

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MARCH 6, 2024
7:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

1. Swearing in of Officer Derek Heath as a Wyoming Police Officer
2. Recognizing Chuck Ahlmjeld, City of Wyoming Public Works Superintendent 2019 - 2024

APPROVAL OF MINUTES:

3. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for February 20, 2024
4. Consider approving the minutes of the "Work Session" of the Wyoming, Minnesota City Council for February 20, 2024

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.

5. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of February 21, 2024 to March 6, 2024

6. To consider advertising for two summer seasonal positions with the Public Works Department at a wage of \$16.00-\$18.00/Hr.
7. To consider approving Public Works Superintendent Steve Reeves for a City credit card per the City's credit card policy
8. To consider approving an application from the Wyoming Creative Arts Center for a renewal of their Consumption and Display permit
9. To consider **Resolution 24-03-24** a resolution accepting a donation from the Hallberg Family Foundation to the Railroad Park Project
10. To consider **Resolution 24-03-25** a resolution declaring certain vehicles as surplus property for disposal and authorizing the Police Department to dispose of the vehicles through online auction
11. To consider **Resolution 24-03-26** a resolution declaring certain Public Safety items as surplus property and authoring the Police Department to dispose of such items through online auction or disposal process
12. To consider **Resolution 24-03-27** a resolution approving pay voucher #6 to Dresel Contracting, Inc. for the 2023 East Viking Boulevard Improvement Project in the amount of \$120,155.66
13. To consider **Resolution 24-03-28** a resolution approving an off-sale liquor license in the City of Wyoming to the Wyoming Liquor Store for 2024
14. To consider **Resolution 24-03-29** a resolution approving a tobacco license in the City of Wyoming to the Wyoming Liquor Store for 2024
15. To consider **Resolution 24-03-30** a resolution approving a massage therapist license in the City of Wyoming to His & Hers Hair Company for 2024

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

16. Report of the Public Safety Director, Neil Bauer, for March 1, 2024
17. Report of City Building Official, Fred Weck, IV for February 29, 2024.
18. Report of the City Attorney, Tom Loonan, for February 28, 2024
19. Report of City Engineer Mark Erichson, WSB for February 29, 2024
20. Report of the Public Works Superintendent, Steve Reeves, for March 1, 2024

COMMUNICATIONS:

OLD BUSINESS:

NEW BUSINESS:

- 21.** To consider **Resolution 24-03-31** a resolution approving an Interim Conditional Use Permit to operate a youth baseball practice facility in the detached accessory building at 24963 Fallbrook Avenue. Applicants Talbot & Jayne Gravelle. Property ID: 21.10610.31.
- 22.** To consider **Resolution 24-03-32** a resolution approving a variance from City Code Sections 40-451, (1) and 40-452, (5), (c). To allow the repair and replacement of damaged siding with formed metal panels with exposed fasteners at 5201 260th Street; Applicant Emily Nepp of ISG, on behalf of Rosenbauer Minnesota LLC. Property ID: 21.00468.32.
- 23.** To consider the hiring of Jessica Munkholm in the position of Administrative Assistant / Records Clerk at 27.08/hr with a tentative start date of March 11, 2024
- 24.** To consider a City Council Work Session for March 19, 2024

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
FEBRUARY 20, 2024
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for February 20, 2024 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, Dennis Schilling, Brett Ohnstad, and Claire Luger

ABSENT: None

Also Present: Tom Loonan, Eckberg Lammers, Robb Linwood, City Administrator, Grant MacFarlane, Assistant City Administrator, Mark Erichson-WSB, Neil Bauer - Public Safety Director, and Fred Weck, Zoning Administrator/Building Official

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

Bonnie Christensen, 24679 Hale Avenue, Forest Lake – Asked about lighting at the Gregory Contracting site. She explained that there are two lights in the parking lot area that are LED that have 7 across by 4 deep and each cell has 6 bulbs which are quite bright. She stated that Zoning Administrator Weck has done some light meter testing, but she noticed that on all the site maps for this project that she had not seen any notation or mention of these two lights in the parking lot. She stated that she would like to see an approved plan that shows these lights. She stated that the light on the southeast corner of the building faces west, towards her property, and is quite bright and believes she may have to put in some screening to help deal with this issue. She noted that she believes that Mr. Gregory at one of the meetings with the City had stated that he was not going to have lights in the parking lot. She explained that when these lights first went in, she thought they were just a temporary work light for the workers, however, they are not temporary.

Neil Rever, 24679 Hale Avenue, Forest Lake - Asked the Council and those in the Chambers to stand and take a moment of silence in honor of the police officers and firefighter that were killed in the line of duty over the weekend.

The Council and the those present in the room took a moment of silence to honor the fallen.

Mr. Rever - Stated that he would also like to comment on the Gregory Contracting property and referenced the June 20, 2023 City Council meeting and the recommendation that came forth from Kim Lindquist, Zoning Administrator Weck, and the Planning Commission which the Council unanimously approved. He read aloud a portion of the conditions of approval included that the applicant had to submit a lighting plan that complies with all standards and that all site lighting be turned off except for security lighting, one hour after closing. He stated that was not occurring and asked what the City considered security lighting and stated that there are about 60 lights located on the building. He noted that included in Zoning Administrator Weck's report, he concluded that, at that time, Gregory Contracting was in compliance with the City's requirements concerning lighting and signage. He stated that he is confused because he feels what was in the report from Mr. Weck and what the Council passed was totally different. He reiterated that the lights were not being turned off 1 hour after they close. He explained that he would also like to

discuss the sign lighting as well and read aloud from the City Code which also states that the lighting should be turned off between 12:01 a.m. and sunrise. He distributed copies of the two sections of Code that he had referenced in his statement to the Council and staff.

Mayor Iverson – Noted that Gregory Contracting was scheduled for discussion later in the agenda.

APPROVAL OF MINUTES:

1. **Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for February 6, 2024**

Council Member Nanko Yeager – Stated that she had voted in favor of terminating Mr. Almhjeld which had been recorded in the minutes as ‘no’ vote.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR FEBRUARY 6, 2024 AS AMENDED.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

2. **Consider approving the minutes of the “Special Meeting” of the Wyoming, Minnesota City Council for February 13, 2024**

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 FEBRUARY 13, 2024 AS SUBMITTED.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

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.

3. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period of February 7, 2024 to February 20, 2024
4. To consider **Resolution 24-02-16** a resolution declaring certain vehicles as surplus property for disposal and authorizing the Police Department to dispose of the vehicles through online auction
5. To consider **Resolution 24-02-17** a resolution approving the payment to Midcontinent Communications in the amount of \$67,000.
6. To consider **Resolution 24-02-18** a resolution approving BerganKDV to conduct the annual audit services for the year ended December 31, 2023 in the amount of \$38,850.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE #3, #4, #5 and #6 OF THE WYOMING CITY COUNCIL CONSENT AGENDA.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

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

7. Report of the Public Safety Director, Neil Bauer for February 15, 2024
8. Report of City Building Official, Fred Weck, IV for February 15, 2024
9. Report of City Attorney Tom Loonan for February 14, 2024
10. Report of City Engineer Mark Erichson, WSB for February 16, 2024

COMMUNICATIONS:

11. 2024 Spring Medallion Hunt

Assistant City Administrator MacFarlane – Explained that plans were underway for the annual Spring Medallion Hunt which will run concurrent with the Forest Lake School District's spring break which will be March 4 – March 8, 2024. He stated that staff will be posting clues on their Facebook page and described how the medallion will look.

Mayor Iverson – Asked if there had been a prize donated by any of the local businesses.

Assistant City Administrator MacFarlane – Stated that had not been finalized yet, but they are reaching out to past sponsors.

OLD BUSINESS:

12. Gregory Contracting Lighting and Screening Update

Zoning Administrator Weck – Noted that there was information included in his staff report, but wanted to address some of the comments made during Open Forum. He stated that he did not have a concrete answer on what was considered 'security lighting'. He stated that he knows that some of the lights are on timers and can find out what they are using for security lighting. He stated that the comment related to the sign illumination, when he listened to the last City Council meeting, there had been no mention of the sign itself, but he can find out when they are turning it off and if it isn't being done by midnight, he can make sure that happens. He stated that there had also been comments about the lights in the parking lot and explained that there is a picture of them included in his report. He noted that in taking the light measurements from the property line he found that they are in compliance with the requirements. He stated that the ordinance for lighting does not say that you cannot see a light but they are not exceeding the candlepower requirement at the property line. He reiterated that he can find out about the sign and make sure it is turned off at midnight.

Mayor Iverson – Asked if there was still screening that would be coming.

Zoning Administrator Weck – Confirmed that there would still be screening coming.

Council Member Schilling – Stated that as a facilities coordinator, what is considered security lighting is pretty much any light you put on the building in order to illuminate it overnight. He stated that according to the requirement, which also matches the city he works in, this is in compliance.

Mayor Iverson – Asked if Public Safety Director Bauer had any input.

Public Safety Director Bauer - Explained that he suggests that lighting is on at all time because it does help prevent criminal activity and is a good security measure.

Mayor Iverson – Asked if her understanding was correct that the City did not have any specific verbiage in their ordinances defining specifically what security lighting would be.

Zoning Administrator Weck – Confirmed that was correct for Wyoming.

Council Member Schilling – Stated that he works in West St. Paul and they handle this the same with the requirement of having zero foot candle at property line. He asked about the lights that had the multiple LEDs and noted that those are typically used to shine up on flag poles.

Zoning Administrator Weck – Explained that they were shining on the front façade of the building.

Council Member Nanko Yeager – Asked about the picture Zoning Administrator Weck had submitted from the light meter and what measurement they were showing, lux or foot candle.

Zoning Administrator Weck – Explained that the photos had shown lux because if it would have shown the foot candle reading, that would be zero.

Council Member Nanko Yeager – Asked about the screening that was mentioned that was yet to be installed.

Zoning Administrator Weck – Explained that the approved site plan shows screening with a fence along the north and a portion of the west property line and plantings along the rest of the western property line to Highway 8. He noted that Gregory Contracting is also considering putting plantings along the north side as well, because that is where the new road will be coming through, and stated that he had communicated with Mr. Gregory that would need to come back to the City for review.

Mr. Rever – Stated that it sounds like what has been stated is that virtually any lights can be considered security lights. He stated that the City Council had voted unanimously that Mr. Gregory should turn off his lights one hour after closing which was not addressed during this discussion.

Mayor Iverson – Stated that the City does not have an ordinance or a definition of what are considered security lights.

Zoning Administrator Weck – Stated that he knows that Mr. Gregory has some lights on timers, so some of them are going off.

Mr. Rever – Stated that he can clear up which lights are going off and which are staying on.

Zoning Administrator Weck – Offered to come over to Mr. Rever's home to discuss those details and asked Mr. Rever to give him a call to set it up.

NEW BUSINESS

13. To consider **Resolution 24-02-19** a resolution approving an agreement with Lexipol, LLC for the implementation of a comprehensive Police Policy and Procedure Manual and Annual Policy Manual/Maintenance/Training Bulletins in the amount of \$21,536.10

Public Safety Director Bauer – Noted that he had an additional handout for the Council that will assist in their discussion. He stated that the Department's policy manual still needs a significant revision. He explained that last year the City had contracted with Eckberg Lammers to help with the initial revisions but found this was a much larger undertaking than they had anticipated. He stated the City and Eckberg Lammers came to an agreement that they would refund half of the amount the City had paid and would also give us credit for training. He outlined the importance of having update policies and procedure manuals and reviewed what Lexipol can offer. He gave examples of other entities and agencies that utilize Lexipol for this type of service. He reviewed the proposal from Lexipol for this process and admitted that while it is an expensive service, but in the end, they will have a policy manual that is current. He explained that he was able to see a demo last week and thought the process of how things are updated and pushed out is a pretty cool process. He outlined the total cost for this project and what was included and noted that the initial cost would be paid for out of the Public Safety Aid Funds but noted that the annual maintenance costs would need to be addressed in future budgets.

Mayor Iverson – Asked if there would be any way for the area cities to work together for these costs. She asked if the updates would be the same for everyone or if they would be different so the cities could not join together and work on the same policies.

Public Safety Director Bauer – Stated that the policies are copywritten so he could not just copy another one. He stated that this does allow you to publish these online which most cities do. He explained that if they partnered up, the City would not be able to get the updates.

Mayor Iverson – Asked what other companies do this type of work.

Public Safety Director Bauer – Explained that Lexipol has pretty much a monopoly on this type of work.

Mayor Iverson – Stated that she understood that this initial cost the City would already have covered and asked if the expectation for the yearly updates would increase every year.

Public Safety Director Bauer – Stated that he would anticipate that the yearly cost may increase each year, but noted that he actually wasn't sure how long the contract was good for.

Mayor Iverson – Asked where the 'rules' would be coming from for the updates.

Public Safety Director Bauer – Explained that Lexipol has an entire staff that is monitoring what is going on with State statutes and case law.

Mayor Iverson – Stated that if the City publishes this for transparency purposes, this would be something to help the City ensure that various entities may not focus on the City. She stated that she likes the idea that this would put everything out there and be transparent for the entities that may be watching.

City Administrator Linwood – Noted that the contract length is an annual contract and requires 60 days-notice from either party for renewal.

Public Safety Director Bauer – Noted that the City will get to keep the manual regardless of whether they terminate the contract at the end of year, but would not be able to get the updates in that scenario.

Council Member Ohnstad – Asked if Public Safety Bauer had noticed that Lexipol had included a lot of things that he would not have thought to include, for example, aircraft accident.

Public Safety Director Bauer – Stated that the City currently has 75 and some are many outdated. He agreed that there are things included that he never would have considered, but there are also 10-15 that the City may not actually need because it would not apply to Wyoming.

Council Member Schilling – Stated that what he has seen with software agreements for updates is usually between 3% and 5% annual increases and noted that the contracts states that they will let them know the following year what any increases may be.

Council Member Luger – Asked if case law determines what 'best practice' would be.

Public Safety Director Bauer – Stated that all of those things influence policy but none are prioritized over each other however there are times where State statute comes out and says that there are certain things that need to be included by a specific date.

Council Member Luger – stated that the things that are included in different tiers appear to be things that are part of the collective bargaining contracts and asked if Lexipol would take that into account.

Public Safety Director Bauer – Assured the Council that they would take that into account and would be part of their weekly meetings. He noted that it would be his responsibility to present the collective bargaining agreement with them and make sure that the policies reflect that.

Council Member Luger – Asked how the City would implement this with their patrol.

Public Safety Director Bauer – Explained that there is a knowledge management platform and the patrol would receive information anytime there is a new update and stated that they would also be reviewed at their quarterly meetings.

Council Member Nanko Yeager – Asked when the City had such an extensive update to the policy.

Public Safety Director Bauer – Stated that it would have been prior to his joining the City and noted that many of the dates show 2010.

Council Member Nanko Yeager – Stated that the pricing appears to be per officer and asked if that was just sworn officers and asked if the pricing would increase if the City increased their officers.

Public Safety Director Bauer – Confirmed that this was just for sworn officers and agreed that if the City hired more officers, the annual pricing would increase.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 24-02-19 A RESOLUTION APPROVING AN AGREEMENT WITH LEXIPOL, LLC FOR THE IMPLEMENTATION OF A COMPREHENSIVE POLICE POLICY AND PROCEDURE MANUAL AND ANNUAL POLICY MANUAL/MAINTENANCE/TRAINING BULLETINS IN THE AMOUNT OF \$21,536.10

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

14. To consider Resolution 24-02-20 to approve the purchase of one GridBee GS-9 Mixer to be installed at the South Water Tower for the Wyoming Department of Public Works in the amount of \$23,556

City Administrator Linwood – Explained that this was something that was identified last year as part of the 5 year utility rate study for the addition of a mixer for the South Water Tower to help preserve water quality. Staff recommends approval.

Mayor Iverson – Confirmed that this cost would be coming out of the Water CIP budget. She asked for a description of what this installation process will look like.

City Engineer Erichson – Reviewed the process for installation of a mixer into the water tower.

Mayor Iverson – Asked how long this mixer would be expected to last.

City Engineer Erichson – Stated that he believes it has a warranty of a minimum of 5 years, but noted that typically they will last much longer than that.

City Administrator Linwood – Stated that KLM had indicated to him that in most communities they last 10-15 years.

Mayor Iverson – Asked if KLM was a local company or from out of State.

City Engineer Erichson – Stated that he believed they were based in Woodbury.

Council Member Schilling – Confirmed that when they drain down the tanks they just shut it off and don't actually dump the water.

Mayor Iverson – Asked if it may be possible to video tape the installation because she was curious about the process of installation.

City Engineer Erichson – Stated that they can document this process and noted that the City's other tower near the bowling alley has a mixer and thinks they can even take some photos during the regular maintenance process.

Council Member Nanko Yeager – Noted that it appears as though installing a mixer is a simple solution to the problem.

Council Member Schilling – Noted that it should be known to the public that this will not change the discoloration when they flood the hydrants.

Council Member Ohnstad – Stated that he had looked up the pricing for the Gridbee GS-9 and asked for an explanation of why this proposed costs is so different than the base cost.

City Administrator Linwood – Stated that the total costs reflects hooking up the panel, electrical work, control box work and noted that there is quite a bit of labor and time that goes into this kind of installation and getting it hooked up to the SCADA system.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 24-02-20 TO APPROVE THE PURCHASE OF ONE GRIDBEE GS-9 MIXER TO BE INSTALLED AT THE SOUTH WATER TOWER FOR THE WYOMING DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF \$23,556

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

15. To consider **Resolution 24-02-21** a resolution approving the purchase of a New Holland C332 Tracked Skid Loader with attachments from Baribeau Implement Company, Inc. in the amount of \$50,998

City Administrator Linwood – Explained that this was an item that was due for replacement in 2024 the CIP. He noted that the total costs reflects a trade in of the existing skid steer and the replacement of the snow blower that is utilized for bigger jobs. He stated that the City had budgeted \$80,000 for replacement of this unit and reviewed some of the due diligence that was conducted as part of this process. He stated that staff is also recommending moving forward with the annual cost of \$3,000 buy-back upgrade option, which means that if the City doesn't go over 500 hours on the unit, they essentially get a new unit every year and noted that the City has not ever come close to the 500 hours.

Mayor Iverson – Stated that this was coming in about \$30,000 under what the City had budgeted and asked for those excess funds would go.

City Administrator Linwood – Stated that was included within the CIP fund and explained that they are evaluating the rest of the purchases that are slated for this year, but the City could have a bit of a surplus in the CIP.

Mayor Iverson – Asked when this equipment would be delivered to the City.

City Administrator Linwood – Stated that this equipment is something that will be readily available and believes that the City will have it within 4-6 weeks. He stated that the City would need to put the logos on, but that will be a nominal cost.

Mayor Iverson – Asked how unique the offer of \$3,000/year was for this type of thing.

City Administrator Linwood – Explained that his understanding is that there used to be a few companies who used to do this, but stopped due to the number of cities that were taken them up on it and issues with the number of machines that they would get back and not be able to move. He stated that staff really thought that this was something that made sense because of the return on investment.

Council Member Nanko Yeager – Asked what would happen if the City does go over 500 hours on the unit.

City Administrator Linwood – Stated that the City would not be eligible for the buy-back that year but reiterated that the City has not ever gotten to 500 hours and noted that he believes the highest he saw in their data was close to 300 hours. He stated that with this buy-back program he believes the City will be very mindful of the hours on this unit.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 24-02-21 A RESOLUTION APPROVING THE PURCHASE OF A NEW HOLLAND C332 TRACKED SKID LOADER WITH ATTACHMENTS FROM BARIBEAU IMPLEMENT COMPANY, INC. IN THE AMOUNT OF \$50,998

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

16. To consider **Resolution 24-02-22** a resolution approving the purchase of the chassis of a 2025 Western Star from Boyer Ford Trucks on a State bid contract and equipment and outfitting from Towmaster in the amount of \$333,605

City Administrator Linwood – Explained that this item had been added due to the ongoing equipment issues. He stated that if this is approved, they anticipate that the City would receive it this fall. He stated that this is part of the 5 year CIP to replace a 2008 vehicle and outlined details of the replacement vehicle and the State contract pricing and equipment. He reminded the Council that the City had initially budgeted \$235,000 for this equipment and had discussed the possibility of covering the remaining amount with an interfund loan from the Sewer Fund.

Mayor Iverson – Asked City Administrator Linwood to give an explanation of interfund loans and how this fund has this amount of money in it without overtaxing the residents.

City Administrator Linwood – Gave a brief explanation of the interfund loan process and how the City essentially pays itself back for the loan. He stated that the City had done something similar in 2019 when they purchased a plow truck.

Council Member Nanko Yeager - Asked if this truck would be replacing another truck.

City Administrator Linwood – Confirmed that it would be replacing the 2008 MAC truck and noted that Public Works believes that this will most likely be the last tandem plow that the City will have in its fleet and reviewed how it was expected to be used.

Council Member Nanko Yeager – Confirmed with City Administrator Linwood that the last interfund loan was in 2019 and that it had been retired. She noted that she remembers there being conversations in the past about interfund loans not necessarily being a great idea.

City Administrator Linwood – Stated that he did not recall that conversation and noted that interfund loans are a pretty common practice.

Council Member Nanko Yeager – Stated that she thought it had been mentioned at a budget meeting that it may not have been such a great idea.

City Administrator Linwood – Reiterated that he did not recall that conversation and noted that if the current Finance Director with Abdo felt that way, he believes that they would have discussed it as part of their 2024 budgeting process.

Council Member Nanko Yeager – Asked if there may be a situation in the next 5 years where the City may need the money that was taken out of this fund through the loan process.

City Administrator Linwood – Stated that he was not aware of anything coming up where they would need those funds that hasn't been identified in the current water/sewer rate study.

City Engineer Erichson – Outlined what had been evaluated in the sewer system and stated that as part of this process they did not see anything within the next 5 year window that would require any upgrades to the sanitary sewer pipe.

Mayor Iverson – Asked if it had been this Council who set up the interfund loans.

City Administrator Linwood – Stated that it may not have been the complete current Council because it took place in 2019. He reiterated that interfund loans are a fairly common practice for municipalities.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 24-02-22 A RESOLUTION APPROVING THE PURCHASE OF THE CHASSIS OF A 2025 WESTERN STAR FROM

BOYER FORD TRUCKS ON A STATE BID CONTRACT AND EQUIPMENT AND OUTFITTING FROM TOWMASTER IN THE AMOUNT OF \$333,605.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

17. To consider **Resolution 24-02-23** a resolution authorizing the interfund loan from the Sewer Fund (602) to the Capital Equipment Fund (401) to fund the purchase of a plow truck

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 24-02-23 A RESOLUTION AUTHORIZING THE INTERFUND LOAN FROM THE SEWER FUND (602) TO THE CAPITAL EQUIPMENT FUND (401) TO FUND THE PURCHASE OF A PLOW TRUCK

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

COMMUNICATIONS:

COUNCIL REPORTS:

Council Member Ohnstad – Attended the Council Work Session earlier tonight.

