Meter Deposit meter (refundable when meter returned)	\$700.00
Hydrant Water Rental & Usage Fee Meter Rental Includes use of meter and up to 2,000 gallons of water (Usage per 100 gallons)	\$25.00/Month \$.003869/gallon
Article III – Sewer	
Permit Fee for Connection to Sanitary Sewer Plus Installation Costs (SAC)	\$4,550.00
Base Fee	\$31.44
Cost Per Gallons (Sewage Cost Per/100 gallons)	\$.0134/gallon
Delinquent/Late Fee	5% of current bill
Surface Water Management (Charge per quarter)	
Land Use Designation	
Agricultural/Single Family Residential/One and Two Family Residential/Rural Residential	\$9.55/Parcel
High Density Residential/Manufactured Homes	\$77.33/Acre
Commercial	\$77.33/Acre
Central Business	\$77.33/Acre
Office and Health Care	\$77.33/Acre
Industrial (Urban)	\$100.25/Acre
Industrial (Non-Urban)	\$9.55/Parcel
Carlos Avery WMA (Exempt)	\$0.00
Connections Fees	
Inspection Fee	\$70.00
Re-Inspection Fee	\$70.00
Corporate Connections	\$70.00
Installer's License Public Liability Insurance	\$100,000.00 to \$300,000.00 Depending on size of project
Bond	\$2,000.00
Driveway Permit	\$50.00 + Cost of Culvert
Article V Subsurface Sewage Treatment Systems	
Septic System Permits	
Design Change – Redesign	\$50.00
Design Change – Relocate	\$100.00
Site Verification of soil (prior to or w/o permit app.)	\$100.00
Expired permit renewal	\$100.00
Repair only (lateral replacement, convert to holding tank)	\$50.00

2024 FEE SCHEDULE

SSTS Permit-Non pressurized systems	\$200.00
SSTS Permit – Pressurized systems	\$250.00
SSTS Permit - Tank Only	\$50.00
SSTS Permit - addition of pretreatment	\$150.00
Midsized SSTS Permit - tank only	\$150.00
TYPE IV & V SSTS Permit up to 4,999 gpd*	\$500.00
Midsized SSTS Permit 5,000 – 9,999 gpd*	\$500.00 Plus any associated engineering fees
Midsized System hookup (w/o individual tanks)	\$70.00
Operating Permit – Single Family/Residential	\$25.00/Year Pretreatment systems are for life of system
Operating Permit – Commercial up to 4,999 gpd*	\$50.00 per year
Operating Permit – Commercial 5,000 to 9,999 gpd*	\$100.00/Year + any associated engineering fees
Land Application site 50 acres or less (5 year permit)	\$150.00
Land Application site greater than 50 acres (5 year permit)	\$250.00
Land application site – permit renewal	\$50.00
Compliance Inspection	\$200.00
Compliance Inspection – Tank Only, also for tank abandonment certificate (not required, performed upon request)	\$100.00
Winter Compliance inspections	\$250.00
Re-Inspection	\$63.25/Trip
On-Site Meeting (Requested by designer/applicant)	\$100.00
*Gallons Per Day	

CHAPTER 40 – ZONING

Fee for Zoning Ordinance Amendment	\$220.00 + \$750.00 Escrow
Conditional Use Permit Application Non-Commercial/Residential	\$220.00 + \$750.00 Escrow
Conditional Use Permit Application Commercial	\$220.00 + \$1,000.00 Escrow
PUD Application	\$220.00 + \$1,000.00 Escrow
Mixed Use Development Application	\$220.00 + \$1,000.00 Escrow
Zoning Letter	\$50.00
Wetland Service Requests	
No-Loss & Exemption Determination	\$200.00 fee + \$500.00 Escrow
Delineation Approval (less than 10 acre site)*	\$200.00 fee + \$500.00 Escrow
Delineation Approval (10 acre site or larger)*	\$300.00 fee + \$500.00 Escrow
Replacement Plan Application (less than 10 acre site)	\$500.00 fee + \$500.00 Escrow

2024 FEE SCHEDULE

Replacement Plan Application (10 acre site or larger)	\$750.00 fee + \$1,000.00 Escrow
Wetland Banking Application (10 acre site or larger)	\$500.00 fee + \$1,000.00 Escrow
Annual Wetland Mitigation Monitoring	\$500.00 fee + \$500.00 Escrow
Other Wetland Services	\$200.00 fee + \$500.00 Escrow
Site Plan Approval	\$220.00 + \$1,000.00 Escrow
Major Amendment to Site Plan	\$220.00 + \$1,000.00 Escrow
Minor Amendment to Site Plan	\$175.00
Variance Application	\$220.00 + \$750.00 Escrow
Sign Permit Application – Permanent	\$75.00
Sign Permit Application – Temporary	\$50.00
Fence Permit Application	\$50.00
Tree Mitigation Fee	\$100.00 per caliper inch
Agricultural Building Site Permit	\$30.00
City Attorney	Per current contract rate schedule
City Engineer Plan Review & Inspections	Per current contract rate schedule

OFFICE ADMINISTRATION FEES

City Map	\$10.00
Color Zoning Map	\$12.00
Photocopies – 1 to 100 pages (MN Statute, section 13.03)	\$0.25 per page
Photocopies – Over 100 pages (MN Statute, section 13.03)	Actual cost of data collection and copies
Photocopies – Plotter (Black/White)	\$.30/per lineal ft.
Photocopies – Plotter (Color)	\$.55/per lineal ft.
Scan – Plotter	\$1.00/page
Faxing	\$1.00/page
Administrative – Assessment Certification Fee	\$15.00/Parcel
Assessment Search	\$25.00
NSF Check Charge (Non-Sufficient Funds)	\$35.00
ACH/EFT Reject Fee	\$15.00
Notary Stamp	\$1.00/Document
Election Filing Fee	\$2.00

2024 FEE SCHEDULE

COMMUNITY CENTER, PAVILION & FIELD RENTAL FEES	
Park Pavilion Rental (up to 4 hours)	\$100.00 refundable damage deposit + \$25.00 Non-residents \$0.00 Residents
Softball & Soccer Fields	\$10.00 for up to 2 hours/field \$5.00 for each additional hour/field
Tournament Play	\$150.00 per day/field

PUBLIC WORKS EQUIPMENT FEES	
½ Ton Pick-Up	\$40.00/Hour
¾ Ton Pick-Up	\$45.00/Hour
Single Axel Dump Truck with Operator	\$100.00/Hour
Double Axel Dump Truck with Operator	\$128.00/Hour
Skid Steer Cat with Operator	\$88.00/Hour
Cat Loader with Operator	\$145.00/Hour
Cat Grader - 14 Feet with Operator	\$170.00/Hour
Salt Brine	\$.25 Cents/Gallon
Hand Operated Compactor	\$40.00/Hour
John Deere Backhoe/Excavator	\$100.00/Hour
John Deere Tractor with Operator	\$100.00/Hour
Polaris ATV	\$90.00/Hour
Generator	\$60.00/Hour
10 Cu Cement Mixer	\$30.00/Hour
Asphalt Hotbox	\$65.00/Hour
Walk Behind Striper	\$30.00/Hour
Discharge Pump	\$30.00/Hour
Sewer Crane Truck	\$95.00/Hour
Concrete Saw	\$30.00/Hour
Trailer	\$60.00/Hour
Chain Saw with Operator	\$60.00/Hour
Sweeper	\$150.00/Hour
Vac Truck	\$150.00/Hour
Labor	\$40.00/Hour
Overtime Labor	\$60.00/Hour

RESOLUTION NO. 24-01-05

A RESOLUTION ESTABLISHING THE ANNUAL FEES FOR CITY SERVICES FOR 2024

WHEREAS, the City of Wyoming by law may charge reasonable fees for goods and services provided; and

WHEREAS, the fees by law must bear a reasonable relationship to the actual cost of providing said goods and services; and

WHEREAS, City staff has duly researched the true costs of providing such goods and services and has proposed fee increases to reflect those true costs and anticipated increases in City costs and probably decreases in City revenues.

