

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
APRIL 2, 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".

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Work Session Meeting" of the Wyoming, Minnesota City Council for March 19, 2024
2. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for March 19, 2024
3. Consider approving the minutes of the "Special Meeting" of the Wyoming, Minnesota City Council for March 27, 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.

4. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of March 20, 2024 to April 2, 2024
5. To Consider **Resolution 24-04-35** a resolution approving final payment (Pay Voucher #3)

to Blackstone contracting for the 2023 railroad park – phase 1 project in the amount of \$3,155.50

6. To consider **Resolution 24-04-36** a resolution approving final payment (Pay Voucher #2) to Vinco Inc for the 2023 railroad park – phase one electrical project in the amount of \$1,284.50

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

7. Report of the Public Safety Director, Neil Bauer, for March 26, 2024
8. Report of City Building Official, Fred Weck, IV for March 29, 2024
9. Report of the City Attorney, Tom Loonan, for March 28, 2024
10. Report of Public Works Superintendent, Steve Reeves, for March 27, 2024

COMMUNICATIONS:

11. M Health Fairview Lakes Opens Wyoming's First Naloxone Access Point
12. Age-Friendly Minnesota Community Grant Update

OLD BUSINESS:

NEW BUSINESS:

13. To consider **Resolution 24-04-37** a resolution approving the installation of three phase transformer for the Railroad Lift station by Xcel Energy for the amount of \$11,242.29
14. To consider **Resolution 24-04-38** a resolution approving utility work by Erichson Electric Company, Inc. for the new transformer at the Railroad lift station (lift station #2) for the amount of \$8,400.00
15. To consider **Resolution 24-04-39** a resolution accepting the Intensive Comprehensive Peace Officer Education and Training Grant from the MN Office of Justice Programs (MN DPS)
16. To consider approving the creation of the Intensive Comprehensive Peace Officer Education Training (ICPOET) Police Cadet Temporary Position
17. To consider the hiring of Rick Lopez as Assistant Public Works Superintendent for the City of Wyoming

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
WORK SESSION
CITY OF WYOMING, MINNESOTA
MARCH 19, 2024
5:30 PM**

CALL TO ORDER: *Mayor Lisa Iverson called the Work Session Meeting of the Wyoming City Council for March 19, 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: Council members Lisa Iverson, Linda Nanko Yeager, Dennis Schilling, Claire Luger, and Brett Ohnstad

Also Present: Robb Linwood, City Administrator, Fred Weck, City Building Official/Zoning Administrator, Grant MacFarlane, Assistant City Administrator, Mark Erichson, City Engineer (WSB)

DETERMINATION OF A QUORUM:

Mayor Iverson determined that a Quorum was present.

NEW BUSINESS

1. Highway 8 Reconstruction Project

Joe Triplett, Chisago County Engineer/Public Works Director, provided an overview on the status of the Highway 8 reconstruction project. Mr. Triplett stated that the project continued to move forward and that he was attending the council meeting to answer any questions from the City Council. The main feature that was identified was an underpass area on Hwy 8 near Health Ave.

Council member Nanko Yeager inquired about potential public safety and maintenance concerns regarding the underpass portion of the project. Administrator Linwood stated that staff discussed the underpass and had concerns about long term maintenance costs that would be the city's responsibility, public safety issues with the tunnel, the potential of an attractive nuisance and what areas it would serve.

Mayor Iverson asked where the additional funds required for this portion of the project would come from. Mr. Triplett stated that these would be project costs. Mayor Iverson also asked about the zoning classification of the surrounding area. Zoning Administrator Weck stated that it was zoned for commercial development.

2. CSAH 22 Project Update

Mr. Triplett reviewed the different designs that had been proposed for the CSAH 22 project and stated that many designs were still being reviewed at the county level.

Mayor Iverson requested information on how existing businesses would be accessed in each of the proposed designs. City Engineer Erichson informed the Council that access to existing businesses would be through new roads and potential backside entrances.

Mr. Triplett reviewed four additional proposed designs which focused on local business access, safety, and increased mobility in the project area.

Council member Nanko Yeager asked if the same design would be implemented on the east side of the road once the west project was completed. Mr. Triplett stated that he could not speak to this as he was on the west project team and that portion is MNDOT review.

3. Water Distribution Discussion

City Engineer Erichson stated that this meeting would likely be held annually moving forward to keep the Council up-to-date on the City's water distribution statistics. Mr. Erichson reviewed radium levels and plans for the future. Mr. Erichson shared that no immediate action was required. Mr. Erichson added that this item was placed on the agenda to keep the City Council informed and that he would continue to meet with the Department of Health to monitor the City's water distribution needs.

Council member Nanko Yeager asked if a regional water treatment plant was still being considered. Mr. Erichson stated that it was a possibility but that it was not actively being discussed.

Mayor Iverson thanked staff for preparing all of the shared materials and for being proactive in planning ahead.

MAYOR IVERSON ADJOURNED THE MARCH 19, 2024 WORK SESSION AT 6:47 PM.

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
MARCH 19, 2024
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for March 19, 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, Fred Weck, Zoning Administrator/Building Official and Steve Reeves, Public Works Superintendent

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

Council Member Schilling – Stated that he would like to add an agenda item to discuss the Memorandum of Agreement between the City of Wyoming and Minnesota Department of Health.

Mayor Iverson – Stated that she would also like to add an item to consider a Special City Council Meeting on March 27, 2024 for labor negotiations.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE AMENDING AGENDA, AS PROPOSED.

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

Voting Nay: None

Abstain: None

Absent: None

OPEN FORUM:

County Commissioner Montzka – Gave the Council an update on County activities and asked if there were any concerns that the Council had that they would like him to bring back to the Council.

Mayor Iverson – Explained that the City remained concerned with HF#4009 and encouraged the County Commissioners and any interested parties to send a letter to the authors of the bill explained why it is not good for Wyoming.

APPROVAL OF MINUTES:

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

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY

COUNCILMEMBER LUGER TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR MARCH 6, 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.

2. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period of March 7, 2024 to March 19, 2024
3. To consider the resignation of Trevor Minor from the Wyoming Police Department effective April 3, 2024

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNTAD, TO APPROVE #2, and #3 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:

4. Report of the Public Safety Director, Neil Bauer for March 14 2024
5. Report of City Building Official, Fred Weck, IV for March 14, 2024
6. Report of City Attorney Tom Loonan for March 14, 2024
7. Report of City Engineer Mark Erichson, WSB for March 13, 2024
8. Report of Public Works Superintendent, Steve Reeves for March 14, 2024

COMMUNICATIONS:

9. Communication from Chisago County Assessor announcing Board of Equalization date for the City of Wyoming on April 16, 2024, 6:00 PM at the Wyoming Library

City Administrator Linwood – Reviewed the notice that the Chisago County Assessor’s Office would hold their annual Board of Equalization at the Wyoming Library on April 16, 2024 at 6:00 PM.

10. Intensive Comprehensive Peace Officer Education and Training Program Grant

Public Safety Director Bauer – Explained that the City had submitted a grant application in

January and gave an overview of the Comprehensive Peace Officer Education and Training program. He noted that they had submitted a request for \$50,000 and were notified last week that they were awarded the full request amount. He stated that he will be bringing back a job description for Council approval in the near future and noted that they plan to actively recruit over the next few months. He explained that he is hopeful that this position will line up with 2 of the upcoming retirements within the department.

Mayor Iverson – Stated that she thinks it is very exciting that the City was awarded these grant funds.

City Administrator Linwood – Noted that this grant was extremely competitive and felt that Public Safety Director Bauer did a great job putting together the City's application.

11. Minnesota BCA Update Regarding SCC Movement Group and Wyoming Public Safety Building

Public Safety Director Bauer – Explained that the City had been notified by the Minnesota Fusion Center/BCA about a movement called Stop Cop City. He gave a brief overview of what appears to be driving this movement and reviewed its connection to the State. He explained that a website for this movement had listed the future Wyoming Public Safety building, along with Maple Grove Public Safety Training Facility, Chisholm Public Safety, and Rice County Public Safety Center as a potential locations for activity for this group. He explained that because the City is in the process of bonding money for this project that could potentially raise more aware of the proposed facility. He assured the Council that they would be working with their law enforcement partners in the County to develop a plan so they are prepared, but noted that at this point, this item was simply for awareness.

OLD BUSINESS: NONE

NEW BUSINESS

12. To approve an agreement between the City of Wyoming and Lakes Center for Youth and Families for 2024 – Presentation by Linda Madsen, Community Outreach Coordinator for Lakes Center for Youth and Families

Linda Madsen, Lakes Center for Youth and Families – Thanked the City for the support that they have been given over the years and explained that it is critical to their organization. She shared some background and history of their organization and their recent decision to sell their building and move to the former Central Junior High building. She noted that their three main areas of focus for the last few years have been: Enrichment; Intervention; and Counseling and shared examples from each area and how many areas youths have participated in their various programs.

Council Member Luger – Noted that she was very familiar with Lakes Center for Youth and Families and believes the work they do is invaluable.

Council Member Ohnstad – Stated that he also supported this program and sees how much their preventative efforts help in the long run.

Council Member Schilling – Stated that the data clearly shows that the Lakes Center for Youth and Families has gotten great results.

Public Safety Director Bauer – Noted that he serves on the Board for the Lakes Center for Youth and Families which has given him insight into how challenging it can be to financially maintain this type of program. He stated that he felt that they really do great work for not a lot of money. He noted that just last week they received approval from the County Attorney office to do direct

referrals from Wyoming Police Department on a trial basis in order to help people get the help they need.