Council Member Nanko Yeager – Attended the Special Council meeting and the City Council Work Session. She thanked Ms. Christiansen and Mr. Rever for bringing their concerns to the Council.

Council Member Luger – Attended the Special Council meeting last week and the Council Work Session earlier this evening.

Council Member Schilling – Attended the EDA meeting last Monday, the Special Council meeting last week as well as the Council Work session earlier this evening.

Mayor Iverson – Attended the EDA meeting, the Council Work Session, the Special Council meeting, and she and City Administrator Linwood met with several Representatives a few weeks ago regarding the City's Public Safety building. She stated that they also attended the County meeting where, Ben Winchester, from the University of Minnesota, made a presentation regarding housing that she thought was very good. She stated that she attended the Armer Radio negotiation meeting last week.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO ADJOURN THE FEBRUARY 20, 2024 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:20 PM

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

Voting Nay: None

Abstain: None

Absent: None

A portion of this public meeting may be closed to discuss "Labor Negotiation Strategies"; "Misconduct allegations or charges"; "Attorney-client privilege"; or

NEXT REGULAR MEETING:
MARCH 6, 2024
7:00PM

**DRAFT MINUTES
CITY COUNCIL
WORK SESSION
CITY OF WYOMING, MINNESOTA
FEBRUARY 20, 2024
5:30 PM**

CALL TO ORDER: *Mayor Lisa Iverson called the Work Session Meeting of the Wyoming City Council for February 20, 2024 to order at 5:32 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, Dennis Schilling, Claire Luger, and Brett Ohnstad

Also Present: Robb Linwood, City Administrator and Grant MacFarlane, Assistant City Administrator

DETERMINATION OF A QUORUM:

Mayor Iverson determined that a Quorum was present.

NEW BUSINESS

1. Highlights of 2023 Goals and Initiatives and 2024 Wyoming City Council Goals

City Administrator Linwood presented a PowerPoint to the Council. Linwood provided an overview of the City Council's goals in 2023 and what they had achieved over the past year. Linwood then shared a list of other notable accomplishments by each City department which had occurred in 2023. Administrator Linwood requested that each councilmember reflect on the past year and share something they were proud of that happened within the community, along with a council-specific accomplishment that they were proud of. The council made the following list:

Community Accomplishments:

- Railroad Park – Veterans Memorial construction
 - Railroad Park's overall planning and progress
- Community events (Stagecoach Day, Touch-a-Truck, Tree Lighting, Night to Unite, etc.)
- Completed Street Projects / Road Improvements
- Food Drives / Various Donation Drives
- Tree Plantings on Arbor Day

Council Achievements:

- A successful budget and audit process
- Working hard to establish a levy under the pressure of inflation and other difficult factors
- The City Council continues to work together and respect one another

Administrator Linwood then asked the Council to identify the factors that may impact and present challenges in 2024. Additionally, Administrator Linwood asked the Council about what City issues keep them up at night. The council members provided the following responses:

Factors to Consider in 2024:

- Housing and interest rates
- Affordability
- The Public Safety Building
- Filling open staff positions for all departments in the City

Things that Keep Me Up at Night:

- Making sure that the City remains affordable
- Safety of officers and firefighters
- New programs for seniors remaining available and affordable

Administrator Linwood then asked the council to share their ongoing goals and new ideas for 2024. The council created the following list:

2024 Ongoing Goals and Ideas:

- Manufacturing and supporting the expansion of businesses
- Funding for the new Public Safety Building
- Maintain sustainable approach to our roads Capital Improvements Plan
- Explore other housing options
- Attracting more businesses to the City
- Housing stagnation
- Grammar mistakes in Minutes
- Vacancies on Boards and Commissions
- Small Goals

2024 New Ideas:

- Tank Lakes Gas discussions
- Municipal dispensary

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING SECONDED BY COUNCILMEMBER OHNSTAD TO ADJOURN THE FEBRUARY 20, 2024 WORK SESSION OF THE WYOMING, MINNESOTA CITY COUNCIL AT 6:33PM

For Check Dates 02/27/2024 to 02/27/2024

Check Number Name			Check Date
Text Label	55935	PACIFIC LIFE INSURANCE	02/27/2024
Item Code	GL Number	Amount	
ROTH	101-0000-21712	250.00	
		250.00	
Text Label	55936	CENTRAL PENSION FUND,	02/27/2024
Item Code	GL Number	Amount	
CENT PENS FUND	101-0000-21716	480.00	
		480.00	
Text Label	55937	WI SCTF,	02/27/2024
Item Code	GL Number	Amount	
WI CHILD SUPPOR	101-0000-21710	215.42	
		215.42	
Text Label	EFT1089	MN STATE RETIREMENT	02/27/2024
Item Code	GL Number	Amount	
CITY HSCP CONT	101-0000-21706	0.00	
HCSP	101-0000-21710	0.00	
MNDCP	101-0000-21712	275.00	
MNDCPPRETAX	101-0000-21712	487.00	
		762.00	
Text Label	EFT1090	SELECTACCOUNT,	02/27/2024
Item Code	GL Number	Amount	
DEP CARE	101-0000-21711	0.00	
FSA CONT	101-0000-21711	0.00	
HSA CITY CONT	101-0000-21707	0.00	
HSA CONT	101-0000-21707	2,003.83	
		2,003.83	
Text Label	EFT1091	P.E.R.A.,	02/27/2024
Item Code	GL Number	Amount	
CORD PERA	101-0000-21704	2,534.61	
DCP PERA	101-0000-21704	16.67	
DCP PERA MATCH	101-0000-21704	16.67	
PERA CITY MATCH	101-0000-21704	2,924.53	
PF PERA	101-0000-21704	3,565.51	

For Check Dates 02/27/2024 to 02/27/2024

Check Number Name		Check Date
PF PERA CITY	101-0000-21704	
		5,348.29
		14,406.28

Text LabelEFT1092 INTERNAL REVENUE SERVICE,

02/27/2024

Item Code	GL Number	Amount
FITW	101-0000-21701	6,246.40
SOCSEC_EE	101-0000-21703	2,855.57
MEDICARE_ER	101-0000-21703	1,085.89
SOCSEC_ER	101-0000-21703	2,855.57
MEDICARE_EE	101-0000-21703	1,085.89
		14,129.32

Text LabelEFT1093 STATE OF MINNESOTA,

02/27/2024

Item Code	GL Number	Amount
SITW	101-0000-21702	2,844.25
		2,844.25

Text Label

General Checking Account 10100
Total Amount Being Paid: \$35,091.10
Total Number of Checks: 8

- Mayor Iverson
- Councilmember Luger
- Councilmember Nanko Yeager
- Councilmember Schilling
- Councilmember Ohnstad

City of Wyoming Check Detail Register

1/6
February 27, 2024 02:09 PM
User: ssaxe
DR: Wyoming

03-06-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
12611	03/06/2024	WEX BANK			
95150255					
		101-2400-42120	MOTOR FUELS	\$52.91	MOTOR FUELS
		101-2200-42120	MOTOR FUELS	\$256.64	MOTOR FUELS
		101-2110-42120	MOTOR FUELS	\$2,338.72	MOTOR FUELS
		101-3100-42120	MOTOR FUELS	\$484.74	MOTOR FUELS
		101-5200-42120	MOTOR FUELS	\$15.15	MOTOR FUELS
		601-9425-42120	MOTOR FUELS	\$249.95	MOTOR FUELS
		602-9425-42120	MOTOR FUELS	\$249.94	MOTOR FUELS
		Total for WEX BANK		\$3,648.05	
55940	03/06/2024	ABDO FINANCIAL SOLUTIONS, LLC			
484199					
		101-1500-43000	PROFESSIONAL SE	\$2,328.00	PROFESSIONAL SERVICE (GENERAL)
		Total for ABDO FINANCIAL SOLUTIONS, LLC		\$2,328.00	
55941	03/06/2024	ANDERSON - KOCH FORD			
09984					
		101-3100-44040	REPAIRS & MAINT.	\$375.00	REPAIRS & MAINT. - EQUIPMENT
722057					
		101-2110-43900	VEHICLE MAINTEN	\$55.40	VEHICLE MAINTENANCE
		Total for ANDERSON - KOCH FORD		\$430.40	
55942	03/06/2024	BENJAMIN & LAUREN DITTLE			
02/22/2024					
		602-0000-11500	ACCOUNTS RECEIV	\$114.66	Sewer Usage
		601-0000-11500	ACCOUNTS RECEIV	\$110.03	Water - Base Fee
		601-0000-11500	ACCOUNTS RECEIV	\$30.54	Water Usage
		651-0000-11500	ACCOUNTS RECEIV	\$24.32	Surface Water Mgmt
		601-0000-11500	ACCOUNTS RECEIV	\$6.22	State Surcharge
		Total for BENJAMIN & LAUREN DITTLE		\$285.77	
55943	03/06/2024	BOUND TREE MEDICAL			
85249602					
		101-2200-42110	MEDICAL SUPPLIES	\$767.63	MEDICAL SUPPLIES AND EQUIPMENT
85254983					
		101-2200-42110	MEDICAL SUPPLIES	\$12.02	MEDICAL SUPPLIES AND EQUIPMENT
		Total for BOUND TREE MEDICAL		\$779.65	
55944	03/06/2024	BRUCES FOODS			
02222024					
		601-9425-42000	SUPPLIES - OFFICE	\$5.25	SUPPLIES - OFFICE/COPY/COMPUTER
		Total for BRUCES FOODS		\$5.25	
55945	03/06/2024	CINTAS			
4184205339					
		101-3100-44180	UNIFORMS	\$68.09	STREET
		101-3100-42100	OPERATING SUPPL	\$42.60	SHOP SUPPLIES
		Total for CINTAS		\$110.69	

City of Wyoming Check Detail Register

2/6
February 27, 2024 02:09 PM
User: ssaxe
DR: Wyoming

03-06-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55946 MNTC3229222	03/06/2024	FASTENAL COMPANY			
		101-3100-42400	SMALL TOOLS/MIN	\$297.87	SMALL TOOLS/MINOR EQUIPMENT
		Total for FASTENAL COMPANY		\$297.87	
55947 CW03580	03/06/2024	HOTSY MINNESOTA			
		101-3100-42400	SMALL TOOLS/MIN	\$937.77	SMALL TOOLS/MINOR EQUIPMENT
		Total for HOTSY MINNESOTA		\$937.77	
55948 01462 01463	03/06/2024	HUGO PLUMBING & PUMP SERVICE, INC.			
		601-9425-42290	METERS	\$201.99	METERS
		601-9425-42290	METERS	\$201.99	METERS
		Total for HUGO PLUMBING & PUMP SE		\$403.98	
55949 17946	03/06/2024	HYDRAULICS PLUS & CONSULTING			
		101-3100-44040	REPAIRS & MAINT.	\$75.89	REPAIRS & MAINT. - EQUIPMENT
		Total for HYDRAULICS PLUS & CONSUM		\$75.89	
55950 IN4465117 IN4472091	03/06/2024	INNOVATIVE OFFICE SOLUTIONS, LLC			
		101-2110-42000	SUPPLIES - OFFICE	\$62.52	SUPPLIES - OFFICE/COPY/COMPUTR
		101-3100-42000	SUPPLIES - OFFICE	\$87.20	SUPPLIES - OFFICE/COPY/COMPUTR
		101-1400-42000	SUPPLIES - OFFICE	\$20.80	SUPPLIES - OFFICE/COPY/COMPUTR
		Total for INNOVATIVE OFFICE SOLUTI		\$170.52	
55951 793046	03/06/2024	KATH FUEL & OIL SERVICE CO			
		601-9425-42400	SMALL TOOLS/MIN	\$55.00	SMALL TOOLS/MINOR EQUIPMENT
		Total for KATH FUEL & OIL SERVICE CO		\$55.00	
55952 45083	03/06/2024	LINDSTROM WHEELHORSE			
		101-3100-42400	SMALL TOOLS/MIN	\$42.95	SMALL TOOLS/MINOR EQUIPMENT
		Total for LINDSTROM WHEELHORSE		\$42.95	
55953 44977	03/06/2024	MED COMPASS			
		101-2200-42310	CONTRACTED SER	\$2,780.00	CONTRACTED SERVICES
		Total for MED COMPASS		\$2,780.00	

City of Wyoming Check Detail Register

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February 27, 2024 02:09 PM
User: ssaxe
DR: Wyoming

03-06-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55954	03/06/2024	MENARDS- FOREST LAKE			
27562					
	101-5200-42400	SMALL TOOLS/MIN		\$9.99	SMALL TOOLS/MINOR EQUIPMENT
27477					
	101-2200-44010	REPAIRS & MAINT.		\$124.77	REPAIRS & MAINT. - BUILDINGS
27882					
	101-2200-42100	OPERATING SUPPL		\$104.04	OPERATING SUPPLIES
28082					
	101-2200-42100	OPERATING SUPPL		\$8.98	OPERATING SUPPLIES
28006					
	101-5200-42100	OPERATING SUPPL		\$46.14	OPERATING SUPPLIES
27879					
	101-2200-44010	REPAIRS & MAINT.		\$(48.90)	REPAIRS & MAINT. - BUILDINGS
Total for MENARDS- FOREST LAKE				\$245.02	
55955	03/06/2024	MINNESOTA VALLEY TESTING LABS			
1239573					
	601-9425-43110	LAB COSTS		\$93.00	LAB TESTS
Total for MINNESOTA VALLEY TESTING				\$93.00	
55956	03/06/2024	MN DEPARTMENT OF HEALTH			
03312024					
	601-0000-22810	SURCHARGE PAYA		\$3,292.00	WATER SUPPLY
Total for MN DEPARTMENT OF HEALTH				\$3,292.00	
55957	03/06/2024	MUNICIPAL EMERGENCY SERVICES			
IN2008692					
	101-2200-45800	OTHER EQUIPMEN		\$473.30	OTHER EQUIPMENT
Total for MUNICIPAL EMERGENCY SER				\$473.30	
55958	03/06/2024	NUSS TRUCK & EQUIPMENT			
SWO020225-1					
	101-3100-44040	REPAIRS & MAINT.		\$1,738.07	REPAIRS & MAINT. - EQUIPMENT
Total for NUSS TRUCK & EQUIPMENT				\$1,738.07	
55959	03/06/2024	RAPIT PRINTING INC			
414402					
	101-3100-42000	SUPPLIES - OFFICE		\$81.57	SUPPLIES - OFFICE/COPY/COMPUTR
Total for RAPIT PRINTING INC				\$81.57	
55960	03/06/2024	RICHARD GEISTHARDT			
02232024					
	101-3100-42300	SAFETY EQUIPMEN		\$83.75	SAFETY EQUIPMENT
Total for RICHARD GEISTHARDT				\$83.75	
55961	03/06/2024	STEVE KUSTRICH			
02272024					
	101-3100-42300	SAFETY EQUIPMEN		\$200.00	SAFETY EQUIPMENT
Total for STEVE KUSTRICH				\$200.00	

City of Wyoming Check Detail Register

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February 27, 2024 02:09 PM
User: ssaxe
DR: Wyoming

03-06-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55962 INV90302	03/06/2024	TARGETSOLUTIONS LEARNING LLC			
		101-3100-42310	CONTRACTED SER	\$938.14	CONTRACTED SERVICES
		101-2110-42310	CONTRACTED SER	\$2,616.21	CONTRACTED SERVICES
		Total for TARGETSOLUTIONS LEARNIN		\$3,554.35	
55963 M28943	03/06/2024	TIMESAVER OFF SITE SECRETARIAL			
		101-1400-42310	CONTRACTED SER	\$169.50	CONTRACTED SERVICES
		Total for TIMESAVER OFF SITE SECRE		\$169.50	
55964 1991	03/06/2024	TOWN & COUNTRY DISPOSAL			
		101-3100-43840	REFUSE	\$20.00	REFUSE
		Total for TOWN & COUNTRY DISPOSAL		\$20.00	
55965 1470	03/06/2024	TRUE NORTH CONTRACTORS			
		404-5200-45300	IMPROVEMENTS O	\$6,060.00	IMPROVEMENTS OTHER THAN BLDGS
		Total for TRUE NORTH CONTRACTORS		\$6,060.00	
55966 140279	03/06/2024	VC3, INC.			
		101-1400-42090	NETWORK MUNICI	\$3,583.10	NETWORK MUNICIPAL COMPUTERS
		Total for VC3, INC.		\$3,583.10	
55967 9956813200	03/06/2024	VERIZON			
		602-9425-43210	TELEPHONE	\$80.06	MACHINE-TO-MACHINE
		Total for VERIZON		\$80.06	
55968 9020219589	03/06/2024	WILLIAMS SCOTSMAN, INC.			
		101-3100-44100	RENTALS (EQUIPM	\$554.30	RENTALS (EQUIPMENT)
		Total for WILLIAMS SCOTSMAN, INC.		\$554.30	
55969 02222024	03/06/2024	WYOMING POST OFFICE			
		601-9425-43220	POSTAGE	\$2.79	POSTAGE
		602-9425-43220	POSTAGE	\$2.79	POSTAGE
		Total for WYOMING POST OFFICE		\$5.58	

City of Wyoming Check Detail Register

5/6
February 27, 2024 02:09 PM
User: ssaxe
DR: Wyoming

03-06-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
55970	03/06/2024	XCEL ENERGY			
864996994	101-3100-43800	UTILITIES-GAS/ELI	\$2.98	PARKS	
865000317	101-3100-43800	UTILITIES-GAS/ELI	\$6.83	SPEED SIGN	
864996403	101-3100-43860	STREET LIGHTS	\$5.47	STOP LIGHTS	
865006672	101-3100-43860	STREET LIGHTS	\$3.42	STOP LIGHTS	
865177082	601-9425-43800	UTILITIES-GAS/ELI	\$100.53	WELLHOUSE	
865565474	101-3100-43800	UTILITIES-GAS/ELI	\$890.63	PARKS	
	101-3100-43860	STREET LIGHTS	\$(36.24)	STOP LIGHTS	
	601-9425-43800	UTILITIES-GAS/ELI	\$(188.12)	WELLHOUSE	
	101-2110-43800	UTILITIES-GAS/ELI	\$517.58	POLICE/PUBLIC WORKS	
	101-1400-43800	UTILITIES-GAS/ELI	\$818.32	CITY HALL	
	101-5500-43800	UTILITIES-GAS/ELI	\$617.09	LIBRARY	
	101-5200-43800	UTILITIES-GAS/ELI	\$154.70	UTILITIES-GAS/ELEC/SEWER/WATER	
Total for XCEL ENERGY				\$2,893.19	
55971	03/06/2024	ZIEGLER INC.			
IN001352860	101-3100-44040	REPAIRS & MAINT.	\$160.68	REPAIRS & MAINT. - EQUIPMENT	
IN001359661	101-3100-44040	REPAIRS & MAINT.	\$135.38	REPAIRS & MAINT. - EQUIPMENT	
Total for ZIEGLER INC.				\$296.06	

City of Wyoming
Check Detail Register

03-06-2024

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

General Checking Account 10100
Total Amount Being Paid: \$35,774.64
Total Number of Checks: 33

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad



Request for Council Action

Date: March 6, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Public Works

Reference: Advertising for Seasonal Employees

Method: Consent

Background Information:

Summer maintenance activities will be soon upon us and the Public Works Department is seeking to advertise for two seasonal employees to assist with these duties. The Public Works Department included these two positions in their budget for 2024. These seasonal employees are normally expected to work from May until August, with their primary focus being on City parks. Public Works has identified other responsibilities that it would like to assign to these seasonal employees as well, such as assisting with jetting, crack filling of trails, and catch basin cleaning.

Recommendation:

Staff recommends advertising for two seasonal employees at \$16.00-\$18.00 per hour depending on experience.



CITY OF WYOMING

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



Request for Council Action

Date: March 6, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: City Credit Card Authorization – Steve Reeves – Public Works Superintendent

Method: Consent Agenda

Background Information:

The City of Wyoming adopted a credit card policy in 2017 with the following purposes:

- Determine the proper use of credit cards to effectively conduct the business of the City as allowed by Minnesota statutes 471.382;
- Designate the City employees authorized to use City credit cards to conduct the business of the City;
- Provide public confidence in the procedures used in public purchasing;
- Ensure fair treatment of all persons who deal with the City procurement system;
- Provide economy and value in City purchasing activities; and
- Provide safeguards for the assurance of a purchasing system of quality and integrity.

Steve Reeves was hired as the new Public Works Superintendent and started work on February 26, 2024. Staff is requesting authorization for his use of a city credit card. As stated in the policy it is necessary for the City Council to approve the City employee (responsible person) that will be allowed to use City credit cards consistent with the City's purchasing policy. A current list of all city credit cards and authorized users is kept on file. Authorized employees and officers will receive, sign, and file an acknowledgment form regarding use of City credit cards.

Recommendation: To approve Steve Reeves, Public Works Superintendent, to receive and become an authorized user of a city credit card.



CITY OF WYOMING

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



Request for Council Action

Date: March 6, 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 (WCAC) is planning to hold monthly events in which they are requesting permission to serve alcoholic beverages. The WCAC is applying for a renewal of their current Consumption and Display (setup) Permit, which expires in March, to enable them to do so. This permit requires City Council approval. 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 renewal 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 & Gambling Enforcement Division
445 Minnesota Street
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee \$250 (Renewal Date: April 1)

Iden: 72282

License Code: CDPBL

Business Phone: 651-272-5122

Wyoming Area Creative Arts Community

DBA: Hallberg Center for the Arts

5521 E Viking Blvd

Wyoming, MN 55092

IF NAME AND
ADDRESS SHOWN
ARE NOT CORRECT,
MAKE CHANGES
BELOW

N/A	N/A	N/A
Worker's Comp. Ins. Name	Policy No.	Policy Period
City/County where permit approved	Wyoming, CHISAGO COUNTY	
Licensee Name	Wyoming Area Creative Arts Community	
Address, City, State, Zip	5521 E. Viking Blvd., Wyoming, MN 55092	
Business Phone	651-272-5122	director@wyomingcreativearts.org
	Email	

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following:

Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Additional information to be provided as is necessary

- Indicate (on back of page) changes of corporate officers, partners, home addresses or telephone numbers:
- Report (on back of page) details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):
- Report (on back of page) any license rejections or revocations:
- City/County Comments:

Licensee Signature

Date

(Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature

Date

(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT AND RETURN WITH APPLICATION.