NOW, THEREFORE, BE IT RESOLVED the attached list of fees **2024 City of Wyoming Fee Schedule** for goods and services provided by the City of Wyoming is hereby adopted.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 2ND
DAY OF JANUARY, 2024.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

**DRAFT MINUTES
CITY COUNCIL
WORK SESSION
CITY OF WYOMING, MINNESOTA
DECEMBER 19, 2023
6:00 PM**

CALL TO ORDER: *Mayor Lisa Iverson called the Work Session of the Wyoming City Council for December 19, 2023 to order at 6:00 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: Robb Linwood, City Administrator, Grant MacFarlane, Assistant City Administrator, and Neil Bauer, Public Safety Director

DETERMINATION OF A QUORUM:

NEW BUSINESS:

1. Earned Sick and Safe Leave

City Administrator Linwood provided an overview of the Earned Sick and Safe Leave (ESST) to the Council. Linwood stated that ESST was a new law which would go into effect on January 1, 2024 and would be available to all City employees that work more than 80 hours per year. Linwood explained the permitted uses for ESST, including illness, safety, and inclement weather. It was further explained that there are three methods for providing employees with their ESST hours and that the City of Wyoming would be utilizing the accrual method. Linwood also informed the Council that ESST will need to be outlined in the City's Personnel Policy and that it had been updated pending City Council approval.

Mayor Iverson inquired if employees were allowed to choose to use ESST instead of their regular sick/vacation time or if ESST would always be used first. Administrator Linwood stated that the City's proposed ESST policy requires that ESST be used first when applicable.

Council member Nanko Yeager asked whether employees would be required to show proof of appointments with therapists or physicians if using ESST hours. Administrator Linwood stated that, per ESST policy, an employee is only required to provide a reason for their absence if said employee was absent for a period lasting longer than three days. Employees are asked per the policy to give seven days' notice if they will be using ESST or if they cannot prior at the earliest ability.

Mayor Iverson inquired about how the City would track ESST hours for employees. Administrator Linwood stated that the City would continue to use the BS&A software as it has the ability to track different benefits as needed, ESST included.

MAYOR IVERSON ADJOURNED THE DECEMBER 19, 2023 WORK SESSION AT 6:32 PM.

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
DECEMBER 19, 2023
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for December 19, 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, Fred Weck, Zoning Administrator/Building Official 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 December 5, 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 DECEMBER 5, 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 December 6, 2023 to December 19, 2023
3. To consider the resignation of Amy Erickson from the Wyoming Police Department effective January 1, 2024 and the posting of the Public Safety Administrative Assistant position
4. To consider the retirement of Keith Woinarowicz from the Wyoming Fire Department
5. To consider **Resolution 23-12-135** a resolution accepting a donation to the City of Wyoming from Wyoming Holiday #3550 for the Railroad Park Project in the amount of \$2,000

6. To consider **Resolution 23-12-136** a resolution declaring certain Public Works items as surplus property and authorizing the Public Works Department to dispose of such items through online auction or disposal process
7. To consider **Resolution 23-12-137** a resolution accepting a donation from Eckberg Lammers for a donation to the 7th annual tree lighting ceremony at Railroad Park.
8. To consider **Resolution 23-12-138** a resolution approving the Wyoming Fire Relief Association Request to the City of Wyoming raising the relief association's pension level to \$4,750 per year of active service
9. To consider **Resolution 23-12-139** a resolution authorizing the Chisago lakes Joint Sewage Treatment Commission to issue, sell, and deliver a \$1,019,000 general obligation sewer revenue note, series 2024A, and award the sale thereof

Mayor Iverson – Asked to pull item #4 for further discussion.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE #2, #3, #5. #6, #7, #8, and #9 OF THE WYOMING CITY COUNCIL CONSENT AGENDA

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

Mayor Iverson – Explained that she had wanted to pull item #4 to acknowledge one of the firemen that was retiring. She thanked Keith Woinarowicz for his nine years of service to the community.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE CONSENT AGENDA ITEM #4 TO CONSIDER THE RETIREMENT OF KEITH WOINAROWICZ FROM THE WYOMING FIRE DEPARTMENT

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:

10. Report of the Public Safety Director, Neil Bauer for December 14, 2023
11. Report of City Building Official, Fred Weck, IV for December 13, 2023
12. Report of City Attorney Tom Loonan for December 15, 2023
13. Report of City Engineer Mark Erichson, WSB for December 15, 2023
14. Report of Acting Public Works Superintendent Joe Keding for December 19, 2023

COMMUNICATIONS:

OLD BUSINESS:

15. To consider **Resolution 23-12-133** a resolution amending the existing conditional use permit for the expansion of exterior storage in the industrial district at 26443 Fallbrook Avenue

Zoning Administrator/Building Official Weck – Reviewed past discussion on this request and the direction for it to be sent back to the Planning Commission. He outlined details of the request for expansion of exterior storage and the reviewed the recommendation for approval from the Planning Commission, subject to the conditions as outlined.

Mayor Iverson – Stated that currently there is a lot of stuff that is above the 8 foot fence-line.

Zoning Administrator/Building Official Weck – Explained that this was why the wording of the proposed resolution was 'below' the 8 foot fence. He stated that they are not supposed to be storing anything above the fence line now, so this language was saying that will be removed and then quantify an additional 20% from that point.

Mayor Iverson – Stated that thinks the City has done a great job with the industrial park and getting it cleaned up and looking good. She expressed concern about the hazard that is present and referenced the two incidents in the last year that involved fire or injuries.

Councilmember Luger – Asked about the timing and if her understanding was correct that if the terms of this were not met within a year then the process would need to start over.

Zoning Administrator/Building Official Weck – Clarified that if the terms were not met the CUP would be null and void and they would be in violation of their existing CUP, so the Council could consider proceedings to revoke their permit.

Councilmember Luger – Stated that she drove by and noticed debris that rises above the level of the fencing and also debris that climbs up the building and asked if the intent was for that material to also be cleared away.

Zoning Administrator/Building Official Weck – Stated that it should be included and noted that the fence is just around a portion of the perimeter.

Councilmember Luger – Asked how frequently the City would be checking for compliance and who would be responsible for them..

Zoning Administrator/Building Official Weck - Explained that it would be his responsibility and assured the Council that he would be diligent in following up.

Councilmember Luger – Stated that she will support this request, but admitted that she still had some safety concerns about this request.

Councilmember Nanko Yeager – Asked about the 20% calculation is if it would be done by eyeballing the area or by using a ruler.