Mayor Iverson – Asked what the City had donated in the past to Lakes Center for Youth and Families.

Council Member Nanko Yeager – Stated that last year it was \$3,000 out of Fund 208, the Police Supplemental Fund and noted that she would support a similar donation from the same fund this year.

Public Safety Director Bauer – Clarified that it would not be a ‘donation’, but would be a ‘contract’ because they will be invoiced. He explained that he would suggest an increase to \$3,500 for the current contract and noted that there are funds available for this purpose.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE AN AGREEMENT BETWEEN THE CITY OF WYOMING AND LAKES CENTER FOR YOUTH AND FAMILIES FOR 2024 – FOR A CONTRACTED AMOUNT OF \$3,500 TO BE TAKEN FROM FUND 208, POLICE SUPPLEMENTAL FUND.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

13. To consider Resolution 24-03-33 a resolution receiving bids and awarding a contract for the 2024 trunk watermain and force main improvements

City Engineer Erichson – Reviewed details from the 3 bids that were received on March 13, 2024. He reminded the Council that this was more of a specialty type project which meant that not as many contractors would bid on it. He explained that the low bidder was Northdale Construction Company and stated that WSB staff has worked with them in other communities. Staff recommends award the contract to Northdale Construction Company.

Mayor Iverson – Asked when the work was likely to begin.

City Engineer Erichson – Stated that they have not yet gotten a schedule from the contractor yet and noted that road restrictions are lifted, so the work could happen soon, but was unsure where it fit into their schedule. He explained that as soon as they are aware of the schedule, they will provide an update to the Council.

Council Member Nanko Yeager – Stated that this was being paid for from ARPA and asked if there were enough to cover these costs.

City Administrator Linwood – Explained that it would be a combination of ARPA funds and Utility Funds and noted that \$450,000 will be from the ARPA funding. The necessary utility funds had been identified in the most recent utility rate study’s capital improvements section.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 24-03-33 A RESOLUTION RECEIVING BIDS AND AWARDING A CONTRACT FOR THE 2024 TRUNK WATERMAIN AND FORCEMAIN IMPROVEMENTS TO NORTHDAL CONSTRUCTION COMPANY.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

- 14.** To consider **Resolution 24-03-34** a resolution approving an Armer Radio Communications System Use Agreement between the City of Wyoming and Chisago County from 2025-2026

City Administrator Linwood – Gave a general review of the Armer Radio Communications system and its uses for the City. He stated that the agreement being presented to tonight was between Chisago County and the users on the system, which includes, police, fire, EMS, and State Patrol. He outlined changes from this proposed agreement for 2025 and 2026 to agreements from the past. Staff recommends approval of the agreement.

Council Member Nanko Yeager – Noted that she was disappointed at the level of the increase for the system. She stated that in looking through the information about what has already been invested it essentially means that that the City is 'over a barrel' in this situation.

Council Member Luger – Asked how much work had gone into negotiations and working with the County on these costs.

City Administrator Linwood – Stated that this time was a bit different than the last time and was more simplistic. He explained that the County Board had looked through this and had identified what they thought was a fair increased based on their operating costs. He agreed that there is a philosophical discussion on this because the County is already taxing residents for it, so why should they be taxed again for this through the City. He stated that is operating under the assumption that there will be increased costs again in 2027.

Mayor Iverson – Stated that the cities had worked on this about 4 years ago and she felt what came out of those discussions was a better understanding from all sides. She stated that her concern will come in 2027, because she feels at that point there will need to be some big conversations about this. She suggested that the cities begin getting together to have conversations in 2025-2026 to begin taking a look at how they will deal with that large amount of money.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 24-03-34 A RESOLUTION APPROVING AN ARMER RADIO COMMUNICATIONS SYSTEM USE AGREEMENT BETWEEN THE CITY OF WYOMING AND CHISAGO COUNTY FOR 2025-2026

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

- 15.** To consider Memorandum of Agreement PWSID #1130018

City Administrator Linwood – Explained this was a Memorandum of Agreement between the City and the Minnesota Department of Health and is essentially states what the City is allowed to pump out of Well #3.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE MEMORANDUM OF AGREEMENT PWSID #1130018 BETWEEN THE CITY OF WYOMING AND THE MINNESOTA DEPARTMENT OF HEALTH.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

16. To consider scheduling a Special City Council meeting to discuss labor negotiations

City Administrator Linwood – Explained that this meeting would be for union negotiations between the Operating Engineers 49ers and LELS.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE SCHEDULING A SPECIAL CITY COUNCIL MEETING TO DISCUSS LABOR NEGOTIATIONS ON MARCH 27, 2024 AT 5:30 PM.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Ohnstad – Attended the City Council Work Session. He noted that he was recently in Washington D.C. and met with the City's local State representative to talk about the community funding request.

Council Member Nanko Yeager – Attended the City Council Work Session. She noted that she received a call from Neil Reeve recently who asked her to pass something along into the record related to their questions about the nighttime lighting at Gregory Contracting.

Council Member Luger – Attended the Sewer Commission meeting and the City Council Work Session earlier this evening.

Council Member Schilling – Attended the City Council Work Session.

Mayor Iverson – Attended the Sewer Commission meeting and the City Council Work Session meeting. She noted that she had also attended the informational meeting about the Grey Wolf population in the State which she found very enlightening. She stated that she wanted to let Officer Minor know how much the City appreciated his dedication to the City and that he would be missed. She stated that on a personal level she understood his decision, but acknowledged that it would be a very large loss for the City.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO ADJOURN THE MARCH 19, 2024 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:55 PM

Roll Call Vote:

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 "Performance evaluations" as per MN State Statute 13D.01-.05.

NEXT REGULAR MEETING:
MARCH 27, 2024
7:00PM

**UNAPPROVED MINUTES
CITY COUNCIL
SPECIAL MEETING
CITY OF WYOMING, MINNESOTA
MARCH 27, 2024
5:30 PM**

CALL TO ORDER: *Mayor Lisa Iverson called the Special Meeting of the Wyoming City Council for March 27, 2024 to order at 5:30 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: Soren Mattick, Campbell Knutson, Robb Linwood, City Administrator, and Grant MacFarlane, Assistant City Administrator

DETERMINATION OF A QUORUM:

A MOTION WAS MADE BY COUNCILMEMBER IVERSON SECONDED BY COUNCILMEMBER LUGER TO ENTER INTO A CLOSED SESSION UNDER MN STATE STATUTUE 13D.03 TO DISCUSS LABOR NEGOTIATION STRATEGIES FOR A CONTRACT WITH THE BARGAINING UNITS OF LAW ENFORCEMENT LABOR SERVICES (LELS) GROUP 507 AND 365 AND LOCAL 49 AT 5:32PM

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

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY COUNCILMEMBER IVERSON SECONDED BY COUNCILMEMBER SCHILLING TO RETURN TO OPEN SESSION UNDER MN STATE STATUTUE 13D.03 TO DISCUSS LABOR NEGOTIATION STRATEGIES FOR A CONTRACT WITH THE BARGAINING UNITS OF LAW ENFORCEMENT LABOR SERVICES (LELS) GROUP 507 AND 365 AND LOCAL 49 AT 6:20PM

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

Voting Nay: None

Abstain: None

Absent: None

City Administrator Linwood gave a summation of the closed session

The closed meeting was relative to the matters for bargaining purposes and contract negotiations between the City of Wyoming and bargaining unit of Law Enforcement Labor Services groups 507, 365 and Local 49. The meeting was closed under MN State Statute 13D.03. The closed meeting was attended by Mayor Lisa Iverson and City Council Members Dennis Schilling, Linda Nanko Yeager, Claire Luger and Brett Ohnstad. Also, in attendance was City Administrator, Robb Linwood, and Labor Attorney, Soren Mattick. The council reviewed the proposed contract from the bargaining units. The city council provided advice and direction to legal and city staff but made no formal votes or motions.

**A MOTION WAS MADE BY MAYOR IVERSON TO ADJOURN THE MARCH 27, 2024
“SPECIAL MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR
MEETING AT 6:21**

Voting Aye: Schilling, Nanko Yeager, Ohnstad, Luger, 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
“Performance evaluations” as per MN State Statute 13D.01-.05.**

For Check Dates 03/26/2024 to 03/26/2024

Check Number Name			Check Date
Text Label	56043	PACIFIC LIFE INSURANCE	03/26/2024
Item Code	GL Number	Amount	
ROTH	101-0000-21712	273.81	
		273.81	
Text Label	56044	CENTRAL PENSION FUND,	03/26/2024
Item Code	GL Number	Amount	
CENT PENS FUND	101-0000-21716	480.00	
		480.00	
Text Label	56045	WI SCTF,	03/26/2024
Item Code	GL Number	Amount	
WI CHILD SUPPOR	101-0000-21710	215.42	
		215.42	
Text Label	EFT1099	MN STATE RETIREMENT	03/26/2024
Item Code	GL Number	Amount	
CITY HSCP CONT	101-0000-21706	0.00	
HCSP	101-0000-21710	0.00	
MNDCP	101-0000-21712	552.00	
MNDCPPRETAX	101-0000-21712	764.00	
		1,316.00	
Text Label	EFT1100	SELECTACCOUNT,	03/26/2024
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	2,178.83	
		2,178.83	
Text Label	EFT1101	P.E.R.A.,	03/26/2024
Item Code	GL Number	Amount	
CORD PERA	101-0000-21704	2,914.66	
DCP PERA	101-0000-21704	16.67	
DCP PERA MATCH	101-0000-21704	16.67	
PERA CITY MATCH	101-0000-21704	3,363.06	
PF PERA	101-0000-21704	3,881.66	

