

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
AUGUST 6, 2025
7:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

1. Swearing in of Officer Jack Breitbach to the position of Sergeant with the Wyoming Police Department

APPROVAL OF MINUTES:

2. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for July 15, 2025
3. Consider approving the minutes of the "Work Session" of the Wyoming, Minnesota City Council for July 15, 2025

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 July 16, 2025 to August 6, 2025
5. To consider **Resolution 25-08-69** a resolution approving the issuance of 2025 Massage Therapist License Application for Silver Pine Bodyworks

6. To consider **Resolution 25-08-70** a resolution updating the City of Wyoming's Capitalization Threshold as set in the Capital Asset Policy
7. To consider **Resolution 25-08-71** a resolution accepting a donation from Beverly Johns to Wyoming Public Safety
8. To consider **Resolution 25-08-72** a resolution declaring certain Public Works Department items as surplus property and authorizing the Public Works Department to dispose of such items through the online auction or disposal process
9. To consider **Resolution 25-08-73** a resolution accepting improvements and approving release of escrow to the Heims Lake Villas North Development
10. To consider a Solicitor's Application from Mad City Bath & Windows
11. To consider the application for a Temporary On-Sale Liquor License from the Wyoming Fire Relief Association for September 13, 2025 for the Wyoming Stagecoach Day celebration
12. To consider approving a payment to the League of Minnesota Cities for Workers Compensation in the amount of \$11,553.00
13. Letter of Support for the 2025 MHFP Grant - US Highway 8 Reconstruction Project

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

14. Report of the Public Safety Director, Neil Bauer, for July 29, 2025
15. Report of City Building Official, Fred Weck, IV for July 30, 2025.
16. Report of the City Attorney, Tom Loonan, for July 31, 2025
17. Report of City Engineer Mark Erichson, WSB for July 29, 2025
18. Report of the Report of the Public Works Superintendent, Steve Reeves, for July 28, 2025

COMMUNICATIONS:

19. City of Wyoming Annual Report 2025

OLD BUSINESS:

NEW BUSINESS:

20. To consider **Resolution 25-08-74** a resolution approving a 5-year contract with Axon for body-worn camera equipment

21. To consider a Drug, Alcohol, and Cannabis Testing Policy for the city of Wyoming as required by Minnesota State Statute

22. To continue discussions regarding City facilities and infrastructure

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JULY 15, 2025
7:00 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for July 15, 2025, 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:

OPEN FORUM:

County Commissioner Montzka – Explained that the County was considering 2 roundabouts and noted that the bridge is a State road, which means it will be handled by the County, but funded by the State. He asked the Council if there are items that they would like to see the County work on.

Mayor Iverson – Stated that she would like to see what the County could do to help Wyoming with the west side and the County Road. She explained that her other request would be for help with the crosswalk near Bruce's Foods on County Road 22 because she felt it was a safety issue and would like to see some sort of flashing sign put in.

County Commissioner Montzka – Asked County Public Works Director Triplett if the County could prioritize looking into the safety of that crosswalk area and noted that he would also speak with the Board about getting some funds included in their budget. He stated that something he planned to continue pushing at the County level was trying to get full coverage for emergency sirens throughout the County.

1. Chisago County Public Works Director, Joe Triplett – Highway 8 Update

Joe Triplett, County Public Works Engineer/Director – Noted that they were working on a study for the CSAH 22 interchange area, including funding sources, and explained that they were looking at a few roundabouts in a few locations. He stated that for the Highway 8 project, he did not have a lot to report because they were still working through the environmental analysis. He noted that they were making progress and were hoping to have clearance in place by the end of 2025. He stated that they were also working on right-of-way issues, which were going well. He explained that the project looked like construction would be taking place during 2027-2029.

Council Member Nanko Yeager - Asked if there had been any Federal funding cut from this project.

Mr. Triplett – Stated that he had about 16 pots of money that were being used for this project, but some of the funding was currently on hold. He noted that he had applied for some additional congressional spending funds, which they were hopeful they might receive.

APPROVAL OF MINUTES:

2. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for July 1, 2025

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JULY 1, 2025, AS SUBMITTED.

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

Voting Nay: None

Abstain: None

Absent: None

3. Consider approving the minutes of the “Special Meeting” of the Wyoming, Minnesota City Council for June 30, 2025

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE MINUTES OF THE “SPECIAL MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JUNE 30, 2025, AS SUBMITTED.

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.

4. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period from July 2, 2025, to July 15, 2025
5. To consider a Solicitor’s Permit from Pro Fire Safety, LLC
6. To consider **Resolution 25-07-67**, a resolution approving the Memorandum of Understanding (MOU) between the City of Wyoming and the International Union of Operating Engineers, Local No. 49, regarding the Central Pension Fund
7. To consider **Resolution 25-07-68**, a resolution authorizing a transfer from the EDA Fund to the Capital Revolving Fund

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE #4, #5, #6, and #7 OF THE WYOMING CITY COUNCIL CONSENT AGENDA.

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:

8. Report of the Public Safety Director, Neil Bauer, for July 9, 2025
9. Report of City Building Official, Fred Weck IV, for July 10, 2025
10. Report of City Attorney Tom Loonan, for July 10, 2025
11. Report of City Engineer Mark Erichson, WSB for July 11, 2025
12. Report of Public Works Superintendent, Steve Reeves, for July 8, 2025

COMMUNICATIONS

13. Minnesota Department of Health – Sanitary Survey Results

Public Works Superintendent Reeves – Gave an overview of the results of the sanitary survey and explained that there had been one item related to chemical storage and a recommendation to keep chemicals separate, which may require some retrofitting of the buildings.

Council Member Ohnstad – Asked if the retrofitting of the building would just be for a small storage area or if it would need to be larger.

Public Works Superintendent Reeves – Noted that it would just require an extension to the building, so there would be a separate room for the chemical storage.

Council Member Nanko Yeager – Asked if the State was willing to wait until the next rate study.

Public Works Superintendent Reeves – Explained that it was currently just a recommendation from the Minnesota Department of Health, but will eventually become a requirement, so the City should begin planning for it.

OLD BUSINESS

NEW BUSINESS

14. To continue discussions regarding City facilities and infrastructure

City Administrator Linwood – Explained that staff recommended moving into a Closed Session for this agenda item and suggested that they move ahead to Council Reports.

COUNCIL REPORTS:

Council Member Ohnstad – Attended the Council Work Session.

Council Member Nanko Yeager – Attended the Council Work Session.

Council Member Luger – Attended the Council Work Session.

Council Member Schilling – Attended the Council Work Session.

Mayor Iverson – Attended the Council Work Session. She asked for an update on the upcoming Night to Unite event.

Public Safety Director Bauer – Explained that Night to Unite would take place on August 5,

2025, from 6:00 to 8:00 p.m., at Goodview Park and explained it was designed to connect the community with law enforcement. He encouraged residents to be on the lookout for more information on the event this coming week, including a big change in the food available.

Mayor Iverson recessed the meeting at 7:22 p.m. and reconvened at 7:31 p.m.

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD TO MOVE INTO A CLOSED SESSION FOR DISCUSSION RELATED TO PROPERTY AT 26263 FOREST BLVD UNDER MN STATUTE 13D.05(subd. 3)(c)

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

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER LUGER TO COME OUT OF CLOSED SESSION FOR DISCUSSION RELATED TO PROPERTY AT 26263 FOREST BLVD UNDER MN STATUTE 13D.05(subd. 3)(c)

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

Voting Nay: None

Abstain: None

Absent: None

City Administrator Linwood gave a summation of the closed session

The closed meeting was related to the matters of property located at 26263 Forest Blvd, Wyoming, MN. The meeting was closed under MN State Statute 13D.05(sub. 3)(c). 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 Assistant City Administrator - Grant MacFarlane, Public Safety Director - Neil Bauer, Public Works Superintendent - Steve Reeves, City Administrator - Robb Linwood, City Attorney – Tom Loonan, and Jonathan Loose and Paige Sullivan – Wold Architects. The city council provided advice and direction to legal and city staff but made no formal votes or motions.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO ADJOURN THE JULY 15, 2025 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:28PM

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:
AUGUST 5, 2025
7:00 PM

**APPROVED MINUTES
CITY COUNCIL
WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
JULY 15, 2025
5:30 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Budget Work Session Meeting of the Wyoming City Council for July 15, 2025 to order at 5:30 P.M.

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, Bret Ohnstad, and Claire Luger

Absent:

Also Present: Robb Linwood- City Administrator, Grant MacFarlane – Assistant City Administrator, Neil Bauer - Public Safety Director, Fred Weck- Building Official/Zoning Administrator, Steve Reeves - Public Works Superintendent, and Jessi Sturtz- Abdo Financial

DETERMINATION OF A QUORUM:

Mayor Iverson determined a Quorum was present.

PLEDEGE OF ALLEGIANCE:

NEW BUSINESS:

1. To discuss preliminary 2026 budget and considerations

City Administrator Linwood – Stated that Finance Director, Jessi Sturtz from Abdo Financial would be giving an overview of the Draft 2026 Budget.