Amount Received

RESOLUTION NO. 24-03-24

A RESOLUTION ACCEPTING A DONATION TO THE CITY OF WYOMING FROM THE HALLBERG FAMILY FOUNDATION FOR THE RAILROAD PARK DEVELOPMENT PROJECT

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 and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons have offered to donate \$25,000.00 to the Railroad Park Development Project

<u>Name of Donor</u>	<u>Amount</u>
Hallberg Family Foundation	\$25,000.00

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 Hallberg Family Foundation and acknowledge the value of the donation at \$25,000.00

Hereupon said Resolution was declared duly passed and adopted this 6th day of March, 2024.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator



February 27, 2024

Presented To: Mayor Iverson and Members of City Council

Presented By: Chief Neil Bauer

Department: Public Safety

Reference: Disposal of Vehicles

Method: Consent Agenda

Background Information:

The public safety department has one (1) vehicle and city property that need to be disposed of through our online public auction process:

Case #	23.005499				
Vehicle Year:	2005	Vehicle Make:	GMC	Model:	Sierra K2500
Vehicle VIN:	1GTHK2326SF821582		Vehicle Plate:	KCY705	
15 Day Notice Sent:	01/05/2024		45 Day Notice Sent:	02/12/2024	
Reason for Impound:	Arrest ➡ Abandoned				
Narrative:	Vehicle was seized after designated offense arrest. Vehicle was seized after arrest. Forfeiture was dismissed. Notices sent to owner to pick up the vehicle. Deemed abandoned after required notifications.				

City Property:

1. (16) Turnout Coats and (13) Turnout Pants – outdated fire turnout gear that is expired and no longer usable for structure fire response
2. Whelen 47" Liberty II lightbar, Model IH8BRBR, Serial N009086 – outdated lightbar from old squad, no longer usable for current squads

Recommendation:

It is my recommendation that the City Council authorize the disposal of these vehicles and city property.

Neil D. Bauer, Ed.D.
Public Safety Director



PUBLIC SAFETY

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

RESOLUTION 24-03-25

A RESOLUTION DECLARING CERTAIN VEHICLES AS SURPLUS PROPERTY FOR DISPOSAL AND AUTHORIZING THE POLICE DEPARTMENT TO DISPOSE OF THE VEHICLES THROUGH ONLINE AUCTION

WHEREAS, the City of Wyoming has a policy of impounding vehicles for lawful violations and if unclaimed or forfeited selling said vehicles at auction; and

WHEREAS, the Wyoming Police Department has filed the appropriate documents with Chisago County Courts to clear title on the following vehicles so that they may be sold/disposed of; and

WHEREAS, the following vehicles are now eligible to be declared surplus property of the City of Wyoming for sale or recycling through an online auction or disposed of as scrap:

The following vehicle will be posted on the Minnesota State Surplus on-line auction:

2005 GMC Sierra K2500

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA authorizes the Police Department to sell/dispose of these items through an Online Auction with the net proceeds to be distributed to the Wyoming Police Department's Forfeiture Fund.

ALSO, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA, also authorize the Mayor and the City Administrator to sign the necessary documents to transfer the vehicle from the City to the new owners as required.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 6TH DAY OF MARCH, 2024.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk

RESOLUTION 24-03-26

A RESOLUTION DECLARING CERTAIN ITEMS AS SURPLUS PROPERTY FOR DISPOSAL AND AUTHORIZING THE PUBLIC SAFETY DEPARTMENT TO DISPOSE OF THE ITEMS THROUGH THE DISPOSAL PROCESS

WHEREAS, the Wyoming Police Department is in possession of a Whelen 47 Liberty II Lightbar; and

WHEREAS, the Whelen 47 Liberty Lightbar is not compatible with current police vehicles; and

WHEREAS, the Wyoming Fire Department has turnout gear which is damaged and/or out of date; and

WHEREAS, the Wyoming Fire Department is unable to use gear that is in such a condition and/or that is beyond its designated lifespan; and

WHEREAS, the described items are ready to be disposed of:

The following items will be posted on the Minnesota State Surplus on-line auction:

Whelen 47' Liberty II Lightbar
Turnout Coats (16)
Turnout Pants (13)

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA authorizes the Public Safety Department to sell/dispose of these items.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 6TH DAY OF MARCH, 2024.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk



February 19, 2024

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

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

Dear Mr. Linwood:

Please find enclosed Construction Pay Voucher No. 6 for the above referenced project in the amount of \$120,155.66. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Wyoming approve Construction Pay Voucher No. 6 for Dresel Contracting, Inc.

The amount indicated above reflects work certified through February 2, 2024, with a 5% retainage applied. Please include one executed copy with the payment to Dresel Contracting and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 612.360.1278. Thank you.

Sincerely,

WSB

Mark Erichson, PE
Director of Municipal Program Delivery

Attachments

kkp

2023 East Viking Boulevard
Improvement Project

Pay Voucher 6



Client: City of Wyoming 26885 Forest Blvd. Wyoming, MN 55092-0188	Contractor: Dresel Contracting, Inc. 24044 July Ave Chisago City, MN 55013
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WSB Project No.: 018553-000
Client Project No.:
State Project No.: SAP 248-108-002
Federal Project No.:

Contract Amount

Original Contract	\$2,785,711.80
Contract Changes	\$153,765.65
Revised Contract	\$2,939,477.45

Funds Encumbered

Original	\$2,785,711.80
Additional	N/A
Total	\$2,785,711.80

Work Certified To Date

Base Bid Items	\$2,591,975.53
Contract Changes	\$203,248.93
Material On Hand	\$0.00
Total	\$2,795,224.46

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$67,632.81	\$2,795,224.46	\$83,856.73	\$2,591,212.07	\$120,155.66	\$2,711,367.73
Percent Retained: 3%			Percent Complete: 95.09%		

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

Approved By WSB

Signature

2/15/2024

Date

Approved By Dresel Contracting, Inc.

Signature

2/16/24

Date

Approved By City of Wyoming

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	06/13/23	\$523,512.05	\$26,175.60	\$497,336.45
2	07/12/23	\$706,622.70	\$35,331.14	\$671,291.56
3	08/04/23	\$279,577.74	\$13,978.88	\$265,598.86
4	10/11/23	\$552,473.42	\$27,623.68	\$524,849.74
5	11/15/23	\$665,405.74	\$33,270.28	\$632,135.46
6	02/02/24	\$67,632.81	(\$52,522.85)	\$120,155.66

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
LOCAL BRIDGE	\$250,301.92	\$7,509.05	\$222,815.88	\$19,976.99	\$242,792.87
LOCAL E VIKING	\$807,550.33	\$24,226.51	\$767,172.81	\$16,151.01	\$783,323.82
SAP 248-108-003	\$1,218,993.54	\$36,569.81	\$1,129,102.79	\$53,320.94	\$1,182,423.73
SAP 248-594-002 BRIDGE	\$518,378.67	\$15,551.36	\$472,120.59	\$30,706.72	\$502,827.31

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	State Aid	\$53,320.94	\$1,284,054.61	\$1,259,380.41	\$1,182,423.73
2	Local	\$16,151.01	\$850,626.18	\$738,098.75	\$783,323.82
3	Local	\$19,976.99	\$294,112.78	\$294,112.78	\$242,792.87
4	State Aid	\$30,706.72	\$510,683.88	\$494,119.86	\$502,827.31

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

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
13	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$1.92	17700	0	\$0.00	18155.9	\$34,859.33
14	2104.518	REMOVE CONCRETE WALK	S F	\$0.26	14000	0	\$0.00	13942.9	\$3,625.15
15	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$5,000.00	1	0	\$0.00	0.2	\$1,000.00
16	2104.602	SALVAGE SIGN SPECIAL	EACH	\$525.00	1	0	\$0.00	1	\$525.00
17	2106.507	EXCAVATION - COMMON (P)	C Y	\$18.38	8119	0	\$0.00	8119	\$149,227.22
18	2106.507	EXCAVATION - SUBGRADE	C Y	\$0.01	1000	0	\$0.00	0	\$0.00
19	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$0.01	1000	0	\$0.00	0	\$0.00
20	2108.504	GEOTEXTILE FABRIC TYPE 5	S Y	\$1.31	1500	0	\$0.00	722	\$945.82
21	2112.519	SUBGRADE PREPARATION	RDST	\$0.01	38	0	\$0.00	38	\$0.38
22	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$96.00	100	0	\$0.00	20	\$1,920.00
23	2123.610	1.5 CU YD BACKHOE	HOURL	\$108.00	10	2.2	\$237.60	5.7	\$615.60
24	2130.523	WATER	MGAL	\$46.50	100	0	\$0.00	37	\$1,720.50
25	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$0.01	4011	0	\$0.00	3413	\$34.13
26	2331.603	JOINT ADHESIVE	L F	\$1.16	8100	0	\$0.00	0	\$0.00
27	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$4.19	900	0	\$0.00	800	\$3,352.00
28	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,B) 3.0" THICK	S Y	\$60.46	400	485.39	\$29,346.68	785.39	\$47,484.68
29	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	\$80.58	1500	0	\$0.00	1556.4	\$125,414.71
30	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$76.57	2400	0	\$0.00	2268.95	\$173,733.50
31	2411.502	CONCRETE STAIRWAY	EACH	\$440.00	6	0	\$0.00	4	\$1,760.00
32	2504.602	ADJUST GATE VALVE & BOX	EACH	\$495.00	16	0	\$0.00	0	\$0.00
33	2504.602	ADJUST CURB BOX	EACH	\$198.00	10	0	\$0.00	3	\$594.00
34	2504.602	IRRIGATION SYSTEM REPAIR	EACH	\$220.00	10	4	\$880.00	6	\$1,320.00
35	2506.502	ADJUST FRAME & RING CASTING	EACH	\$330.00	9	0	\$0.00	8	\$2,640.00
36	2506.602	CHIMNEY SEAL	EACH	\$165.00	9	0	\$0.00	8	\$1,320.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
37	2521.518	6" CONCRETE WALK	S F	\$7.32	29000	0	\$0.00	26625.25	\$194,896.83
38	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$16.61	7700	0	\$0.00	7921.5	\$131,576.12
39	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$76.13	700	0	\$0.00	919.47	\$69,999.25
40	2531.618	TRUNCATED DOMES	S F	\$50.50	120	0	\$0.00	90	\$4,545.00
41	2540.602	MAIL BOX SUPPORT	EACH	\$120.00	10	0	\$0.00	4	\$480.00
42	2540.602	TEMPORARY MAIL BOX	EACH	\$90.00	24	0	\$0.00	28	\$2,520.00
43	2557.602	REPAIR DOG FENCE	EACH	\$120.00	5	0	\$0.00	0	\$0.00
44	2557.603	INSTALL FENCE	L F	\$12.96	100	0	\$0.00	0	\$0.00
45	2563.601	TRAFFIC CONTROL	LS	\$13,750.00	1	0	\$0.00	0.95	\$13,062.50
46	2564.518	SIGN PANELS TYPE C	S F	\$50.40	189	0	\$0.00	201	\$10,130.40
47	2563.618	CONSTRUCTION SIGN SPECIAL	SF	\$26.25	30	0	\$0.00	12	\$315.00
48	2564.602	INSTALL SIGN SPECIAL	EACH	\$1,050.00	1	0	\$0.00	1	\$1,050.00
49	2564.602	SIGN PANELS TYPE SPECIAL	EACH	\$341.25	14	0	\$0.00	14	\$4,777.50
50	2571.502	CONIFEROUS TREE 12' HT B&B	EACH	\$2,089.50	5	0	\$0.00	0	\$0.00
51	2571.502	DECIDUOUS TREE 3" CAL B&B	EACH	\$1,155.00	5	0	\$0.00	0	\$0.00
52	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,821.75	1	0	\$0.00	0	\$0.00
53	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$110.00	40	0	\$0.00	33	\$3,630.00
54	2573.503	SILT FENCE, TYPE MS	L F	\$1.87	4000	0	\$0.00	633	\$1,183.71
55	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	\$2.02	4000	0	\$0.00	270	\$545.40
56	2574.507	COMMON TOPSOIL BORROW	C Y	\$0.01	1055	0	\$0.00	1049	\$10.49
57	2574.508	FERTILIZER TYPE 3	LB	\$1.11	370	0	\$0.00	350	\$388.50
58	2575.504	SODDING TYPE LAWN	S Y	\$5.94	2300	0	\$0.00	0	\$0.00
59	2575.504	SODDING TYPE MINERAL	S Y	\$5.94	6100	0	\$0.00	0	\$0.00
60	2575.508	HYDRAULIC STABILIZED FIBER MATRIX	LB	\$2.02	5500	0	\$0.00	2000	\$4,040.00
61	2575.523	WATER	MGAL	\$50.50	150	0	\$0.00	6	\$303.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
62	2582.503	4" SOLID LINE PAINT	L F	\$0.26	6500	0	\$0.00	6511	\$1,692.86
63	2582.503	4" DBLE SOLID LINE PAINT	L F	\$0.41	3500	0	\$0.00	3692	\$1,513.72
64	2582.518	CROSSWALK PAINT	S F	\$3.06	300	0	\$0.00	108	\$330.48
65	2104.502	REMOVE MANHOLE	EACH	\$450.50	2	0	\$0.00	2	\$901.00
66	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$7.19	390	0	\$0.00	385	\$2,768.15
67	2106.507	EXCAVATION - MUCK	C Y	\$11.90	300	0	\$0.00	202.6	\$2,410.94
68	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$20.74	300	0	\$0.00	0	\$0.00
69	2106.601	DEWATERING	LS	\$16,500.00	1	0	\$0.00	1	\$16,500.00
70	2451.603	AGGREGATE BEDDING	L F	\$21.00	390	0	\$0.00	521	\$10,941.00
71	2503.503	4" PVC PIPE SEWER	L F	\$32.45	200	0	\$0.00	18	\$584.10
72	2503.503	12" PVC PIPE SEWER	L F	\$95.17	390	0	\$0.00	385	\$36,640.45
73	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$511.50	2	0	\$0.00	2	\$1,023.00
74	2503.602	CONNECT TO EXISTING SANITARY SEWER SER	EACH	\$478.50	4	0	\$0.00	3	\$1,435.50
75	2503.602	12"X4" PVC WYE	EACH	\$880.00	4	0	\$0.00	3	\$2,640.00
76	2503.603	TELEWISE SANITARY SEWER	LF	\$10.10	390	0	\$0.00	390	\$3,939.00
77	2506.502	CASTING ASSEMBLY	EACH	\$687.50	2	0	\$0.00	1	\$687.50
78	2506.602	RECONSTRUCT MANHOLE (SANITARY)	EACH	\$4,152.50	2	0	\$0.00	3	\$12,457.50
79	2506.603	CONSTRUCT 48" DIA SANITARY MANHOLE	L F	\$442.50	21	0	\$0.00	21	\$9,292.50
80	2504.602	HYDRANT	EACH	\$6,380.00	10	0	\$0.00	10	\$63,800.00
81	2504.602	6" GATE VALVE & BOX	EACH	\$1,980.00	10	0	\$0.00	10	\$19,800.00
82	2504.602	16"X6" WET TAP	EACH	\$1,980.00	10	0	\$0.00	10	\$19,800.00
83	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$63.80	100	0	\$0.00	49.5	\$3,158.10
84	2504.604	4" POLYSTYRENE INSULATION	S Y	\$58.30	100	0	\$0.00	14.4	\$839.52
85	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$216.56	20	0	\$0.00	19	\$4,114.64

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
86	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$12.74	680	0	\$0.00	731	\$9,312.94
87	2106.601	DEWATERING	LS	\$0.01	1	0	\$0.00	0	\$0.00
88	2451.603	AGGREGATE BEDDING	L F	\$0.01	400	0	\$0.00	0	\$0.00
89	2501.502	18" RC PIPE APRON	EACH	\$1,139.25	3	0	\$0.00	3	\$3,417.75
90	2501.502	22" SPAN RC PIPE-ARCH APRON	EACH	\$1,172.06	2	0	\$0.00	2	\$2,344.12
91	2501.502	51" SPAN RC PIPE-ARCH APRON	EACH	\$3,218.25	1	0	\$0.00	1	\$3,218.25
92	2501.602	TRASH GUARD FOR 18" PIPE APRON	EACH	\$939.75	3	0	\$0.00	3	\$2,819.25
93	2501.602	TRASH GUARD FOR 22" SPAN PIPE APRON	EACH	\$1,156.31	2	0	\$0.00	2	\$2,312.62
94	2501.602	TRASH GUARD FOR 51" SPAN PIPE APRON	EACH	\$3,917.81	1	0	\$0.00	1	\$3,917.81
95	2503.503	22" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$118.56	36	0	\$0.00	36	\$4,268.16
96	2503.503	51" SPAN RC PIPE-ARCH SEWER CL IIA	L F	\$324.19	12	0	\$0.00	12	\$3,890.28
97	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$52.01	46	0	\$0.00	46	\$2,392.46
98	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$64.07	466	0	\$0.00	451	\$28,895.57
99	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	\$78.05	314	0	\$0.00	320	\$24,976.00
100	2503.503	21" RC PIPE SEWER DES 3006 CL III	L F	\$88.52	25	0	\$0.00	40	\$3,540.80
101	2503.503	27" RC PIPE SEWER DES 3006 CL III	L F	\$105.30	48	0	\$0.00	48	\$5,054.40
102	2503.503	30" RC PIPE SEWER DES 3006 CL III	L F	\$137.16	482	0	\$0.00	482	\$66,111.12
103	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$649.69	16	0	\$0.00	19	\$12,344.11
104	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$866.25	2	0	\$0.00	2	\$1,732.50
105	2506.502	CONST DRAINAGE STRUCTURE DESIGN G	EACH	\$2,557.80	1	0	\$0.00	1	\$2,557.80
106	2506.502	CONST DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$2,481.75	21	0	\$0.00	21	\$52,116.75
107	2506.502	CASTING ASSEMBLY	EACH	\$630.00	14	0	\$0.00	14	\$8,820.00
108	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$600.83	64.1	0	\$0.00	69	\$41,457.27
109	2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	L F	\$851.83	24.9	0	\$0.00	24.9	\$21,210.57