For Check Dates 03/26/2024 to 03/26/2024

Check Number	Name	Check Date
PF PERA CITY	101-0000-21704	5,822.50
		16,015.22

Text LabelEFT1102 INTERNAL REVENUE SERVICE,

03/26/2024

Item Code	GL Number	Amount
FITW	101-0000-21701	6,951.27
SOCSEC_EE	101-0000-21703	3,200.90
MEDICARE_ER	101-0000-21703	1,205.53
SOCSEC_ER	101-0000-21703	3,200.90
MEDICARE_EE	101-0000-21703	1,205.53
		15,764.13

Text LabelEFT1103 STATE OF MINNESOTA,

03/26/2024

Item Code	GL Number	Amount
SITW	101-0000-21702	3,192.62
		3,192.62

Text Label

General Checking Account 10100
Total Amount Being Paid: \$39,436.03
Total Number of Checks: 8

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

City of Wyoming Check Detail Register

1/7
March 29, 2024 10:24 AM
User: ssaxe
DR: Wyoming

04-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
56046	04/02/2024	ASPEN MILLS			
629566					
	101-2110-44080	UNIFORMS		\$1,482.23	UNIFORMS
Total for ASPEN MILLS				\$1,482.23	
56047	04/02/2024	BLACKSTONE CONTRACTORS, LLC			
APPLICATION FINAL					
	404-5200-45450	IMPROVEMENTS R		\$3,155.50	IMPROVEMENTS RAILROAD PARK
Total for BLACKSTONE CONTRACTORS				\$3,155.50	
56048	04/02/2024	BLAINE BROTHERS INC.			
010003384414					
	101-3100-42910	EQUIPMENT REPAI		\$732.08	EQUIPMENT REPAIR
Total for BLAINE BROTHERS INC.				\$732.08	
56049	04/02/2024	CINTAS			
4187174401					
	101-3100-44180	UNIFORMS		\$68.09	STREETS
	101-3100-42100	OPERATING SUPPL		\$42.60	SHOP SUPPLIES
4187896244					
	101-3100-44180	UNIFORMS		\$68.09	STREETS
	101-3100-42100	OPERATING SUPPL		\$66.23	SHOP SUPPLIES
4187896117					
	101-2110-43600	CLEANING SERVIC		\$29.50	CLEANING SERVICE-PUBLIC SAFETY
4187890578					
	101-2110-43600	CLEANING SERVIC		\$31.35	CLEANING SERVICE-PUBLIC SAFETY
Total for CINTAS				\$305.86	
56050	04/02/2024	CINTAS CORP-FIRST AID & SAFETY			
5203597248					
	101-2110-42100	OPERATING SUPPL		\$219.87	OPERATING SUPPLIES
	101-3100-42300	SAFETY EQUIPMEN		\$199.65	SAFETY EQUIPMENT
Total for CINTAS CORP-FIRST AID & S				\$419.52	
56051	04/02/2024	CULLIGAN WATER CONDITIONING			
610085					
	101-3100-42100	OPERATING SUPPL		\$73.75	OPERATING SUPPLIES
Total for CULLIGAN WATER CONDITIO				\$73.75	
56052	04/02/2024	DAVID TROMBLEY			
03/28/2024					
	601-0000-11500	ACCOUNTS RECEIV		\$45.71	Water - Base Fee
	602-0000-11500	ACCOUNTS RECEIV		\$28.40	Sewer Usage
	651-0000-11500	ACCOUNTS RECEIV		\$10.11	Surface Water Mgmt
	601-0000-11500	ACCOUNTS RECEIV		\$7.56	Water Usage
	601-0000-11500	ACCOUNTS RECEIV		\$2.57	State Surcharge
Total for DAVID TROMBLEY				\$94.35	

City of Wyoming Check Detail Register

2/7
March 29, 2024 10:24 AM
User: ssaxe
DR: Wyoming

04-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
56053	04/02/2024	EARL F. ANDERSEN			
0135636-IN	101-3100-42260	SIGN MATERIAL/REPLACEMENT		\$42.50	SIGN MATERIAL/REPLACEMENT
0135717-IN	101-3100-42260	SIGN MATERIAL/REPLACEMENT		\$74.45	SIGN MATERIAL/REPLACEMENT
0135622-IN	101-1400-44010	REPAIRS & MAINT. - BUILDINGS		\$72.20	REPAIRS & MAINT. - BUILDINGS
Total for EARL F. ANDERSEN				\$189.15	
56054	04/02/2024	ELECTRO WATCHMAN, INC.			
420829	101-2400-42310	CONTRACTED SERVICES		\$221.70	CONTRACTED SERVICES
Total for ELECTRO WATCHMAN, INC.				\$221.70	
56055	04/02/2024	FACILICARE INC			
17493	101-5500-43600	CLEANING SERVICE		\$1,263.40	LIBRARY
	101-1400-43600	CLEANING SERVICE		\$559.00	CITY HALL/FIRE
	101-2110-43600	CLEANING SERVICE		\$299.00	POLICE
	101-3100-42310	CONTRACTED SERVICES		\$188.50	PUBLIC WORKS
Total for FACILICARE INC				\$2,309.90	
56056	04/02/2024	FASTENAL COMPANY			
MNTC322979464	101-2200-42100	OPERATING SUPPLIES		\$443.52	OPERATING SUPPLIES
Total for FASTENAL COMPANY				\$443.52	
56057	04/02/2024	HALLBERG STORAGE LLC			
20240315	101-2200-42100	OPERATING SUPPLIES		\$52.50	OPERATING SUPPLIES
Total for HALLBERG STORAGE LLC				\$52.50	
56058	04/02/2024	INNOVATIVE OFFICE SOLUTIONS, LLC			
IN4493731	101-2110-42000	SUPPLIES - OFFICE/COPY/COMPUTER		\$267.48	SUPPLIES - OFFICE/COPY/COMPUTER
IN4492602	101-1400-42000	SUPPLIES - OFFICE/COPY/COMPUTER		\$212.21	SUPPLIES - OFFICE/COPY/COMPUTER
Total for INNOVATIVE OFFICE SOLUTIONS, LLC				\$479.69	
56059	04/02/2024	IVERSON, LISA			
03192024	101-1110-42080	TRAINING AND INSTRUCTION		\$355.28	TRAINING AND INSTRUCTION
Total for IVERSON, LISA				\$355.28	
56060	04/02/2024	JS MD SIGMA			
1020	101-2110-44350	WELLNESS		\$2,397.00	WELLNESS
Total for JS MD SIGMA				\$2,397.00	

City of Wyoming Check Detail Register

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March 29, 2024 10:24 AM
User: ssaxe
DR: Wyoming

04-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
56061	04/02/2024	LAKES CENTER FOR YOUTH & FAMIL			
2024-01					
	208-2110-42310	CONTRACTED SER		\$3,500.00	CONTRACTED SERVICES
Total for LAKES CENTER FOR YOUTH &				\$3,500.00	
56062	04/02/2024	MACQUEEN EMERGENCY			
W13821					
	651-9425-44040	REPAIRS & MAINT.		\$8,620.78	REPAIRS & MAINT. - EQUIPMENT
W13556					
	651-9425-44040	REPAIRS & MAINT.		\$1,940.85	REPAIRS & MAINT. - EQUIPMENT
Total for MACQUEEN EMERGENCY				\$10,561.63	
56063	04/02/2024	MENARDS- FOREST LAKE			
27543					
	101-3100-44010	REPAIRS & MAINT.		\$29.88	REPAIRS & MAINT. - BUILDINGS
29853					
	101-3100-44410	STREET MAINT MA		\$85.97	STREET MAINT MATERIALS
Total for MENARDS- FOREST LAKE				\$115.85	
56064	04/02/2024	METRO SALES			
INV2488471					
	101-2400-44330	DUES & SUBSCRIP		\$206.17	DUES & SUBSCRIPTIONS
Total for METRO SALES				\$206.17	
56065	04/02/2024	MIDWEST COMPLIANCE INC			
58469					
	601-9425-43110	LAB COSTS		\$73.25	LAB COSTS
Total for MIDWEST COMPLIANCE INC				\$73.25	
56066	04/02/2024	MINNESOTA VALLEY TESTING LABS			
1243845					
	601-9425-43110	LAB COSTS		\$112.50	LAB TESTS
Total for MINNESOTA VALLEY TESTING				\$112.50	
56067	04/02/2024	MORRIE'S FOREST LAKE CDJR			
530473					
	101-2110-43900	VEHICLE MAINTEN		\$409.98	VEHICLE MAINTENANCE
Total for MORRIE'S FOREST LAKE CDJI				\$409.98	
56068	04/02/2024	MUNICIPAL EMERGENCY SERVICES			
IN2022466					
	101-2200-42300	SAFETY EQUIPMEN		\$1,302.36	SAFETY EQUIPMENT
IN2022468					
	101-2200-42300	SAFETY EQUIPMEN		\$926.44	SAFETY EQUIPMENT
IN2026733					
	101-2200-42310	CONTRACTED SER		\$2,565.18	CONTRACTED SERVICES
Total for MUNICIPAL EMERGENCY SER				\$4,793.98	

City of Wyoming Check Detail Register

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March 29, 2024 10:24 AM
User: ssaxe
DR: Wyoming