Jessi Sturtz- Abdo Financial – Mrs. Sturtz gave an overview of the first draft 2026 city budget. She summarized key items including:

- LGA will decrease by approximately \$10,096 for a total of \$378,142 in 2026.
- The total 2026 tax levy is proposed to increase \$425,243 or 7.34% from 2025.
- The general levy increased \$233,762 or 5.29%
- The debt levy decreased by \$108,119 or -14.87%. This is due to the scheduled bond payments and the GO Bond falling off for 2026.
- The capital levy increased \$299,600 or 47.53%.
- The street replacement levy increased by \$100,000 or 20%.
- All employees are projected to receive a COLA increase of 3% and eligible employees will receive a step increase.
- We have estimated a 10% increase to health insurance and is split 50/50 between employer and employee.

Expenditure Key Changes:

City clerk office

- Increase in wages and benefits due to COLA and step increases
- Increases in network municipal computers due to IT's growing needs

Elections

- Increase due to elections in 2026

Police Department

- Increase in wages and benefits due to COLA, step increases, and the addition of a part-time CSO position in 2026

Fire Department

- Increase in wages and benefits due to COLA and addition of a new part time firefighter position
- Increase in contracted services due to relocating hose testing and Lexipool
- Increase in Wellness to \$3k

Hwys, streets and roads

- Increase in wages and benefits due to COLA and step increases
- Increase in contracted services, equipment rentals, and vehicle maintenance to align with the budget from the previous two years

City Administrator Linwood – Provided an overview on the Clean Water Partnership (CWP) Loan provided by the Minnesota Pollution Control Agency (MPCA) as it related to the Liberty Ponds community septic situation. Highlighted rates, potential timeline, and financial risks before asking the Council to provide Staff direction.

The members of the City Council questioned the City's ability to take on this project at an unknown cost which had not been planned for. They further discussed the difference in cost per household between the Liberty Ponds situation and a normal septic replacement. Staff time, potential loan defaults, and private loans were also discussed. The Council was overall not in favor of pursuing the MPCA's CWP loan.

City Administrator Linwood – Provided background on the City's current IT Services provider regarding scope of service, ability to maintain compliant with State standards, and proposed costs for 2026. Informed the Council that Metro Inet had put together a proposal for the City with a greater ability to meet City needs at a less expensive cost.

The members of the City Council inquired about the length of the contract, average yearly increase in contract cost, the data migration process, email swapping, and potential training. Council provided consensus to move forward with Metro Inet as the City's IT Services provider.

City Administrator Linwood – Informed the City Council that the City was seeing an increase in the amount of fraud attempts made against the City and against vendors that appear in the Claims section of the Council agenda packet. Provided examples of spoof invoices that contracts had received from scammers pretending to be the City. Stated that the City's insurance provider has best practice suggestions to limit the ability of scammers to target the City, including making changes to how the City provides claim information.

The members of the City Council expressed interest in revisiting this topic at a future Work Session meeting.

MAYOR IVERSON ADJOURNED THE JULY 15, 2025 WORK SESSION MEETING AT 6:58 PM.

CITY OF WYOMING
JOURNAL ENTRY
JE: 2078

Post Date: 07/31/2025
Entry Date: 06/17/2025
Description: DEBT SERVICE PAYMENT INTEREST ONLY

Entered By: ssaxe
Journal: GJ

GL #	Description	DR	CR
900-0000-10100	Cash	137,824.11	
900-0000-10400	Investments		137,824.11
339-7000-46110	2016A Interest	2,100.00	
339-0000-10100	Cash		2,100.00
338-7000-46110	2015A Interest	5,550.00	
338-0000-10100	Cash		5,550.00
601-7000-46110	2015A Interest	736.58	
601-0000-10100	Cash		736.58
602-7000-46110	2015A Interest	1,888.42	
602-0000-10100	Cash		1,888.42
340-7000-46110	2018A Interest	15,146.88	
340-0000-10100	Cash		15,146.88
341-7000-46110	2020A Interest	26,600.00	
341-0000-10100	Cash		26,600.00
601-7000-46110	2015B Interest	22,870.00	
601-0000-10100	Cash		22,870.00
342-7000-46110	2024A Interest	62,932.23	
342-0000-10100	Cash		62,932.23
	Journal Total:	275,648.22	275,648.22

APPROVED BY: _____

City of Wyoming Check Detail Register

1/2
July 24, 2025 02:53 PM
User: ssaxe
DR: Wyoming

07-24-2025

Check # Invoice #	Check Date	Vendor Name		
	General Ledger #	Amount	Comment	
58188	07/24/2025	MN POLLUTION CONTROL AGENCY		
102025				
	651-9425-42080	TRAINING AND IN	\$1,755.00	TRAINING AND INSTRUCTION
Total for MN POLLUTION CONTROL AG			\$1,755.00	

City of Wyoming Check Detail Register

2/2
July 24, 2025 02:53 PM
User: ssaxe
DR: Wyoming

07-24-2025

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

General Checking Account 10100
Total Amount Being Paid: \$1,755.00
Total Number of Checks: 1

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/15
August 01, 2025 12:04 PM
User: ssaxe
DR: Wyoming

08-05-2025

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
12691	08/05/2025	WEX BANK			
106046691					
	101-2400-42120	MOTOR FUELS		\$92.65	MOTOR FUELS
	101-2200-42120	MOTOR FUELS		\$298.22	MOTOR FUELS
	101-2110-42120	MOTOR FUELS		\$2,934.56	MOTOR FUELS
	101-3100-42120	MOTOR FUELS		\$883.51	MOTOR FUELS
	101-5200-42120	MOTOR FUELS		\$48.99	MOTOR FUELS
	601-9425-42120	MOTOR FUELS		\$462.89	MOTOR FUELS
	602-9425-42120	MOTOR FUELS		\$462.88	MOTOR FUELS
Total for WEX BANK				\$5,183.70	
58191	08/05/2025	ADAM'S PEST CONTROL INC			
4208327					
	101-5500-44010	REPAIRS & MAINT.		\$75.16	REPAIRS & MAINT. - BUILDINGS
4207027					
	101-1400-42100	OPERATING SUPPL		\$90.00	OPERATING SUPPLIES
4201758					
	101-3100-42310	CONTRACTED SER		\$15.90	CONTRACTED SERVICES
	101-5200-42310	CONTRACTED SER		\$15.90	CONTRACTED SERVICES
	601-9425-42310	CONTRACTED SER		\$15.90	CONTRACTED SERVICES
	602-9425-42310	CONTRACTED SER		\$15.90	CONTRACTED SERVICES
	651-9425-42310	CONTRACTED SER		\$15.90	CONTRACTED SERVICES
4201759					
	101-2110-42310	CONTRACTED SER		\$53.00	CONTRACTED SERVICES
4201451					
	101-3100-42310	CONTRACTED SER		\$10.60	CONTRACTED SERVICES
	101-5200-42310	CONTRACTED SER		\$10.60	CONTRACTED SERVICES
	601-9425-42310	CONTRACTED SER		\$10.60	CONTRACTED SERVICES
	602-9425-42310	CONTRACTED SER		\$10.60	CONTRACTED SERVICES
	651-9425-42310	CONTRACTED SER		\$10.60	CONTRACTED SERVICES
Total for ADAM'S PEST CONTROL INC				\$350.66	
58192	08/05/2025	AMAZON CAPITAL SERVICES, INC.			
7889813					
	101-2110-42100	OPERATING SUPPL		\$3.07	OPERATING SUPPLIES
4387435					
	101-2110-42100	OPERATING SUPPL		\$175.14	OPERATING SUPPLIES
8777048					
	101-2110-42100	OPERATING SUPPL		\$25.99	OPERATING SUPPLIES
7732213					
	101-2110-42100	OPERATING SUPPL		\$138.00	OPERATING SUPPLIES
Total for AMAZON CAPITAL SERVICES,				\$342.20	
58193	08/05/2025	ASPEN MILLS			
357823					
	101-2200-44080	UNIFORMS		\$428.25	UNIFORMS
357822					
	101-2200-44080	UNIFORMS		\$428.25	UNIFORMS
Total for ASPEN MILLS				\$856.50	

City of Wyoming Check Detail Register

2/15
August 01, 2025 12:04 PM
User: ssaxe
DR: Wyoming

08-05-2025

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
58194	08/05/2025	BARIBEAU IMPLEMENT CO. INC.			
RP1033					
		101-3100-44040	REPAIRS & MAINT.	\$3,000.00	REPAIRS & MAINT. - EQUIPMENT
Total for BARIBEAU IMPLEMENT CO. INC.				\$3,000.00	
58195	08/05/2025	BITUMINOUS ROADWAYS, INC			
250174					
		101-3100-44410	STREET MAINT MA	\$265.78	STREET MAINT MATERIALS
250190					
		101-3100-44410	STREET MAINT MA	\$117.29	STREET MAINT MATERIALS
250208					
		101-3100-44410	STREET MAINT MA	\$263.74	STREET MAINT MATERIALS
Total for BITUMINOUS ROADWAYS, INC				\$646.81	
58196	08/05/2025	BOUND TREE MEDICAL			
85844964					
		101-2200-42110	MEDICAL SUPPLIES	\$481.27	MEDICAL SUPPLIES AND EQUIPMENT
Total for BOUND TREE MEDICAL				\$481.27	
58197	08/05/2025	BRAEDON & SAMANTHA NOVAK			
07/29/2025					
		602-0000-11500	ACCOUNTS RECEIV	\$164.00	Sewer Usage
		601-0000-11500	ACCOUNTS RECEIV	\$86.33	Water - Base Fee
		601-0000-11500	ACCOUNTS RECEIV	\$45.16	Water Usage
		651-0000-11500	ACCOUNTS RECEIV	\$18.81	Surface Water Mgmt
		601-0000-11500	ACCOUNTS RECEIV	\$4.66	State Surcharge
Total for BRAEDON & SAMANTHA NOVAK				\$318.96	
58198	08/05/2025	BS& A SOFTWARE			
161914					
		101-2400-44330	DUES & SUBSCRIP	\$111.00	DUES & SUBSCRIPTIONS
Total for BS& A SOFTWARE				\$111.00	
58199	08/05/2025	CHISAGO LAKES JOINT SEWAGE TRE			
14625					
		602-9425-43890	SEWER PLANT FEE	\$31,790.00	LONG TERM CAPITAL PLAN
Total for CHISAGO LAKES JOINT SEWAGE TRE				\$31,790.00	