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
110	2506.503	CONST DRAINAGE STRUCTURE DES 96-4020	L F	\$2,635.50	5.5	0	\$0.00	5.5	\$14,495.25
111	2506.602	CHIMNEY SEAL	EACH	\$240.00	11	0	\$0.00	11	\$2,640.00
112	2511.507	RANDOM RIPRAP CLASS III	C Y	\$73.24	35.8	0	\$0.00	41.9	\$3,068.76
113	2021.501	MOBILIZATION	LS	\$117,624.00	1	0	\$0.00	1	\$117,624.00
114	2101.502	CLEARING	EACH	\$240.00	6	0	\$0.00	6	\$1,440.00
115	2101.502	GRUBBING	EACH	\$180.00	6	0	\$0.00	6	\$1,080.00
116	2101.505	CLEARING	ACRE	\$11,000.00	0.4	0	\$0.00	0.4	\$4,400.00
117	2101.505	GRUBBING	ACRE	\$11,000.00	0.4	0	\$0.00	0	\$0.00
118	2104.502	REMOVE MANHOLE	EACH	\$300.00	1	0	\$0.00	1	\$300.00
119	2104.502	REMOVE SIGN	EACH	\$42.00	2	0	\$0.00	2	\$84.00
120	2104.502	SALVAGE SIGN	EACH	\$42.00	2	1	\$42.00	1	\$42.00
121	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	\$2.20	60	0	\$0.00	52	\$114.40
122	2104.503	REMOVE GUARDRAIL	L F	\$2.40	1092	0	\$0.00	1256	\$3,014.40
123	2104.503	REMOVE FORCE MAIN	L F	\$12.00	200	0	\$0.00	170	\$2,040.00
124	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$4.14	290	0	\$0.00	1517	\$6,280.38
125	2105.607	SELECT GRANULAR BORROW MOD 10% (CV)	C Y	\$15.19	219	319	\$4,845.61	538	\$8,172.22
126	2106.507	EXCAVATION - COMMON (P)	C Y	\$19.57	586	0	\$0.00	586	\$11,468.02
127	2106.507	EXCAVATION - MUCK	C Y	\$14.77	553	613.66	\$9,063.76	1166.66	\$17,231.57
128	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	C Y	\$0.01	1160	0	\$0.00	1160	\$11.60
129	2112.519	SUBGRADE PREPARATION	RDST	\$240.00	5.25	0	\$0.00	5.25	\$1,260.00
130	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$162.00	10	0	\$0.00	0	\$0.00
131	2123.610	UTILITY CREW	HOURL	\$0.01	20	0	\$0.00	0	\$0.00
132	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$25.99	80	0	\$0.00	80	\$2,079.20
133	2215.504	FULL DEPTH RECLAMATION	S Y	\$2.20	1200	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
134	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$4.19	100	0	\$0.00	75	\$314.25
135	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$86.80	470	0	\$0.00	443.16	\$38,466.29
136	2401.601	STRUCTURE EXCAVATION	LS	\$8,505.00	1	0	\$0.00	1	\$8,505.00
137	2412.502	6X6 PRECAST CONCRETE BOX CULV END SECT	EACH	\$19,950.00	2	0	\$0.00	2	\$39,900.00
138	2412.502	16X6 PRECAST CONCRETE BOX CULV END SEC	EACH	\$41,737.50	2	0	\$0.00	2	\$83,475.00
139	2412.503	6X6 PRECAST CONCRETE BOX CULVERT	L F	\$1,585.50	50	0	\$0.00	50	\$79,275.00
140	2412.503	16X6 PRECAST CONCRETE BOX CULVERT	L F	\$3,018.75	48	0	\$0.00	48	\$144,900.00
141	2442.501	REMOVE EXISTING BRIDGE	LS	\$9,060.00	1	0	\$0.00	1	\$9,060.00
142	2451.507	FINE AGGREGATE BEDDING (CV)	C Y	\$34.11	175	0	\$0.00	175	\$5,969.25
143	2501.502	28" SPAN RC PIPE-ARCH APRON	EACH	\$1,995.00	2	0	\$0.00	2	\$3,990.00
144	2503.503	28" SPAN RC PIPE-ARCH SEWER CL IIIA	L F	\$217.00	48	0	\$0.00	48	\$10,416.00
145	2511.507	RANDOM RIPRAP CLASS II	C Y	\$108.60	10	0	\$0.00	17.5	\$1,900.50
146	2511.507	RANDOM RIPRAP CLASS III	C Y	\$108.60	10	0	\$0.00	33.8	\$3,670.68
147	2554.502	END TREATMENT-ENERGY ABSORBING TERMINAL	EACH	\$3,468.00	4	0	\$0.00	4	\$13,872.00
148	2554.503	TRAFFIC BARRIER DESIGN TYPE 31	L F	\$30.60	1020	40	\$1,224.00	1060	\$32,436.00
149	2554.602	GUARDRAIL POST SEAT	EACH	\$1,020.00	12	0	\$0.00	12	\$12,240.00
150	2557.503	WIRE FENCE DESIGN 48V-9322	L F	\$78.30	500	0	\$0.00	0	\$0.00
151	2563.601	TRAFFIC CONTROL	LS	\$8,470.00	1	0	\$0.00	1	\$8,470.00
152	2564.518	SIGN PANELS TYPE C	S F	\$48.96	40	34	\$1,664.64	34	\$1,664.64
153	2564.602	INSTALL SALVAGED SIGN	EACH	\$229.50	2	1	\$229.50	1	\$229.50
154	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,100.00	1	0	\$0.00	0	\$0.00
155	2573.503	SILT FENCE, TYPE MS	L F	\$1.87	1800	0	\$0.00	260	\$486.20
156	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$2.02	1800	0	\$0.00	1996	\$4,031.92
157	2106.601	TEMPORARY STREAM DIVERSION SYSTEM	LS	\$63,000.00	1	0	\$0.00	1	\$63,000.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
158	2574.507	COMMON TOPSOIL BORROW	C Y	\$0.01	50	0	\$0.00	153	\$1.53
159	2574.508	FERTILIZER TYPE 3	LB	\$1.11	110	0	\$0.00	100	\$111.00
160	2574.508	FERTILIZER TYPE 4	LB	\$1.21	30	0	\$0.00	0	\$0.00
161	2573.503	FLOATING SILT FENCE	L F	\$25.25	200	0	\$0.00	0	\$0.00
162	2575.504	ROLLED EROSION PREVENTION CATEGORY 25	S Y	\$2.02	2200	0	\$0.00	1800	\$3,636.00
163	2575.505	SEEDING	ACRE	\$505.00	0.5	0	\$0.00	0.38	\$191.90
164	2575.505	DISK ANCHORING	ACRE	\$252.50	0.5	0	\$0.00	0	\$0.00
165	2575.508	SEED MIXTURE 25-121	LB	\$8.08	20	0	\$0.00	30.5	\$246.44
166	2575.508	SEED MIXTURE 33-261	LB	\$25.25	30	0	\$0.00	35	\$883.75
167	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$1,010.00	3	3.5	\$3,535.00	3.5	\$3,535.00
168	2582.503	4" SOLID LINE PAINT	L F	\$0.31	1060	0	\$0.00	1105	\$342.55
169	2582.503	4" DBLE SOLID LINE PAINT	L F	\$0.46	530	0	\$0.00	553	\$254.38
170	2021.501	MOBILIZATION	LS	\$7,200.00	1	0	\$0.00	1	\$7,200.00
171	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$2.40	200	0	\$0.00	168	\$403.20
172	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$3.14	130	0	\$0.00	0	\$0.00
173	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$4.08	200	0	\$0.00	365	\$1,489.20
174	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$153.45	2	0	\$0.00	0	\$0.00
175	2231.509	BITUMINOUS PATCHING MIXTURE	TON	\$237.01	70	0	\$0.00	71.41	\$16,924.88
176	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$4.15	710	0	\$0.00	445	\$1,846.75
177	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,B) 3.0" THICK	S Y	\$37.79	130	0	\$0.00	183.15	\$6,921.24
178	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$67.81	1700	0	\$0.00	1343.4	\$91,095.95
179	2563.601	TRAFFIC CONTROL	LS	\$960.00	1	0	\$0.00	1	\$960.00
180	2573.503	SEDIMENT CONTROL LOG TYPE STRAW	L F	\$4.80	200	0	\$0.00	0	\$0.00
Bid Totals:							\$51,068.79		\$2,591,975.53

Project Category Totals		
Category	Amount This Voucher	Amount To Date
ALTERNATE 1 - BRIDGE 13J22 EAST VIKING BOULEVARD OVER SOUTH BRANCH SUNRISE RIVER	\$20,604.51	\$752,116.57
ALTERNATE 2 - BITUMINOUS OVERLAY	\$0.00	\$126,841.22
SCHEDULE A. - SURFACE IMPROVEMENTS	\$30,464.28	\$1,172,370.30
SCHEDULE B. - SANITARY SEWER IMPROVEMENTS	\$0.00	\$102,220.64
SCHEDULE C. - WATERMAIN IMPROVEMENTS	\$0.00	\$107,397.62
SCHEDULE D. - STORM SEWER IMPROVEMENTS	\$0.00	\$331,029.18

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	181	2504.602	RELOCATE HYDRANT	EACH	\$5,752.22	1	0	\$0.00	1	\$5,752.22
CO	1	182	2540.618	BLOCK RETAINING WALL	S F	\$49.30	154	0	\$0.00	154	\$7,592.20
CO	1	183	2545.601	RELOCATE POWER POLE	EACH	\$4,000.00	1	0	\$0.00	1	\$4,000.00
CO	1	184	2360.509	TYPE SP 9.5 WEAR COURSE MIX (2;B)	TON	\$89.65	991	0	\$0.00	990.98	\$88,841.36
CO	1	185	2215.504	FULL DEPTH RECLAMATION	S Y	\$1.68	4100	0	\$0.00	4020	\$6,753.60
CO	1	186	2112.519	SUBGRADE PREPARATION	ROAD STA	\$345.66	41	0	\$0.00	40.2	\$13,895.53
CO	1	187	2575.604	SEEDING SPECIAL	S Y	\$4.75	12600	0	\$0.00	12600	\$59,850.00
CO	1	188	2575.504	SODDING, TYPE LAWN	S Y	(\$5.94)	2300	0	\$0.00	0	\$0.00
CO	1	189	2575.504	SODDING TYPE MINERAL	S Y	(\$5.94)	6100	0	\$0.00	0	\$0.00
CO	2	190	2106.507	3" Minus Crushed Rock	Ton	\$24.38	679.41	679.41	\$16,564.02	679.41	\$16,564.02
Contract Change Totals:									\$16,564.02		\$203,248.93

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions. The Engineer in concurrence with the City of Wyoming, have agreed that relocating a hydrant along East Viking Blvd due to close location to roadway and high-water elevation is necessary. Additional work was required for exploratory digging, additional mobilization costs for wet tap, and price increase for 1 wet tap installed only when not installed in succession with other wet taps planned. This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.	\$0.00	\$186,684.91

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
		The Engineer in concurrence with the City of Wyoming, have agreed that retaining walls are necessary in two locations along the East Viking Blvd trail. Due to saving two large oak trees near the proposed concrete trail, block retaining walls are required to protect roots from being cut and elevation conflicts with the trail. This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices. The Engineer in concurrence with the City of Wyoming, have agreed that a private power pole was required to be relocated due to the new trail alignment. This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices. The Engineer in concurrence with the City of Wyoming, have agreed that reclaiming East Viking Blvd east of Polaris is more favorable than overlaying. This work now requires reclaiming, grading, and one additional lift of pavement. This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices. The Engineer in concurrence with the City of Wyoming, have agreed that seeding and blanket is more favorable than sodding. Included in this work is soil prep, seeding, blanket, and fertilizer. This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.		
2	CO	In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions. The Engineer in concurrence with the City of Wyoming, have agreed that adding 3" minus rock under the box culvert in lieu of select granular borrow is necessary to create a firm foundation. After the creek was diverted, and dewatering was attempted, water was still leaching into the excavation making compaction of the planned select granular fill unattainable. This work will be considered "Contract Revisions" as provided for by Specification 1402. Payment for this work will be at Negotiated Unit Prices.	\$16,564.02	\$16,564.02

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

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

RESOLUTION NO. 24-03-27

A RESOLUTION APPROVING PAYMENT FOR PAY VOUCHER #6 TO DRESEL CONTRACTING FOR THE 2023 EAST VIKING BOULEVARD IMPROVEMENT PROJECT IN THE AMOUNT OF \$120,155.66.

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

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

NOW, THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the "Payment of Pay Voucher #6" in the amount of \$120,155.66 to Dresel Contracting, Inc. for the 2023 East Viking Boulevard Improvement Project.

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 6TH DAY OF MARCH, 2024.

CITY OF WYOMING

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: March 6, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Wyoming Liquor Store Licenses

Method: Consent

Background Information:

The Minnesota Department of Public Safety Alcohol and Gambling Enforcement and the City of Wyoming require that each establishment intending to sell liquor On-Sale and Off-Sale obtain an annual license permitting them to do so. Additionally, the City of Wyoming requires that all businesses which sell tobacco products and tobacco related items within the City obtain an annual license.

The City of Wyoming and the State of Minnesota require that license holders meet certain minimum requirements; proof of insurance, taxes paid, no violations by license holders, etc. Applicants must submit the required documentation, forms, and fees when applying for their license.

Rick's Liquor is currently in the process of being purchased by a new owner with a tentative closing date of April 2024. The Wyoming Liquor Store is the new applicant's placeholder name until the sale is finalized. The new owner intends to continue to sell liquor and tobacco from the establishment. The new owner has applied for these permits, which require formal approval from the City Council prior to being sent to the State.

Recommended action: Conditionally approve Resolution 24-03-28 a resolution conditionally approving the issuance of an off-sale liquor licenses and Resolution 24-03-29 a resolution conditionally approving the issuance of a tobacco license to the Wyoming Liquor Store in the City of Wyoming for the year 2024.

RESOLUTION NO. 24-03-28

RESOLUTION CONDITIONALLY APPROVING THE ISSUANCE OF AN OFF-SALE LIQUOR LICENSE TO THE WYOMING LIQUOR STORE FOR THE 2024 YEAR

WHEREAS, the Minnesota Department of Public Safety Alcohol and Gambling Enforcement and the City of Wyoming requires that each establishment wishing to sell liquor On-Sale and Off-Sale within the City apply for a liquor license; and

WHEREAS, The City of Wyoming and the State of Minnesota require that license holders meet certain minimum requirements of proof of insurance, taxes paid by license holders and are currently within reasonable compliance regarding violations according to City policy for License holders etc.; and

WHEREAS, the City of Wyoming is collecting the necessary payment and forms from the following applicants:

THEREFORE, BE IT RESOLVED that the Wyoming City Council conditionally approve a liquor license for the 2024 year to the following businesses to operate as follows:

1. Rick's Liquor (dba **Rick's Liquor**) 26687 Forest Blvd, Wyoming, MN 55092
Off-Sale License

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to complete the applications and submit them to the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement for processing.

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 6TH DAY OF MARCH, 2024.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

RESOLUTION NO. 24-03-29

**RESOLUTION CONDITIONALLY APPROVING THE ISSUANCE OF A TOBACCO
LICENSE TO THE WYOMING LIQUOR STORE FOR THE 2024 YEAR**

WHEREAS, the City of Wyoming requires that each establishment wishing to sell Tobacco Products and Tobacco related items, Waste Haulers, and Massage Occupancy within the City apply for a tobacco license; and

WHEREAS, The City of Wyoming and the State of Minnesota require that license holders meet certain minimum requirements of proof of insurance, taxes paid, and no violations by license holders etc.; and

WHEREAS, all applicants are required to submit the required application, required information and required proof of insurance and the Wyoming Police Department has conducted the required background checks.

THEREFORE, BE IT RESOLVED that the Wyoming City Council conditionally approve a tobacco license for the 2024 year to the following businesses to operate as follows:

1. Rick's Liquor (dba **Rick's Liquor**) 26687 Forest Blvd, Wyoming, MN 55092
Tobacco License

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to complete the application(s) and submit them for processing.

**THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF
WYOMING ON THE 6TH DAY OF MARCH, 2024.**

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: March 6, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: His & Her Massage Therapist License

Method: Consent

Background Information:

The City of Wyoming requires that all businesses which intend to provide massage therapist services within the City obtain an annual license. Applicant must provide, along with an application, a proof of certificate showcasing that the applicant has performed the set minimum threshold for therapeutic massage training hours.

His & Hers Hair Company has previously applied and been approved for this license. In hiring a new massage therapist, they are once again applying for this permit.

Recommended action: Conditionally approve Resolution 24-03-30 a resolution conditionally approving the issuance of a massage therapist license to His & Hers Hair Company in the City of Wyoming for the year 2024.

RESOLUTION NO. 24-03-30

RESOLUTION CONDITIONALLY APPROVING THE ISSUANCE OF A MASSAGE THERAPIST LICENSE TO HIS AND HERS HAIR COMPANY FOR THE 2024 YEAR

WHEREAS, the City of Wyoming requires that each establishment intending to hold a Massage Occupancy within the City apply for a massage therapist license; and

WHEREAS, The City of Wyoming requires that license holders meet certain minimum requirements prior to issuance of a license.; and

WHEREAS, all applicants are required to submit the required application and the Wyoming Police Department conducts a required background check:

THEREFORE, BE IT RESOLVED that the Wyoming City Council conditionally approve a massage therapist license for the 2024 year to the following businesses to operate as follows:

1. His & Hers Hair Company 26699 Faxton Ave, Wyoming, MN 55092
Massage Therapist License

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to complete the application(s) and submit them for processing.

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 6TH DAY OF MARCH, 2024.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



March 1, 2024

Re: Public Safety Activity Report – March 6, 2024, City Council Meeting

Police Update

Hiring Update for Police Officer

Sergeant Rod and Investigator Peltier recently attended a job fair at Alexandria Tech for police officer recruiting. There were over 100 departments in attendance hoping to recruit the remaining few students that are not attached to a law enforcement agency at this point. We receive one application from the job fair, but are not moving that applicant forward.

Locally, Forest Lake Police, Lakes Area Police, North Branch Police, and Chisago County Sheriff's Office are all hiring at this time as well. There continues to be over 250-290 departments hiring throughout the state on a regular basis.

We have a grant application outstanding with MN Office of Justice Programs for the Intensive Comprehensive Peace Officer Education and Training Program to fund the hiring of college graduate to become a police officer. We will have feedback by the end of March.

Officer Heath has started his initial training and we're looking forward to introducing him to Council next week for his swearing in ceremony.

Lexipol Policy Update

The policy project has started with weekly meetings beginning March 12, 2024. The process will take approximately 9 months to complete.

Fire Update

Building Update

We are working through a few plumbing and other mandatory repairs needed at the fire hall. There is a flammable waste trap in the floor that has corroded and needs to be replaced.

Grant Application for Aerial Truck

We are working with Widseth to write a FEMA grant application that would potentially fund the replacement of the current aerial (ladder) truck. The current truck is a 2000 model year and is in the CIP for replacement in 2025. This grant would be funded in 2024, allowing us to determine funding in 2025 if the grant is not awarded to Wyoming.



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

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

Upcoming Community Outreach Events

March 2024 Coffee with a Cop (TBD)

A handwritten signature in black ink, appearing to read "N. D. Bauer". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

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



February 29, 2024
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: MARCH 6, 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

A memorandum concerning the complaint(s) the City Council received during the Open Forum on February 6th was presented to the Council during the February 20th meeting. During that meeting the complainant asked that I meet him at his home to view the lighting from his point of view. I agreed and asked him to call to set up an appointment; he has not done that.

I did contact Gregory Contracting about the lighting of the sign remaining on after midnight. They replied that they would adjust the timer for those lights. I have not received any other lighting complaints.

A temporary Certificate of Occupancy has been issued. 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; Phase 2 has begun, Phase 1 has been inspected and approved. The permits to remodel their Cardiac Rehabilitation area has been issued.

Sincerely,

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

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(715) 808-8842

Writer's Email:
tloonan@eckberglammers.com

February 28, 2024

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

Delivered via Email

Re: *City of Wyoming*
 Status Update for the Period of – February 15, 2024 – February 28, 2024

Dear Robb:

Our office continues our role as general counsel, answering questions, addressing legal concerns and reviewing items for the City including procedural issues, law updates, employment matters, 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

February 29, 2024

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

Re: February 20, 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 held a neighborhood meeting on January 23rd to provide information to property owners about the scope of the project, discuss the public improvement process and encourage feedback.

The topographic survey and televising for the project has been completed. Soil borings and pavement cores are scheduled to be completed by March 1, 2024. The report will follow and be completed by mid-March. Once that analysis is completed and in hand, we can confirm what type improvement will be necessary and we can finalize the feasibility study.

Staff has also met with CLFLWD to discuss potentially partnering with them if they choose to enhance a project with additional stormwater management features. We are trying to coordinate a meeting with property owners where opportunities exist.

Trunk Watermain and Sanitary Sewer Forcemain upsizing

Staff has completed plans and specifications. City Council approved the plans and specifications and authorized the advertisement for bid. Bid results will be brought to the second Council meeting in March to consider the award of a construction contract.

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

Both the roadway and bridge portions of the project are substantially complete. Minor work and restoration will take place in the spring. As-built plans are being prepared for inclusion in Wyoming's asset management system.

Fallbrook Avenue and 264th Street Improvement Project

The project is now substantially complete. Remaining work to close out the project will take place in the spring. As-built plans are being prepared for inclusion in Wyoming's asset management system.

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.

Katies Glen

Staff has approved the plans for the development and the developer. Staff have signed off on and received the MPCA Sanitary Sewer Extension permit. We recently received bids for the project from the developer and we will be finalizing the development agreement.

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. The 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: March 1, 2024

Mayor Iverson and City Council Members

Public Works Report for March 6, 2023 Council Meeting

Streets:

Staff has continued to trim and remove boulevard trees as necessary. The grader has been brought in for service so it is ready for the spring and summer grading season. Patched on Greenway and will continue to patch as weather permits. Staff salted curves, intersections and stop signs after the most recent snow event. Posted spring weight restriction signs and met with local businesses on proper routing of heavy trucks.

Sanitary Sewer:

Staff have continued to do rounds checking lift stations. New panel for lift station 11 has been ordered and continuing to work with our vendors on that. Also continuing to work with Xcel Energy on Lift station 2 (railroad lift) upgrade of service to add a transformer to prevent power failures to our lift station

Water:

Daily and monthly water tests have been completed. Working with contractors on the mixer for the south tower. Also working with local businesses on gathering water samples from their facilities. Staff met onsite at well 2 with the contractor on the upcoming panel change out and relocation.

Surface Water:

Beginning to talk pond inspections and working with WSB on SWAMP app (GIS mapping). Preparing our street sweeper so we can begin the spring sweep.

Parks:

Regular trash collection and cleaning of facilities. Will begin gathering quotes on portable toilets for the upcoming season. Collect bids for park maintenance.

**CITY OF WYOMING
PLANNING AND ZONING**

TO:	City Council
DATE:	3/6/2024
FROM:	Kim Lindquist, City Planner Fred Weck, Zoning Administrator
RE:	ICUP Home Occupation
APPLICANT:	Talbot Gravelle
PROPERTY OWNER:	Talbot Gravelle, Jayne Gravelle
PROPERTY:	24963 Fallbrook Avenue 21.10610.31
FILE NO.:	ICUP-24-01

OVERVIEW

The applicant is requesting approval of an Interim Conditional Use Permit to allow a home occupation at 24963 Fallbrook Ave. The residential property is developed with a principal structure and detached accessory structure. The property is zoned Rural Residential II (R2) which is consistent with the lots to south, east, and west of the site. Properties to the north are Rural Residential I (R1). The site is 8 acres and is guided for Semi-Rural Neighborhood.

The applicant and site owner, Talbot (Tal) Gravelle is a semi-retired baseball instructor from Forest Lake High School. Gravelle previously hosted a website (www.nmlbaseball.com) to promote and organize baseball classes. The website is in the process of being shut down as his prior organization, the North Metro Lakers and Gravelle Baseball are no longer in existence. Gravelle has recently been using the accessory structure as an indoor baseball training facility. The city was made aware of the business use and requested the owner apply for a home occupation permit.

Moving forward, the applicant seeks an Interim Conditional Use Permit to use his accessory structure – which was built in 2015 with city approval – as a space for business operations. The applicant anticipates all home occupation uses would occur inside the building for approximately 20 hours a week. The applicant states that there will be no more than four cars in the parking lot with five students in the accessory structure at one time. The accessory structure does not have a water/sewer hookup. There is a portable toilet located outside and adjacent to the accessory structure. The applicant has asked that the Interim Conditional Use Permit be valid until April 1, 2027.

STAFF RECOMMENDATION

The requirements of Chapter 40, Article V, Division 6, “Conditional Use Permits,” Section 40 – 112, as contained in the City of Wyoming Ordinance have been complied with. Staff

recommends approval of an Interim Conditional Use Permit to allow a home occupation based upon the findings of fact and subject to the following 7 conditions:

1. Conduct of the home occupation does not require alterations to the exterior of the residence which substantially alters the appearance of the dwelling as a residence.
2. Only those persons residing in the home and one other person are employed on the site or report to the site on any one day.
3. Signage consists of no more than one (1) single or double-faced sign with a maximum area of nine (9) square feet per side in the R-1, R-2, R-3, R-4, R-5, R-6 and MXD (residential uses) Districts.
4. No outdoor storage or display of goods is permitted.
5. Any additional need for parking generated by the home occupation shall be met by off-street parking. The designated parking area shall be limited to three (3) spaces.
6. As the occupation is teaching, classes shall not exceed ten (10) students at any one time.
7. The existing accessory structure may be utilized in conjunction with the home occupation.
8. The portable toilet shall be located on site so it is not visible from the public right of way or adjoining neighbors. Screening may be required. Maintenance and proper disposal are required on a regular basis.
9. The ICUP permit shall be valid until one of the following, whichever occurs first:
 - April 1, 2027 or
 - Until the property is sold or
 - Until the property owner vacates the premises.