04-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
56069 03/28/2024	04/02/2024	NICK & HOLLY LARSON			
		602-0000-11500	ACCOUNTS RECEIV	\$221.50	Sewer Usage
		601-0000-11500	ACCOUNTS RECEIV	\$74.77	Water - Base Fee
		601-0000-11500	ACCOUNTS RECEIV	\$58.97	Water Usage
		651-0000-11500	ACCOUNTS RECEIV	\$16.55	Surface Water Mgmt
		601-0000-11500	ACCOUNTS RECEIV	\$4.21	State Surcharge
		Total for NICK & HOLLY LARSON		\$376.00	
56070 541201075243198 541202080240631	04/02/2024	NORTHERN TOOL & EQUIPMENT			
		101-3100-42400	SMALL TOOLS/MIN	\$285.84	SMALL TOOLS/MINOR EQUIPMENT
		101-3100-42400	SMALL TOOLS/MIN	\$(31.46)	SMALL TOOLS/MINOR EQUIPMENT
		Total for NORTHERN TOOL & EQUIPME		\$254.38	
56071 032024	04/02/2024	POBUDA ENTERPRISES LLC			
		800-0000-20540	KATIES GLEN ESCR	\$2,565.55	KATIES GLEN ESCROW
		800-0000-20598	KATIE'S GLEN WEI	\$1,500.00	KATIE'S GLEN WETLAND
		Total for POBUDA ENTERPRISES LLC		\$4,065.55	
56072 IN200-1047939	04/02/2024	PRECISE MRM LLC			
		101-3100-42310	CONTRACTED SER	\$120.00	CONTRACTED SERVICES
		Total for PRECISE MRM LLC		\$120.00	
56073 415864	04/02/2024	RAPIT PRINTING INC			
		101-3100-44180	UNIFORMS	\$206.79	UNIFORMS
		Total for RAPIT PRINTING INC		\$206.79	
56074 M29023	04/02/2024	TIMESAVER OFF SITE SECRETARIAL			
		101-1910-42310	CONTRACTED SER	\$167.00	CONTRACTED SERVICES
		101-1400-42310	CONTRACTED SER	\$167.00	CONTRACTED SERVICES
		Total for TIMESAVER OFF SITE SECRE1		\$334.00	
56075 9959289825	04/02/2024	VERIZON			
		602-9425-43210	TELEPHONE	\$80.04	MACHINE-TO-MACHINE
		Total for VERIZON		\$80.04	
56076 PAYVOUCHERFINAL	04/02/2024	VINCO INC			
		404-5200-45450	IMPROVEMENTS R	\$1,284.50	IMPROVEMENTS RAILROAD PARK
		Total for VINCO INC		\$1,284.50	

City of Wyoming Check Detail Register

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March 29, 2024 10:24 AM
User: ssaxe
DR: Wyoming

04-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
56077 95779236	04/02/2024	WEX BANK			
	101-2200-42120	MOTOR FUELS		\$529.36	MOTOR FUELS
	101-2110-42120	MOTOR FUELS		\$2,261.04	MOTOR FUELS
	101-3100-42120	MOTOR FUELS		\$831.41	MOTOR FUELS
	101-5200-42120	MOTOR FUELS		\$35.97	MOTOR FUELS
	601-9425-42120	MOTOR FUELS		\$433.69	MOTOR FUELS
	602-9425-42120	MOTOR FUELS		\$433.69	MOTOR FUELS
Total for WEX BANK				\$4,525.16	
56078 229359	04/02/2024	WIDSETH SMITH NOLTING & ASSOCIATES			
	101-2200-42310	CONTRACTED SER		\$1,350.00	CONTRACTED SERVICES
Total for WIDSETH SMITH NOLTING &				\$1,350.00	
56079 9020457795	04/02/2024	WILLIAMS SCOTSMAN, INC.			
	101-3100-44100	RENTALS (EQUIPM		\$554.30	RENTALS (EQUIPMENT)
Total for WILLIAMS SCOTSMAN, INC.				\$554.30	
56080 039728 040120	04/02/2024	WINNICK SUPPLY INC.			
	601-9425-42400	SMALL TOOLS/MIN		\$100.79	SMALL TOOLS/MINOR EQUIPMENT
	601-9425-42400	SMALL TOOLS/MIN		\$31.77	SMALL TOOLS/MINOR EQUIPMENT
Total for WINNICK SUPPLY INC.				\$132.56	

City of Wyoming Check Detail Register

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March 29, 2024 10:24 AM
User: ssaxe
DR: Wyoming

04-02-2024

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
56081	04/02/2024	XCEL ENERGY			
869250652	601-9425-43800	UTILITIES-GAS/ELI	\$293.78	WELLHOUSE	
868468897	101-3100-43800	UTILITIES-GAS/ELI	\$46.84	TRAFFIC SIGNAL	
869191470	101-3100-43860	STREET LIGHTS	\$229.41	STOP LIGHTS	
	601-9425-43800	UTILITIES-GAS/ELI	\$2,138.90	WELLHOUSE	
	101-2110-43800	UTILITIES-GAS/ELI	\$872.52	POLICE/PUBLIC WORKS	
	101-3100-43800	UTILITIES-GAS/ELI	\$1,945.64	POLE BLDG	
	101-1400-43800	UTILITIES-GAS/ELI	\$510.96	CITY HALL	
	101-5500-43800	UTILITIES-GAS/ELI	\$1,749.75	LIBRARY	
	101-5200-43800	UTILITIES-GAS/ELI	\$175.33	PARKS	
869044563	101-3100-43800	UTILITIES-GAS/ELI	\$23.50	PARKS	
869047629	101-3100-43800	UTILITIES-GAS/ELI	\$8.50	SPEED SIGN	
869030678	101-3100-43800	UTILITIES-GAS/ELI	\$22.49	SPEED SIGN	
869047910	101-3100-43860	STREET LIGHTS	\$15.68	STOP LIGHTS	
869098631	101-3100-43800	UTILITIES-GAS/ELI	\$12.76	PARKS	
869114810	101-3100-43860	STREET LIGHTS	\$53.26	STOP LIGHTS	
869306538	101-3100-43800	UTILITIES-GAS/ELI	\$8.01	SPEED SIGN	
869255326	101-3100-43800	UTILITIES-GAS/ELI	\$10.79	SPEED SIGN	
869868562	602-9425-43800	UTILITIES-GAS/ELI	\$596.72	LIFT STATIONS	
	601-9425-43800	UTILITIES-GAS/ELI	\$93.25	WELLHOUSE	
869579126	602-9425-44380	LIFT STATIONS MA	\$11,212.29	LIFT STATIONS MAINTENANCE	
Total for XCEL ENERGY			\$20,020.38		
56082	04/02/2024	ZIEGLER INC.			
SI000459735	101-3100-44040	REPAIRS & MAINT.	\$6,182.78	REPAIRS & MAINT. - EQUIPMENT	
Total for ZIEGLER INC.			\$6,182.78		
56083	04/02/2024	MN DEPT OF TRANSPORTATION			
P00017954	408-3100-43030	ENGINEERING	\$4,881.53	ENGINEERING	
P00017556	408-3100-43030	ENGINEERING	\$894.77	ENGINEERING	
Total for MN DEPT OF TRANSPORTATION			\$5,776.30		

City of Wyoming Check Detail Register

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User: ssaxe
DR: Wyoming

04-02-2024

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

General Checking Account 10100
Total Amount Being Paid: \$77,748.13
Total Number of Checks: 38

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

March 20, 2024

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

Re: Railroad Park Phase 1
WSB Project No. 018972-000

Dear Mr. Linwood:

Please find the enclosed Final Construction Payment Application for Blackstone Contractors, LLC for the above referenced project in the amount of \$3,155.50 to close out the project as it relates to the site work. The quantities and construction approval completed to date have been reviewed and agreed upon by the contractor and the City, and we hereby recommend that the City of Wyoming approve the final Construction Payment Application to Blackstone Contractors, LLC.

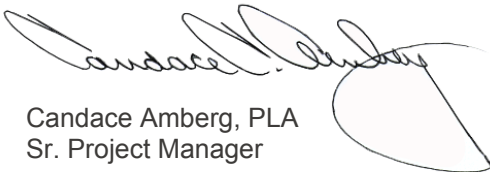
Enclosed with the payment application are the following required final documents:

1. Satisfactory showing that the contractor has complied with the provisions of Minnesota Statutes 290.92 requiring withholding state income tax (IC134 forms).
2. Consent of Surety to Final Payment certification from the contractor's surety.

If you have any questions or comments regarding this payment, please contact me at 612.518.3694. Thank you for your prompt attention to this matter.

Sincerely,

WSB


Candace Amberg, PLA
Sr. Project Manager

Attachments

cc: Mark Erichson, WSB

APPLICATION AND CERTIFICATION FOR PAYMENT

CUSTOMER: City of Wyoming
26885 Forest Blvd
Wyoming, MN 55092

PROJECT: Railroad Park Vets Memorial
Corner of Viking Blvd & Hwy 61
Wyoming, MN 55092

APPLICATION NO: 3

Distribution Via Email:

- ☒ OWNER
☐ ARCHITECT
☒ CONTRACTOR
☒ ENGINEER
☐ CONSTR MGR

PERIOD TO: 1/30/2024

CONTRACTOR: Blackstone Contractors LLC
9520 County Road 19, Ste D
Loretto, MN 55357

VIA ARCHITECT/
ENGINEER:

PROJECT NO: 2309

CONTRACT FOR:

CONTRACT DATE: 6/8/2023

APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet Page 2, is attached.