City of Wyoming Check Detail Register

3/15
August 01, 2025 12:04 PM
User: ssaxe
DR: Wyoming

08-05-2025

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
58200	08/05/2025	CINTAS			
4236470831					
	101-3100-44180	UNIFORMS		\$98.60	STREETS
	101-3100-42100	OPERATING SUPPL		\$28.75	SHOP SUPPLIES
4237220210					
	101-2110-43600	CLEANING SERVIC		\$34.49	CLEANING SERVICE-PUBLIC SAFETY
4237205739					
	101-1400-43600	CLEANING SERVIC		\$26.07	CLEANING SERVICE-CITY HALL
4237205915					
	101-3100-44180	UNIFORMS		\$98.60	STREETS
	101-3100-42100	OPERATING SUPPL		\$36.60	SHOP SUPPLIES
4237999619					
	101-3100-44180	UNIFORMS		\$98.60	STREETS
	101-3100-42100	OPERATING SUPPL		\$10.60	SHOP SUPPLIES
4238693822					
	101-3100-44180	UNIFORMS		\$98.60	STREETS
	101-3100-42100	OPERATING SUPPL		\$36.60	SHOP SUPPLIES
4238693633					
	101-1400-43600	CLEANING SERVIC		\$26.07	CLEANING SERVICE-CITY HALL
4238674624					
	101-2110-43600	CLEANING SERVIC		\$32.75	CLEANING SERVICE-PUBLIC SAFETY
Total for CINTAS				\$626.33	
58201	08/05/2025	CINTAS CORP-FIRST AID & SAFETY			
5280805809					
	101-2110-42310	CONTRACTED SER		\$123.41	CONTRACTED SERVICES
	101-3100-42310	CONTRACTED SER		\$93.40	CONTRACTED SERVICES
Total for CINTAS CORP-FIRST AID & S				\$216.81	
58202	08/05/2025	CORE & MAIN LP			
X250744					
	601-9425-42400	SMALL TOOLS/MIN		\$360.00	SMALL TOOLS/MINOR EQUIPMENT
Total for CORE & MAIN LP				\$360.00	
58203	08/05/2025	CULLIGAN WATER CONDITIONING			
6.30.2025					
	101-3100-42310	CONTRACTED SER		\$89.00	CONTRACTED SERVICES
Total for CULLIGAN WATER CONDITIO				\$89.00	
58204	08/05/2025	ECKBERG LAMMERS P.C.			
47187					
	101-1400-43040	ATTORNEY FEES		\$189.00	GENERAL
	101-1400-43040	ATTORNEY FEES		\$780.00	MEETINGS
	101-1400-43040	ATTORNEY FEES		\$294.00	AGREEMENTS
	800-0000-20891	PINEHAVEN CUP		\$987.00	PINEHAVEN CUP
	101-2110-43040	ATTORNEY FEES		\$252.00	GENERAL EMPLOYMENT
	101-2200-43040	ATTORNEY FEES		\$168.00	GENERAL EMPLOYMENT
	101-2110-43040	ATTORNEY FEES		\$787.50	ATTORNEY FEES
Total for ECKBERG LAMMERS P.C.				\$3,457.50	

City of Wyoming Check Detail Register

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
58205 FF4836	08/05/2025	ESS BROTHERS & SONS INC			
	651-9425-44030	REP & MAIN. - OTI		\$4,920.00	REP & MAIN. - OTHER THAN BLDGS
Total for ESS BROTHERS & SONS INC				\$4,920.00	
58206 15008460595	08/05/2025	FAIRVIEW HEALTH SERVICES			
	101-2200-42310	CONTRACTED SER		\$38.00	15008399817
	101-2200-42310	CONTRACTED SER		\$464.04	15008399963
	101-2200-42310	CONTRACTED SER		\$426.04	15008394560
	101-2200-42310	CONTRACTED SER		\$464.04	15008455115
	101-2200-42310	CONTRACTED SER		\$464.04	15008460595
Total for FAIRVIEW HEALTH SERVICES				\$1,856.16	
58207 MNTC3239342	08/05/2025	FASTENAL COMPANY			
	101-2200-42100	OPERATING SUPPL		\$443.52	OPERATING SUPPLIES
Total for FASTENAL COMPANY				\$443.52	
58208 0287508 0288810	08/05/2025	FERGUSON ENTERPRISES LLC			
	601-9425-42290	METERS		\$1,983.47	METERS
	601-9425-42400	SMALL TOOLS/MIN		\$94.75	SMALL TOOLS/MINOR EQUIPMENT
	602-9425-42400	SMALL TOOLS/MIN		\$94.75	SMALL TOOLS/MINOR EQUIPMENT
	651-9425-42400	SMALL TOOLS/MIN		\$94.75	SMALL TOOLS/MINOR EQUIPMENT
Total for FERGUSON ENTERPRISES LLC				\$2,267.72	
58209 25-07-876	08/05/2025	FROVIKS TOWING			
	101-2200-42080	TRAINING AND IN		\$443.02	TRAINING AND INSTRUCTION
Total for FROVIKS TOWING				\$443.02	
58210 43436533	08/05/2025	GREAT AMERICAN BUSINESS PRODUCTS			
	101-5200-42100	OPERATING SUPPL		\$369.80	OPERATING SUPPLIES
Total for GREAT AMERICAN BUSINESS				\$369.80	
58211 302811 302802	08/05/2025	GUARDIAN FLEET SAFETY, LLC			
	401-2110-45000	CAPITAL OUTLAY		\$1,618.44	CAPITAL OUTLAY
	401-2110-45000	CAPITAL OUTLAY		\$1,618.44	CAPITAL OUTLAY
Total for GUARDIAN FLEET SAFETY, LL				\$3,236.88	
58212 08152025	08/05/2025	H & W FUND I.U.O.E LOCAL 49			
	101-0000-21706	HOSPITALIZATION		\$10,955.00	PREMIUMS
Total for H & W FUND I.U.O.E LOCAL 4				\$10,955.00	

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58213	08/05/2025	HACH COMPANY			
14574186					
	601-9425-42160	CHEMICALS/CHEM		\$76.10	CHEMICALS/CHEMICAL PRODUCTS
14580942					
	601-9425-42160	CHEMICALS/CHEM		\$477.52	CHEMICALS/CHEMICAL PRODUCTS
Total for HACH COMPANY				\$553.62	
58214	08/05/2025	HAWKINS INC			
7144643					
	601-9425-42160	CHEMICALS/CHEM		\$1,306.17	CHEMICALS/CHEMICAL PRODUCTS
Total for HAWKINS INC				\$1,306.17	
58215	08/05/2025	KATH FUEL OIL SERVICE CO			
832198					
	101-3100-42100	OPERATING SUPPL		\$114.24	OPERATING SUPPLIES
	651-9425-42100	OPERATING SUPPL		\$46.00	OPERATING SUPPLIES
Total for KATH FUEL OIL SERVICE CO				\$160.24	
58216	08/05/2025	KILLMER ELECTRIC CO., INC.			
W25150					
	101-3100-42310	CONTRACTED SER		\$575.20	CONTRACTED SERVICES
Total for KILLMER ELECTRIC CO., INC.				\$575.20	
58217	08/05/2025	KODIAK POWER SYSTEMS			
KPS1821					
	101-1400-44010	REPAIRS & MAINT.		\$695.00	REPAIRS & MAINT. - BUILDINGS
KPS1822					
	601-9425-44040	REPAIRS & MAINT.		\$990.00	REPAIRS & MAINT. - EQUIPMENT
	602-9425-44040	REPAIRS & MAINT.		\$3,475.00	REPAIRS & MAINT. - EQUIPMENT
	101-3100-44040	REPAIRS & MAINT.		\$695.00	REPAIRS & MAINT. - EQUIPMENT
KPS1823					
	101-2110-44010	REPAIRS & MAINT.		\$675.00	REPAIRS & MAINT. - BUILDINGS
Total for KODIAK POWER SYSTEMS				\$6,530.00	
58218	08/05/2025	L & S SERVICE SOLUTIONS LLC			
15168					
	101-1400-43600	CLEANING SERVIC		\$600.00	CITY HALL/FIRE
	101-2110-43600	CLEANING SERVIC		\$200.00	POLICE
	101-5500-43600	CLEANING SERVIC		\$1,000.00	LIBRARY
	101-3100-42310	CONTRACTED SER		\$200.00	PUBLIC WORKS
Total for L & S SERVICE SOLUTIONS LI				\$2,000.00	
58219	08/05/2025	LEAGUE OF MN CITIES INS TRUST			
07242025					
	101-2110-41500	WORKER S COMP (		\$11,553.00	WORKER S COMP (GENERAL)
Total for LEAGUE OF MN CITIES INS TI				\$11,553.00	
58220	08/05/2025	LENFER AUTOMOTIVE AND TRANSMISSION			
25410					
	101-3100-43900	VEHICLE MAINTEN		\$1,582.38	VEHICLE MAINTENANCE
Total for LENFER AUTOMOTIVE AND TI				\$1,582.38	