Zoning Administrator/Building Official Weck – Explained that he would use a tape measure, measure the height and width, and then calculate it from there.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER NANKO YEAGER, TO APPROVE RESOLUTION 23-12-133 A RESOLUTION AMENDING THE EXISTING CONDITIONAL USE PERMIT FOR THE EXPANSION OF EXTERIOR STORAGE IN THE INDUSTRIAL DISTRICT AT 26443 FALLBROOK AVENUE, WITH ADDITIONAL LANGUAGE FOR CONDITION #4, AS PRESENTED PRIOR TO THE MEETING.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

16. To consider **Resolution 23-12-134** a resolution approving a site plan review application for the expansion of exterior storage in the industrial district at 26443 Fallbrook Avenue

A MOTION WAS MADE BY COUNCILMEMBER NANKO YEAGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 23-12-134 A RESOLUTION APPROVING A SITE PLAN REVIEW APPLICATION FOR THE EXPANSION OF EXTERIOR STORAGE IN THE INDUSTRIAL DISTRICT AT 26443 FALLBROOK AVENUE, WITH THE ADDITIONAL LANGUAGE FOR CONDITION #4 AS PRESENTED PRIOR TO THE MEETING.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

NEW BUSINESS

17. To consider the conditional offer to Rebekah Peterson for the Reserve Cadet Officer position

Public Safety Director Bauer – Explained the request to provide a conditional offer to Rebekah Peterson for the Reserve Cadet Officer position. He shared some background of Ms. Peterson's experience with the Department.

Mayor Iverson – Asked for details on how things like tuition reimbursement would be paid.

Public Safety Director Bauer – Explained that the tuition reimbursement would be part of the Public Safety State aid money that they will be receiving.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE CONDITIONAL OFFER TO REBEKAH PETERSON FOR THE RESERVE CADET OFFICER POSITION.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

18. To consider adopting an Earned Sick and Safe Time (ESST) Policy as required by Minnesota State Statute and updating the Wyoming Personnel policy to reflect the addition of the approved policy

City Administrator Linwood – Explained that a new law passed during the 2023 legislative session related to a requirement for ESST. He gave an overview of the ESST policy and details related to eligibility

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE EARNED SICK AND SAFE TIME (ESST) POLICY AS REQUIRED BY MINNESOTA STATE STATUTE AND UPDATING THE WYOMING PERSONNEL POLICY TO REFLECT THE ADDITION OF THE APPROVED POLICY

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

19. To consider **Resolution 23-12-140** resolution approving a contract extension with Hylden Advocacy & Law as a lobbyist for the City of Wyoming

City Administrator Linwood – Introduced Alysén Nesse and Brian McDaniel of Hylden Advocacy & Law. He explained the assistance that has been provided by Hylden Advocacy & Law since February of 2023 and their plans to continue bringing awareness to the City and its projects. He stated that staff recommends approval of a contract extension through June of 2024 and shared examples of how he feels their services have already helped the City.

Alysén Nesse – Shared what she felt was significant amount of progress going through the State agency MMB process. She noted that the House Capital Investment Committee visited the Public Safety center in September and the Senate tour will happen in January.

Councilmember Ohnstad – Asked about the outlook for the upcoming legislative session.

Brian McDaniel – Stated that Minnesota is on a two year budget cycle, and explained that going into 2024 there is a \$2.4 billion surplus. He stated that what they have hearing from the house and senate majorities is that they are encouraging lower expectations on supplemental budgets. He noted that he has done this kind of work for over 20 years and he felt it was very encouraging that the City will have both a House and a Senate tour, because that does not happen very often.

Mayor Iverson – Stated that she was extremely excited about what has happened in the last 9 months the City has been working with Hylden. She stated that Wyoming is a non-partisan City and she felt Hylden has given the City a lot of opportunity to be in front of as many people at the State capital as possible, which she does not feel the City could have done on their own.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 23-12-140 RESOLUTION APPROVING A CONTRACT EXTENSION WITH HYLDEN ADVOCACY & LAW AS A LOBBYIST FOR THE CITY OF WYOMING THROUGH JUNE 2024

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

City Administrator Linwood – Noted that the Senate visit that will happen on January 17, 2024 at 11:20 a.m. and noted that the Council was all invited to attend.

COMMUNICATIONS:

COUNCIL REPORTS:

Council Member Ohnstad – Attended the Council work session.

Council Member Nanko Yeager – Attended the Council work session prior to this meeting. She wished everyone a Happy Holiday season.

Council Member Luger – Attended the Council work session and the Joint Sewer Commission meeting.

Mayor Iverson – Attended the Planning Commission, the Joint Sewer Commission, and the Council work session. She stated that Public Safety Director Bauer had recently received a donation for the City and asked him for an explanation.

Public Safety Director Bauer – Stated that the Masonic Lodge in Forest Lake donated 7 fire suppression tools. He explained that this was a very generous donation because it means that they now have one for every police vehicle.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO ADJOURN THE DECEMBER 19, 2023 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:37 PM

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:
JANUARY 2, 2024
7:00PM

For Check Dates 12/19/2023 to 12/19/2023

Check Number Name			Check Date
Text Label	55690	PACIFIC LIFE INSURANCE	12/19/2023
Item Code	GL Number	Amount	
ROTH	101-0000-21712	250.00	
		<u>250.00</u>	
Text Label	55691	CENTRAL PENSION FUND,	12/19/2023
Item Code	GL Number	Amount	
CENT PENS FUND	101-0000-21716	480.00	
		<u>480.00</u>	
Text Label	55692	WI SCTF,	12/19/2023
Item Code	GL Number	Amount	
WI CHILD SUPPOR	101-0000-21710	215.42	
		<u>215.42</u>	
Text Label	EFT1064	MN STATE RETIREMENT	12/19/2023
Item Code	GL Number	Amount	
CITY HSCP CONT	101-0000-21706	5,175.88	
HCSP	101-0000-21710	0.00	
MNDCP	101-0000-21712	275.00	
MNDCPPRETAX	101-0000-21712	822.00	
		<u>6,272.88</u>	
Text Label	EFT1065	SELECTACCOUNT,	12/19/2023
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	2,500.00	
HSA CONT	101-0000-21707	1,832.64	
		<u>4,332.64</u>	
Text Label	EFT1066	P.E.R.A.,	12/19/2023
Item Code	GL Number	Amount	
CORD PERA	101-0000-21704	2,922.52	
DCP PERA	101-0000-21704	16.67	
DCP PERA MATCH	101-0000-21704	16.67	
PERA CITY MATCH	101-0000-21704	3,372.14	
PF PERA	101-0000-21704	4,149.77	

For Check Dates 12/19/2023 to 12/19/2023

Check Number	Name	Check Date
PF PERA CITY	101-0000-21704	6,224.67
		16,702.44

Text Label

EFT1067 INTERNAL REVENUE SERVICE,

12/19/2023

Item Code	GL Number	Amount
FITW	101-0000-21701	7,657.53
SOCSEC_EE	101-0000-21703	3,300.84
MEDICARE_ER	101-0000-21703	1,261.81
SOCSEC_ER	101-0000-21703	3,300.84
MEDICARE_EE	101-0000-21703	1,261.81
		16,782.83