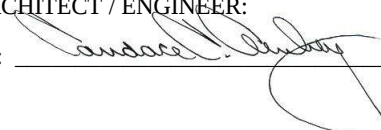
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$ 63,109.75
2. Net change by Change Orders	\$ 0.00
3. CONTRACT SUM TO DATE	\$ 63,109.75
4. TOTAL COMPLETED & STORED TO DATE	\$ 63,109.75
5. RETAINAGE:	
a. On Completed Work	\$ 0.00
b. On Stored Material	\$ 0.00
TOTAL RETAINAGE:	\$ 0.00
6. TOTAL EARNED LESS RETAINAGE	\$ 63,109.75
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 59,954.25
8. CURRENT PAYMENT DUE	\$ 3,155.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$ 0.00

CONTRACTOR: Blackstone Contractors LLC

By:  Date: 01/30/2024

ARCHITECT / ENGINEER:

By:  Date: 3/20/2024

OWNER'S REPRESENTATIVE:

By: _____ Date: _____

Change Order Summary	Additions	Deductions
Total Changes approved in previous months by Owner:	0.00	0.00
Total approved this Month	0.00	0.00
NET CHANGES by Change Order	\$ 0.00	

CONTINUATION SHEET

Project: Railroad Park Vets Memorial

Application and Certification for Payment

Application No: 3
Period To: 1/30/2024
Project No: 2309

ITEM No.	DESCRIPTION	PLAN QUANTITY		UNIT COST	PREVIOUS QUANTITY	CURRENT QUANTITY	QUANTITY To DATE	MATERIALS STORED	TOTAL WORK PERFORMED
1	General Earthwork & Excavation	1	LS	13890.00	1	0	1	0.00	13,890.00
2	Retaining Seat Wall	45	SF	130.22	45	0	45	0.00	5,859.90
3	Flag Poles	3	EA	4156.67	3	0	3	0.00	12,470.01
4	6" Concrete Pavement	1,550	SF	11.23	1,550	0	1,550	0.00	17,406.50
5	Paver Installation	48	SF	49.58	48	0	48	0.00	2,379.84
6	Concrete Monument Wall	1	LS	8180.00	1	0	1	0.00	8,180.00
7	Seed with Blanket	450	SY	4.27	450	0	450	0.00	1,921.50
8	Erosion Control	1	LS	1002.00	1	0	1	0.00	1,002.00
									63,109.75

RESOLUTION NO. 24-04-35

A RESOLUTION APPROVING PAYMENT FOR FINAL PAYMENT (PAY VOUCHER #3) TO BLACKSTONE CONTRACTING FOR THE 2023 RAILROAD PARK – PHASE 1 PROJECT IN THE AMOUNT OF \$3,155.50

WHEREAS, the City of Wyoming entered into a Contract with Blackstone Contracting to complete Phase 1 of the 2023 Railroad Park Project; and.

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

NOW, THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the “Payment of Final Payment (Pay Voucher #3)” in the amount of \$3,155.50 to Blackstone Contracting for the 2023 Railroad Park – Phase 1 Project.

This resolution was adopted by the City Council of the City of Wyoming on the 2nd day of April, 2024.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

March 20, 2024

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

Re: Railroad Park Phase 1 Electrical
WSB Project No. 018972-000

Dear Mr. Linwood:

Please find the enclosed Final Construction Payment Application for Vinco, Inc. for the above referenced project in the amount of \$1,284.50 to close out the project as it relates to the electrical work. The quantities and construction approval completed to date have been reviewed and agreed upon by the contractor and the City, and we hereby recommend that the City of Wyoming approve the final Construction Payment Application to Vinco, Inc.

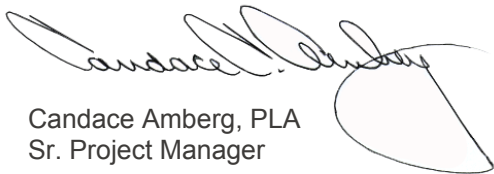
Enclosed with the payment application are the following required final documents:

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

If you have any questions or comments regarding this payment, please contact me at 612.518.3694. Thank you for your prompt attention to this matter.

Sincerely,

WSB


Candace Amberg, PLA
Sr. Project Manager

Attachments

cc: Mark Erichson, WSB

AIA® Document G732® – 2019

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER:	City of Wyoming 26885 Forest Blvd Wyoming, MN 55092	PROJECT:	Railroad Park Veterans Memorial 26755 Faxton Ave	APPLICATION NO: 002	Distribution to:
FROM CONTRACTOR:	Vinco Inc PO Box 907 Forest Lake, MN 55025	VIA CONSTRUCTION MANAGER:		PERIOD TO: February 29, 2024 CONTRACT DATE: June 06, 2022 PROJECT NOS: WSB & Associates / Vinco, Inc. / City of Wyoming	OWNER: ☐ CONSTRUCTION MANAGER: ☐ ARCHITECT: ☐ CONTRACTOR: ☐ FIELD: ☐ OTHER: ☐
CONTRACT FOR:	Electrical Construction	VIA ARCHITECT:			

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$25,690.00
2. NET CHANGES IN THE WORK	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$25,690.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	\$25,690.00
5. RETAINAGE:	
a. 0.00 % of Completed Work (Column D + E on G703)	\$0.00
b. 0.00 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE	\$25,690.00
(Line 4 minus Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$24,405.50
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$1,284.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 minus Line 6)	\$0.00

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this month including Construction Change Directives	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES IN THE WORK		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Lisa Navin, Controller
State of: Minnesota

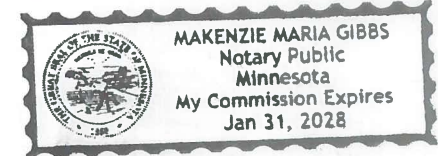
Date: 2-2-2024

County of: Washington

Subscribed and sworn to before me this 2nd day of February

Notary Public: Makenzie Maria Gibbs

My Commission expires: 1-31-2028



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$1,284.50

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:

By: Landace [Signature]

Date: 3/20/2024

ARCHITECT: (NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA® Document G703® – 1992

Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

002

APPLICATION DATE:

February 02, 2024

PERIOD TO:

February 29, 2024

ARCHITECT'S PROJECT NO:

WSB & Associates

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G÷C)		
1	Lighting	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Labor	14,994.63	0.00	14,994.63	0.00	14,994.63	100.00%	0.00	749.73
	Material	10,695.37	0.00	10,695.37	0.00	10,695.37	100.00%	0.00	534.77
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	GRAND TOTAL	\$25,690.00	\$0.00	\$25,690.00	\$0.00	\$25,690.00	100.00%	\$0.00	\$1,284.50

RESOLUTION NO. 24-04-36

A RESOLUTION APPROVING PAYMENT FOR FINAL PAYMENT (PAY VOUCHER #2) TO VINCO INC FOR THE 2023 RAILROAD PARK – PHASE ONE ELECTRICAL PROJECT IN THE AMOUNT OF \$1,284.50

WHEREAS, the City of Wyoming entered into a Contract with Vinco, Inc. to complete required electrical work for Phase 1 of the 2023 Railroad Park Project; and.

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

NOW, THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the “Payment of Final Payment (Pay Voucher #1)” in the amount of \$1,284.50 to Vinco, Inc. for the 2023 Railroad Park – Phase 1 Electrical Project.

This resolution was adopted by the City Council of the City of Wyoming on the 2nd day of April 2024.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



March 26, 2024

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

Police Update

Reserve Cadet Officer

Rebekah Peterson completed the final steps of the application process for the Reserve Cadet Position. She will start her volunteer shifts in April, with a mixture of patrol-based shifts and administrative projects. She is currently enrolled in her coursework to attend the skills program this fall. She intends on being POST eligible by the end of 2024.

Fire Update

Deputy Chief Opening

There were two applicants for the vacant deputy chief position. Chief Milligan is coordinating the next steps of the process.

Weather Conditions

The recent snow was very needed to try to mitigate the exceptionally dry winter. We are hopeful that this additional snow and rain will help prevent fires from spreading in our grassy areas and open space.

Upcoming Community Outreach Events

April 2024 Coffee with a Cop (TBD)

August 6, 2024 Night to Unite

September 14, 2024 Stagecoach Day

A handwritten signature in black ink, appearing to read "Neil D. Bauer".

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



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

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



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

RE: APRIL 2, 2024 CITY COUNCIL MEETING

Dear Mayor and Council Members:

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

Rosenbauer Damaged Siding Replacement

The permit to replace the damaged siding has been issued.

Commercial Plumbing and Heating

Permit applications have not been submitted yet, but they are proceeding with the addition.

Gregory Contracting

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 final inspections have been approved. This item is closed.

Sincerely,

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



DEPARTMENT OF BUILDING SAFETY

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

Phone: 651-462-4947 Fax: 651-462-3938



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

www.eckberglammers.com

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

Writer's Email:
tloonan@eckberglammers.com

March 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 – March 15, 2024 – March 28, 2024

Dear Robb:

Our office has been assisting with evaluating land use applications and requests from stakeholders considering projects within the City and providing legal analysis relating to those matters. We continue 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 impacting the City.