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58221	08/05/2025	MENARDS- FOREST LAKE			
61239	101-2110-44010	REPAIRS & MAINT.	\$71.06	REPAIRS & MAINT. - BUILDINGS	
61229	601-9425-42400	SMALL TOOLS/MIN	\$44.92	SMALL TOOLS/MINOR EQUIPMENT	
62398	101-2200-42100	OPERATING SUPPL	\$43.98	OPERATING SUPPLIES	
61817	101-2200-42100	OPERATING SUPPL	\$134.13	OPERATING SUPPLIES	
61454	101-5200-42250	LANDSCAPING MA	\$17.97	LANDSCAPING MATERIALS	
61511	101-3100-42120	MOTOR FUELS	\$95.96	MOTOR FUELS	
61657	101-5200-42400	SMALL TOOLS/MIN	\$38.98	SMALL TOOLS/MINOR EQUIPMENT	
61664	101-5200-42250	LANDSCAPING MA	\$39.38	LANDSCAPING MATERIALS	
61659	101-5200-42400	SMALL TOOLS/MIN	\$75.98	SMALL TOOLS/MINOR EQUIPMENT	
61891	601-9425-42100	OPERATING SUPPL	\$12.81	OPERATING SUPPLIES	
62116	101-3100-42100	OPERATING SUPPL	\$51.96	OPERATING SUPPLIES	
Total for MENARDS- FOREST LAKE				\$627.13	
58222	08/05/2025	MIDCONTINENT COMMUNICATIONS			
37889910114821	101-3100-43210	TELEPHONE	\$36.79	PUBLIC WORKS	
	601-9425-43210	TELEPHONE	\$36.80	WELL	
	602-9425-43210	TELEPHONE	\$36.80	LIFTSTATIONS	
16609590114821	101-3100-43210	TELEPHONE	\$36.80	PUBLIC WORKS	
	601-9425-43210	TELEPHONE	\$36.80	WELL	
	602-9425-43210	TELEPHONE	\$36.79	LIFTSTATIONS	
37852500114843	101-3100-43210	TELEPHONE	\$33.46	PUBLIC WORKS	
	601-9425-43210	TELEPHONE	\$33.46	WELL	
	602-9425-43210	TELEPHONE	\$33.47	LIFTSTATIONS	
Total for MIDCONTINENT COMMUNIC/				\$321.17	
58223	08/05/2025	MIDWEST COMPLIANCE INC			
63766	101-2200-43000	PROFESSIONAL SE	\$232.00	PROFESSIONAL SERVICE (GENERAL)	
Total for MIDWEST COMPLIANCE INC				\$232.00	
58224	08/05/2025	MIDWEST MACHINERY CO			
10554043	101-3100-44040	REPAIRS & MAINT.	\$58.03	REPAIRS & MAINT. - EQUIPMENT	
Total for MIDWEST MACHINERY CO				\$58.03	

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58225 10545350	08/05/2025	MIDWEST MACHINERY CO			
		101-3100-42910 EQUIPMENT REPAIR		\$473.48	EQUIPMENT REPAIR
Total for MIDWEST MACHINERY CO				\$473.48	
58226 5317	08/05/2025	MIKE MCPHILLIPS SWEEPING, INC.			
		101-3100-42300 SAFETY EQUIPMENT		\$146.00	SAFETY EQUIPMENT
		601-9425-42300 SAFETY EQUIPMENT		\$146.00	SAFETY EQUIPMENT
		602-9425-42300 SAFETY EQUIPMENT		\$146.00	SAFETY EQUIPMENT
		651-9425-42300 SAFETY EQUIPMENT		\$146.00	SAFETY EQUIPMENT
		101-5200-42310 CONTRACTED SERVICES		\$146.00	CONTRACTED SERVICES
Total for MIKE MCPHILLIPS SWEEPING, INC.				\$730.00	
58227 7.15.2025	08/05/2025	MINNESOTA RURAL WATER ASSOC.			
		602-9425-42080 TRAINING AND INSTRUCTION		\$150.00	TRAINING AND INSTRUCTION
Total for MINNESOTA RURAL WATER ASSOC.				\$150.00	
58228 11288	08/05/2025	MINNESOTA SECURITY CONSORTIUM			
		101-2110-43000 PROFESSIONAL SERVICE (GENERAL)		\$1,300.00	PROFESSIONAL SERVICE (GENERAL)
Total for MINNESOTA SECURITY CONSORTIUM				\$1,300.00	
58229 1314232 1314044	08/05/2025	MINNESOTA VALLEY TESTING LABS			
		601-9425-43110 LAB COSTS		\$120.00	LAB TESTS
		601-9425-43110 LAB COSTS		\$117.50	LAB TESTS
Total for MINNESOTA VALLEY TESTING LABS				\$237.50	
58230 442533	08/05/2025	MPX GROUP			
		101-3100-42000 SUPPLIES - OFFICE		\$68.09	SUPPLIES - OFFICE/COPY/COMPUTER
Total for MPX GROUP				\$68.09	
58231 59654	08/05/2025	NORTH AMERICAN SAFETY, INC.			
		101-3100-42300 SAFETY EQUIPMENT		\$82.36	SAFETY EQUIPMENT
		101-5200-42400 SMALL TOOLS/MINOR EQUIPMENT		\$82.36	SMALL TOOLS/MINOR EQUIPMENT
		601-9425-42300 SAFETY EQUIPMENT		\$82.36	SAFETY EQUIPMENT
		602-9425-42300 SAFETY EQUIPMENT		\$82.36	SAFETY EQUIPMENT
		651-9425-42300 SAFETY EQUIPMENT		\$82.36	SAFETY EQUIPMENT
Total for NORTH AMERICAN SAFETY, INC.				\$411.80	

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58232	08/05/2025	NORTHERN TOOL & EQUIPMENT			
A9B570CE					
		101-3100-42100	OPERATING SUPPL	\$109.22	OPERATING SUPPLIES
		101-3100-42120	MOTOR FUELS	\$136.63	MOTOR FUELS
2B3550D7					
		101-3100-42400	SMALL TOOLS/MIN	\$50.32	SMALL TOOLS/MINOR EQUIPMENT
Total for NORTHERN TOOL & EQUIPMENT				\$296.17	
58233	08/05/2025	ON SITE, INC			
0001926061					
		101-5200-44050	SATALLITE RENTAL	\$42.70	030626-0002 ASHTON PARK
0001929684					
		101-5200-44050	SATALLITE RENTAL	\$42.70	030626-0002 ASHTON PARK
0001931410					
		101-5200-44050	SATALLITE RENTAL	\$42.70	030626-0002 ASHTON PARK
0001932271					
		101-5200-44050	SATALLITE RENTAL	\$75.00	030626-0008 GOODVIEW PARK
Total for ON SITE, INC				\$203.10	
58234	08/05/2025	PRECISE MRM LLC			
IN200-2006830					
		101-3100-42310	CONTRACTED SERVICES	\$220.00	CONTRACTED SERVICES
IN200-2006157					
		101-3100-42310	CONTRACTED SERVICES	\$220.00	CONTRACTED SERVICES
Total for PRECISE MRM LLC				\$440.00	
58235	08/05/2025	REZNY, KALLIE			
20250710					
		101-2110-42100	OPERATING SUPPL	\$81.30	OPERATING SUPPLIES
Total for REZNY, KALLIE				\$81.30	
58236	08/05/2025	RICOH BUSINESS SYSTEMS			
109311000					
		101-1400-42150	COPIER	\$144.05	CITY HALL
		101-2110-42240	MAINTENANCE CO	\$77.19	POLICE DEPT
		101-2110-42240	MAINTENANCE CO	\$4.10	FIRE DEPT
109337572					
		601-9425-42310	CONTRACTED SERVICES	\$123.71	PUBLIC WORKS
		602-9425-42310	CONTRACTED SERVICES	\$123.70	PUBLIC WORKS
Total for RICOH BUSINESS SYSTEMS				\$472.75	
58237	08/05/2025	ROAD MACHINERY & SUPPLIES CO			
S0129822					
		101-3100-44410	STREET MAINT MATERIALS	\$189.00	STREET MAINT MATERIALS
Total for ROAD MACHINERY & SUPPLIES CO				\$189.00	
58238	08/05/2025	ROBERT MCADAMS			
08052025					
		800-0000-20829	MCADAMS MASSAGE ESCROW	\$672.45	MCADAMS MASSAGE ESCROW
Total for ROBERT MCADAMS				\$672.45	