Text Label

EFT1068 STATE OF MINNESOTA,

12/19/2023

Item Code	GL Number	Amount
SITW	101-0000-21702	3,466.41
		3,466.41

Text Label

General Checking Account 10100
Total Amount Being Paid: \$48,502.62
Total Number of Checks: 8

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming

Check Detail Register

1/2
December 18, 2023 03:47 PM
User: ssaxe
DR: Wyoming

12-19-2023 Payroll

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55693 2023	12/18/2023	JACK BREITBACH			
		101-2110-41300 EMPLOYER PAID IN		\$500.00	EMPLOYER PAID IN (GENERAL)
		Total for JACK BREITBACH		\$500.00	
55694 2023	12/18/2023	JOHN ROETTGER			
		101-2110-41300 EMPLOYER PAID IN		\$500.00	EMPLOYER PAID IN (GENERAL)
		Total for JOHN ROETTGER		\$500.00	

City of Wyoming Check Detail Register

2/2
December 18, 2023 03:47 PM
User: ssaxe
DR: Wyoming

12-19-2023 Payroll

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

General Checking Account 10100
Total Amount Being Paid: \$1,000.00
Total Number of Checks: 2

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/7
December 29, 2023 04:00 PM
User: ssaxe
DNR Wyoming

01-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
12601 036085688782	01/02/2024	HEALTH PARTNERS			
	101-0000-21706	HOSPITALIZATION	\$20,642.57	DECEMBER 2023 MEDICAL PREMIUMS	
	101-0000-21706	HOSPITALIZATION	\$22,435.28	JANUARY 2024 MEDICAL & DENTAL PREMIUMS	
Total for HEALTH PARTNERS				\$43,077.85	
55695 14387	12/31/2023	CHISAGO LAKES JOINT SEWAGE TRE			
	602-9425-43890	SEWER PLANT FEE	\$51,056.02	TREATMENT CHARGES	
Total for CHISAGO LAKES JOINT SEWA				\$51,056.02	
55696 4177865037	12/31/2023	CINTAS			
	101-2110-43600	CLEANING SERVIC	\$31.35	CLEANING SERVICE-PUBLIC SAFETY	
4177838792	101-1400-43600	CLEANING SERVIC	\$34.15	CLEANING SERVICE-CITY HALL	
4177839039	101-3100-44180	UNIFORMS	\$80.24	STREETS	
	101-3100-42100	OPERATING SUPPL	\$52.73	SHOP SUPPLIES	
4177104972	101-3100-44180	UNIFORMS	\$71.88	STREETS	
	101-3100-42100	OPERATING SUPPL	\$36.83	SHOP SUPPLIES	
Total for CINTAS				\$307.18	
55697 20231223	12/31/2023	CULLIGAN WATER CONDITIONING			
	101-2110-42100	OPERATING SUPPL	\$140.00	OPERATING SUPPLIES	
Total for CULLIGAN WATER CONDITIO				\$140.00	
55698 UWAT013437	12/31/2023	DNR LANDS & MINERALS			
	401-3100-45000-7	CAPITAL OUTLAY	\$237.00	CAPITAL OUTLAY	
Total for DNR LANDS & MINERALS				\$237.00	
55699 0135039-IN	12/31/2023	EARL F. ANDERSEN			
	101-3100-42260	SIGN MATERIAL/RI	\$234.89	SIGN MATERIAL/REPLACEMENT	
Total for EARL F. ANDERSEN				\$234.89	
55700 12142023	12/31/2023	FAIRVIEW HEALTH SERVICES			
	101-2110-43000	PROFESSIONAL SE	\$19.00	15007162317 HEATH	
	101-2110-43000	PROFESSIONAL SE	\$370.00	15007162353 HEATH	
	101-2110-43000	PROFESSIONAL SE	\$356.00	15007166494 HIRSCH	
Total for FAIRVIEW HEALTH SERVICES				\$745.00	
55701 2023HEL	12/31/2023	FAIRVIEW HEALTH SERVICES			
	205-2110-42230	CRIME PREVENTIC	\$215.45	CRIME PREVENTION	
Total for FAIRVIEW HEALTH SERVICES				\$215.45	

City of Wyoming Check Detail Register

2/7
December 29, 2023 04:00 PM
User: ssaxe
DR: Wyoming

01-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55702	12/31/2023	FASTENAL COMPANY			
MNTC3228105			101-3100-42100	OPERATING SUPPL	\$18.96
		Total for FASTENAL COMPANY			\$18.96
55703	12/31/2023	FERGUSON WATERWORKS			
0524377			601-9425-42400	SMALL TOOLS/MIN	\$234.00
					SMALL TOOLS/MINOR EQUIPMENT
0524376			601-9425-42400	SMALL TOOLS/MIN	\$545.73
					SMALL TOOLS/MINOR EQUIPMENT
		Total for FERGUSON WATERWORKS			\$779.73
55704	12/31/2023	HALLBERG STORAGE LLC			
20231215			101-2200-42100	OPERATING SUPPL	\$52.50
					OPERATING SUPPLIES
		Total for HALLBERG STORAGE LLC			\$52.50
55705	12/31/2023	HAWKINS INC			
6646130			601-9425-42160	CHEMICALS/CHEM	\$20.00
		Total for HAWKINS INC			\$20.00
55706	12/31/2023	INNOVATIVE OFFICE SOLUTIONS, LLC			
IN4412238			101-2110-42000	SUPPLIES - OFFICE	\$76.93
					SUPPLIES - OFFICE/COPY/COMPUTR
IN4414854			101-2110-42000	SUPPLIES - OFFICE	\$56.14
					SUPPLIES - OFFICE/COPY/COMPUTR
IN4412944			101-3100-42000	SUPPLIES - OFFICE	\$647.85
					SUPPLIES - OFFICE/COPY/COMPUTR
IN4412947			101-1400-42000	SUPPLIES - OFFICE	\$234.83
					SUPPLIES - OFFICE/COPY/COMPUTR
		Total for INNOVATIVE OFFICE SOLUTI			\$1,015.75
55707	12/31/2023	INTERSTATE COMPANIES			
R241081544:01			101-3100-44040	REPAIRS & MAINT.	\$1,987.30
					REPAIRS & MAINT. - EQUIPMENT
		Total for INTERSTATE COMPANIES			\$1,987.30
55708	12/31/2023	JASON LUMSDEN			
12222023			101-3100-42300	SAFETY EQUIPMEN	\$199.95
					SAFETY EQUIPMENT
		Total for JASON LUMSDEN			\$199.95

City of Wyoming Check Detail Register

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December 29, 2023 04:00 PM
User: ssaxe
DR: Wyoming