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



March 27, 2024

Honorable Mayor Iverson and City Council Members Nanko Yeager, Luger, Ohnstad and Schilling,

RE: April 2, 2024 City Council Meeting

Public Works Department Activity

- Took delivery of bricks for the Veteran's Memorial at Railroad Park.
- Road restrictions have lifted and staff will be removing signage inside city limits regarding temporary weight limits
- A crew member attended the Shade Tree Short Course in Arden Hills put on by the University of MN. This training keeps ISA certification active. Topics covered: Tips & Tricks of the Trade for Arborists, Best Management Practices for trees near streets, Early Detection of Invasive Insects, among other relevant topics.
- Held a lunch and learn session in coordination with City Engineer Erichson, bringing together maintenance and engineering for information sharing and collaboration
- Conducted interviews for the Assistant Public Works Superintendent
- Distributed employee ID cards produced by our Police Department
- Made repairs to flag pole at the Library
- Building repairs at the Library

Streets:

We are continuing to trim and remove boulevard trees as time allows. Prepare for snow and ice by making additional brine. Snow and ice control throughout the past 3 snow/ice events. Patched pot holes with remaining cold mix. We are now ready to get hot mix and asphalt plants have opened for the season. Sign repair performed downtown after damage occurred. Took bids and awarded work to repair Fallbrook Ave where a water main break occurred over the winter.

Utilities:

The crew completed utility locates in the city. Meter installs as they come through.

- **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. With assistance from our process

PUBLIC WORKS

Phone: 651-462-0580 • Fax: 651-462-0581

PO Box 188 • 26490 Faxton Avenue • Wyoming, MN 55092

control vendor we made a repair to lift station 2 to prevent glitches in electric service to the lift station. This is a temporary fix and will be fully repaired after upgrade of a new transformer, we are working with Xcel Energy and our electrician to accomplish the project.

- **Water:**

Continuing water testing and monitoring the city's water distribution system. Regular maintenance of well equipment. Repaired exhaust fan at well 3 in chemical room. Continuing to work with city business to obtain water samples after COVID changed how we perform this. The electrician wired the mixer Friday March 15th. Now working with our process controller to bring the mixer onto our SCADA monitoring system. Coordinating with electrician on Well 2 panel project. City Public Works employees worked on this project by operating our mini excavator to dig trench for new wiring and conduit, but also dug by hand when near other utilities. Took bids and awarded work to replace the driveway at Well 1. This driveway had needed repair after the water tower was removed in 2018.

Surface Water:

Beginning to talk pond inspections and working with WSB on SWAMP app (GIS mapping). Our street sweeper was delivered from winter maintenance Monday, March 18 and we will start sweeping operations shortly thereafter. Looking at a training opportunity next month on environmental maintenance including pond inspections. Met onsite with resident, City Engineer and Comfort Lake - Forest Lake Watershed district regarding surface water treatment in the projected street improvement area for 2024. Attended first quarter Comfort Lake – Forest Lake Coordination meeting.

Parks:

Regular trash collection and cleaning of facilities. Tree trimming in parks.

Respectfully submitted,
Steve Reeves
Public Works Superintendent



Date: March 22, 2024

For release: Immediately

Contact: Hannah Fox, hannah.fox@fairview.org, 651-356-5903

M Health Fairview Lakes opens Wyoming's first Naloxone Access Point

[M Health Fairview Lakes Medical Center](#) is proud to announce it is now a designated 24/7 Naloxone Access Point (NAP), the first and only in Wyoming. As of March 22nd, anyone can come to the Lakes emergency department and receive free intramuscular Naloxone, no questions asked. This is possible through a partnership between M Health Fairview and the [Steve Rummeler Hope Network](#).

[Naloxone](#), also known widely by the brand name Narcan, is a medicine that rapidly reverses opioid overdoses. Naloxone can quickly restore normal breathing to a person if their breathing has slowed or stopped because of an opioid overdose. Naloxone can be administered as a nasal spray, or it can be injected into the muscle.

The City of Wyoming Administration and the Chief of Wyoming Police partnered with Lakes leadership and community clinical care team on the NAP initiative, after identifying it as a community need. In Chisago County, the number of reported opioid overdoses has [doubled since 2016](#).

The entire country is facing an opioid crisis, largely due to the availability of fentanyl, an extremely potent and deadly synthetic opioid drug. In 2022, [6.1 million](#) people 12 and older had an opioid use disorder, according to the Substance Abuse and Mental Health Services Administration's [most recent annual survey](#), while 8.9 million reported misusing opioids within the past year. Overdoses in Black, American Indian, and Latinx communities have risen the fastest.

"M Health Fairview remains steadfast in its commitment to community well-being and continues to lead initiatives that address critical public health challenges," says Kyle Odegaard, senior director of hospital operations at M Health Fairview Lakes and Northland Hospitals. "The establishment of Wyoming's first Naloxone Access Point is a testament to our dedication to saving lives and fostering a healthier future for all."

ABOUT M HEALTH FAIRVIEW

M Health Fairview is the newly expanded collaboration between the University of Minnesota, University of Minnesota Physicians, and Fairview Health Services. The healthcare system combines the best of academic and community medicine – expanding access to world-class, breakthrough care through our 10 hospitals and 60 clinics.



Request for Council Action

Date: March 29, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Age-Friendly Grant

Method: Communications

Background Information:

The City of Wyoming was awarded an Age-Friendly Minnesota Community Grant by the Minnesota Department of Human Resources on April 26, 2023. The purpose of this grant is to allow communities to work on age-friendly projects and become better places for all Minnesotans to grow older. The City of Wyoming utilized the grant application to receive funds that would allow the installation of an accessible garden within the community.

The accessible garden will be created through an expansion of the existing community garden located at the M Health Fairview Clinic site. The project will expand the existing garden to the north by adding 60 feet of fencing to create a new 60'x150' enclosed area. It is anticipated that the expansion will include two wheelchair accessible garden beds as well as four additional raised garden beds. More information will become available in the future as the city continues to work with the MN Department of Human Resources, Age-Friendly granters, Fairview Wyoming staff, and the Minnesota Statewide Health Improvement Partnership (SHIP) throughout this process.



Request for Council Action

Date: March 29, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Steve Reeves, Public Works Superintendent

Department: Public Works

Reference: Railroad Lift Station Transformer Upgrade

Method: New Business

Background Information:

In the fall of 2023 during inspections of our lift station pumps it was discovered at the Railroad lift station (one of our three phase stations) that one of the lines feeding the station was 40 volts. The other lines were at 56 volts and it was requested that Xcel Energy look at the feed as low voltage can be problematic on pumps.

City staff contacted Xcel Energy for review of the voltage issues that were reported at that location. After review Xcel determined that the voltage dips are caused by current spikes (load). The lift station operated by the city is causing issues with hard starting equipment and the solution would be to upgrade the transformer to a 120/208V 3-phase pad mount and get rid of the open delta.

The Railroad Lift Station #2 is an important station in our infrastructure as it is responsible for a larger amount of pumping than others. Staff worked with the builders call line at Xcel energy for the upgrade on the transformer and then the Xcel Design team works up a plan/cost and provides the information to the customer.

Xcel Energy responded to staff and identified the cost to upgrade the existing transformer from a 2-ph 120/240 service/pad transformer to a 3-ph 120/208 service/pad transformer is \$11,212.29. This includes rebuild of 4 poles, installing a 3rd phase on 3 spans, and upgrading the pad mount transformer from 2 single phase pads to 1 3-phase pad. This cost does not include restoration or electrician charges to upgrade the panel and run the service wires back to our new transformer.

The remaining work for the utility feed to the lift station, site prep, trenching conduit, wire pulls, and labor would be completed by Erickson Electric Company, Inc. in the amount of \$8,400.

Recommendation: To approve Resolution 24-04-37 a resolution approving the installation of three phase transformer for the Railroad Lift station by Xcel Energy for the amount of \$11,242.29 and To approve Resolution 24-04-38 a resolution approving utility work for the Railroad Lift station by Erickson Electric Company, Inc. for the amount of \$8,400.

THREE PHASE RAILROAD LIFT STATION PROJECT

- Red Dashed is the overhead area where we would Xcel will be installing the 3rd phase.
- Yellow Highlight is the pad Transformer area.
- The existing underground primary is 3-phase as it was replaced in 2022 and they put in our standard 3-phase and left the 3rd phase open for future use



Location of New Pad at Railroad Lift Station





MAILING ADDRESS	ACCOUNT NUMBER	DUE DATE
CITY OF WYOMING MNNUF PO BOX 188 WYOMING MN 55092-0188	51-0014848151-5	Pay Now
	STATEMENT NUMBER	STATEMENT DATE
	869579126	03/18/2024
		AMOUNT DUE
		\$11,212.29

QUESTIONS ABOUT YOUR BILL?

See our website: xcelenergy.com
Please Call: 1-800-481-4700
Fax: 1-800-311-0050
Or write us at: XCEL ENERGY
PO BOX 8
EAU CLAIRE WI 54702-0008

SUMMARY OF CURRENT CHARGES (detailed charges begin on page 2)

Non-Recurring Charges / Credits	\$11,212.29
Current Charges	\$11,212.29
ACCOUNT BALANCE (Balance de su cuenta)	
Previous Balance	\$0.00
No Payments Received	\$0.00
Balance Forward	\$0.00
Current Charges	\$11,212.29
Amount Due (Cantidad a pagar)	\$11,212.29

007231 1/1



RETURN BOTTOM PORTION WITH PAYMENT ONLY • PLEASE DO NOT INCLUDE OTHER REQUESTS • SEE BACK OF BILL FOR CONTACT METHODS



ACCOUNT NUMBER	DUE DATE	AMOUNT DUE	AMOUNT ENCLOSED
51-0014848151-5	Pay Now	\$11,212.29	

6

AV 01 007231 550811 31 A**5DGT
CITY OF WYOMING MNNUF
PO BOX 188
WYOMING MN 55092-0188

XCEL ENERGY
P.O. BOX 4176
CAROL STREAM IL 60197-4176

32 51041724 00148481515 0000112122900001121229



MAILING ADDRESS	ACCOUNT NUMBER		DUE DATE
CITY OF WYOMING MNNUF PO BOX 188 WYOMING MN 55092-0188	51-0014848151-5		Pay Now
	STATEMENT NUMBER	STATEMENT DATE	AMOUNT DUE
	869579126	03/18/2024	\$11,212.29

NON-RECURRING CHARGES / CREDITS DETAILS

DESCRIPTION	CHARGE
Invoice Number 1095799073 14119363 03/18/24 to 03/18/24 5613 RAILROAD BLVD WYOMING MN 55092-9212	
RerouteElect CSW	\$11,212.29
Total	\$11,212.29

ADVANCE PAYMENT IS REQUIRED.