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58239	08/05/2025	ROSENBAUER			
0000079479					
	101-2200-43900	VEHICLE MAINTEN		\$2,874.79	VEHICLE MAINTENANCE
Total for ROSENBAUER				<u>\$2,874.79</u>	
58240	08/05/2025	RUSSELL SECURITY RESOURCE, INC.			
A52652					
	601-9425-42310	CONTRACTED SER		\$4,044.00	CONTRACTED SERVICES
Total for RUSSELL SECURITY RESOURC				<u>\$4,044.00</u>	
58241	08/05/2025	RUSSELL'S AUTOMOTIVE LLC			
39846					
	101-2200-43900	VEHICLE MAINTEN		\$350.92	VEHICLE MAINTENANCE
Total for RUSSELL'S AUTOMOTIVE LLC				<u>\$350.92</u>	
58242	08/05/2025	SAFE-FAST INC			
INV311027					
	101-3100-42300	SAFETY EQUIPMEN		\$147.13	SAFETY EQUIPMENT
	601-9425-42300	SAFETY EQUIPMEN		\$147.13	SAFETY EQUIPMENT
	601-9425-42300	SAFETY EQUIPMEN		\$147.13	SAFETY EQUIPMENT
	651-9425-42300	SAFETY EQUIPMEN		\$147.12	SAFETY EQUIPMENT
INV311244					
	601-9425-42400	SMALL TOOLS/MIN		\$59.33	SMALL TOOLS/MINOR EQUIPMENT
	602-9425-42400	SMALL TOOLS/MIN		\$59.33	SMALL TOOLS/MINOR EQUIPMENT
	651-9425-42400	SMALL TOOLS/MIN		\$59.34	SMALL TOOLS/MINOR EQUIPMENT
INV311701					
	601-9425-42100	OPERATING SUPPL		\$204.52	OPERATING SUPPLIES
	602-9425-42100	OPERATING SUPPL		\$204.52	OPERATING SUPPLIES
	651-9425-42100	OPERATING SUPPL		\$204.52	OPERATING SUPPLIES
Total for SAFE-FAST INC				<u>\$1,380.07</u>	
58243	08/05/2025	SARA SCHLAUDERAFF			
07/24/2025					
	601-0000-11500	ACCOUNTS RECEIV		\$103.29	Water - Base Fee
	602-0000-11500	ACCOUNTS RECEIV		\$30.09	Sewer Usage
	651-0000-11500	ACCOUNTS RECEIV		\$22.50	Surface Water Mgmt
	601-0000-11500	ACCOUNTS RECEIV		\$8.28	Water Usage
	601-0000-11500	ACCOUNTS RECEIV		\$5.62	State Surcharge
Total for SARA SCHLAUDERAFF				<u>\$169.78</u>	
58244	08/05/2025	SIRCHIE			
1000228961					
	101-2110-44360	INVESTIGATIONS		\$170.75	INVESTIGATIONS
Total for SIRCHIE				<u>\$170.75</u>	

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58245	08/05/2025	STAPLES			
6038299305					
	101-1400-42000	SUPPLIES - OFFICE		\$8.31	SUPPLIES - OFFICE/COPY/COMPUTR
6038299306					
	101-1400-42000	SUPPLIES - OFFICE		\$27.57	SUPPLIES - OFFICE/COPY/COMPUTR
6037588552					
	101-5500-42100	OPERATING SUPPL		\$(33.81)	OPERATING SUPPLIES
Total for STAPLES				\$2.07	
58246	08/05/2025	STEPHANIE LINDOW & BENJAMIN GRAFF			
07/21/2025					
	602-0000-11500	ACCOUNTS RECEIV		\$204.86	Sewer Usage
	601-0000-11500	ACCOUNTS RECEIV		\$96.74	Water - Base Fee
	601-0000-11500	ACCOUNTS RECEIV		\$56.34	Water Usage
	651-0000-11500	ACCOUNTS RECEIV		\$21.05	Surface Water Mgmt
	601-0000-11500	ACCOUNTS RECEIV		\$5.12	State Surcharge
Total for STEPHANIE LINDOW & BENJ				\$384.11	
58247	08/05/2025	STORM TRAINING GROUP			
1A5973C4-0002					
	101-2110-42080	TRAINING AND IN		\$1,199.00	TRAINING AND INSTRUCTION
1A5973C4-0004					
	101-2110-42080	TRAINING AND IN		\$699.00	TRAINING AND INSTRUCTION
1A5973C4-0001					
	101-2110-42080	TRAINING AND IN		\$299.00	TRAINING AND INSTRUCTION
1A5973C4-0003					
	101-2110-42080	TRAINING AND IN		\$598.00	TRAINING AND INSTRUCTION
1A5973C4-0005					
	101-2110-42080	TRAINING AND IN		\$1,199.00	TRAINING AND INSTRUCTION
Total for STORM TRAINING GROUP				\$3,994.00	
58248	08/05/2025	STREICHER'S			
I1771711					
	101-2110-44080	UNIFORMS		\$14.99	UNIFORMS
Total for STREICHER'S				\$14.99	
58249	08/05/2025	SWENSONS LAWCARE			
1629					
	101-5200-42310	CONTRACTED SER		\$8,268.44	LAWNCARE
Total for SWENSONS LAWCARE				\$8,268.44	
58250	08/05/2025	THERESA VON WALD			
08052025					
	800-0000-20892	VON WALD ESCRO		\$188.50	VON WALD ESCROW
Total for THERESA VON WALD				\$188.50	

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58251	08/05/2025	TIMESAVER OFF SITE SECRETARIAL		
30751	101-1400-42310	CONTRACTED SER	\$191.50	CONTRACTED SERVICES
30752	101-1910-42310	CONTRACTED SER	\$172.00	CONTRACTED SERVICES
30832	101-1400-42310	CONTRACTED SER	\$172.00	CONTRACTED SERVICES
30833	101-1910-42310	CONTRACTED SER	\$172.00	CONTRACTED SERVICES
Total for TIMESAVER OFF SITE SECRE			\$707.50	
58252	08/05/2025	TOTAL CONTROL SYSTEMS		
11777	601-9425-42050	SOFTWARE UPGRA	\$4,995.00	SOFTWARE UPGRADES
	602-9425-42050	SOFTWARE UPGRA	\$5,000.00	SOFTWARE UPGRADES
Total for TOTAL CONTROL SYSTEMS			\$9,995.00	
58253	08/05/2025	TREETOP PRODUCTS		
INVTRE33043	101-5200-42400	SMALL TOOLS/MIN	\$212.81	SMALL TOOLS/MINOR EQUIPMENT
	404-5200-45350	IMPROVEMENTS	\$2,999.00	IMPROVEMENTS
Total for TREETOP PRODUCTS			\$3,211.81	
58254	08/05/2025	UNUM LIFE INSURANCE		
08012025	101-1400-41310	LIFE INSURANCE	\$199.15	ADMIN
	101-2110-41310	LIFE INSURANCE	\$868.15	POLICE
	101-1910-41310	LIFE INSURANCE	\$76.23	PLAN & ZONE
	101-2400-41310	LIFE INSURANCE	\$160.18	BLDG
	101-3100-41310	LIFE INSURANCE	\$389.69	STREETS
	601-9425-41310	LIFE INSURANCE	\$163.28	WATER
	602-9425-41310	LIFE INSURANCE	\$163.28	SEWER
	101-0000-21715	VOLUNTARY TERM	\$346.32	VOLUNTARY TERM LIFE
Total for UNUM LIFE INSURANCE			\$2,366.28	
58255	08/05/2025	US BANK EQUIPMENT FINANCE		
559592886	101-2400-44330	DUES & SUBSCRIP	\$160.60	DUES & SUBSCRIPTIONS
Total for US BANK EQUIPMENT FINAN			\$160.60	
58256	08/05/2025	VC3, INC.		
INV3562918VC3	101-1400-42100	OPERATING SUPPL	\$566.40	OPERATING SUPPLIES
VC3-212622	101-1400-42090	NETWORK MUNICI	\$5,163.88	NETWORK MUNICIPAL COMPUTERS
Total for VC3, INC.			\$5,730.28	
58257	08/05/2025	VERIZON		
6118657658	602-9425-43210	TELEPHONE	\$80.04	MACHINE-TO-MACHINE
Total for VERIZON			\$80.04	

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58258 25-01819	08/05/2025	WARNING LITES OF MN, INC			
		602-9425-42310 CONTRACTED SER		\$903.10	CONTRACTED SERVICES
		Total for WARNING LITES OF MN, INC		\$903.10	
58259 7070	08/05/2025	WASHINGTON CONSERVATION DISTRICT			
		651-9425-42080 TRAINING AND IN		\$225.00	TRAINING AND INSTRUCTION
		Total for WASHINGTON CONSERVATIO		\$225.00	
58260 9024161287	08/05/2025	WILLIAMS SCOTSMAN, INC.			
		101-3100-44100 RENTALS (EQUIPM		\$900.74	RENTALS (EQUIPMENT)
		Total for WILLIAMS SCOTSMAN, INC.		\$900.74	
58261 07/24/2025	08/05/2025	WS & D PERMIT SERVICE INC			
		101-0000-32210 BUILDING PERMIT		\$64.00	Window & Door Replacement
		Total for WS & D PERMIT SERVICE INC		\$64.00	