01-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55709	12/31/2023	KODIAK POWER SYSTEMS			
KPS1444	602-9425-42310	CONTRACTED SER		\$2,520.00	CONTRACTED SERVICES
KPS1440	601-9425-44010	REPAIRS & MAINT.		\$1,963.41	REPAIRS & MAINT. - BUILDINGS
KPS1445	101-1400-44010	REPAIRS & MAINT.		\$360.00	REPAIRS & MAINT. - BUILDINGS
KPS1446	101-2110-44040	REPAIRS & MAINT.		\$360.00	REPAIRS & MAINT. - EQUIPMENT
Total for KODIAK POWER SYSTEMS				\$5,203.41	
55710	12/31/2023	LRS PORTABLES, LLC			
MP241955	101-5200-44050	SATALLITE RENTAL		\$195.34	SATALLITE RENTAL
Total for LRS PORTABLES, LLC				\$195.34	
55711	12/31/2023	MC TOOL & SAFETY SALES			
018093	101-3100-42300	SAFETY EQUIPME		\$205.05	SAFETY EQUIPMENT
Total for MC TOOL & SAFETY SALES				\$205.05	
55712	12/31/2023	MENARDS- FOREST LAKE			
23858	101-2200-42100	OPERATING SUPPL		\$91.56	OPERATING SUPPLIES
23836	101-3100-42400	SMALL TOOLS/MIN		\$103.89	SMALL TOOLS/MINOR EQUIPMENT
23857	602-9425-42400	SMALL TOOLS/MIN		\$73.90	SMALL TOOLS/MINOR EQUIPMENT
Total for MENARDS- FOREST LAKE				\$269.35	
55713	12/31/2023	METRO SALES			
INV2428528	101-2400-44330	DUES & SUBSCRIP		\$211.58	DUES & SUBSCRIPTIONS
Total for METRO SALES				\$211.58	
55714	12/31/2023	MIDSTATES EQUIPMENT & SUPPLY, INC.			
2231058	101-3100-44410	STREET MAINT MA		\$648.75	STREET MAINT MATERIALS
Total for MIDSTATES EQUIPMENT & SI				\$648.75	
55715	12/31/2023	MINNESOTA PUMP WORKS			
INV023132	602-9425-44380	LIFT STATIONS M/		\$1,655.75	LIFT STATIONS MAINTENANCE
INV023133	602-9425-44380	LIFT STATIONS M/		\$2,495.75	LIFT STATIONS MAINTENANCE
Total for MINNESOTA PUMP WORKS				\$4,151.50	
55716	12/31/2023	MINNESOTA VALLEY TESTING LABS			
1230950	601-9425-43110	LAB COSTS		\$114.40	LAB TESTS
Total for MINNESOTA VALLEY TESTIN				\$114.40	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55717 P00018245	12/31/2023	MN DEPT OF TRANSPORTATION			
		101-3100-42310 CONTRACTED SER		\$738.02	CONTRACTED SERVICES
		Total for MN DEPT OF TRANSPORTATION		\$738.02	
55718 187950	12/31/2023	NAPA AUTO PARTS			
		101-3100-42400 SMALL TOOLS/MIN		\$86.97	SMALL TOOLS/MINOR EQUIPMENT
		Total for NAPA AUTO PARTS		\$86.97	
55719 57847	12/31/2023	PLANTRA, INC.			
		101-5200-44760 TREE PLANTING		\$491.34	TREE PLANTING
		Total for PLANTRA, INC.		\$491.34	
55720 IN200-1046302	12/31/2023	PRECISE MRM LLC			
		101-3100-42050 SOFTWARE UPGRA		\$120.00	SOFTWARE UPGRADES
		Total for PRECISE MRM LLC		\$120.00	
55721 23-85206	12/31/2023	RITEWAY BUSINESS FORMS			
		101-1400-42000 SUPPLIES - OFFICE		\$314.97	SUPPLIES - OFFICE/COPY/COMPUTER
		Total for RITEWAY BUSINESS FORMS		\$314.97	
55722 M28798	12/31/2023	TIMESAVER OFF SITE SECRETARIAL			
		101-1400-42310 CONTRACTED SER		\$253.63	CONTRACTED SERVICES
		Total for TIMESAVER OFF SITE SECRETARIAL		\$253.63	
55723 11002	12/31/2023	TOTAL CONTROL SYSTEMS			
		602-9425-42950 SCADA SYSTEM		\$2,070.00	SCADA SYSTEM
		601-9425-42950 SCADA SYSTEM		\$3,492.06	SCADA SYSTEM
		Total for TOTAL CONTROL SYSTEMS		\$5,562.06	
55724 12112023	12/31/2023	TOWN & COUNTRY DISPOSAL			
		101-2110-43840 REFUSE		\$30.00	REFUSE
		Total for TOWN & COUNTRY DISPOSAL		\$30.00	
55725 172411047	12/31/2023	ULINE			
		101-5200-42100 OPERATING SUPPL		\$136.79	OPERATING SUPPLIES
		Total for ULINE		\$136.79	

City of Wyoming Check Detail Register

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55726	12/31/2023	VC3, INC.			
133461					
	101-1400-42090	NETWORK MUNICI		\$3,592.10	NETWORK MUNICIPAL COMPUTERS
INV1422VC3					
	101-1400-42310	CONTRACTED SER		\$1,589.00	CONTRACTED SERVICES
Total for VC3, INC.				\$5,181.10	
55727	12/31/2023	VERIZON			
9951880292					
	602-9425-43210	TELEPHONE		\$80.04	MACHINE-TO-MACHINE
Total for VERIZON				\$80.04	
55728	12/31/2023	WEX BANK			
93906457					
	101-2400-42120	MOTOR FUELS		\$148.01	MOTOR FUELS
	101-2200-42120	MOTOR FUELS		\$987.27	MOTOR FUELS
	101-2110-42120	MOTOR FUELS		\$2,213.79	MOTOR FUELS
	101-3100-42120	MOTOR FUELS		\$685.11	MOTOR FUELS
	101-5200-42120	MOTOR FUELS		\$139.13	MOTOR FUELS
	601-9425-42120	MOTOR FUELS		\$358.61	MOTOR FUELS
	602-9425-42120	MOTOR FUELS		\$358.60	MOTOR FUELS
Total for WEX BANK				\$4,890.52	
55729	12/31/2023	WILLIAMS SCOTSMAN, INC.			
9019709601					
	101-3100-44100	RENTALS (EQUIPM		\$554.30	RENTALS (EQUIPMENT)
Total for WILLIAMS SCOTSMAN, INC.				\$554.30	

City of Wyoming Check Detail Register

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01-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55730	12/31/2023	XCEL ENERGY			
857531832					
	101-3100-43860	STREET LIGHTS		\$290.60	STOP LIGHTS
	101-3100-43800	UTILITIES-GAS/ELI		\$1,839.65	SPEED SIGN
	601-9425-43800	UTILITIES-GAS/ELI		\$2,471.53	WELLHOUSE
	101-2110-43800	UTILITIES-GAS/ELI		\$859.02	POLICE/PUBLIC WORKS
	101-1400-43800	UTILITIES-GAS/ELI		\$725.68	CITY HALL
	101-5500-43800	UTILITIES-GAS/ELI		\$1,628.26	LIBRARY
	101-5200-43800	UTILITIES-GAS/ELI		\$191.08	UTILITIES-GAS/ELEC/SEWER/WATER
856848893					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.96	PARKS
856830940					
	101-3100-43800	UTILITIES-GAS/ELI		\$39.03	PARKS
856816131					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.62	SPEED SIGN
856992538					
	601-9425-43800	UTILITIES-GAS/ELI		\$265.64	WELLHOUSE
857011460					
	101-3100-43800	UTILITIES-GAS/ELI		\$19.71	SPEED SIGN
856996921					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.24	SPEED SIGN
856822699					
	101-3100-43860	STREET LIGHTS		\$60.97	STOP LIGHTS
856817280					
	101-3100-43860	STREET LIGHTS		\$17.03	STOP LIGHTS
856801259					
	101-3100-43800	UTILITIES-GAS/ELI		\$24.48	SPEED SIGN
Total for XCEL ENERGY				\$8,488.50	
55731	12/31/2023	ZIEGLER INC.			
IN001293010					
	601-9425-44040	REPAIRS & MAINT.		\$1,192.68	REPAIRS & MAINT. - EQUIPMENT
IN001293606					
	101-3100-42400	SMALL TOOLS/MIN		\$178.56	SMALL TOOLS/MINOR EQUIPMENT
Total for ZIEGLER INC.				\$1,371.24	
55736	12/31/2023	STEVEN W. DUFF			
12312023					
	101-3100-41010	FULL TIME - REGU		\$1,710.00	FULL TIME - REGULAR
Total for STEVEN W. DUFF				\$1,710.00	