STAFF REVIEW

General Comprehensive Plan and Zoning Review

The subject property is zoned R2- Rural Residential II with the entirety of the property in shoreland management overlay district. The property is guided as Semi-Rural Neighborhood in the City of Wyoming's Comprehensive Plan. The zoning and surrounding uses are as follows:

North – R1; Rural Residential I; Semi-Rural Neighborhood
South – R2; Rural Residential II; Semi-Rural Neighborhood
East – R2; Rural Residential II; Semi-Rural Neighborhood
West – R2; Rural Residential II; Semi-Rural Neighborhood

Existing Site

The approximate 2-acre site contains two structures; a single-family residence with an attached garage and one accessory structure approximately 1,986 square feet. The front driveway connected to the principal structure provides direct access to Fallbrook Avenue. The accessory structure is located south of the principal structure.

Permitted uses in the Rural Residential II district focus on single family residential structures with some ancillary uses such as a daycare or horsekeeping. Section 40-193

allows a home occupation by interim conditional use permit that may “...require additional parking, an accessory building, or an attached garage, or generate a noticeable increase in traffic and which are in accordance with Article VII, Division 13.”

The city is aware of a baseball practice center currently operating from the accessory structure. The applicant indicated that the business use is only conducted by himself. He states in the application that at any one time there will be a maximum of five players in the accessory structure and up to four cars in the parking lot. The applicant is allowed to have up to ten students at any one time, however, the ordinance allows up to three parking spaces for the home occupation.

City staff had received complaints about the portable toilet outside of the accessory structure. The applicant should evaluate its placement, so it is not visible from the public right of way or adjoining residents. Screening or relocation may be required.

INTERIM CONDITIONAL USE PERMIT STANDARDS

Chapter 40, Article V, Division 6, Conditional Use Permits, Section 40 – 112, sets forth the general standards that shall be met in order to grant an ICUP. Granting of an Interim Conditional Use Permit is required for approval of a Home Occupation in the R-2 zoning district. These standards are as follows:

1. The use is in conformity with the Comprehensive Plan and development policies of the City.

A home occupation is allowed in the Rural Residential II zoning district and would be in conformity with the Comprehensive Plan. This standard has been met.

2. The use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

The proposed use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities. This standard has been met.

3. The use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development will not be depreciated in value and there will be no deterrence to development of vacant land.

The proposal will maintain its residential character. The standard has been met.

4. The structure and site will have an appearance that will not have an adverse effect upon adjacent properties.

As proposed activity will occur solely in the existing structure, the site appearance should not be altered. This standard has been met.

5. The use in the opinion of the City is reasonably related to the overall needs of the City and to the existing land use.

The use is consistent with the zoning ordinance intent for home occupations in the Rural Residential II zoning district. This standard has been met.

6. The use will be consistent with the purpose of this and other City Ordinances.

This standard has been met.

7. The use will be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located.

The applicant must adhere to the home occupation standards and conditions of approval for the interim conditional use permit, which will mean the site is consistent with the existing and intended character of the Rural Residential II zoning district. This standard has been met.

8. The use will generate only minimal vehicular traffic on local streets and shall not create traffic hazards or unsafe access or parking needs.

The applicant has indicated that trips associated with this home occupation will be due to the arrival and departure of clients (baseball players) for use of the indoor training facility. The applicant states that the building will only be used approximately 20 hours per week. The home occupation performance standards only allow up to three parking spaces. Compliance with the 3-parking stall standard is a condition of approval.

9. Existing businesses nearby will not be adversely affected because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness.

This standard has been met.

10. The establishment or maintenance of the use shall not be detrimental to the public, health, safety, or general welfare.

Compliance with the conditions, and applicable ordinance will ensure that this standard can be met.

11. The use will not be hazardous, detrimental, or disturbing to present and potential surrounding land use due to water pollution, odor, fumes, general unsightliness, or other nuisances.

Compliance with the conditions, and applicable ordinance will ensure that this standard can be met.

12. The use will preserve and incorporate the site's important natural and scenic features into the development design.

This standard has been met.

13. The use will cause minimal adverse environmental effects.

The home occupation activity will all be enclosed indoors which should reduce any potential adverse environmental effects. This standard has been met.

In addition, the following factors must be considered for Interim Use Permits:

- 1) Whether the use conforms to the zoning regulation;
The use conforms to the zoning regulation with the issuance of this permit.
- 2) Whether a date or event for the termination of the use can be identified with certainty.

The applicant requests the permit be valid until April 1, 2027. Staff also recommends that the use terminate upon the sale of the property, or when the applicant vacates the property. The applicant may reapply for a new IUP should they wish to continue operation past April 1, 2027.

- 3) Whether the permission of the use will impose additional costs on the public if it is necessary for the public to take the property in the future;
This standard is met – There should be no additional cost to the public.

- 4) Whether the landowner will agree to the conditions that the City Council deems appropriate for permission of the use.
This is to be determined.

Planning Commission Recommendation

On February 28, 2024 the Planning Commission publicly heard the petitioner's request for an Interim Conditional Use Permit to allow a Home Occupation to operate a baseball practice center in the detached accessory building. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend approval of the request based on the findings that the standards for the Interim Conditional Use Permit have been met and with the following conditions:

1. Conduct of the home occupation does not require alterations to the exterior of the residence which substantially alters the appearance of the dwelling as a residence.
2. Only those persons residing in the home and one other person are employed on the site or report to the site on any one day.
3. Signage consists of no more than one (1) single or double-faced sign with a maximum area of nine (9) square feet per side in the R-1, R-2, R-3, R-4, R-5, R-6 and MXD (residential uses) Districts.
4. No outdoor storage or display of goods is permitted.
5. Any additional need for parking generated by the home occupation shall be met by off-street parking. The designated parking area shall be limited to three (3) spaces.
6. As the occupation is teaching, classes shall not exceed ten (10) students at any one time.
7. The existing accessory structure may be utilized in conjunction with the home occupation.
8. The portable toilet shall be located on site so it is not visible from the public right of way or adjoining neighbors. Screening may be required. Maintenance and proper disposal are required on a regular basis.
9. The ICUP permit shall be valid until one of the following, whichever occurs first:
 - April 1, 2027 or
 - Until the property is sold or
 - Until the property owner vacates the premises.

February 26, 2024

To: Fredrick Weck

Ref: The Gravelle's business permit.

Mr. Weck,

As a neighbor to their residence, I strongly object to the operation of this business.

Our neighborhood is zoned as residential, and we want it to stay that way. When they built the garage on the property did, they have to disclose what the building would be used for? If they stated it was to be used for a business, why were they allowed to build a business in our residential neighborhood?? Did they state it was for another purpose?? We moved to this area because it was a secluded area, not a business district.

There have been four instances where there have been issues with his customers and there driving and parking. They have parked in the street and do not leave much room for a regular size truck to get through. It has been very close for some of us almost hitting mirrors with some of the parked vehicles at his business. What if we are busy trying not to hit another vehicle and one of his younger customers comes running out into the street. We may not be able to react in time. There definitely would not be room for any emergency vehicles to get through. Fire trucks or ambulances would have to go back to Hwy 61 and go around. This would take what could be life threatening time. There was another vehicle that stopped right in front of their driveway in the middle of the road. I was blasting on my horn, and they didn't even acknowledge I was there. I had to go off the road and go around them. Another instance, one of their customers was backing out of their driveway and didn't stop. I was honking at them, and they just kept backing up. They almost hit me, and the road was blocked so it wasn't like I could move over. The other day one of their customers missed the driveway and started backing up. I thought he was going to back into me. He didn't even know I was there.

There is also the issue of people driving up my driveway to my house. I now have to keep my garage door closed at all times. My property is marked NO TRESSPASSING and still they drive down my driveway to my house. Due to this I have had to install security cameras. All of this is something NO neighbor should have to deal with. At what point does one of his customers get disgruntled or he himself and a very bad issue arises. The neighbors I have talked to say they will deal with issues themselves as they arise. If this continues, I guess it would be time to get the police involved.

ALL of us moved to our neighborhood for the privacy and seclusion that we have. Don't ruin what we have. This business needs to be shut down.

Brett Hess
24800 Fallbrook Ave
Forest Lake, MN 55025

Mr. Weck,

Thanks for the information. Unfortunately, I cannot attend the meeting as I have a previous commitment I cannot change.

Please reach out with any questions.

Attached are some pictures in response to the portable toilet complaint.

Picture 1 – I have moved it to far end of the building. I have also painted the Jimmy Johnny's logos so they are no longer visible.

Picture 2 – this is what my neighbor sees as they look towards my property.

Picture 3 – this is what you see from Fallbrook Ave. from the driveway entrance.



Tal Gravelle

612-516-4336



City Of Wyoming
26885 Forest Blvd, PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947
permits@wyomingmn.org

LAND USE APPLICATION: INTERIM USE PERMIT FOR A HOME OCCUPATION

An Interim Use Permit application requests a conditional use permitted in a particular zoning district, but regulated and controlled through conditions placed upon it by the City Council after review by the Planning Commission.

Applicant(s)/Owner(s):

Name(s) Talbot Gravelle, Jayne Gravelle

Address 24963 Fallbrook Ave

City Forest Lake

State MN

Zip 55025

Phone Number 612-516-4336

Email tal.gravelle@outlook.com

Legal description of property: Lot - 11 Block - 2 Subdivision: Bayview Estates - 2nd add

Property Identification Number: R.21

Present zoning of property: R 2

Present use of property: Residence

Proposed Home Occupation: Baseball Practice Facility

On what date, or upon what event, would the applicant desire the interim use to expire? 04 / 01 / 2027

This application and the following attachments must be submitted to be considered a complete application:

1. A detailed site plan showing the following information from Sec. 40 - 111, 5, (a - k):
 - a. Site plan drawn at scale showing parcel and building dimensions and their square footages
 - b. Curb cuts, driveways, access roads, parking spaces and off-street loading areas
 - c. Type of business or activity and proposed number of employees
 - d. Proposed floor plan of any building and use indicated
 - e. A location map showing the general location of the proposed use within the City and showing all principal land uses within 250 feet of the parcel for which application is being made
 - f. Any other information deemed necessary by the Zoning Administrator or Planning Commission
2. A letter explaining the proposed home occupation and how it will be operated
3. A completed Home Occupation Worksheet
4. A completed Conditional / Interim Use Permit Worksheet
5. The application fee and escrow must be paid at the time of application - The fee is **not** refundable and the unused portion of the escrow will be returned to the applicant.
6. Any other information deemed necessary by the Zoning Administrator or Planning Commission
7. An application for a property in a Shoreland District must include a valid Septic System Certificate of Compliance

Applicant(s) Signature(s) Tal Gravelle

Date 01-30-2024

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project. All of Article V, Division 6, Conditional Use Permits, and Article VII, Division 13, Home Occupations are attached to this application and by signing this application, the Applicant acknowledges that they have been read and understood.

A public hearing can be scheduled only after a complete application has been received.

OFFICE USE ONLY

Application # 124-001

Date Complete Application Received 1 / 30 / 24

Fee: \$220.00 + Escrow \$750.00

Revised 01/24/23

Date Application Received 1 / 30 / 24

60 Days 3 / 30 / 24

Date Paid 1 / 30 / 24

By: [Signature]

Official

Check # 107

January 30th, 2024

City of Wyoming
PO box 188
26885 Forest Blvd.
Wyoming, MN. 55025

RE: North Metro Lakers and Gravelle Baseball Facility

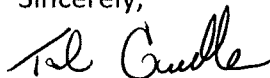
City Officials,

I received your packet of information in the mail on January 27th. I have reviewed and I'm responding to your requests. **The "North Metro Lakers" and Gravelle Baseball are no longer in existence going forward.** We are in the process of shutting down the web site (www.nmlbaseball.com) and it presently offers no information about any services being offered. No classes are being offered. The North Metro Lakers was a baseball Club designed to help players improve their skills in the fall and winter. The facility was used to practice these skills.

The purpose of the building going forward is to provide a place for local youth to practice baseball in the off season (November – March). I am the former head High School coach at Forest Lake High School (retired 3 years ago). My intent is to provide a space for our youth to stay active and enjoy the sport of baseball during the winter months. The impact on traffic is minimal. Based on the size of the building, I never allow more than 4 players in the building at one time. That means there are never more than 4 cars parking at the building. I have more than enough spaces in the driveway of the building (included). There are up to 10 spaces available. The only time I would have parking in the street is Wednesday night. I have 10 friends over to play cribbage. I have asked them not to park in the street anymore.

The building was built and approved in 2015 (included). It does not have any water/sewer hookup. I provide a portable toilet for the players to use if needed while practicing. I have service records if needed. There are no employees. All equipment and storage are kept inside the building. I would be glad to speak to the committee to answer any questions regarding the facility.

Sincerely,



Tal Gravelle
612-516-4336

tal@wylakepark.com

HOME OCCUPATION WORKSHEET

Applicant: Tal Gravelle
Address: 24863 Fallbrook Ave. Forest Lake, MN. 55025
Type of Business: Baseball Practice Facility
Business name: None - (formerly North Metro Lakers)

Answer the following questions based on the standards contained in Article VII, Division 13, of the City of Wyoming Zoning Ordinance for home occupations. If needed, use a separate page. **All questions must be answered.**

Sec. 40 – 543, Performance Standards; Items 1-10. **All home occupations shall conform to the following standards:**

1. Conduct of the home occupation does not require alterations to the exterior of the residence which substantially alters the appearance of the dwelling as a residence.
Are any alterations to the exterior of the home proposed? ☐ Yes ☒ No
If yes, what is proposed? _____
2. Only those persons residing in the home and one other person may be employed on the site or report to the site on any one day.
How many employees will the business have? 1
3. Signage consists of no more than one (1) single or double-faced sign with a maximum area of nine (9) square feet per side in the R1, R2, R3, R4, R5, R6 and MXD (residential uses) Districts and sixteen (16) square feet per side in the Agricultural (A) District.
Are any signs proposed for the business? ☐ Yes ☒ No
Has a sign permit been applied for? ☐ Yes ☒ No
4. No outdoor display of goods.
Will any goods be displayed outdoors? ☐ Yes ☒ No
5. Any additional need for parking generated by the home occupation shall be met by off-street parking. Said parking area shall be limited to three (3) spaces.
Will there be any off-street parking? ☐ Yes ☒ No (If yes, show the location of parking on the site plan)
6. Should the occupation be teaching, classes shall not exceed ten (10) students at any one time.
Is the business teaching? ☐ Yes ☒ No If yes, how many students per class? _____
7. Should the home occupation be repair, the items repaired shall be of a size or nature that repair can occur within the home, or an accessory structure to the principal use as allowed by this Ordinance.
Is the business repair? ☐ Yes ☒ No If yes, where will the items be repaired? _____
8. No outside storage is permitted.
Where will items be stored? inside Building
9. An accessory structure may be utilized in conjunction with the home occupation only for the purpose of holding equipment used off the site, repair (as conditionally permitted pursuant to Sec. 40 – 543, 7), and/or for the storage of goods or articles produced or used by the occupant of the principle structure.
Will an accessory building be used for the business? ☐ Yes ☒ No
If yes, what will the building be used for? _____
10. The home occupation shall not generate sewage of a nature or type that cannot be treated by a standard onsite sewage system, or the municipal sewer system, or hazardous wastes without an approved plan for offsite disposal.
Will the business generate sewage that cannot be treated? ☐ Yes ☒ No (If yes, attach plan for offsite disposal)
Will hazardous wastes be generated? ☐ Yes ☒ No (If yes, attach plan for offsite disposal)

Application # _____

Revised 01/24/23

CONDITIONAL & INTERIM USE PERMIT WORKSHEET

Applicant: Tal Gravelle

Address: 24963 Fallbrook Ave, Forest Lake, MN. 55025

Type of Business: Baseball Practice Facility

Business name: None - formerly North Metro Lakers

Answer the following questions based on the standards contained in Sec. 40 – 112 of the City of Wyoming Zoning Ordinance for Conditional and Interim Use Permits. If needed, use a separate page. All questions must be answered.

1. Is your proposed use in conformity with the Comprehensive Plan and development policies of the City?
☒ Yes ☐ No Explain: _____
2. Will your proposed use create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area?
☐ Yes ☒ No Explain: There will not be more than 6 people and 4 cars at a time
3. Will your proposed use be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development will not be depreciated in value and so there will be no deterrence to development of vacant land?
☒ Yes ☐ No Explain: _____
4. Will the structure and site have an appearance that will not have an adverse effect upon adjacent properties?
☐ Yes ☒ No Explain: Building matches house and is well kept.
5. Is the proposed use reasonably related to the overall needs of the City and to the existing land use?
☒ Yes ☐ No Explain: _____
6. Will the proposed use be consistent with the purpose of the Zoning Ordinance and other City Ordinances?
☒ Yes ☐ No Explain: _____
7. Will the proposed use be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located?
☒ Yes ☐ No Explain: _____
8. Will the proposed use generate only minimal vehicular traffic on local streets?
☒ Yes ☐ No Explain: No more than 4 cars in parking lot. Building used 20 hours per week
9. Will the proposed use create traffic hazards or unsafe access or parking needs?
☐ Yes ☒ No Explain: _____
10. Will existing businesses nearby be adversely affected by your proposed use because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness?
☐ Yes ☒ No Explain: _____
11. Will the establishment or maintenance of the proposed use be detrimental to the public health, safety or general welfare?
☐ Yes ☒ No Explain: _____
12. Will the proposed use be hazardous, detrimental, or disturbing to present and potential surrounding land uses due to water pollution, odor, fumes, and general unsightliness or other nuisances?
☐ Yes ☒ No Explain: _____
13. How will the proposed use preserve and incorporate the site's important natural and scenic features into the development design?
☒ Yes ☐ No Explain: Building was built & approved 8 years ago and nothing has changed
14. Will the proposed use cause adverse environmental effects?
☐ Yes ☒ No Explain: _____

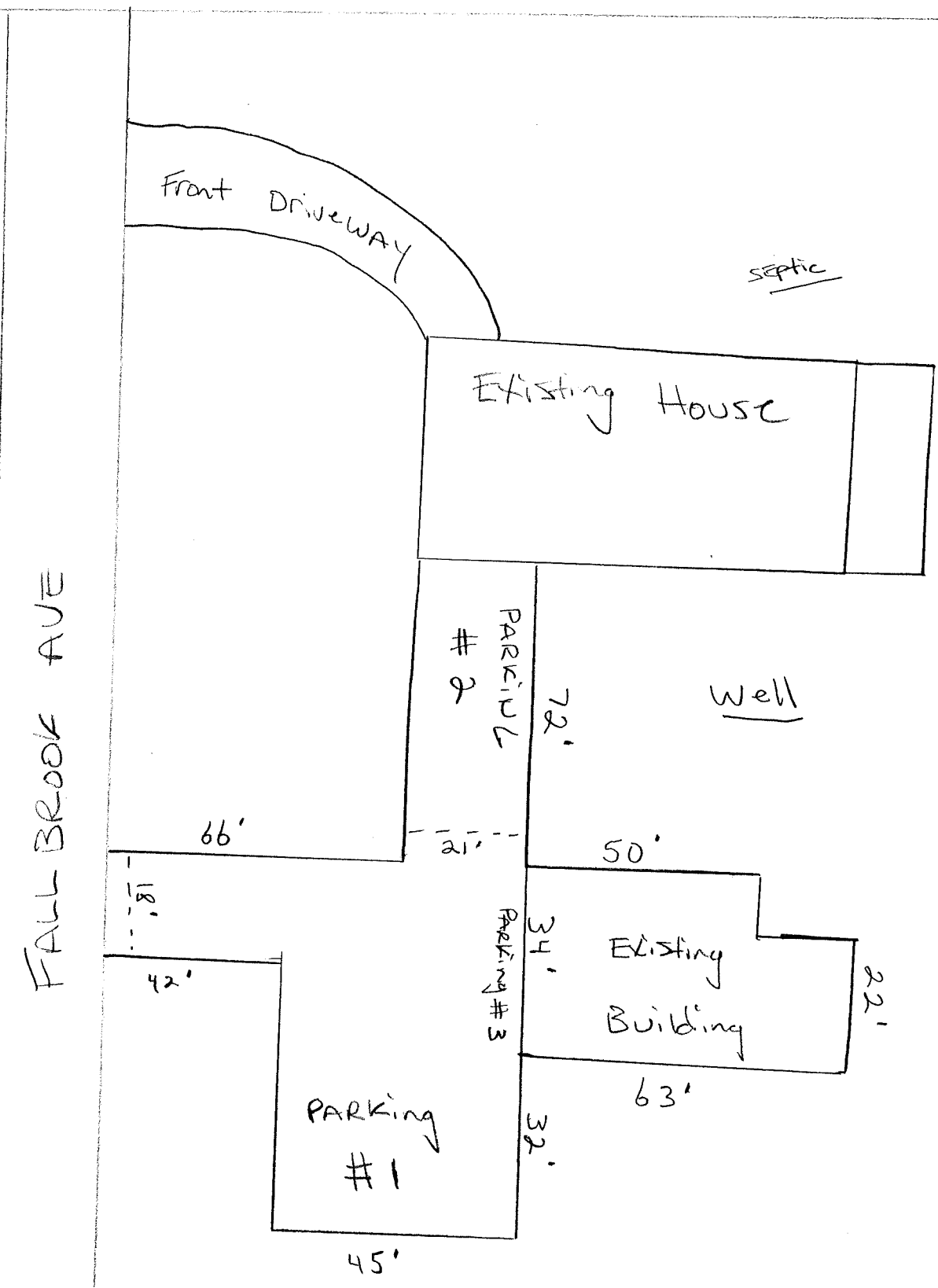
Application # _____

Revised 01/24/23

North

250TH STREET

EST



Notes

- Building is 87' from Fallbrook Ave.
- Parking #1 Holds four spots
- Parking #2 Holds four spots
- Parking #3 Holds two spots
- Building to south boundary (39')
- Building to east boundary 100+ feet
- Building to north boundary 100+ feet
- Building was built and approved in 2015