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58262	08/05/2025	WSB		
05312025				
	408-3100-43030	ENGINEERING	\$725.25	2023 EAST VIKING BLVD IMPROVEMENT
	651-9425-43100	MS4 PERMIT - ENC	\$6,989.00	MS4 PROGRAM
	408-3100-43030	ENGINEERING	\$160.50	BRIDGE 13506 REPLACEMENT
	800-0000-20572	HEIMS LAKE VILLA	\$137.00	HEIMS LAKE VILLA NORTH SKETCH
	800-0000-20568	MOXNESS SUMMER	\$515.00	MOXNESS SUMMER FIELDS 2ND ADD ESCROW
	800-0000-20815	DAHLQUIST KATIE	\$2,377.25	DAHLQUIST KATIES GLEN ESCROW
	800-0000-20568	MOXNESS SUMMER	\$6,013.50	MOXNESS SUMMER FIELDS LIFT STATION NO 15
	408-3100-43030	ENGINEERING	\$42,449.00	2024 STREET IMPROVEMENT PROJECT
	101-1910-43030	ENGINEERING	\$475.00	2025 GENERAL PLANNING SERVICES
	800-0000-20818	CIRCLE K ESCROW	\$127.00	CIRCLE K ESCROW LGU SERVICES
	800-0000-20584	NORTHERN TIER C	\$127.00	NORTHERN TIER DEVELOP EAW LGU SERVICES
	101-1400-43030	ENGINEERING	\$4,488.00	ENGINEERING
	408-3100-43030	ENGINEERING	\$2,372.25	2025 STREET IMPROVEMENT PROJECT
	800-0000-20892	VON WALD ESCRO	\$317.75	VON WALD WILDLIFE ESTATES SKETCH ESCROW
	800-0000-20891	PINEHAVEN CUP	\$2,412.75	PINEHAVEN CUP
	800-0000-20893	BOYUM SET BACK	\$522.00	BOYUM SET BACK VARIANCE
06302025				
	408-3100-43030	ENGINEERING	\$2,587.00	2023 EAST VIKING BLVD IMPROVEMENTS
	651-9425-43100	MS4 PERMIT - ENC	\$1,343.50	MS4 PERMIT - ENGINEERING
	408-3100-43030	ENGINEERING	\$797.75	BRIDGE 13506 REPLACEMENT
	800-0000-20572	HEIMS LAKE VILLA	\$274.00	HEIMS LAKE VILLA NORTH SKETCH
	800-0000-20568	MOXNESS SUMMER	\$497.00	MOXNESS SUMMER FIELDS 2ND ADDITION
	800-0000-20568	MOXNESS SUMMER	\$478.00	MOXNESS SUMMER FIELDS LIFT STATION NO 15
	408-3100-43030	ENGINEERING	\$188.25	2023 FALLBROOK AVE & 264TH ST IMPROVEMENT
	800-0000-20815	DAHLQUIST KATIE	\$822.00	DAHLQUIST KATIES GLEN ESCROW
	408-3100-43030	ENGINEERING	\$23,116.75	2024 ST IMPROVEMENT PROJECT
	404-5200-45450	IMPROVEMENTS R	\$171.75	IMPROVEMENTS RAILROAD PARK PH 2
	101-1400-43030	ENGINEERING	\$1,584.00	2025 GENERAL ENGINEERING SERVICES
	408-3100-43030	ENGINEERING	\$7,728.50	2025 ST IMPROVEMENT PROJECT
	800-0000-20891	PINEHAVEN CUP	\$7,609.25	PINEHAVEN CUP
	800-0000-20893	BOYUM SET BACK	\$299.50	BOYUM SET BACK VARIANCE LOT 006 BLK 008
	800-0000-20894	POINTE NORTH AT	\$9,812.00	POINTE NORTH AT CARLOS AVERY ESCROW
	800-0000-20895	LETSON/NEREM FENCE	\$1,197.50	LETSON/NEREM FENCE VARIANCE HALITE CT
Total for WSB			\$128,715.00	

City of Wyoming Check Detail Register

14/15
August 01, 2025 12:04 PM
User: ssaxe
DR: Wyoming

08-05-2025

Check # Invoice #	Check Date	Vendor Name		
	General Ledger #	Amount		Comment
58263	08/05/2025	XCEL ENERGY		
934949882	101-3100-43800	UTILITIES-GAS/ELI	\$53.81	TRAFFIC SIGNAL
935644530	101-3100-43800	UTILITIES-GAS/ELI	\$14.26	PARKS
935555129	101-3100-43860	STREET LIGHTS	\$62.10	STOP LIGHTS
935606559	101-3100-43860	STREET LIGHTS	\$12.14	STOP LIGHTS
935556945	101-3100-43800	UTILITIES-GAS/ELI	\$16.74	SPEED SIGN
935764521	601-9425-43800	UTILITIES-GAS/ELI	\$149.06	WELLHOUSE
935594067	101-3100-43800	UTILITIES-GAS/ELI	\$102.86	PARKS
935639147	101-3100-43800	UTILITIES-GAS/ELI	\$14.17	SPEED SIGN
936112282	101-3100-43860	STREET LIGHTS	\$395.05	STOP LIGHTS
	601-9425-43800	UTILITIES-GAS/ELI	\$3,112.16	WELLHOUSE
	101-2110-43800	UTILITIES-GAS/ELI	\$631.16	POLICE/PUBLIC WORKS
	101-3100-43800	UTILITIES-GAS/ELI	\$1,287.03	POLE BLDG
	101-1400-43800	UTILITIES-GAS/ELI	\$64.17	CITY HALL
	101-5500-43800	UTILITIES-GAS/ELI	\$2,072.39	LIBRARY
	101-5200-43800	UTILITIES-GAS/ELI	\$128.54	PARKS
935809410	101-3100-43800	UTILITIES-GAS/ELI	\$14.70	SPEED SIGN
935792351	101-3100-43800	UTILITIES-GAS/ELI	\$13.36	SPEED SIGN
936729787	602-9425-43800	UTILITIES-GAS/ELI	\$1,178.60	LIFT STATIONS
	601-9425-43800	UTILITIES-GAS/ELI	\$27.89	WELLHOUSE
Total for XCEL ENERGY			\$9,350.19	

City of Wyoming Check Detail Register

15/15
August 01, 2025 12:04 PM
User: ssaxe
DR: Wyoming

08-05-2025

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

General Checking Account 10100
Total Amount Being Paid: \$287,799.38
Total Number of Checks: 74

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

For Check Dates 07/15/2025 to 07/15/2025

Check Number Name			Check Date
Text Label	58185	PACIFIC LIFE INSURANCE	07/15/2025
Item Code	GL Number	Amount	
ROTH	101-0000-21712	273.81	
		<u>273.81</u>	
Text Label	58186	CENTRAL PENSION FUND,	07/15/2025
Item Code	GL Number	Amount	
CENT PENS FUND	101-0000-21716	840.00	
		<u>840.00</u>	
Text Label	EFT1272	MN STATE RETIREMENT	07/15/2025
Item Code	GL Number	Amount	
CITY HSCP CONT	101-0000-21706	0.00	
HCSP	101-0000-21710	0.00	
MNDCP	101-0000-21712	725.00	
MNDCPPRETAX	101-0000-21712	735.00	
MNDCPPRETAX %	101-0000-21712	434.52	
		<u>1,894.52</u>	
Text Label	EFT1273	SELECTACCOUNT,	07/15/2025
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	2,393.45	
		<u>2,393.45</u>	
Text Label	EFT1274	P.E.R.A.,	07/15/2025
Item Code	GL Number	Amount	
CORD PERA	101-0000-21704	3,711.04	
DCP PERA	101-0000-21704	16.67	
DCP PERA MATCH	101-0000-21704	16.67	
PERA CITY MATCH	101-0000-21704	4,281.98	
PF PERA	101-0000-21704	4,837.30	
PF PERA CITY	101-0000-21704	7,255.94	
		<u>20,119.60</u>	
Text Label	EFT1275	INTERNAL REVENUE SERVICE,	07/15/2025

For Check Dates 07/15/2025 to 07/15/2025

Check Number	Name	Check Date
--------------	------	------------

Item Code	GL Number	Amount
FITW	101-0000-21701	9,118.71
SOCSEC_EE	101-0000-21703	4,116.89
MEDICARE_ER	101-0000-21703	1,524.93
SOCSEC_ER	101-0000-21703	4,116.89
MEDICARE_EE	101-0000-21703	1,524.93
		20,402.35

Text LabelEFT1276 STATE OF MINNESOTA,

07/15/2025

Item Code	GL Number	Amount
SITW	101-0000-21702	4,121.93
		4,121.93

Text Label

General Checking Account 10100
Total Amount Being Paid: \$50,045.66
Total Number of Checks: 7