City of Wyoming Check Detail Register

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DR: Wyoming

01-02-2024

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

General Checking Account 10100
Total Amount Being Paid: \$141,096.44
Total Number of Checks: 39

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad



Request for Council Action

Date: January 2, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: WCAC Consumption & Display Permit

Background Information:

The Wyoming Creative Arts Community is planning to hold monthly events in which they are requesting permission to serve alcoholic beverages. They are applying for a Consumption and Display (setup) Permit to enable them to do so, which requires City Council approval. This permit expires yearly in March. The League of Minnesota Cities describes the permit as follows:

This permit is issued by the State and approved by the City Council. A consumption-and-display (setup) permit from the state authorizes the establishment to allow the consumption and display of intoxicating liquor on the licensed premises. The permit does not authorize the sale of intoxicating liquor. These permits are not effective until approved by the City Council.

Recommendation:

To approve and forward to the State the application from the Wyoming Creative Arts Community for a Consumption & Display Permit.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092
Phone: 651-462-0575 Fax: 651-462-0576



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600
St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TDD 651-282-6555

NOTE: ALL CLUB 'ON-SALE' INTOXICATING LIQUOR LICENSEES ARE EXEMPT FROM APPLYING.

APPLICATION FOR CONSUMPTION AND DISPLAY (Set Up) PERMIT
PERMIT FEE \$250 (Permits expire March 31st of each year)

Workers Comp. Ins. Co. N/A

Policy No. [REDACTED] Dates of Coverage N/A

Amount Received

Licensee's MN Sales & Use Tax ID # [REDACTED] To apply for MN Tax ID# 651-296-6181

Licensee's Federal Tax ID # [REDACTED] A \$30.00 service charge will be added to all dishonored checks. You may also be subjected civil penalty of \$100 or 100% of the value of the check, whichever is greater, plus interest and attorney fees.

Business Name (Business, Partnership, LLC, Corporation) Wyoming Area Creative Arts Community		DOB N/A	SS# N/A	Trade Name or DBA Hallberg Center for the Arts	
Business Street Address 5521 East Viking Blvd			County Chisago	Business Phone 651-272-5122	
City Wyoming			State MN	Zip Code 55092	
Permit Type ☐ Private Club ☒ Public Business		Type of Business (Restaurant, Dance Hall, etc.) Art Gallery			
Full Name of Business or Club Manager Jessica Eischens, WACAC Board Chair		DOB [REDACTED]	Address of Manager [REDACTED] Stacy, MN 55079		
Name of Building Owner Wyoming Area Creative Arts Community		Address of Owner 5521 East Viking Blvd., Wyoming, MN 55079			
Are the club or business premises separate from any other business establishment? ☐ Yes ☒ No		Is there a current 3.2 beer license to this business at this location? ☒ Yes ☐ No		Is application ☒ Original ☐ Transfer	
If transfer, former license and business trade name					
If a partnership, state the name and address of each partner. If a corporation, state the name and address of each officer. If a club, state the name and address of each officer or director.					
Full Name Jessica A Eischens		DOB [REDACTED]	SS# [REDACTED]	Address [REDACTED] Stacy, MN 55079	
Full Name Kirk Nelson		DOB [REDACTED]	SS# [REDACTED]	Address [REDACTED] Columbus, MN 55025	
Full Name Deborah Hoffmeister		DOB [REDACTED]	SS# [REDACTED]	Address [REDACTED] Lindstrom, MN 55045	
For a Private club. A club must attach a copy of the constitution and bylaws of the club and current list of members.					
Date club organized 2-2012	Number of members 200+-	Amount of dues \$35+	Is club owned or rented? Owned	Length of time club at present location 9 years	
Membership requirements None				Does club store liquor for members? ☐ Yes ☒ No	
Has applicant; if partnership, any partner; if corporation, any officer or director; if club, any club officer or director, ever had a license under the Minnesota Liquor Control Act revoked or suspended or been convicted for any violation of State laws or local ordinances; if so, give date and details. No					
I hereby certify that the answers are true of my own knowledge and understand that the giving of false information or the failure to give pertinent information constitutes cause for revocation of this permit. THIS PERMIT DOES NOT ALLOW THE SALE OF INTOXICATING LIQUOR.					
Permittee Signature (Signature certifies all above information to be correct and permit has been approved by city/county.)		Print Name Jessica Eischens		Date 12.13.2023	
City/County Auditor Signature (Signature certifies all above information to be correct and permit has been approved by city/county.)				Date	



Date: December 22, 2023
To: Mayor Iverson and City Council Members
From: Neil Bauer, Public Safety Director
Subject: Consent Agenda Item for Accepting Donation

Background Information:

Maranatha Assembly of God Church has made a generous donation of \$1,000 to the police and fire department to be used for employee recognition. The funds will be added to our Public Safety Donation fund to pay for award expenses and recognition.

I would like to recognize and thank Maranatha for their generous donation.

Recommendation:

I recommend that the City of Wyoming accept the \$1,000.00 donation by Maranatha Assembly of God Church.

Neil D. Bauer, Ed.D.
Police Chief/Public Safety Director

RESOLUTION NO. 24-01-06

A RESOLUTION ACCEPTING A DONATION FROM MARANATHA ASSEMBLY OF GOD CHURCH TO THE WYOMING PUBLIC SAFETY DONATION FUND

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 Public Safety Donation Fund

<u>Name of Donor</u>	<u>Donation</u>
Maranatha Assembly of God Church	\$1,000

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 Maranatha Assembly of God Church in the amount of \$1,000.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 2ND DAY OF JANUARY 2024.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator



December 27, 2023

Re: Public Safety Activity Report – January 2, 2024, City Council Meeting

Police Update

Officer and RCO Hiring Process

Officer Chris Hirsch is getting his uniforms this week and will start with the department on January 15, 2024. We look forward to bringing him to council to be sworn in at the 2nd council meeting in January.

Reserve Cadet Officer Derek Heath completed the process and is scheduling his reserve shift hours. We look forward to working more with him as he finishes his law enforcement training.

Administrative Assistant/Records Clerk Position

The vacant position was posted on our City website and on the League of MN Cities website. We will accept applications until January 12, 2024.