EAST

View from Fallbrook Ave



View from House



View from South

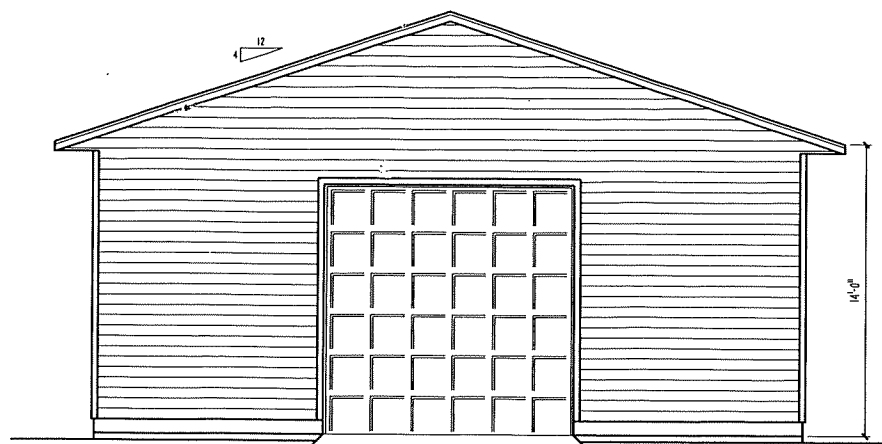


View from Building to Fallbrook

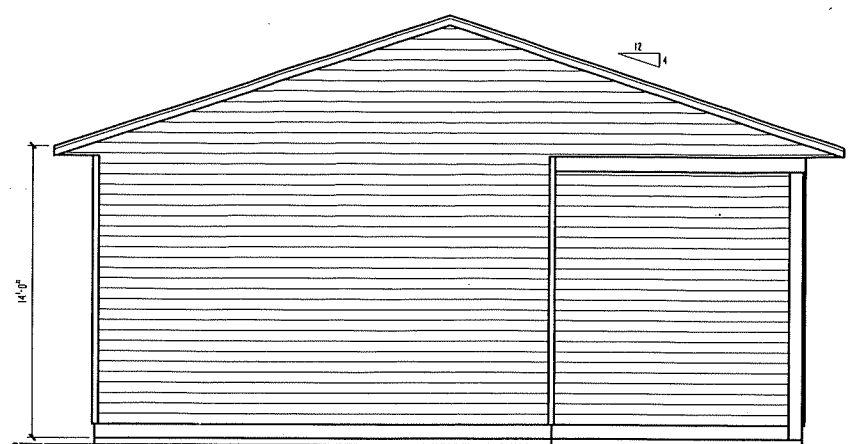


View of Parking area #1

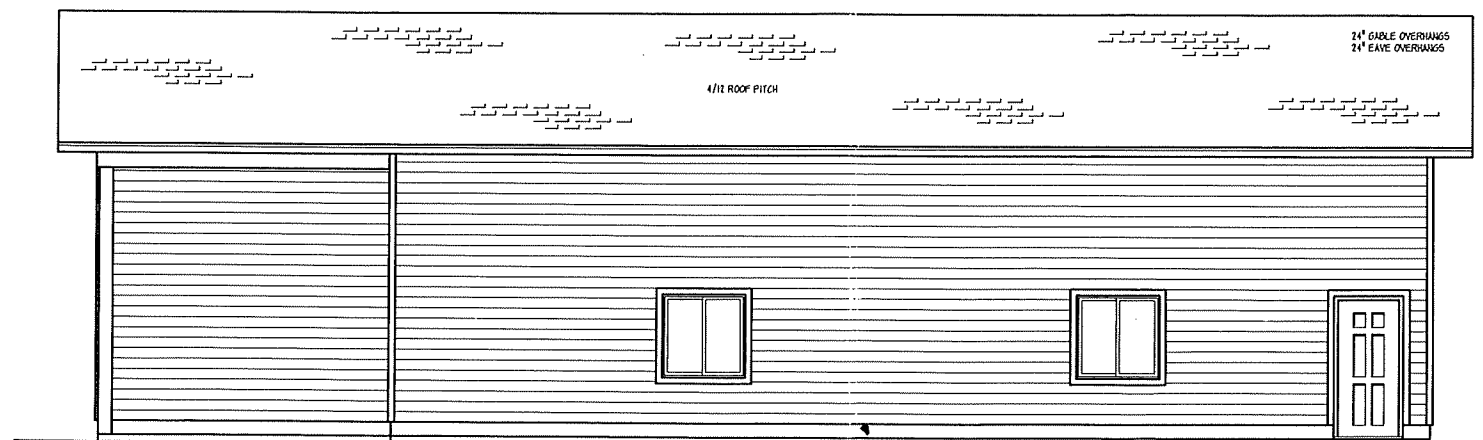




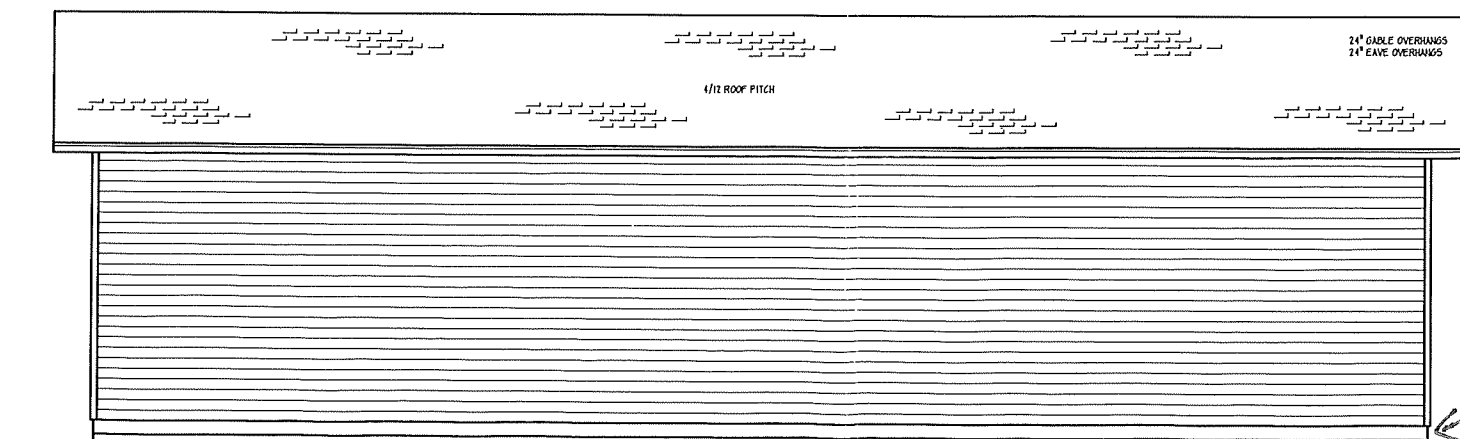
FRONT ELEVATION



REAR ELEVATION



LEFT ELEVATION



RIGHT ELEVATION

NOTE ALL COMMENTS ON PLANS

Reviewed for Code Compliance

NEWKE 8/28/15

Plan Reviewer

Date

Permit #

B-15-284

NOTE

NO CHANGES MAY BE MADE TO THE
REVIEWED PLANS WITHOUT PRIOR
APPROVAL OF SUCH CHANGES BY
THE BUILDING OFFICIAL.

These Reviewed Plans and the survey must
be on the jobsite at the footing inspection.

These Reviewed Plans and the Truss
Installation Specifications must be on the
jobsite at the Framing Inspection.

The inspections will not be done if the
documents are not on-site.

6" minimum separation
top of foundation to final
Grade

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Drawn by	DBK	Date	08-26-15	Scale	1/4"=1'-0"
Reviewed by		Date			

ELEVATIONS

GRAVELLE GARAGE

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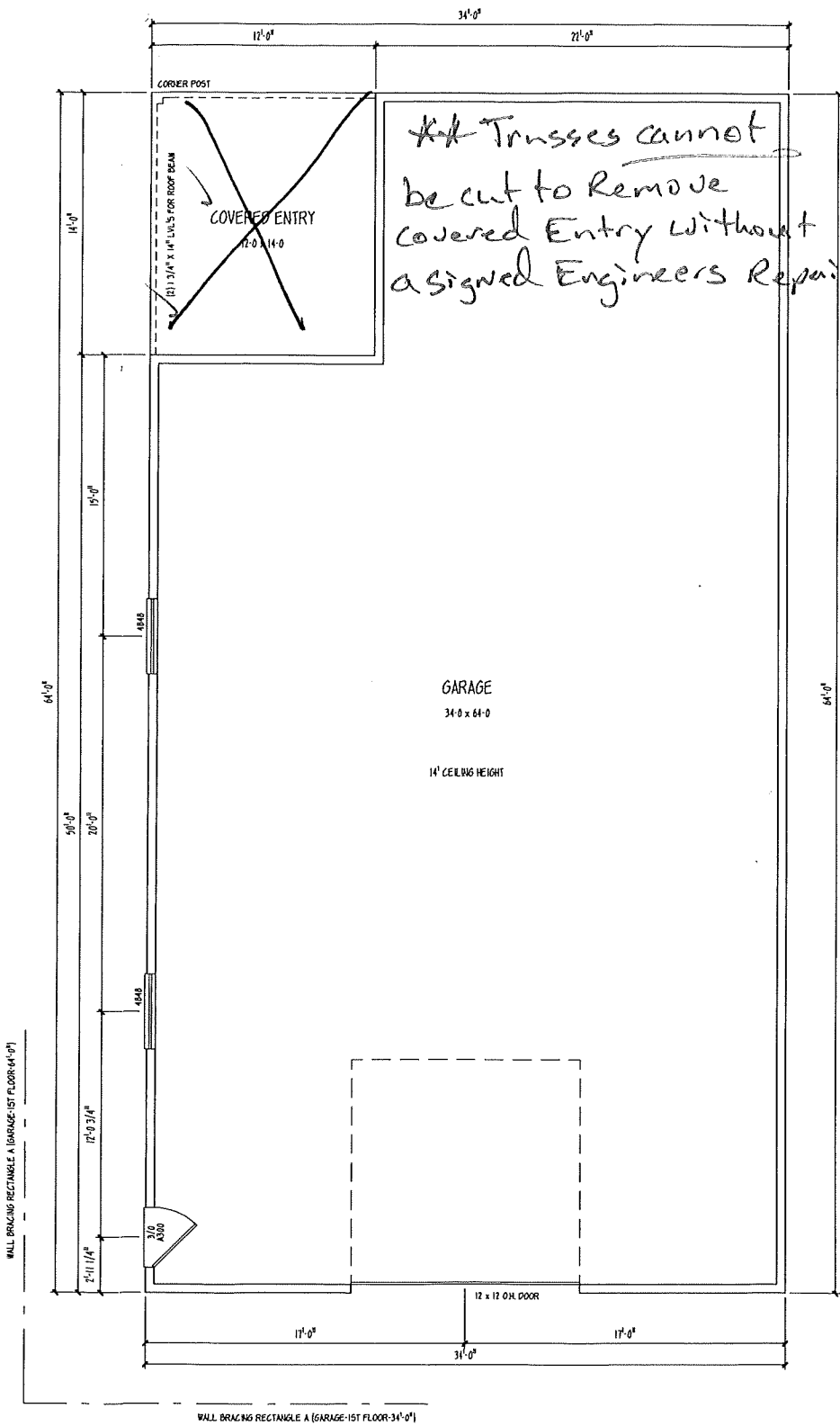
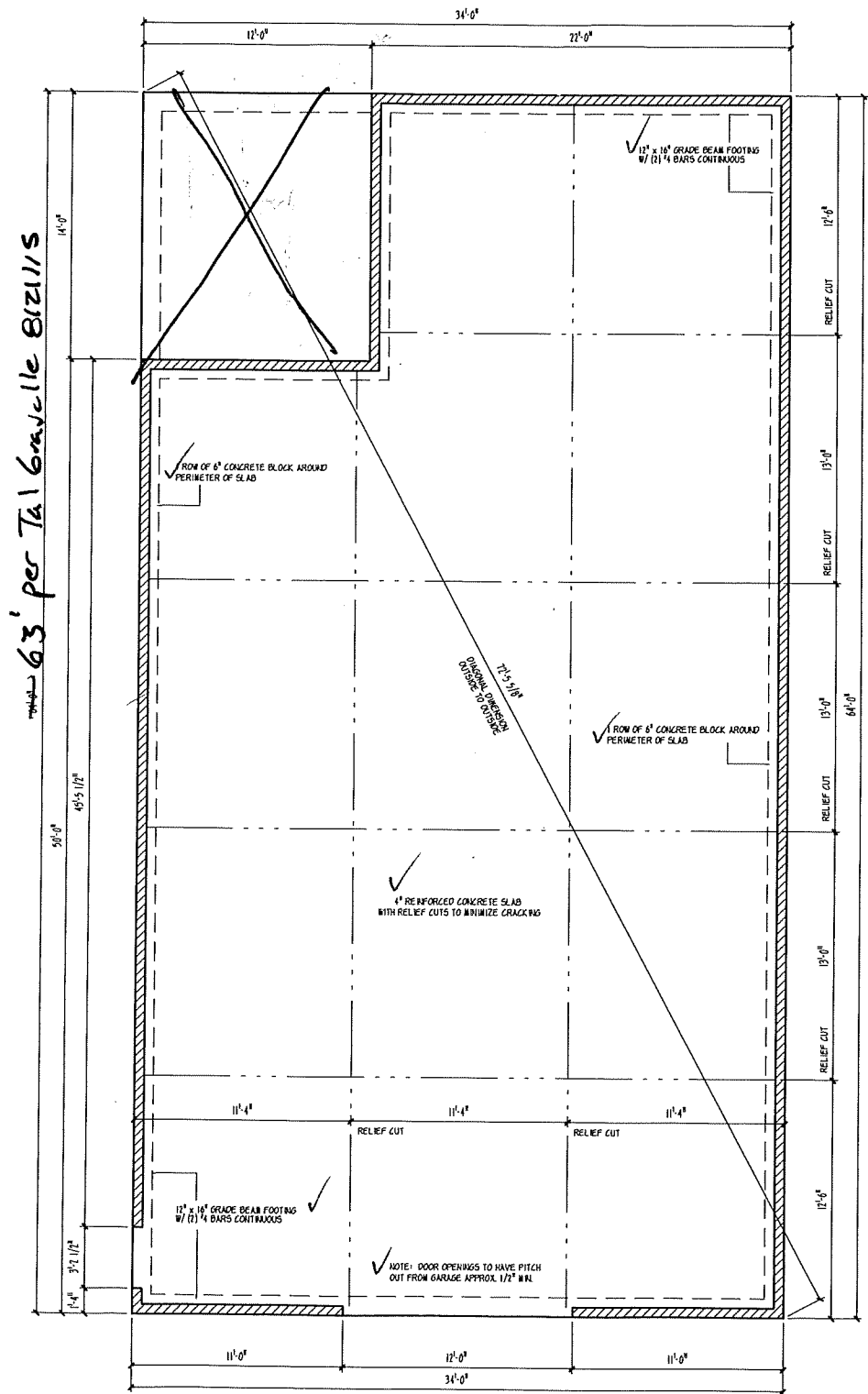
SALES ORDER
4168

SHEET NUMBER

A1

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Covered Entry Removed Per Tal Gravelle 8/28/13



- WALL BRACING METHOD**
- ✓ ① FOUR FEET OF WOOD STRUCTURAL PANEL SHEATHING OR BRACING PER SPS 21.25 (SECTION 4) (SUB SECTION 4)
 - ✓ ② ALTERNATE BRACED WALL PANEL W/ EXTENDED HEADER STRAPPED TO WALL PER SPS 21.25 (SECTION 5) (SUB SECTION 4)
MINIMUM 1000 LB. HEADER-TO-JACK
STUD STRAP & SIZE OF OPENING
MIN PANEL LENGTH OF 9' WALLS + 18"
 - ✓ ③ MINIMUM BRACED WALL PANEL WIDTH REQUIREMENTS IN A BRACED WALL LINE USING CONTINUOUS STRUCTURAL SHEATHING (TABLE 311.25-H)
9' WALL W/ 80" TALL ADJACENT OPENING + MIN 21" PANEL LENGTH
10' WALL W/ 84" TALL ADJACENT OPENING + MIN 30" PANEL LENGTH
- 1ST FLOOR SQUARE FOOTAGE = 2008
1ST FLOOR CEILING HEIGHT = 14'-0"
- ✓ ④ SMOKE DETECTORS - ALL TO BE WIRED TOGETHER WITH BATTERY BACK-UP (FALL LOCATION MAY VARY)
- NOTES:
ALL DIMENSIONS TO FRAMING
ALL EXTERIOR WALLS ARE TO BE 21A
ALL INTERIOR WALLS ARE TO BE 21A UNLESS OTHERWISE NOTED

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Kurshinsky Design
Architectural & Design

SALES ORDER
4168
SHEET NUMBER
A2

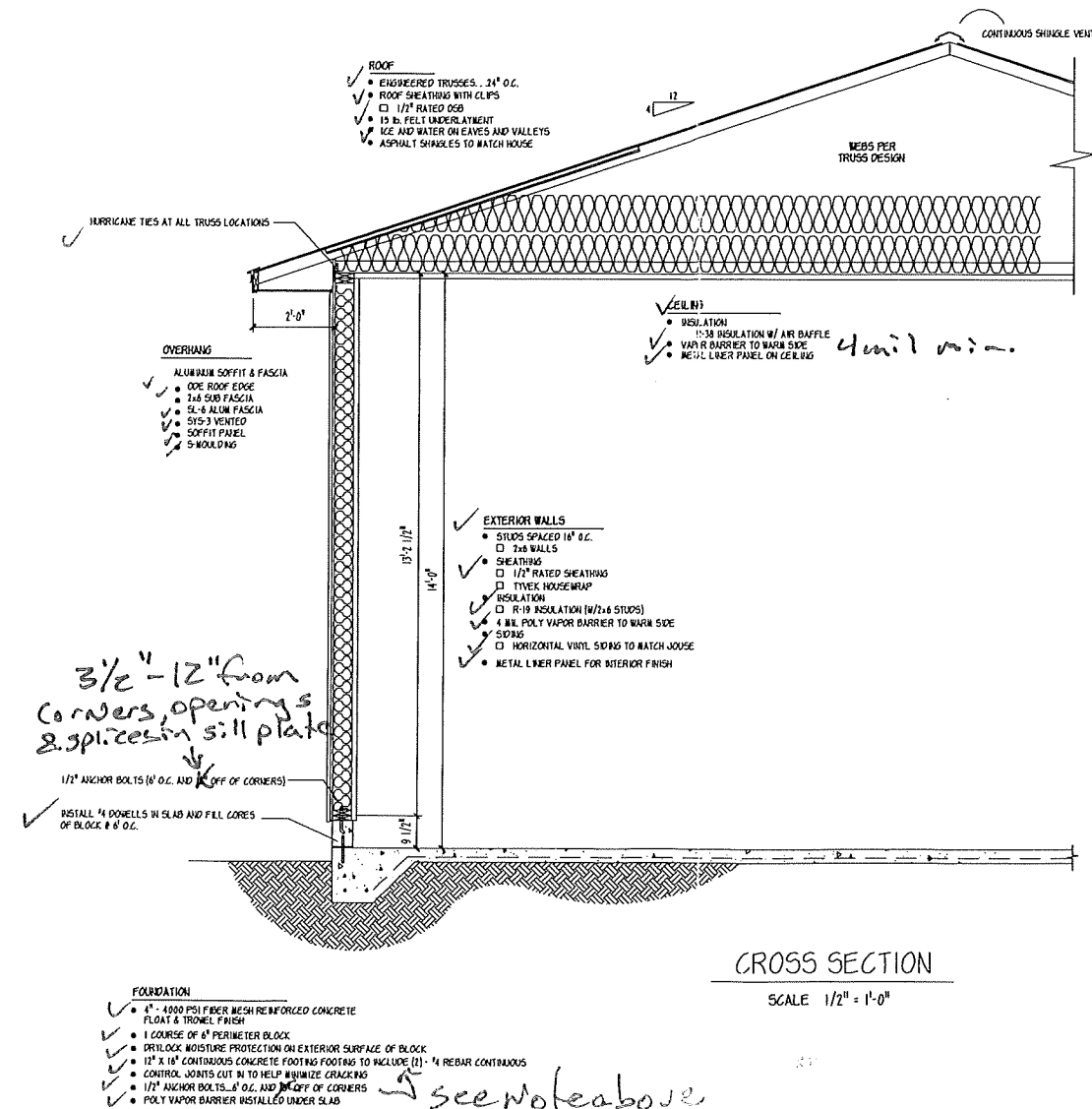
1ST FLOOR PLAN

GRAVELLE GARAGE

Drawn by	BRK
Date	08-26-13
Revised by	
Date	
Scale	1/4" = 1'-0"

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Provide attic ventilation, net free area to be equal to 1/150th of attic area or 1/300th of attic area provided at least 50% is in upper portion of roof with balance in soffit.