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

For Check Dates 07/29/2025 to 07/29/2025

Check Number Name			Check Date
Text Label	58189	PACIFIC LIFE INSURANCE	07/29/2025
Item Code	GL Number	Amount	
ROTH	101-0000-21712	273.81	
		273.81	
Text Label	58190	CENTRAL PENSION FUND,	07/29/2025
Item Code	GL Number	Amount	
CENT PENS FUND	101-0000-21716	840.00	
		840.00	
Text Label	EFT1277	MN STATE RETIREMENT	07/29/2025
Item Code	GL Number	Amount	
CITY HSCP CONT	101-0000-21706	0.00	
HCSP	101-0000-21710	67,470.04	
MNDCP	101-0000-21712	725.00	
MNDCPPRETAX	101-0000-21712	735.00	
MNDCPPRETAX %	101-0000-21712	434.52	
		69,364.56	
Text Label	EFT1278	SELECTACCOUNT,	07/29/2025
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	2,393.45	
		2,393.45	
Text Label	EFT1279	P.E.R.A.,	07/29/2025
Item Code	GL Number	Amount	
CORD PERA	101-0000-21704	3,697.70	
DCP PERA	101-0000-21704	0.00	
DCP PERA MATCH	101-0000-21704	0.00	
PERA CITY MATCH	101-0000-21704	4,266.60	
PF PERA	101-0000-21704	5,168.96	
PF PERA CITY	101-0000-21704	7,753.43	
		20,886.69	
Text Label	EFT1280	INTERNAL REVENUE SERVICE,	07/29/2025

For Check Dates 07/29/2025 to 07/29/2025

Check Number	Name	Check Date
--------------	------	------------

Item Code	GL Number	Amount
FITW	101-0000-21701	10,884.03
SOCSEC_EE	101-0000-21703	3,497.95
MEDICARE_ER	101-0000-21703	1,538.42
SOCSEC_ER	101-0000-21703	3,497.95
MEDICARE_EE	101-0000-21703	1,538.42
		20,956.77

Text Label

EFT1281 STATE OF MINNESOTA,

07/29/2025

Item Code	GL Number	Amount
SITW	101-0000-21702	4,752.82
		4,752.82

Text Label

General Checking Account 10100
Total Amount Being Paid: \$119,468.10
Total Number of Checks: 7

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/2
July 17, 2025 02:44 PM
User: ssaxe
DR: Wyoming

07-17-2025

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
12690 07172025	07/17/2025	4M FUND			
	900-0000-10400	INVESTMENTS AT		\$123,000.00	INVESTMENTS AT COST
Total for 4M FUND				\$123,000.00	

City of Wyoming Check Detail Register

2/2
July 17, 2025 02:44 PM
User: ssaxe
DR: Wyoming

07-17-2025

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

General Checking Account 10100
Total Amount Being Paid: \$123,000.00
Total Number of Checks: 1

Mayor Iverson

Councilmember Luger

Councilmember Nanko Yeager

Councilmember Schilling

Councilmember Ohnstad



Request for Council Action

Date: July 28, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Massage Therapist License

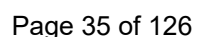
Method: Consent

Background Information:

The City of Wyoming requires that all businesses which intend to provide massage therapist services within the City obtain an annual license. Applicants must be at least 18 years of age and must provide, along with an application, proof of certificate showcasing completion of training recognized by a state or national organization.

Danielle Blackwell of Silver Pine Body Works is seeking a Massage Therapist License within the City for 2025. Danielle has successfully completed all aspects of the application process, including the completion of a background check. Staff is recommending the conditional approval of this permit application contingent upon the completion and passing of an inspection of the massage facility.

Recommended action: Conditionally approve Resolution 25-08-69 a resolution conditionally approving the issuance of a massage therapist's license to Silver Pine Body Works in the City of Wyoming for the year 2025.



RESOLUTION NO. 25-08-69

RESOLUTION CONDITIONALLY APPROVING THE ISSUANCE OF A MASSAGE THERAPIST'S LICENSE TO SILVER PINE BODY WORKS FOR THE 2025 YEAR

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

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

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

THEREFORE, BE IT RESOLVED that the Wyoming City Council conditionally approve a massage therapist license for the 2025 year to the following businesses to operate as follows:

1. Silver Pine Body Works – 24700 Hazel Ave, Forest Lake, MN 55025
Massage Therapist License

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

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 6TH DAY OF AUGUST, 2025.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: July 31, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Capitalization Threshold

Method: Consent

Background Information:

The City of Wyoming maintains a Capital Assets Policy that includes a Capitalization Threshold Table, which defines the dollar amounts at which expenditures may be capitalized in accordance with Generally Accepted Accounting Principles (GAAP). This policy is an essential component of the City's financial reporting framework and plays a key role in the preparation of annual financial statements and compliance with audit standards.

Currently, the capitalization threshold for asset categories including Machinery and Equipment, Vehicles, and Other Assets is set at \$5,000. However, this threshold no longer reflects current economic conditions or the increasing costs of goods and services. Most purchases in these categories now exceed the \$5,000 mark, resulting in routine acquisitions being unnecessarily tracked as capital assets.

This practice has led to increased administrative workload for staff and audit staff and has reduced the clarity of the City's capital asset records. Moreover, it introduces inefficiencies in maintaining a capital asset register that is intended to reflect significant, long-term investments.

To improve efficiency and enhance the accuracy of financial reporting, staff recommends increasing the capitalization threshold for these asset categories from \$5,000 to \$10,000. This proposed change is consistent with best practices and aligns with guidance from the Governmental Accounting Standards Board (GASB), ensuring the City's capital asset reporting remains audit-ready, transparent, and fiscally responsible.

Recommendation

To update the Capitalization Threshold for Machinery and Equipment, Vehicles, and Other Assets to \$10,000.00.

RESOLUTION 25-08-70

A RESOLUTION UPDATING THE CITY OF WYOMING'S CAPITALIZATION THRESHOLD IN THE CAPITAL ASSET POLICY

WHEREAS, the City of Wyoming maintains a Capital Asset Policy and Capitalization Threshold which dictates when expenditures may be capitalized in accordance with generally accepted account principles; and,

WHEREAS, the City needs to establish a different threshold for each asset class in order to maintain effective managerial control; and,

WHEREAS, the threshold for Machinery and Equipment is currently set to \$5,000.00; and,

WHEREAS, the threshold will be increased to \$10,000.00 to account for changes in the market and inflation since the last threshold update; and,

WHEREAS, the City resolves that these dollar levels set the thresholds that apply to the following asset classes:

CAPITAL ASSET CLASSIFICATION	CAPITALIZATION THRESHOLD
Land and land improvements;	\$10,000
Other improvements;	\$25,000
Buildings and building improvements;	\$25,000
Machinery and equipment;	\$5,000 \$10,000
Vehicles;	\$5,000 \$10,000
Infrastructure; and	\$100,000
Construction in progress.	Accumulate all costs and capitalize if over \$100,000 when complete.
Other assets	\$5,000 \$10,000

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA that the City Council authorizes the update of the Machinery and Equipment Capitalization Threshold from \$5,000.00 to \$10,000.00 in the City's Capital Asset Policy.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 6TH DAY OF AUGUST, 2025.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: July 18, 2025
To: Mayor Iverson and Members of City Council
From: Neil D. Bauer, Public Safety Director
Subject: Accept Donation
Method: Consent Agenda

Recommended Action:

Motion to accept a donation in the amount of \$300 from Wyoming resident Beverly Johns to be used for future community engagement opportunities and employee appreciation efforts.

Background:

The City of Wyoming has received a generous donation of \$300 from resident Beverly Johns. Ms. Johns has designated that the funds be used at the City's discretion to support community engagement initiatives and employee appreciation activities. Pursuant to Minnesota Statutes § 465.03, the City Council is required to formally accept donations by a resolution adopted by a two-thirds majority of the members present.

Fiscal Impact:

The donation will be deposited into the Police Department Donation Fund #205 and allocated for eligible community engagement and employee appreciation purposes in alignment with Ms. Johns' intent.

Staff Recommendation:

Staff recommends the City Council accept the donation and extend its sincere appreciation to Beverly Johns for her continued support of the City of Wyoming and its employees.

RESOLUTION NO. 25-08-71

**A RESOLUTION ACCEPTING A DONATION FROM BEVERLY JOHNS IN THE
AMOUNT OF \$300.00 TO WYOMING PUBLIC SAFET**

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

WHEREAS, the following persons and entities have offered a donation to Wyoming Public Safety:

<u>Name of Donor</u>	<u>Donation</u>
Beverly Johns	\$300.00

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

THEREFORE, BE IT RESOLVED, The City of Wyoming accepts the donation from the Beverly Johns in the amount of \$300.00

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 6TH DAY
OF AUGUST, 2025.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator



Request for Council Action

Date: July 28, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Steve Reeves, Public Works Superintendent

Department: Public Works

Reference: Disposal of Materials

Method: Consent

Background Information:

The Wyoming Public Works Department has assorted office supply equipment including 3 Microsoft Surface Pro laptops/tablets, 3 carrying cases, 2 Microsoft Pencils which were previously used at workstations for office activities in the City and are ready to be digitally wiped and disposed of.

Recommendation:

Staff recommends that the City Council authorize the disposal of this property.