PLEASE PAY UPON RECEIPT

CONTRACT 2683048 5613 RAILROAD BLVD WYOMING MN

SN 14119363

THIS AGREEMENT IS FOR THE REMOVAL OF THE (2) 1-PH PAD MOUNT TRANSFORMERS, INSTALL 3-PHASE PAD TRANSFORMER - REBUILD 4 POLES, EXTEND 3RD OVERHEAD PHASE ON 3 SPANS, AND RELATED EQUIPMENT FOR THE EXISTING LIFT STATION. THIS AGREEMENT DOES NOT INCLUDE RESTORATION OR WINTER CHARGES. PRICE ON INVOICE VALID FOR 90 DAYS OF STATEMENT DATE. PLEASE CONTACT KYLE HAUGE 651-462-6212 WITH QUESTIONS REGARDING THIS INVOICE



A CLEAR GAS METER IS A SAFE GAS METER.

If it snows on your meter, brush it off gently to avoid icy build-up that can dangerously interfere with the flow of natural gas to and from your meter. Additionally, carefully shovel around your meter to maintain a clear path to allow quick access in an emergency.

Learn more at [xcelenergy.com/Safety](https://www.xcelenergy.com/Safety).



Erickson Electric Company, Inc.

3308 Southway Drive • Saint Cloud MN 56301-9513

Phone 320.251.1501 • Fax 320.251.1504

BUDGET PROPOSAL

February 2, 2024

Steve Duff

RE: City of Wyoming Railroad Lift Station

Rework the utility feed to the Railroad lift station for new transformer: **\$8,400.00.**

Included:

- Disconnect the feeds to the lift station control panel from the utility transformers.
- Make the site ready for Xcel's new transformer and stub out conduit for feeding lift station.
- Trench and intercept existing feeder conduit and tie together.
- Pull in new wire and terminate conductors at the control panel and at the utility transformer.
- All material and labor for a complete installation.
- All work to be done Monday thru Friday 7AM to 3:30PM
- Electrical permit included.
- Proposal valid for 30 days

Not included:

- Utility provided transformer pad.

Please feel free to contact me if you have any questions. Thank you for your consideration of this proposal. My cell phone: 320-774-5613

Sincerely,

Kyle Klemek

kylek@ericksonelectricmn.com

RESOLUTION NO. 24-04-37

A RESOLUTION TO APPROVE THE PURCHASE OF A THREE PHASE TRANSFORMER TO BE INSTALLED AT THE RAILROAD LIFT STATION FOR THE WYOMING DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF \$11,242.29

WHEREAS, the Wyoming Public Works department is committed to effectively maintaining community lift stations; and

WHEREAS, the Public Works Department has identified an underperforming line located at the Railroad Lift Station which is responsible for a larger amount of pumping compared to other existing lift stations; and

WHEREAS, the identified line is feeding the station 40 volts as opposed to the standard 56 volts; and

WHEREAS, Excel Energy has the ability to upgrade the line from a 2-ph 120/240 service/pad transformer to a 3-ph 120/208 service/pad transformer which will bring the line up to city standards; and

WHEREAS, the total cost for the installation of the transformer is \$11,212.29; and,

THEREFORE BE IT RESOLVED, the City of Wyoming authorizes the purchase and installation of the three phase transformer to be installed at the Railroad Lift Station for the Wyoming Department of Public Works in the amount of \$11,212.29.

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

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

RESOLUTION NO. 24-04-38

**A RESOLUTION TO APPROVE UTILITY WORK TO BE CONDUCTED AT THE
RAILROAD LIFT STATION BY ERICHSON ELECTRIC COMPANY, INC. FOR
THE WYOMING DEPARTMENT OF PUBLIC WORKS IN THE AMOUNT OF
\$8,400.00**

WHEREAS, the Public Works Department will be working with Excel Energy to install a three phase transformer at the Railroad Lift Station; and

WHEREAS, the installation of the transformer does not include restoration or changes to upgrade the panel and run the service wires back to the new transformer; and

WHEREAS, the panel upgrade and connection of service wires are required for the transformer to properly function; and,

WHEREAS, Erichson Electric Company, Inc has the ability to perform the required electrical work in the amount of \$8,400.00; and

THEREFORE BE IT RESOLVED, the City of Wyoming authorizes the commencing of utility work to be conducted by Erichson Electric Company, Inc. at the Railroad Lift Station for the Wyoming Department of Public Works in the amount of \$8,400.00.

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

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Date: April 1, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Public Safety Director Neil Bauer

Department: Public Safety

Reference: Grant Contract Agreement A-ICPOE-2024-WYOMPD-005

Method: New Business

Background Information:

As discussed in the March 19, 2024 City Council meeting, the City of Wyoming's application for the ICPOET (INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING) grant through the MN Office of Justice Programs (MN DPS) has been approved and ready for signatures by the City of Wyoming.

The grant application included the creation of a temporary full-time position to train a current 2- or 4-year college graduate to become a police officer for the City of Wyoming. The grant will provide tuition expenses for a full-time 22-week training program at Hennepin Technical College, where the ICPOET Police Cadet will complete all of the required education requirements to be eligible to be licensed as a police officer.

The grant will also fund approximately 27-weeks off full-time salary and benefits¹ for the temporary position, with the City of Wyoming funding the remaining 3 +/- weeks.

At the completion of the training program, they will be able to take the licensing exam and if passed, be hired as a police officer for the City of Wyoming, in anticipation of 2 sergeant retirements in 2025.

The chart below highlights the breakdown of the budget for the grant as submitted:

¹ Single person health insurance benefit used for budgeting purposes.



PUBLIC SAFETY

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

ICPOE: Wyoming Police Cadet Recruitment and Training	
Budget Category	Award
Personnel	
Salary	\$24,088.72
Total	\$24,088.72
Payroll Taxes and Fringe	
Fringe Benefits	\$5,311.28
Total	\$5,311.28
Program Expenses	
Tuition @ Hennepin Technical College	\$20,600.00
Total	\$20,600.00
Total	\$50,000.00

Recommendation

Staff recommends accepting/signing the ICPOET Grant Contract Agreement (A-ICPOE-2024-WYOMPD-005) in the amount of \$50,000.

Neil D. Bauer, Ed.D.

Police Chief/Public Safety Director



PUBLIC SAFETY

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

RESOLUTION NO. 24-04-39

**A RESOLUTION ACCEPTING THE INTENSIVE COMPREHENSIVE PEACE
OFFICER EDUCATION AND TRAINING GRANT FROM THE MINNESOTA
OFFICE OF JUSTICE PROGRAM**

WHEREAS, the Wyoming Police Department applied for the Intensive Comprehensive Peace Officer Education and Training (ICPOET) Grant from the MN Office of Justice; and

WHEREAS, the ICPOET program provides grant funding to assist Minnesota law enforcement agencies with hiring; and

WHEREAS, the City of Wyoming was awarded a total of \$50,000 through the ICPOET grant; and

WHEREAS, the ICPOET Grant will allow the City of Wyoming to create a temporary full-time position to train a current 2 or 4-year college become a police officer in the City of Wyoming; and

WHEREAS, the ICPOET Grant will fund tuition expenses for a full-time 22-week training program and approximately 27-weeks of full-time salary and benefits for the temporary position.

THEREFORE BE IT RESOLVED, the City of Wyoming accepts the ICPOET Grant Contract Agreement in the amount of \$50,000.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE
2ND DAY OF APRIL, 2024.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Date: March 26, 2024

Presented to: Mayor Iverson and City Council Members

Presented by: Public Safety Director Neil Bauer

Department: Public Safety

Reference: Creation of ICOPET Police Cadet Temporary Position

Method: New Business

Background Information:

As discussed in the March 19, 2024 City Council meeting, the City of Wyoming's application for the ICPOET (INTENSIVE COMPREHENSIVE PEACE OFFICER EDUCATION AND TRAINING) grant has been approved and is being processed for signatures. The grant application included the creation of a temporary full-time position to train a current 2- or 4-year college graduate to become a police officer for the City of Wyoming. For our purposes, the position requested is the "ICPOET Police Cadet".

The program will provide funding for a full-time 22-week training program at Hennepin Technical College, where the ICPOET Police Cadet will complete all of the required education requirements to be eligible to be licensed as a police officer.

Position Description

Position Highlights:

- Temporary, full time position from 09/02/2024 to 03/31/2025 (30 weeks)¹.
- 2024 starting salary = \$22.67/hour + benefits.
- Tuition expenses at Hennepin Technical College provided for current 2- and 4-year graduates to complete PPOE requirements to become a licensed peace officer.
- Housing expenses are not included.

Upon successful completion of the required PPOE requirements, the Cadet would perform "community service officer" related job duties until appointment by City Council as a police officer.