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Date	08-26-15
Revised by	Date
Date	1/4" = 1'-0"
Scale	

CROSS SECTION

GRAVELLE GARAGE

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SALES ORDER
4168

SHEET NUMBER
A3

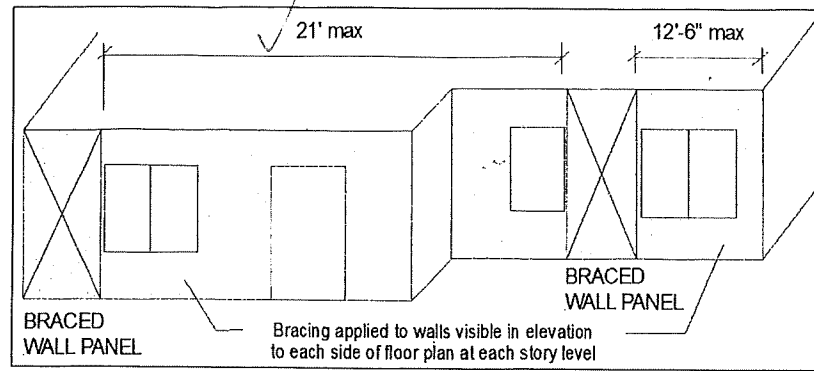


Table 321.25-H
MINIMUM WIDTHS OF METHOD CS-WSP AND CS-SFB BRACED WALL PANELS

Maximum Opening Height Adjacent to Braced Wall Panel	Minimum Length of Braced Wall Panel (inches)			
	8' tall wall	9' tall wall	10' tall wall	12' tall wall
Up to 5' - 4"	24	27	30	36
Up to 6' - 8"	32	30	30	36
Up to 8'	48	41	38	36
Up to 9'	-	54	46	41
Up to 10'	-	-	60	48
Up to 12'	-	-	-	72

Table 321.25-J
REQUIRED LENGTH OF CONTINUOUS BRACING ON EXTERIOR WALLS PARALLEL TO EACH RECTANGLE SIDE AT EACH FLOOR LEVEL^{a,b,c,d,e}

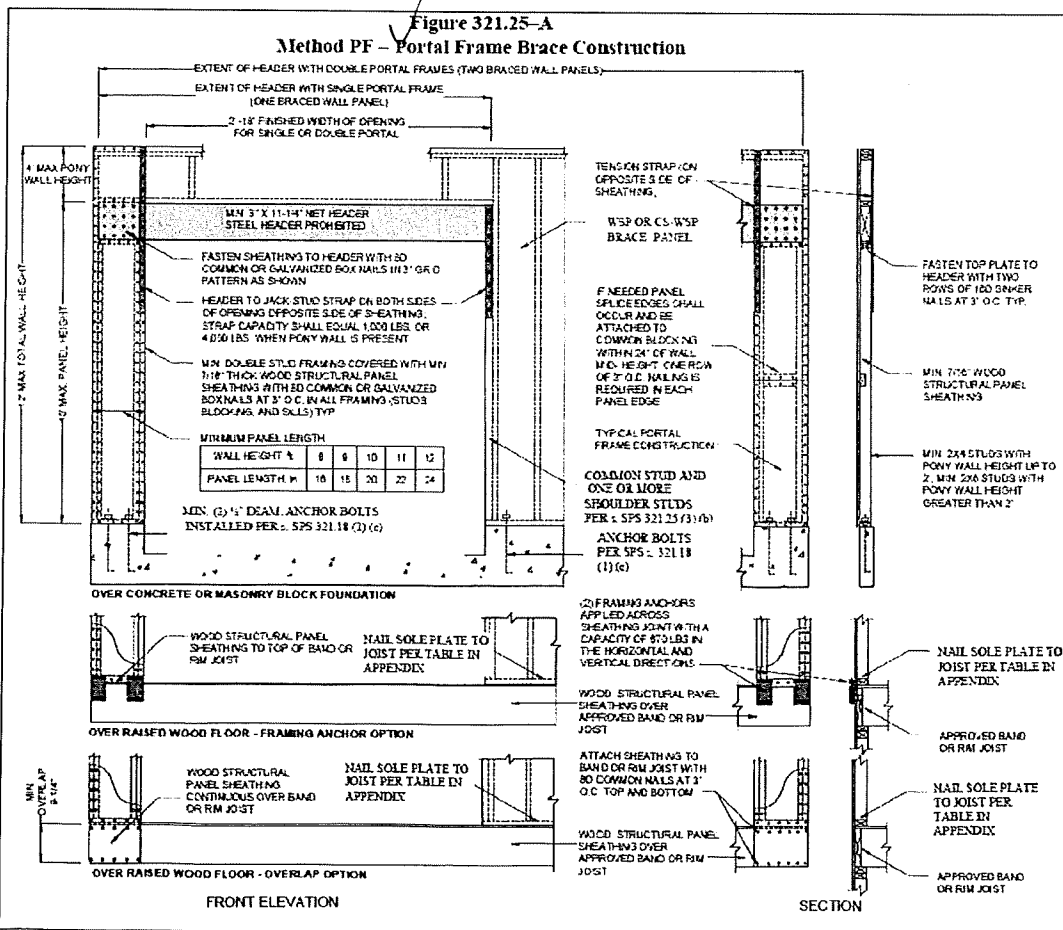
Face-to-Ridge Height (feet)	Wall Supporting: ^a	Required Length (feet) of Bracing on Any Side of Rectangle							
		Length of perpendicular side (feet) ^b							
		10	20	30	40	50	60	70	80
10	Roof and ceiling only	2.0	3.5	5.0	6.0	7.5	9.0	10.5	12.0
	One floor, roof and ceiling	3.5	6.5	9.0	12.0	14.5	17.0	19.8	22.6
	Two floors, roof and ceiling	5.0	9.5	13.5	17.5	21.5	25.5	29.2	33.4
15	Roof and ceiling only	2.6	4.6	6.5	7.8	9.8	11.7	13.7	15.7
	One floor, roof and ceiling	4.0	7.5	10.4	13.8	16.7	19.6	22.9	26.2
	Two floors, roof and ceiling	5.5	10.5	14.9	19.3	23.7	27.5	32.1	36.7
20	Roof and ceiling only	2.9	5.2	7.3	8.8	11.1	13.2	15.4	17.6
	One floor, roof and ceiling	4.5	8.5	11.8	15.6	18.9	22.1	25.8	29.5
	Two floors, roof and ceiling	6.2	11.5	16.8	21.8	27.3	31.1	36.3	41.5

^aInterpolation shall be permitted; extrapolation shall be prohibited.
^bTable applies to wind exposure category B. For wind exposure category C or D, multiply number of braced wall panels required by 1.3 or 1.6, respectively. Wind exposure categories are as defined in Table 321.25-I footnote b.
^cTabulated values are based on a nominal wall height of 10 feet. For nominal wall heights other than 10 feet, multiply the required length of bracing by the following factors: 0.90 for 8 feet, 0.95 for 9 feet, 1.05 for 11 feet, or 1.10 for 12 feet.
^dWhere minimum 1/2" gypsum wall board interior finish is not provided the required bracing amount for the affected rectangle side shall be multiplied by 1.40.
^ePerpendicular sides to the front and rear sides are the left and right sides. Perpendicular sides to the left and right sides are the front and rear sides. See Figure 321.25-B.

Table 321.25-G BRACING METHODS^a

Method	Minimum Brace Material Thickness or Size	Maximum Nominal Wall Height ^b	Minimum Braced Wall Panel Width or Brace Angle	Connection Criteria	
				Minimum Fasteners	Maximum Spacing
Intermittent Bracing Methods:					
LIB ^c Let-in bracing	1x4 wood brace (or approved metal brace installed per manufacturer instructions)	10'	45° angle and maximum 16" o.c. stud spacing	2-8d common nail; or 3-8d box nail (2-1/2" long x 0.113" diameter)	Per stud and top and bottom plate; ^d
DWB ^c Diagonal wood board	3/4" (1" nominal) for maximum 24" o.c. stud spacing	10'	45°	2-8d box nail (2-1/2" long x 0.113" diameter) or 2-1-3/4" long 16 gage staples	Per stud and top and bottom plate; ^d
WSP ^c Wood structural panel	3/8" for maximum 16" o.c. stud spacing; 7/16" for maximum 24" o.c. stud spacing	10'	45°	6d common nail or 8d box nail (2-1/2" long x 0.113" diameter) or 7/16" crown 16 gage staples, 1-1/4" long	6" edges, 12" field (nails); 3" edges, 6" field (staples)
SFB ^c Structural fiberboard sheathing	1/2" for maximum 16" o.c. stud spacing	10'	45°	1-1/2" long x 0.120" diameter galvanized roofing nails or 1" crown 16 gage staples, 1-1/4" long	3" edges, 6" field
GB ^c Gypsum board (installed on both sides of wall)	1/2" for maximum 24" o.c. stud spacing	10'	95°	5d cooler nail, or #6 screws	7" edges, 7" field (including top and bottom plates)
PCP ^c Portland cement plaster	3/4" for maximum 16" o.c. stud spacing	10'	45°	1-1/2" long, 11 gage, 7/16" diameter head nail; or 7/8" long, 16 gage staples	6" o.c. on all framing members
Continuous Sheathed Bracing Methods:					
CS-WSP ^c Continuous sheathed WSP	3/8" for maximum 16" o.c. stud spacing; 7/16" for maximum 24" o.c. stud spacing	12'	Refer to Table 321.25-H	Same as WSP	Same as WSP
CS-SFB ^c Continuous sheathed SFB	1/2" for maximum 16" o.c. stud spacing			Same as SFB	Same as SFB
Narrow Panel Bracing					
PF ^c Portal frame	7/16"	12'	Refer to Figure 321.25-A	Refer to Figure 321.25-A	Refer to Figure 321.25-A

^aThe exterior side of all exterior walls shall be sheathed minimum 1/2" gypsum wall board. All edges of panel-type wall bracing, except for vertical panels in GB bracing, shall be attached to framing or blocking.
^bThe actual required wall height shall include stud height and thickness of top and bottom plates. The actual wall height shall be permitted to exceed the tabulated values by not more than 4 inches. Tabulated bracing amounts are a SPS 321.25 (4) are based on a 14-foot nominal wall height for all bracing methods and shall be permitted to be adjusted to other nominal wall heights not exceeding 12 feet in accordance with factors in Table 321.25-J, or Table 321.25-L.
^cMethod LIB may not be permitted for walls supporting a roof and two floors. If wall LIB bracing installed at a 90° angle from horizontal shall be permitted to be substituted for each 45° angle LIB brace.
^dBracing methods CS-WSP and CS-SFB shall have sheathing installed on all suitable exterior doors, below, and between wall openings.
^eAll bracing shall be attached to the top and bottom plates and any attached plate shall be continuous length.



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Drawn by	BRK	Date	05-26-15
Reviewed by		Date	
Scale			1/4"=1'-0"

WALL BRACING DETAILS

GRAVELLE GARAGE

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SALES ORDER
4168

SHEET NUMBER
WB 1

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RESERVED FOR RECORDING DATA

RESOLUTION NO. 24-03-31

**RESOLUTION APPROVING AN INTERIM CONDITIONAL USE PERMIT TO ALLOW
A HOME OCCUPATION TO OPERATE A BASEBALL PRACTICE FACILITY IN
THE DETACHED ACCESSORY BUILDING AT
24963 FALLBROOK AVENUE
PROPERTY ID NUMBER: 21.00610.31**

WHEREAS, the City of Wyoming is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, WHEREAS, Talbot and Jayne Gravelle have applied for an Interim Conditional Use Permit to operate a youth baseball practice facility in the detached accessory building on property legally described as:

Lot 1, Block 1, Wolfe Point.

WHEREAS, on February 28, 2024, the Planning Commission held a public hearing in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The use is in conformity with the Comprehensive Plan and development policies of the City.
2. The use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
3. The use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development will not be depreciated in value and there will be no deterrence to development of vacant

land.

4. The structure and site will have an appearance that will not have an adverse effect upon adjacent properties.
5. The use in the opinion of the City is reasonably related to the overall needs of the City and to the existing land use.
6. The use will be consistent with the purpose of this and other City Ordinances.
7. The use will be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located.
8. The use will generate only minimal vehicular traffic on local streets and shall not create traffic hazards or unsafe access or parking needs.
9. Existing businesses nearby will not be adversely affected because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness.
10. The establishment or maintenance of the use shall not be detrimental to the public, health, safety, or general welfare.
11. The use will not be hazardous, detrimental, or disturbing to present and potential surrounding land use due to water pollution, odor, fumes, general unsightliness or other nuisances.
12. The use will preserve and incorporate the site's important natural and scenic features into the development design.
13. The use will cause minimal adverse environmental effects.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Conditional Use Permit, as requested by the applicant with the following conditions:

1. Conduct of the home occupation does not require alterations to the exterior of the residence which substantially alters the appearance of the dwelling as a residence.
2. Only those persons residing in the home and one other person are employed on the site or report to the site on any one day.
3. Signage consists of no more than one (1) single or double-faced sign with a maximum area of nine (9) square feet per side in the R-1, R-2, R-3, R-4, R-5, R-6 and MXD (residential uses) Districts.
4. No outdoor storage or display of goods is permitted.
5. Any additional need for parking generated by the home occupation shall be met by off-street parking. The designated parking area shall be limited to three (3) spaces.
6. As the occupation is teaching, classes shall not exceed ten (10) students at any one time.

7. The existing accessory structure may be utilized in conjunction with the home occupation.
8. The portable toilet shall be located on site so it is not visible from the public right of way or adjoining neighbors. Screening may be required. Maintenance and proper disposal are required on a regular basis.
9. The ICUP permit shall be valid until one of the following, whichever occurs first:
 - April 1, 2027 or
 - Until the property is sold or
 - Until the property owner vacates the premises.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 6th DAY OF MARCH, 2024.

Lisa Iverson, Mayor

ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator

**CITY OF WYOMING
PLANNING AND ZONING**

TO:	City Council
DATE:	3/6/2024
FROM:	Kim Lindquist, City Planner Fred Weck
RE:	Variance
APPLICANT:	Rosenbauer MN LLC
PROPERTY:	5201 260th Street R21.00468.32
FILE NO.:	V-24-001

OVERVIEW

Rosenbauer LLC is requesting approval of a variance to the exterior materials standards found in Division 5. Section 40-452 Architectural Standards. Specifically, they are requesting a variance from the exterior material prohibition for metal siding and Formed Metal Panels with exposed fasteners.

The site is currently developed with a pole barn structure that was impacted by ice damage to a portion of the building. The majority of the building was not affected by the ice damage and therefore the ability to modify the structure and bring it into compliance with the ordinance architectural standards, is limited unless the entire building was demolished and reconstructed. Replacement of impacted panels is dependent upon the present building design, which is a pole barn structure covered in a fabricated metal with exposed fasteners. The applicant has indicated that the depth of the code-required panel does not allow it to be capped off by the existing building's roof overhang. Therefore, a direct replacement of the existing material is not possible without structurally reconstructing portions of the building.

The location of the building is north of the hospital complex, on the southern side of the industrial area that runs north almost to Viking Blvd. The building itself is located on the north side of the property and is adjacent to several metal buildings of a similar look, design and color. Its location reduces public views from highly traveled area roadways such as Hwy 61 or I-35.

Typically, cities take the opportunity to try and bring non-conforming sites and structures into compliance, or closer into compliance, with existing ordinance criteria during the formal review and approval process. Unfortunately, the presence of the existing structure and its current construction makes compliance difficult.

STAFF RECOMMENDATION

Based on review of the request and the standards for approval, staff is recommending approval of the variance for Rosenbauer MN LLC, from the architectural standards;

exterior materials prohibitions in Section 40-452.5 (b) and (c) for the building at 5201 260th Street based upon the following findings of fact:

The request and resulting property will not:

- (a) Impair an adequate supply of light and air to adjacent property.
- (b) Unreasonably increase the congestion in the public right-of-way.
- (c) Increase the danger of fire or endanger the public safety.
- (d) Unreasonably diminish or impair established property values within the neighborhood.
- (e) Cause an unreasonable strain upon existing municipal facilities and services.
- (f) Be contrary in any way to the spirit and intent of this Ordinance.
- (g) Have a negative direct or indirect fiscal impact upon the City or school district unless the proposed use is determined to be in the public interest.

STAFF REVIEW

Existing Conditions

The subject property was recently rezoned and reguided to C-Commercial District in Spring 2022, and it is not currently developed. The zoning and surrounding uses are as follows:

North – I-Industrial; industrial development.

South – OHC – Office and Health Care; Fairview Medical Center.

East – I-Industrial; industrial development.

West – I-Industrial; industrial development.

The applicant is proposing continued use of the storage building on site.

Variance Review

Section 40-120(5) outlines the criteria for granting a variance to provide relief to the landowner. The following are the criteria for granting of a variance:

- (a) The property is question cannot be put to a reasonable use if used under the conditions allowed by this Ordinance.

The majority of the building was not affected by the ice damage. However, the building cannot be put to a reasonable use until repairs are completed.

- (b) Exceptional or extraordinary circumstances apply to the property which does not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of the property, since enactment of this Ordinance, have had no control.

This is an unusual circumstance where maintenance due to unforeseen weather circumstances has created the need to replace a portion of the building. The existing building's structure and current exterior materials lead to the variance request.

(c) That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.

The applicant has explained in their narrative the inability to meet the current ordinance criteria which prohibits exposed fastener panels. Directly replacing the current materials would require additional structural reconstruction, which would also not meet the current ordinance architectural standards.

(d) The special conditions or circumstances do not result from actions of the applicant.

The circumstances are caused by the weather and not by the any actions of the applicant.

(e) That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.

Repair of existing structures is reasonable and would allow the applicant to continue the intended use of the structure.

(f) The variance requested is the minimum variance which would alleviate the hardship.

The applicant is proposing embossed metal sheeting with matching fasteners. The applicant believes the embossed metal is an upgrade to the existing condition. The material will only be used to the extent needed to replace the damaged building.

(g) The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.

Based upon the information from the applicant, the proposed materials are an improvement over the existing condition and given that the remainder of the building will remain, it is reasonable to propose a metal finish.

(h) Economic conditions or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance

Economic conditions alone are not considered in the granting of this requested variance.

This is an unusual situation given most of the building remains intact and the applicant is attempting to retrofit the building with materials that will be consistent with the current condition and try to address the intent of the ordinance. While the reconstruction area will remain metal, it is reasonable in this instance. Staff would not expect to support a similar request if this was all new construction.

Staff believes the requests meet the 8 criteria for granting a variance in addition to the seven findings of fact for granting of a variance.

The proposal will not:

(a) Impair an adequate supply of light and air to adjacent property.

(b) Unreasonably increase the congestion in the public right-of-way.

(c) Increase the danger of fire or endanger the public safety.

(d) Unreasonably diminish or impair established property values within the neighborhood.

- (e) Cause an unreasonable strain upon existing municipal facilities and services.
- (f) Be contrary in any way to the spirit and intent of this Ordinance.
- (g) Have a negative direct or indirect fiscal impact upon the City or school district unless the proposed use is determined to be in the public interest.

Planning Commission Recommendation

On February 28, 2024 the Planning Commission publicly heard the petitioner's request. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend approval of the requested variance from City Code Sections 40-451, (1) and 40-452, (5), (c). To allow the repair and replacement of damaged siding with formed metal panels with exposed fasteners based on the following findings of fact:

1. The standards contained in Sec. 40 – 120, (5), Items a, b, c, d, e, f, g, and h of the City of Wyoming Zoning Ordinance have been met.
2. The proposed variance will not impair an adequate supply of light and air to adjacent property.
3. The proposed variance will not unreasonably increase the congestion in the public right-of-way; increase the danger of fire or endanger the public safety.
4. The proposed variance will not unreasonably diminish or impair established property values within the neighborhood.
5. The proposed variance will not cause an unreasonable strain upon existing municipal facilities and services.
6. The proposed variance will not be contrary in any way to the spirit and intent of this Ordinance.
7. The proposed variance will not have a negative direct or indirect fiscal impact upon the City or school district.



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permits@wyomingmn.org

LAND USE & VARIANCE APPLICATION

A variance application initiates a request for an allowance to vary from the terms of the Ordinance and is heard by the Planning Commission who will make a recommendation to the City Council. The City Council will make the final decision.

Property Address: 5201 260th Street, Wyoming, MN. 55092

Applicant(s) Information:

Name(s) Emily Nepp - ISG on behalf of Rosenbauer Minnesota, LLC Home _____
Address 115 East Hickory Street + Suite 300 Work 507-387-6651
City Mankato State MN Zip 56001 Email emily.nepp@isginc.com

Owner(s) Information: (if other than Applicant(s))

Name(s) Rosenbauer Minnesota, LLC- Dustin Willert Home 651-983-0689
Address 5181 260th Street Work 651-462-7589
City Wyoming State MN Zip 55092 Email dwillert@rosenbaueramerica.com
Owner(s) Signature(s) *DW* Date 02/05/2024

Legal description of property: SubdivisionName HALLBERGS WYO INDUSTRIAL PARK SubdivisionCd 21090

Property Identification Number: R.21 0046832 Present Zoning: I-Industrial
Present use of property: Manufacturing facility for custom public safety vehicles
Proposed use of property: Manufacturing facility for custom public safety vehicles
Description of request: A request to allow for installation of an embossed metal sheeting with matching fasteners

This application and the following attachments must be submitted to be considered a complete application:

1. A detailed map of the property showing the location of existing and proposed structures and improvements and existing land uses and buildings of adjacent properties within 500 feet. A survey is required for all setback variances.
2. A letter to the Planning Commission describing the variance request and how the request satisfies the criteria found in Sec. 40 – 120, (5), (a) – (j).
3. A completed Variance Worksheet (attached).
4. The variance fee (\$220.00) must be paid at the time of application. The application fee and escrow must be paid at the time of application. The fee is not refundable. The unused portion of the escrow will be returned to the applicant.
5. Any other information deemed necessary by the Zoning Administrator or Planning Commission. (A variance application for a property in a Shoreland District must include a valid Septic System Certificate of Compliance)

A public hearing can be scheduled only after a complete application has been received.

Applicant(s) Signature Emily Nepp Date 02/05/2024

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project. All of Article V, Division 7, Variances, is attached to this application and by signing this application, the applicant acknowledges that it has been read and understood.

OFFICE USE ONLY

Application # V-24-001

Date Complete Application Received 2/5/24

Fee \$220.00 + Escrow \$750.00

Revised 01/24/23

Date Application Received 2/5/24

60 Days 4/5/24

Date Paid 2/5/24

By: *[Signature]*
Official

Check # card

City of Wyoming Variance Worksheet

Applicant(s): Emily Nepp - ISG on behalf of Rosenbauer Minnesota, LLC Phone: 507-387-6651

Address: 115 East Hickory Street + Suite 300, Mankato, MN. 56001

Variance request description: A request to allow for installation of an embossed metal sheeting with matching exposed fasteners

City Ordinance Section number: Sec. 40 - 452.5(b) and (c)

Answer the following questions based on the criteria found in Sec. 40 – 120, (5), (a) – (j). If needed, use a separate page. **All questions must be answered.**

Criteria #1 The property in question cannot be put to a reasonable use if used under the conditions allowed by this Ordinance.

Applicant - Can the property in question be put to a reasonable use if used under the conditions allowed by this Ordinance? ☐ Yes ☒ No

Describe: A direct replacement of the existing material is not possible without a level of structural reconstruction including major roof modifications to retrofit the existing structure to accept the new panel style with without exposed fasteners. Ultimately, without the repairs the building cannot be reasonably repaired or maintained.

Criteria #2 Exceptional or extraordinary circumstances apply to the property which do not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of property since enactment of this Ordinance have had no control.

Applicant - Do exceptional or extraordinary circumstances apply to the property that do not apply generally to other properties in the same zone or vicinity, and do they result from lot size or shape, topography, or other circumstances over which the owners of property since enactment of this Ordinance have had no control? ☒ Yes ☐ No

Describe: The request is a result of an insurance claim to repair ice damage which was not the fault of the owner. Therefore, the request is not a renovation by choice.

Criteria #3 That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.

Applicant - Does the literal interpretation of the provisions of this Ordinance deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance? ☒ Yes ☐ No

Describe: The structure of the original building is designed for exposed fastener exterior panels, and the depth of the code-required panel is not able to be capped off by the existing building's roof overhang. Therefore, a direct replacement of the existing material is not possible without structurally reconstructing portions of the building. Had the ice damage not occurred, the owner would have been able to continue existing operations similar to other all other property owners without the need for a variance.

Criteria #4 The special conditions or circumstances do not result from actions of the applicant.

Applicant - Do the special conditions or circumstances result from actions of the applicant? ☐ Yes ☒ No

Describe: The request is a result of an insurance claim to repair ice damage which was not the fault of the owner. Therefore, the request is not a renovation by choice.