Fire Update

Summary of Significant Incidents

On Christmas Day, Wyoming Fire responded to one of the Rosenbauer buildings for a HazMat situation, involving multiple mixed metals in a bin reacting with one another, in the rain. Wyoming Fire worked with the State Duty Officer to safely mitigate the situation.

Community Outreach

The fire department had a great viral video with Raven Realm Media, producing a Christmas video this year. The video was shared 1,600 times on Facebook directly, not to mention the countless shares from the media outlets that shared the video.

Upcoming Community Outreach Events

January 2024	Information Session for Wyoming Police MAC
January 27, 2024	Polar Plunge for Special Olympics, White Bear Lake

Neil D. Bauer, Ed.D.
Public Safety Director/Police Chief



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

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



December 28, 2023
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: JANUARY 2, 2024 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

Plumbing, heating, and septic system final inspections have been approved. The majority of the exterior work is complete. Insulation is complete, the septic system has been installed. Inspections for the footings, foundation, underground plumbing, in-floor heating, framing, and insulation have been approved. The building permit has been issued. Site plans have been approved and a Grading permit has been issued.

Fairview Hospital

The work is being completed in phases; the framing & plumbing rough-ins for Phase 1 have been inspected and approved. The permits to remodel their Cardiac Rehabilitation area has been issued.

Request for Council Action

The Department will be requesting permission to purchase a vehicle for inspections. This is a separate agenda item.

Sincerely,

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

www.eckbergammers.com

Writer's Direct Dial:
(715) 808-8842

Writer's Email:
tloonan@eckbergammers.com

December 28, 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 – December 15, 2023 – December 28, 2023

Dear Robb:

Our office continues to advise the City regarding land use issues and general employment matters. We serve as general counsel, answering questions, addressing legal concerns and reviewing items for the City including procedural issues, law updates, contracts, and policy considerations as requested. 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

Stillwater Office
1809 Northwestern Avenue
Stillwater, MN 55082
Phone: 651-439-2878
Fax: 651-439-2923

Hudson Office
430 Second Street
Hudson, WI 54016
Phone: 715-386-3733
Fax: 715-386-6456



Engineer's Report



December 27, 2023

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

Re: January 2, 2024, 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.

2024 Street Improvement Project

Staff is organizing efforts for the feasibility study for the 2024 Street Improvement Project. Staff has mailed a letter to residents within the project area to inform them that Wyoming City Council has authorized the preparation of a feasibility study, inform them of the public improvement process, and let them know that they will be seeing a survey crew and soil borings taking place over the next several months. The design team had drove/walked the project area and inventoried conditions, special considerations, and evaluated drainage and drainage systems as the record drawings for this area are not great.

Public works staff is making arrangements to televise the storm sewer to ensure its integrity and identify any needs in the feasibility study. Staff has sent some initial existing conditions maps to the CLFLWD as we have talked about potentially partnering with them if they choose to enhance a project with additional stormwater management features. These discussions have taken place at our quarterly check-in meetings with them. We intend to go over the project scope with them in mid-January and identify how we intend on meeting their stormwater management rules for this project. We will discuss any additional funding opportunities with them at this time.

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

The project is substantially complete and open to traffic. An assessment was held for the project on Tuesday, November 7, 2023 at 8:00 p.m. Staff has certified the assessments with the County as the 30-day prepay period has elapsed.

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

The bridge portion of the project is now substantially complete. Remaining work to close out the project will take place in the spring. State reimbursement is a process and is underway.

Fallbrook Avenue and 264th Street Improvement Project

No new update.

The project is now substantially complete. Remaining work to close out the project will take place in the spring. An assessment hearing took place on November 21, 2023, at 7:00 p.m. Once the 30-day prepayment period is complete on December 21st, staff will certify the assessments with the County.

Diamond Ridge Development

No new update.

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 recently was approved.

Trunk Watermain and Sanitary Sewer Forcemain upsizing

Staff has completed plans which have now been preliminarily approved by the DNR for the river crossing portion of the project. We are awaiting approval from MNDOT on the plans. Modifications were required to be made to accommodate new rules related to working in their right-of-way. This rule change affects us as we need to install our watermain under I 35 (trenchless).

Staff will be bringing and agenda item forward at the second meeting in January for approval of plans and specifications and authorizing the advertisement for bids.

Katies Glenn

Staff has approved the plans for the development and the developer. Staff has been made aware that a buyer for the project has been found and that they have submitted a final plat application. Staff is currently reviewing the plans.

Bingham Property – Hallberg Project (Multi-Tennent)

No new update.

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)

No new update.

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 lift 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

No new update.

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 was planned to be completed in the fall of 2023, however it is now expected that this will be completed in the summer of 2024.

Aadland Development (Hunter Hill)

No new update.

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 spring as fall seeding did not yet come in.

Hallberg Storage

NO new update.

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: January 2, 2024

Mayor Iverson and City Council Members

Public Works Report for January 2, 2024 Council Meeting

Streets:

The Public Works Crew used cold mix asphalt to fill potholes on Greenway Avenue. Approximately 600 pounds of material was used. The crew added gravel and graded Indian Avenue. The road had developed several holes and needed attention before freeze up. Staff will need to monitor the watermain break location on Fallbrook Ave. The warm-wet winter will allow for soft conditions in the repair area.

Sanitary Sewer:

No new news to report.

Water:

Water samples have been performed. The Minnesota Department of Health was out to perform site testing and inspection at all three wellhouses. The tests were looking for volatile organics.

Surface Water:

Staff opened up drainage at the PD.

Parks:

Staff has been checking dog waste stations weekly. The rain and wet condition have caused some issues with the holiday lighting at Railroad Park. Staff has gone there to attempt to dry out plugs and controllers and to reset the breakers for the lights. Staff has put down a couple days' worth of water on the hockey rink at Swenson Park. The warm weather and lack of frost have made building ice challenging. Staff will attempt to work on the hockey rink this week, but the season will be very short.



CITY OF WYOMING

P.O. Box 188, 26885 Forest Blvd., Wyoming, MN 55092

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



Date: December 28, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Public Safety Director Neil Bauer

Department: Public Safety

Reference: Wyoming Police Multicultural Advisory Committee

Method: Council Communication

Background Information:

Authentic community engagement requires intentional interaction between the community and government. It builds meaningful relationships between the community members and local government by generating new knowledge that helps shape how the government operates. Community engagement is especially important in local law enforcement as it is one of the most powerful and visible aspects of local government.

For local government, it's about working with and listening to the community to build long term relationships so we can make better, more informed decisions.

Police Multicultural Advisory Committee (MAC)

The Wyoming community is predominantly non-Hispanic white residents (97.8%)¹, however the race and ethnicity of the student population from Wyoming that attends Wyoming Elementary is much more diverse. This is an indicator that the demographics of the Wyoming community are likely becoming more diverse. It is an opportune time to build relationships so our department can better understand the cultures that reside or work in our community. One way for us to accomplish this objective is to create a Wyoming Police Multicultural Advisory Committee with our diverse community members.

The Multicultural Advisory Committee (MAC) approach to community engagement has emerged as being an effective way to develop relationships with diverse groups of residents on issues related to law enforcement. The MAC model has been successful in communities like Hopkins, Columbia Heights, Edina, Maplewood and a variety of other suburbs in the Twin Cities metro area.