Recruitment Strategy

This position is unique and our traditional recruitment strategies will not reach our target audience. Historically, employees that are community members that live in the Wyoming area and surrounding communities tend to have the greatest longevity with the City. Our primary focus for recruiting for this

¹ 27 weeks funded by ICPOET grant, 3 weeks funded by the City of Wyoming



PUBLIC SAFETY

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

position will be through staff networking and social media. An organization's greatest advocate is its employees and our current staff have a favorable perspective on working for the City of Wyoming, as reflected in the mission statement and elevator pitch.

Tentative Selection Process Timeline

April – June 2024	Active recruitment at community events (e.g. Taste of the Lakes – Community Event, Coffee with a Cop Event)
06/10/2024 – 06/28/2024	Posting Available on LMC, MN POST Board, City Website, Social Media, LinkedIn, Indeed, Handshake, ZipRecruiter, Chisago Lakes Chamber/Forest Lake Chamber, College/University Distribution
06/19/2024	Virtual Department Open House/Recruitment Event
07/01/2024 – 07/05/2024	Evaluating applications, interview scheduling
07/08/2024 – 07/12/2024	Initial Screening Interview Wyoming Police Multicultural Advisory Committee Interview Final Chief Interview
07/15/2024 – 08/02/2024	Background Investigation
08/06/2024	Conditional offer for Police Cadet presented to City Council
08/07/2024 – 08/23/2024	Psychological Evaluation, Medical Screening, Functional Test
09/02/2024 – 10/11/2024	Orientation, CSO-type Duties
10/14/2024 – 03/13/2025	Formal coursework @ Hennepin Technical College
03/14/2025 – Appointment	CSO-type Duties (Funded by City of Wyoming)
03/14/2025 – 03/21/2025	Refresh Psychological Evaluation, Medical Screening, Functional Test, POST Exam
04/01/2025 ²	Council request for appointment to police officer

Mentoring

Throughout the 30 weeks, a current WPD police officer would be appointed to meet with the Cadet to integrate them into the department, address any concerns, and provide guidance as needed in a structured mentoring program. A formal mentoring process will encourage inner-department engagement and academic progress, with the overall goal of promoting their success as a future Wyoming police officer.

Next Steps

Staff recommends the creation of the ICPOET Police Cadet temporary, full-time position, to fulfill the requirements of the ICPOET grant.

Neil D. Bauer, Ed.D.

² Flexible based on successful completion of POST Exam



PUBLIC SAFETY

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

Police Chief/Public Safety Director



PUBLIC SAFETY

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



**CITY OF
WYOMING
JOB
DESCRIPTION**

POSITION:	ICPOET Police Cadet
DEPARTMENT:	POLICE DEPARTMENT
LOCATION:	POLICE DEPARTMENT BUILDING
IMMEDIATE SUPERVISOR:	PUBLIC SAFETY DIRECTOR
HOURS WORKED:	40 HOURS PER WEEK
FLSA STATUS:	Temporary full-time employee, Non-Exempt
BENEFITS:	Qualifies for full-time benefits

Supervisory Duties:

None

Job Summary:

- The ICPOET (Intensive Comprehensive Peace Officer Education and Training) Police Cadet position is designed to benefit college graduates that are looking to pursue a career transition into law enforcement.
- No prior law enforcement training or experience required but must hold a two-or four-year regionally-accredited college degree in any study.
- ICPOET Police Cadets are required to complete the intensive comprehensive training curriculum, which will equip them with the knowledge and skills needed to be a licensed peace officer in the State of Minnesota.
- Earn full-time pay and benefits while attending full-time schooling for 22-weeks at Hennepin Technical College. ICPOET Police Cadets will perform non-sworn community service related job tasks prior to and after schooling, until hired as a probationary police officer, for a total of approximately 30-weeks.
- Candidates who complete the training will be hired as a probationary police officer with the Wyoming Police Department provided the conditions of the ICPOET Police Cadet

Agreement are met.

Work Activities:

Academic

- Attend and successfully complete the full-time intensive comprehensive training curriculum

Practical

- Non-Emergency Response to Calls for Service
- Animal Control
- Code Enforcement
- Support to Sworn Officers
- Attend Special Events and perform Community Relations
- Equipment and Fleet Maintenance

Position Requirements:

Education:

- Must hold a two or four-year degree from a regionally accredited college or university.

Requirements:

- Must be 20-years or older at the time of employment;
- Must meet minimum selection standards outlined in Minnesota Rules 6700.0700;
- Must be able to successfully complete a background investigation, psychological screening, a job specific functional test, and medical screening process;
- Must be a U.S. citizen or eligible to work in the US under federal requirements;
- Must be able to read and write the English language;
- Must be of good moral character and of temperate and industrious habits;

Licenses/Certifications:

- Must possess, or be able to obtain by time of hire, a valid State driver's license;

Knowledge

- Public Safety and Security — Knowledge of or the ability to learn relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Telecommunications — Knowledge of transmission, broadcasting, and operation of telecommunications systems.
- Administrative — Knowledge of administrative and office procedures and systems such as word processing, managing files and records, and workplace terminology.
- Computers and Electronics — Knowledge of electronic equipment, and computer hardware and software, including applications.

Skills

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — Talking to others to convey information effectively.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Coordination — Adjusting actions in relation to others' actions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Persuasion — Persuading others to change their minds or behavior.
- Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Service Orientation — Actively looking for ways to help people.
- Negotiation — Bringing others together and trying to reconcile differences.
- Complex Problem Solving — Identifying complex problems and reviewing related

information to develop and evaluate options and implement solutions.

- Time Management — Managing one's own time and the time of others.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities

- Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity — The ability to speak clearly so others can understand you.
- Written Comprehension — The ability to read and understand information and ideas presented in writing.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Near Vision — The ability to see details at close range (within a few feet of the observer).
- Far Vision — The ability to see details at a distance.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Flexibility of Closure — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Written Expression — The ability to communicate information and ideas in writing so others will understand.
- Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
- Explosive Strength — The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.
- Multilimbed Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Speed of Closure — The ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry

objects.

- **Dynamic Strength** — The ability to exert muscle force repeatedly or continuously over time. This involves muscular endurance and resistance to muscle fatigue.
- **Reaction Time** — The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears.
- **Response Orientation** — The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Arm-Hand Steadiness** — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- **Memorization** — The ability to remember information such as words, numbers, pictures, and procedures.
- **Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- **Time Sharing** — The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).

Work Styles

- **Integrity** — Job requires being honest and ethical.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Persistence** — Job requires persistence in the face of obstacles.
- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Independence** — Job requires developing one's own ways of doing things, guiding

oneself with little or no supervision, and depending on oneself to get things done.

- **Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.
- **Social Orientation** — Job requires preferring to work with others rather than alone, and being personally connected with others on the job.
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.
- **Innovation** — Job requires creativity and alternative thinking to develop new ideas for and answers to work-related problems.

Education:

- Must hold a two or four-year degree from a regionally accredited college or university.

Requirements:

- Must be 20-years or older at the time of employment;
- Must meet minimum selection standards outlined in Minnesota Rules 6700.0700;
- Must be able to successfully complete a background investigation, psychological screening, a job specific functional test, and medical screening process;
- Must be a U.S. citizen or eligible to work in the US under federal requirements;
- Must be able to read and write the English language;
- Must be of good moral character and of temperate and industrious habits;

Licenses/Certifications:

- Must possess, or be able to obtain by time of hire, a valid State driver's license;

Desired Qualifications:

Physical and Mental Requirements: Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens.

- Employee lifts/carries 120 lbs. (maximum pounds) occasionally (less than 33% of the time or 1-100 times per day).
- Employee's position requires pushing a maximum force of 150 lbs.

- Employee's position requires pulling a maximum force of 150 lbs.

This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

***The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

Working Conditions: Most work is performed in an administrative office setting and some field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all-important matters which pertain to the applicable job functions and responsibilities.
- Represent the Wyoming in a professional manner to the public, outside contacts and constituencies.

***The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and

requirements.

EQUAL OPPORTUNITY EMPLOYER:

The City of Wyoming is strongly committed to diversity in its work force. We are an affirmative action / equal employment opportunity employer.

DRAFT



Request for Council Action

Date: 4/1/2024

Presented to: Mayor Iverson and City Council Members

Presented by: Steve Reeves, Public Works Superintendent

Department: Public Works

Reference: Hiring of Assistant Public Works Superintendent

Method: New Business

Background Information:

Administrative staff has completed the selection process on a group of candidates for the Assistant Public Works Superintendent position. Staff reviewed 11 applications for the position and conducted first round interviews on the top applicants. Top applicants from the first round were brought back for second interviews. From the second interviews, the top applicant had a final interview. A background check and employment verification have been completed for the applicant.

Rick Lopez was selected as the top candidate for the position of Assistant Public Works Superintendent. Prior to this position, Mr. Lopez has been working in the Public Works Department for the City of Woodbury since 2005. Mr. Lopez began his career in the streets division and remained in that role for 8 years before making the transition to the utilities department, where he has worked for the past 11 years in the capacity of utility worker and lead worker. Mr. Lopez was able to display a wealth of knowledge between both streets and utilities during the interview process.

Beyond his experience working for the City of Woodbury, Mr. Lopez also holds several relevant licenses and certifications relating to public works and leadership. Mr. Lopez's experience will allow him to assist in the supervision, planning, and coordination of public works operations in the city.

Based on his qualifications, wage history, and work experience, staff is recommending that Rick Lopez start at step 4, \$40.71 per hour (salary position), with a 6-month probationary period per the City of Wyoming personnel policy. Mr. Lopez would have a tentative start date of April 22, 2024.

Recommendation:

Staff recommends the hiring of Rick Lopez for the position of Assistant Public Works Superintendent at step 4, \$40.71 per hour, upon completion of a drug and alcohol test.