City of Wyoming Variance Worksheet (Continued)

- Criteria #5** That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.
Applicant - Will granting the variance requested confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district? ☐ Yes ☒ No
If yes, describe. The proposed variance wouldn't be conferring any special privileges but rather would allow the owner to process an insurance claim to repair their existing building enabling them to continue operations despite an unfortunate weather incident beyond their control.
- Criteria #6** The variance requested is the minimum variance which would alleviate the hardship.
Applicant - Is the variance you are requesting the minimum variance which would alleviate the hardship? ☒ Yes ☐ No
Describe: The owner is proposing an material comprised of an embossed (textured) metal sheeting with matching fasteners. This is an upgrade over the existing material and is the minimum variance necessary to avoid structurally reconstructing portions of the building including the roof to retrofit the existing structure to accept the new panel style with without exposed fasteners.
- Criteria #7** The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.
Applicant - Will the variance be materially detrimental to the purposes of this Ordinance, or to property in the same zone? ☐ Yes ☒ No
Describe: The owner is proposing installation of an embossed (textured) metal sheeting with matching fasteners due to the structural modifications that would be required to accommodate the materials allowed by code. While the building cannot accommodate a code required material without major modifications, the owner is proposing a material and fastener style that is a substantial improvement over the existing materials being replaced. The owner is attempting to comply with the spirit of the ordinance to the best of their ability.
- Criteria #8** Economic conditions or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance.
Applicant - Is the requested variance for economic reasons? ☐ Yes ☒ No
Describe: The depth of the code-required panel cannot be capped off by the existing building's roof overhang. Therefore, a direct replacement of the existing material is not possible without structurally reconstructing portions of the building including the roof to retrofit the existing building to accept a new panel style with without exposed fasteners.
- Criteria #9** In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Flood Protection Elevation for the particular area or permits standards lower than those required by state law.
Applicant - Is the property in a Flood Plain District? ☐ Yes ☒ No
- Criteria #10** Variances shall be granted for earth-sheltered construction by state statutes when in harmony with this Ordinance.
Applicant - Is the variance for earth-sheltered construction? ☐ Yes ☒ No
If yes, how is the request in harmony with the ordinance? N/A

These panels are textured/embossed as well.

There will be color matched painted fasteners too.

FEBRUARY 5, 2024

Fred Weck
Zoning Administrator
Building Official #MN1825
Advanced Septic Inspector #C5199
City of Wyoming
26885 Forest Boulevard
P.O. Box 188
Wyoming, MN. 55092
fweck@wyomingmn.org



RE: EXTERIOR MATERIAL VARIANCE NARRATIVE
ROSENBAUER AMERICA - WYOMING, MINNESOTA

Fred,

Thank you for reviewing the attached Variance Application and associated materials in support of an exterior material variance request for Rosenbauer in Wyoming, Minnesota which is outlined in further detail within the following narrative.

Rosenbauer experienced ice damage resulting in an insurance claim to repair their existing building #3. During the course of seeking repairs for the damage, Rosenbauer has consulted with ISG and Greystone construction as well as their insurance provider. As a result of these consultations, which included a review of the existing building constraints and products available within the parameters of the current ordinance, it was determined that a variance would be necessary to avoid structural renovations including major roof rework to repair the building.

Rosenbauer is requesting a variance from Sec. 40 - 452.5 (b) and (c) to allow for installation of an embossed metal sheeting with matching exposed fasteners in lieu of the code required un-exposed fasteners or IMC panels. This is the minimum variance necessary since the structure of the original building is designed for exposed fastener exterior panels, and the depth of the code-required panel is not able to be capped off by the existing building's roof overhang. Therefore, a direct replacement of the existing material is not possible without structurally reconstructing portions of the building including the roof. Had the ice damage not occurred, the owner would have been able to continue existing operations similar to other all other property owners without the need for a variance.

The owner is proposing installation of an embossed (textured) metal sheeting with matching fasteners due to the structural modifications that would be required to accommodate the materials allowed by code. While the building cannot accommodate a code required material without major modifications, the owner is proposing a material and fastener style that is a substantial improvement over the existing materials being replaced. The owner is attempting to comply with the spirit of the ordinance to the best of their ability based on the products available and the constraints of the existing building structure.

The proposed variance would allow the owner to process an insurance claim to repair their existing building enabling them to continue operations despite an unfortunate weather incident beyond their control.

VARIANCE CRITERIA

(a) The property in question cannot be put to a reasonable use if used under the conditions allowed by this Ordinance.

A direct replacement of the existing material is not possible without a level of structural reconstruction including major roof modifications to retrofit the existing structure to accept the new panel style with without exposed fasteners. Ultimately, without the repairs the building cannot be reasonably repaired or maintained.

(b) Exceptional or extraordinary circumstances apply to the property which does not apply generally to other properties in the same zone or vicinity, and result from lot size or shape, topography, or other circumstances over which the owners of the property, since enactment of this Ordinance, have had no control.

The circumstance was not the fault of the owner, but rather a result of an insurance claim to repair ice damage which was due to extraordinary weather events. Therefore, the request is not a renovation by choice.

(c) That literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Ordinance.

The structure of the original building is designed for exposed fastener exterior panels, and the depth of the code-required panel is not able to be capped off by the existing building's roof overhang. Therefore, a direct replacement of the existing material is not possible without structurally reconstructing portions of the building. Had the ice damage not occurred, the owner would have been able to continue existing operations similar to other all other property owners without the need for a variance.

(d) The special conditions or circumstances do not result from actions of the applicant.

The circumstance was not the fault of the owner, but rather a result of an insurance claim to repair ice damage which was due to extraordinary weather events. Therefore, the request is not a renovation by choice.

(e) That granting the variance requested will not confer on the applicant any special privilege that is denied by this Ordinance to owners of other lands, structures, or buildings in the same district.

The proposed variance wouldn't be conferring any special privileges but rather would allow the owner to process an insurance claim to repair their existing building enabling them to continue operations despite an unfortunate weather incident beyond their control.

(f) The variance requested is the minimum variance which would alleviate the hardship.

The owner is proposing an material comprised of an embossed (textured) metal sheeting with matching fasteners. This is an upgrade over the existing material and is the minimum variance necessary to avoid structurally reconstructing portions of the building including the roof to retrofit the existing structure to accept the new panel style with without exposed fasteners.

(g) The variance would not be materially detrimental to the purposes of this Ordinance, or to property in the same zone.

The owner is proposing installation of an embossed (textured) metal sheeting with matching fasteners due to the structural modifications that would be required to accommodate the materials allowed by code. While the building cannot accommodate a code required material without major modifications, the owner is proposing a material and fastener style that is a substantial improvement over the existing materials being replaced. The owner is attempting to comply with the spirit of the ordinance to the best of their ability.

(h) Economic condition or circumstances alone shall not be considered in the granting of a variance request if a reasonable use of the property exists under the terms of the ordinance.

The depth of the code-required panel cannot be capped off by the existing building's roof overhang. Therefore, a direct replacement of the existing material is not possible without structurally reconstructing portions of the building including the roof to retrofit the existing building to accept a new panel style with without exposed fasteners.

(i) In the Flood Plain District, no variance shall be granted which permits a lower degree of flood protection than the Regulatory Protection Elevation for the particular area or permits standards lower than those required by state law.

N/A. Project is not in the Flood Plain District.

(j) Variances shall be granted for earth sheltered construction by state statutes when in harmony with this Ordinance.

N/A. The variance is not for earth sheltered construction.

Thank you again for your consideration of these variance requests. Please contact me at 507.387.6651 or via email at Emily.Nepp@ISGInc.com with any questions or if there is any additional information we can provide in support of this project.

Sincerely,



Emily Nepp

Project Coordinator

Emily.Nepp@ISGInc.com



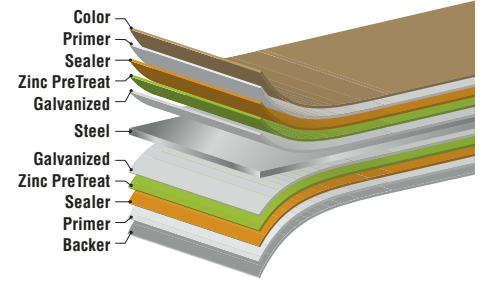
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BeckryTech Highly Durable Polyester System by Beckers offers a 40-year limited warranty and are ideal for a variety of residential, agricultural, industrial, and commercial metal building applications

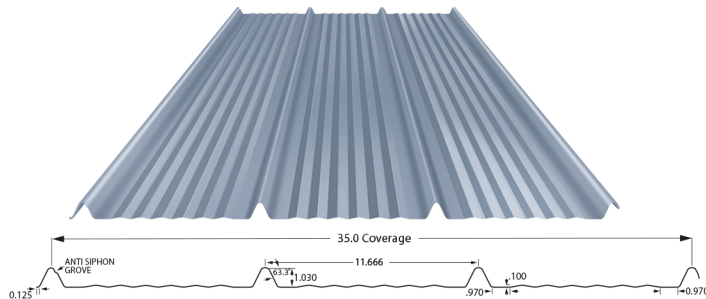


Standard Colors					
	Brilliant White*	Alamo White*	Light Stone*	Ash Gray*	Charcoal*
	Dark Green*	Gallery Blue*	Burnished Slate*	Burgundy*	Acrylic Bare*
Standard Colors					
	Taupe	Light Gray	Tan	Rustic Red	Bright Red
	Hawaiian Blue	Brown	Hunter Green	Black	Copper Metallic
Textured Colors					
	BlackTex	BrownTex	BurgundyTex	RustTex	Quaker GrayTex
Textured Colors					
	GreenTex	RedTex	Burnished SlateTex	Gallery BlueTex	Taupe Tex

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Color selections are close representations but are limited by processing and viewing conditions. Actual metal samples are available by request. For all specific warranty, application, installation, and technical information regarding our products, please contact Rush River for more information.

*Also available in
26 ga PBR panels
Page 90 of 97



Apex X4 Panel Specifications:

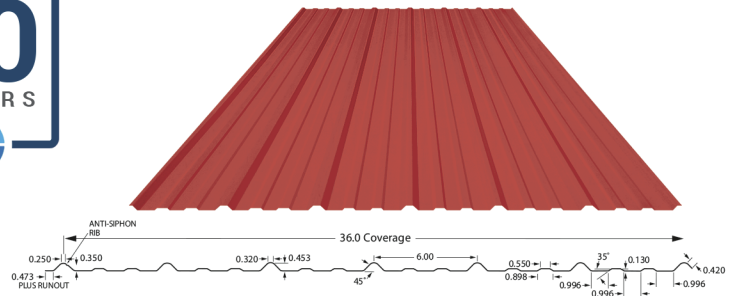
- 35" panel coverage
- 1" high rib
- Replicates Standing Seam Panel for half the price
- Exposed Fastener, Low Profile Fastener available
- Applies over open frame, but solid substrate recommended
- Minimum roof slope: 3:12
- 30 colors available
- Drip Stop felt available

Testing & Approvals:

- UL790, Class A Fire Resistance
- UL2218 Class 4 Impact Resistance
- ASTM E 1646 Water Infiltration

Paint Specifications:

- BeckryTech Highly Durable Polyester System by Becker Paints
- All colors Energy Star approved
- The new textured BeckryTech finish now available in 8 leading colors

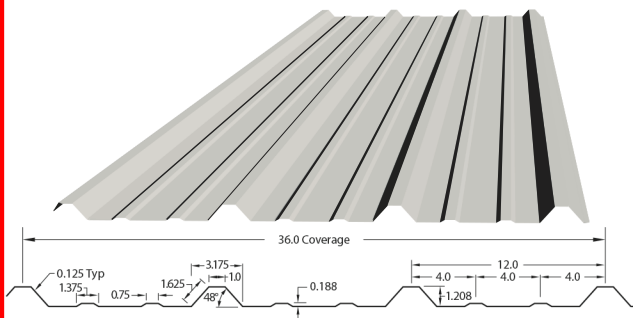


Summit Panel Specifications:

- 36" panel coverage
- 1/2" high rib
- Flat top rib on 6" centers
- Exposed fastened, low profile panel
- Applies over open framing or solid substrate
- Minimum roof slope: 3:12
- 30 colors available
- Drip Stop felt available

Substrate Specifications:

- 29 ga. (.0150"), ASTM A653, Grade 80, minimum spangle, G60 zinc-coated (galvanized) structural steel
- G100 galvanized available for animal confinement buildings



PBR Panel Specifications:

- 36" panel coverage
- 1-1/4" high rib
- Trapezoidal rib on 12" centers
- Exposed fastened, low profile panel
- Applies over open framing or solid substrate
- Minimum roof slope: 1:12
- 10 colors available
- Drip Stop felt available

Testing & Approvals:

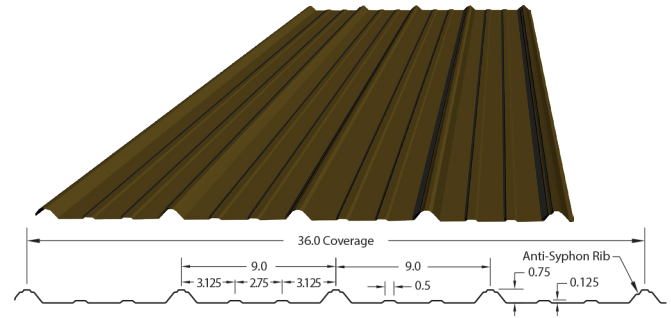
- UL 790, Class A Fire Resistance
- UL 2218 Class 4 Impact Resistance

Paint Specifications:

- BeckryTech Highly Durable Polyester System by Becker Paints
- All colors Energy Star approved

Substrate Specifications:

- 26 ga. (.0187), ASTM A653, Grade 80, minimum spangle, G60 zinc-coated (galvanized) structural steel
- G90 galvanized available for animal confinement buildings



Tuff-Rib Specifications

- 36" panel coverage
- 3/4" high rib
- Bell top trapezoidal rib on 9" centers
- Exposed fastened, low profile panel
- Applies over open framing or solid substrate
- Minimum roof slope: 3:12
- 28 colors available
- Drip Stop available

Testing & Approvals:

- UL 790, Class A Fire Resistance
- UL 2218 Class 4 Impact Resistance
- ASTM E 1646 Water infiltration

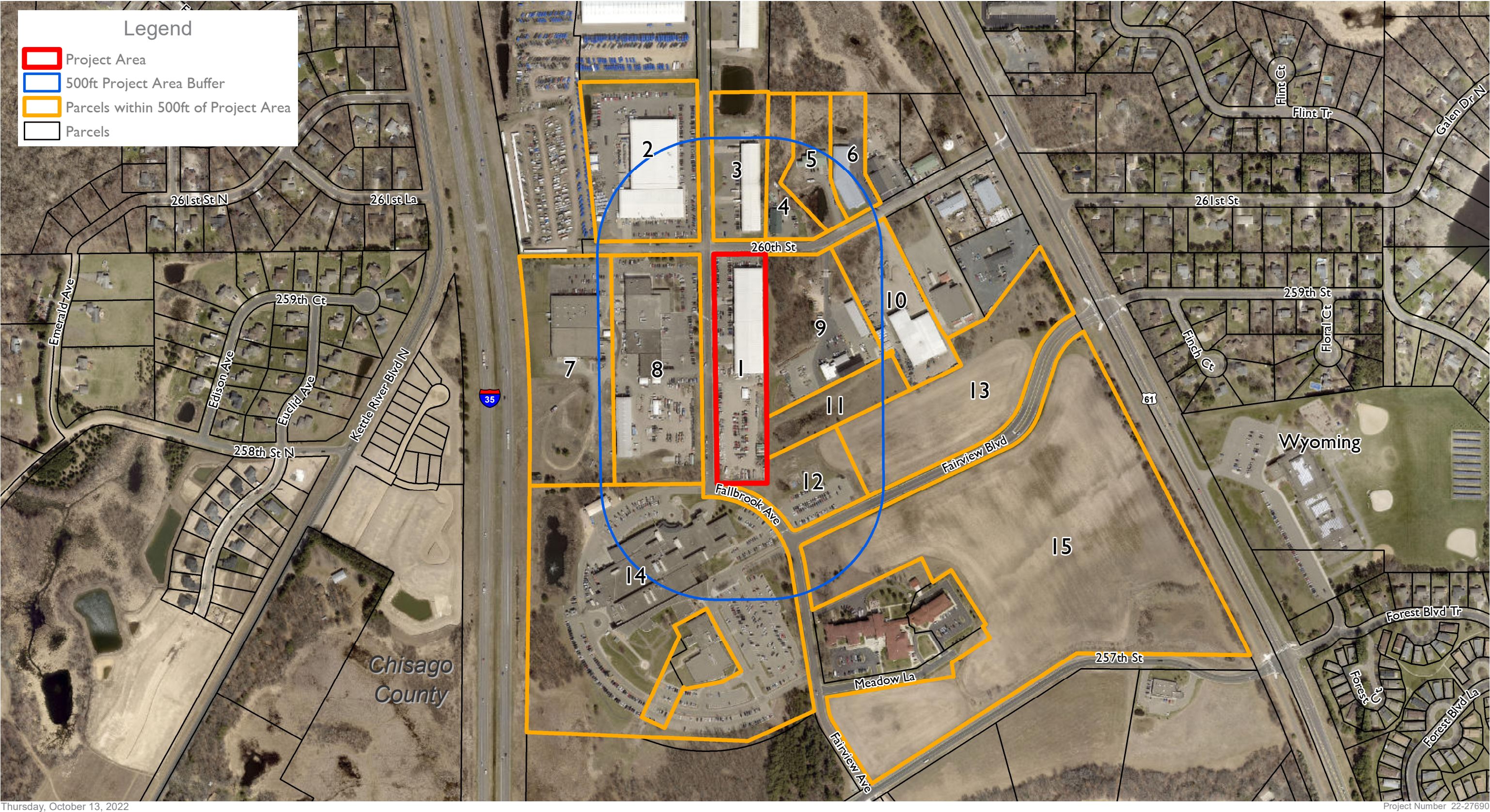
Paint Specifications:

- BeckryTech Highly Durable Polyester System by Becker Paints
- All colors Energy Star approved
- The new *Textured BeckryTech* finish now available in 8 leading colors

Substrate Specifications:

- 29 ga. (.0150), ASTM A653, Grade 80, minimum spangle, G60 zinc-coated (galvanized) structural steel
- G100 galvanized available for animal confinement buildings





0 200 400
Feet
1 in = 400 ft



Site Overview Map

Rosenbauer Stormwater Management

Wyoming, Chisago County, Minnesota

Source(s):
Orthophoto (Chisago County, 2022)
Parcels (Chisago County, 2022)



RESERVED FOR RECORDING DATA

RESOLUTION NO. 24-03-32

RESOLUTION APPROVING A VARIANCE FROM SECTIONS 40-451, (1) and 40-452, (5), (c); TO ALLOW THE REPAIR AND REPLACEMENT OF DAMAGED SIDING WITH FORMED METAL PANELS WITH EXPOSED FASTENERS

AT

5201 260TH STREET

PROPERTY ID: 21.00468.32

WHEREAS, the City of Wyoming is a political subdivision, organized and existing under the laws of the State of Minnesota; and,

WHEREAS, the City Council of the City of Wyoming has adopted zoning and subdivision regulations, per Ordinances 2009-4 and 2010-08, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the City; and,

WHEREAS, Emily Nepp of ISG, on behalf of Rosenbauer Minnesota LLC has applied for a variance from City Code Sections 40-451, (1) and 40-452, (5), (c). To allow the repair and replacement of damaged siding with formed metal panels with exposed fasteners on property legally described as:

Outlot B, Hallberg's Wyoming Industrial Park

WHEREAS, on February 28, 2024 the Planning Commission held a public meeting in accordance with the Ordinance and laws of the State of Minnesota; and,

WHEREAS, the City Council and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The standards contained in Sec. 40 – 120, (5), Items a, b, c, d, e, f, g, and h of the City of Wyoming Zoning Ordinance have been met.
2. The proposed variance will not impair an adequate supply of light and air to adjacent property.

3. The proposed variance will not unreasonably increase the congestion in the public right-of-way; increase the danger of fire or endanger the public safety.
4. The proposed variance will not unreasonably diminish or impair established property values within the neighborhood.
5. The proposed variance will not cause an unreasonable strain upon existing municipal facilities and services.
6. The proposed variance will not be contrary in any way to the spirit and intent of this Ordinance.
7. The proposed variance will not have a negative direct or indirect fiscal impact upon the City or school district.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **GRANTS** the Variance, as requested by the applicant.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 6th DAY OF MARCH, 2024.

Lisa Iverson, Mayor

ATTEST:

This Document Drafted by:
The City of Wyoming
26885 Forest Boulevard
Wyoming, Minnesota 55092

Robb Linwood, City Administrator



Request for Council Action

Date: March 1, 2024
To: Mayor Iverson and Members of City Council
From: Neil D. Bauer, Public Safety Director 
Subject: Request to Hire Jessica Munkholm for Administrative Assistant/Records Clerk Position
Method: New Business

The police department is requesting authorization to fill the vacancy for Administrative Assistant/Records Clerk position. The position received nearly 80 applicants for the position, with several qualified individuals. Our interview process identified Ms. Jessica Munkholm as an excellent candidate for the position. A portion of the hiring process included a practical exercise that required interpreting state statutes regarding government data practices. Jess was able to make reasonable conclusions based on her interpretation of the data practice statutes and provide justification for her decisions. This was a very challenging exercise and Jess did well.

Jess has been an orthodontic assistant since 2021 and has been a volunteer firefighter with Taylor's Falls Fire Department since 2020. Jess has related experience as an office administrator, in addition to performing the role of an HR assistant/accounts payable role. She also has experience as an office coordinator in the Chisago County area.

Considering Jess' prior experience, we are recommending that she starts at Step 2 in the pay scale, at \$27.08 per hour.

Jess will be a valuable addition to the public safety team with the City of Wyoming.

Recommendation

Staff recommends hiring Ms. Jessica Munkholm for the Administrative Assistant/Records Clerk Position, effective March 11, 2024.



Request for Council Action

Date: February 29, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: City Council Work Session

Method: New Business

Background Information:

City Staff is requesting that the Wyoming City Council meet on Tuesday, March 19th at 5:30pm to receive updates on the Hwy 8 reconstruction project, an update on CSAH 22 on the west side of the freeway and a water distribution discussion with the city's engineer.

Recommendation: That the Wyoming City Council set a work session date to take place on Tuesday, March 19, 2024 at 5:30pm.



CITY OF WYOMING

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