MACs intentionally reach out to culturally diverse community members to enhance relationships and inform the police department in ways beyond to the traditional communication methods (e.g. council meetings, newsletters, emails).

¹ "Wyoming, MN." Data USA. Accessed December 27, 2023. <https://datausa.io/profile/geo/wyoming-mn>.



PUBLIC SAFETY

P.O. Box 188, 7665 Wyoming Trl., Wyoming, MN 55092
Phone: 651-462-0577 Fax: 651-462-0506

Next Steps

I have been working with the Forest Lake School District, the largest school district in our city, to help network with multicultural families in the City. Initially, I met with the Cultural Liaisons from the district and administrators from the FL district schools that serve Wyoming. They were eager to help build connections and arranged an information sharing meeting with one the student groups at Forest Lake High School.

We are coordinating an information session towards the end of January to provide information to interested community members. The district is helping to coordinate communications and is providing space at Wyoming Elementary, in addition to assisting with child care for this initial information session.

We are looking to establish a small group to serve as a steering committee for the MAC. The steering committee and police department will work to establish the framework and structure of the group moving forward.

The Forest Lake Area Schools, specifically Superintendent Steve Massey, has been exceptionally supportive of this initiative and I am grateful for the partnership.

Neil D. Bauer, Ed.D.

Police Chief/Public Safety Director



PUBLIC SAFETY

P.O. Box 188, 7665 Wyoming Trl., Wyoming, MN 55092
Phone: 651-462-0577 Fax: 651-462-0506

Request for Council Action

Date: December 29, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Fred Weck, Building Official / Zoning Administrator

Department: Department of Building Safety

Reference: Purchase of Inspection Vehicle

Method: New Business

Background Information:

The City of Wyoming Department of Building Safety performs inspections of all permitted construction within the city. In order to do this the department has been using the Police Department's retired patrol vehicles to get to the jobsites. These vehicles are retired after 100,000+ miles of hard use and come to the Building Department without a warranty.

The older of the two inspection vehicles is a 2015 Ford Explorer with 111,514 miles that has a number of mechanical issues. This is the vehicle that the Department of Building Safety is recommending for replacement.

The Department has received a quote from Boyer Ford for a 2024 Ford Maverick. The quoted price includes the State contract base amount, a full size spare tire, a trailer hitch receiver, and a tailgate lock. The Department budgeted \$28,000.00 for this purchase in 2024.

The Maverick is the smallest, least costly, pickup available on the State contract, and is also less expensive than any of the SUV's or vans (starting at \$31,230.00) that are also being offered through the State contract. The vehicle will allow the Department to carry the tools and equipment that are needed for some inspections (soil augers and probes, tape measures, safety equipment, code books, etc.) and will also be capable of navigating the difficult terrain that can be found on jobsites and remote areas in the city. For gas mileage the Maverick gets 23mpg city, 30 mpg highway and averages 26 mpg; the Explorer is getting 14 mpg.

Request for Action Recommendation:

That the City of Wyoming allow the Department of Building Safety to purchase a 2024 Ford Maverick pickup in the amount of \$27,853.16 from Boyer Ford.





Preview Order 7195 - W8J - SuperCrew AWD - XLT: Order Summary Time of Preview: 12/28/2023 15:31:29 Receipt: 12/28/2023

Dealership Name: Boyer Ford Trucks, Inc.

Sales Code : F58900

Dealer Rep.	Bailey Krebsbach	Type	Fleet	Vehicle Line	Maverick	Order Code	7195
Customer Name	WYOMING	Priority Code	A5	Model Year	2024	Price Level	420

DESCRIPTION	INVOICE DESCRIPTION	INVOICE
W8J0 MAVERICK XLT AWD	\$25788 50 STATE EMISSIONS	\$0
.121.0" WHEELBASE	\$0 FULL SIZE SPARE TIRE	\$107
TOTAL BASE VEHICLE	\$24964 TRAILER HITCH RECEIVER	\$93
OXFORD WHITE	\$0 SPECIAL DEALER ACCOUNT ADJUSTM	\$-599
CLOTH	\$0 SPECIAL FLEET ACCOUNT CREDIT	\$-825
BLUE	\$0 FUEL CHARGE	\$6.52
EQUIPMENT GROUP 300A	\$2064 NET INVOICE FLEET OPTION (B4A)	\$7
.XLT TRIM	\$0 PRICED DORA	\$0
.2.0L ECOBOOST ENGINE	\$0 ADVERTISING ASSESSMENT	\$0
.8-SPD AUTO TRANSMISSION	\$0 DESTINATION & DELIVERY	\$1595
FORD FLEET SPECIAL ADJUSTMENT	\$-305 Tailgate Lock	\$37
	TOTAL DIO OPTS	\$37
TOTAL BASE AND OPTIONS	Base Contract Price: \$27,596.16	INVOICE \$27969.52
DISCOUNTS	Additional Options: \$237.00	
TOTAL	MN Transit Tax: \$20.00	NA
		\$27969.52

ORDERING FIN: QS031 END USER FIN: QS031

TOTAL Contract Price: \$27,853.16

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

Customer Signature

Date

This order has not been submitted to the order bank.

This is not an invoice.

RESOLUTION NO. 24-01-07

**A RESOLUTION APPROVING THE PURCHASE OF ONE FORD MAVERICK
CITY INSPECTION VEHICLE FOR THE WYOMING DEPARTMENT OF
BUILDING SAFETY IN THE AMOUNT OF \$27,853.16**

WHEREAS, the Wyoming Department of Building Safety has one inspection vehicle due for replacement:

Wyoming Building Inspection Vehicle - 2015 Ford Explorer

WHEREAS, the Wyoming Department of Building Safety requests replacing a 2015 Ford Explorer and purchasing one 2024 Ford Maverick Vehicle.

WHEREAS, the Wyoming Department of Building Safety budgeted \$28,000 for this purchase in their 2024 Capital Improvement Dollars.

WHEREAS, a 2015 Ford Explorer Vehicle will be sold at public auction with the proceeds going back into the CIP Fund 840.

THEREFORE BE IT RESOLVED, the City of Wyoming authorizes the purchase of one 2024 Ford Maverick Vehicle for the Wyoming Department of Building Safety in the amount of \$27,853.16.

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND
ADOPTED THIS 2ND DAY OF JANUARY, 2024.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: January 1, 2024
To: Mayor Iverson and Members of City Council
From: Neil D. Bauer, Public Safety Director 
Subject: Request to Hire Christopher Hirsch for Police Officer
Method: New Business

The police department is requesting authorization to fill the vacant police officer position. The position was vacated in December 2022. Our hiring process identified Mr. Christopher Hirsch after he has successfully completed all of the requirements to be licensed in the State of Minnesota.

Chris has a bachelor's degree from the University of St. Mary in Police Science. Chris has prior experience with the Cambridge Police Department but has been working outside of policing for a few years. Chris is excited to return to policing with the City of Wyoming.

Considering Chris' prior experience, we are recommending that he starts at the 6-month pay rate in the LELS Wyoming Police Officer collective bargaining unit, at \$33.17 per hour (2023 rate).

We look forward to bringing Chris into a future council meeting to be sworn in for the City of Wyoming.

Recommendation

Staff recommends hiring Christopher Hirsch for the police officer position, effective January 15, 2024.