PUBLIC WORKS

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

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

RESOLUTION 25-08-72

A RESOLUTION DECLARING CERTAIN ITEMS AS SURPLUS PROPERTY FOR DISPOSAL AND AUTHORIZING THE PUBLIC WORKS DEPARTMENT TO DISPOSE OF THE ITEMS THROUGH ONLINE AUCTION

WHEREAS, the Wyoming Public Works Department maintains a Capital Improvement Plan on all City-owned equipment; and,

WHEREAS, the Capital Improvement Plan ensures all equipment is replaced as they pass their useful lifespan; and,

WHEREAS, the Wyoming Public Works Department's Surface Pro tablets have surpassed their designated useful life; and,

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

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

Microsoft Surface Pro Laptops/Tablets
Carrying Cases
Microsoft Pencils

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA that the City Council authorizes the Public Works Department to dispose of these items via the online auction process.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 6TH DAY OF AUGUST, 2025.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk

July 29, 2025

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

Re: Heims Lake Villas North
WSB Project No. 017557-000

Dear Mayor and Council:

J. Johnson Development LLC, "Developer" has satisfactorily completed the development improvements as outlined in the Development Agreement dated August 30, 2021. Staff are recommending the acceptance of the improvements. By acceptance of the improvements, those portions of the project that have been identified as public (street, sewer, water etc.) will become the City of Wyoming's to own and maintain. As required in the Development Agreement, the developer is responsible for warranting the work for 2 years from the date of acceptance. We have received the maintenance bond in the amount of 671,521.00.

Staff will review the status of the escrow to make sure all invoices have been paid and release any remaining funds. Staff will also release the remaining letter of credit for the construction of the improvements.

If you have any questions or comments regarding the enclosed, please do not hesitate to contact me at 651-286-8463

Sincerely,

WSB & Associates, Inc.



Mark A. Erichson, PE
City Engineer

Enclosure

cc: Jaren Johnson, Jaren Johnson Realty Group
Bryan Houle, C.W. Houle, Inc
Robb Linwood, City of Wyoming Administrator
Fred Weck, City of Wyoming Building Official
Steve Reeves, Public Works Superintendent

RESOLUTION 25-08-73

**A RESOLUTION ACCEPTING THE WORK AND APPROVING RELEASE OF
ESCROW FOR THE HEIMS LAKE VILLAS NORTH DEVELOPMENT**

WHEREAS, pursuant to a written Development Agreement between the City of Wyoming and J. Johnson Development LLC, ("Developer") has satisfactorily completed the development improvements as outlined in the Development Agreement dated August 30, 2021 in accordance with the plans and specifications. The developer is responsible to warranty the work for two years from the acceptance of the improvements.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Wyoming, Minnesota, the work completed under said agreements is hereby accepted and approved.

BE IT FURTHER RESOLVED that the City Engineer is hereby directed to release the remaining portion of the cash escrow and letter of credit.

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 6TH DAY OF AUGUST, 2025.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, Administrator/Clerk



Request for Council Action

Date: July 21, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Solicitation Permit

Method: Consent

Background Information:

Seth Taylor, of Mad City Bath & Windows, has applied for a solicitors permit with the City of Wyoming. This permit would allow Mad City Bath & Windows to solicit within the City during the specified hours of 3:00PM – 7:00PM. A background check on all declared solicitors has been completed by the Wyoming Police Department and no disqualifying criminal history has been identified. The applicant has paid all permit fees associated with the application process.

Recommendation:

That the Wyoming City Council approves the Solicitation Permit application for Mad City Bath & Windows.



CITY OF WYOMING

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



APPLICATION FOR PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS

Date: July 21st 2025

Company Name (If applicable)	MAD CITY WINDOWS & BATHS
Applicant Name (First, Middle, Last)	Seth Gabriel Taylor
Date of Birth	[REDACTED]
Driver's License #	[REDACTED]
Personal Address	[REDACTED]
Address of Company (If applicable)	367 Garfield Ave Ste 5 Duluth MN 55802
Phone Number	[REDACTED]
SSN	[REDACTED]
MN Tax ID Number	[REDACTED]
Email Address	[REDACTED]

LIST BELOW THE NAMES AND ADDRESSES OF ALL PERSONS THAT WILL BE SOLICITING:
(Use additional paper if needed)

Name (First, Middle, Last)	Address	Date of Birth	Driver's License #	SSN
Nicolas Swanson	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Sebastian Windster				
Austin Santana				
Tyler Nord				
Cully Driscoll				

Date(s) of Solicitation:	From: August 6th ²⁵	To: December 31st ²⁵
Hours of Solicitation:	From: 3pm	To: 7pm

CITY OF WYOMING

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

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

DESCRIPTION OF MERCHANDISE TO BE SOLD:Free Estimates on Windows, Bathrooms, Kitchens, and Patio Doors**LIST OF VEHICLES USED- INCLUDING MAKE, MODEL, YEAR, LICENSE NUMBER**

MAKE	MODEL	YEAR	LICENSE NUMBER
Chrysler	Voyager	2021	HP4-097
Chrysler	Pacifica	2025	K73733

License Application Fee:	\$150.00
Each Additional Solicitor:	\$50.00

DATA PRACTICES ADVISORY: The data supplied in this application will be used to assess the qualifications for a license. This data is not legally required but the City will not be able to grant the license without it. If a license is granted, the data will constitute a public record. The data is needed to distinguish this application from others, to identify this application in City license files, to verify the identity of the applicant(s), to contact the applicant(s) if additional information is required and to determine if the applicant(s) meets all ordinance requirements.

Possession of this valid permit means that Wyoming City officials have verified the identity of the Solicitor(s) and investigated their criminal background.

The permit is valid only if it contains the original signatures of the Wyoming Director of Public Safety and City Administrator/Clerk, and the raised-letter City Seal. Wyoming residents are encouraged to report non-complying solicitors and/or those employing offensive solicitation tactics.

Public Safety Director _____

City Administrator/Clerk _____

(Seal)



City of Wyoming
26885 Forest Blvd.
Wyoming, MN 55092
Phone: 651-462-0575
www.wyomingmn.org

I have read the applicable City Code and will strictly comply with all the provisions. I hereby swear that the foregoing statements are true and correct to the best of my knowledge.

TENNESSEN WARNING

The data you supply on this form will be used to process the license you are applying for. You are not legally required to provide this data, but we will not be able to process the license without it. The data will constitute a public record if and when the license is granted.

I have read and understand the Tennesen Warning and certify that the statements in this application are true and correct to the best of my knowledge.

Date: 07/21/2025 Signature: Seth G. Zogh



City of Wyoming
26885 Forest Blvd.
Wyoming, MN 55092
Phone: 651-462-0575
www.wyomingmn.org

Location of Transient Merchant Doing Business from Fixed Location

- ☒ I understand my transient merchant doing business from a fixed location must observe to the following requirements:
- Transient Merchants shall operate only during the hours of 10:00 a.m. to 7:00 p.m.
 - Transient Merchants may not obstruct the movement of pedestrians or vehicles and may not pose a hazard to public safety.
 - Transient Merchants must dispose of their gray water daily and may not be drained into city storm water drains.
 - Refuse containers must be provided for customers. The operator of the transient merchant is responsible for removing all litter and refuse associated with their operations.
 - All structures, vehicles, stands, fixtures, displays and signs must be removed from the site within 24 hours after the expiration of the license.

You are required to submit a drawing or a map showing the details of your transient merchant business occupying space at the property. The details should include dimensions and distances from adjoining roadways, parking, access points, fire lanes, pedestrian lanes, other structures, circulation lanes, permanent and temporary signs and any other features.

☐ Attached is a map of the premises and temporary signs where the transient merchant business will be located

(OR)

☐ A drawing of the premises and temporary signs where the transient merchant business will be located is in the space below

I have read and understand the above information.

07/21/2025
Date

Signature



Request for Council Action

Date: July 30, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Temporary Liquor License

Method: Consent

Background Information:

The City of Wyoming has received the necessary paperwork and documentation from the Wyoming Fire Relief Association for the issuance of a Temporary ON-SALE Liquor License for September 13, 2025. This license will be for the Stagecoach Day celebration. The applicant has completed all necessary steps required for the application, including completing a background check.

If approved, the application will be forwarded to the State's Alcohol and Gambling Enforcement Division to complete final licensure.

Recommendation:

To approve the application for a temporary ON-SALE Liquor License from the Wyoming Fire Relief Association for September 13, 2025 located on East Viking Blvd. and Felton Ave. for the Wyoming Stagecoach Day Celebration.



CITY OF WYOMING

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Wyoming Fire Relief Association Date of organization 01/01/1948 Tax exempt number [REDACTED]

Organization Address (No PO Boxes) 26885 Forest Blvd City Wyoming State Minnesota Zip Code 55092

Name of person making application Travis J. Parson Business phone [REDACTED] Home phone [REDACTED]

Date(s) of event Saturday Sept. 13th, 2025 Type of organization ☐ Microdistillery ☐ Small Brewer
☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit

Organization officer's name Nick Acker City Wyoming State Minnesota Zip Code 55092

Organization officer's name Jacque Hushings City Wyoming State Minnesota Zip Code 55092

Organization officer's name Tim Quast City Wyoming State Minnesota Zip Code 55092

Location where permit will be used. If an outdoor area, describe.
Fenced in area of East Vikings Blvd + Felton Ave/Dirt lot,
East Vikings Blvd under flat.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

* See attached insurance forms *

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

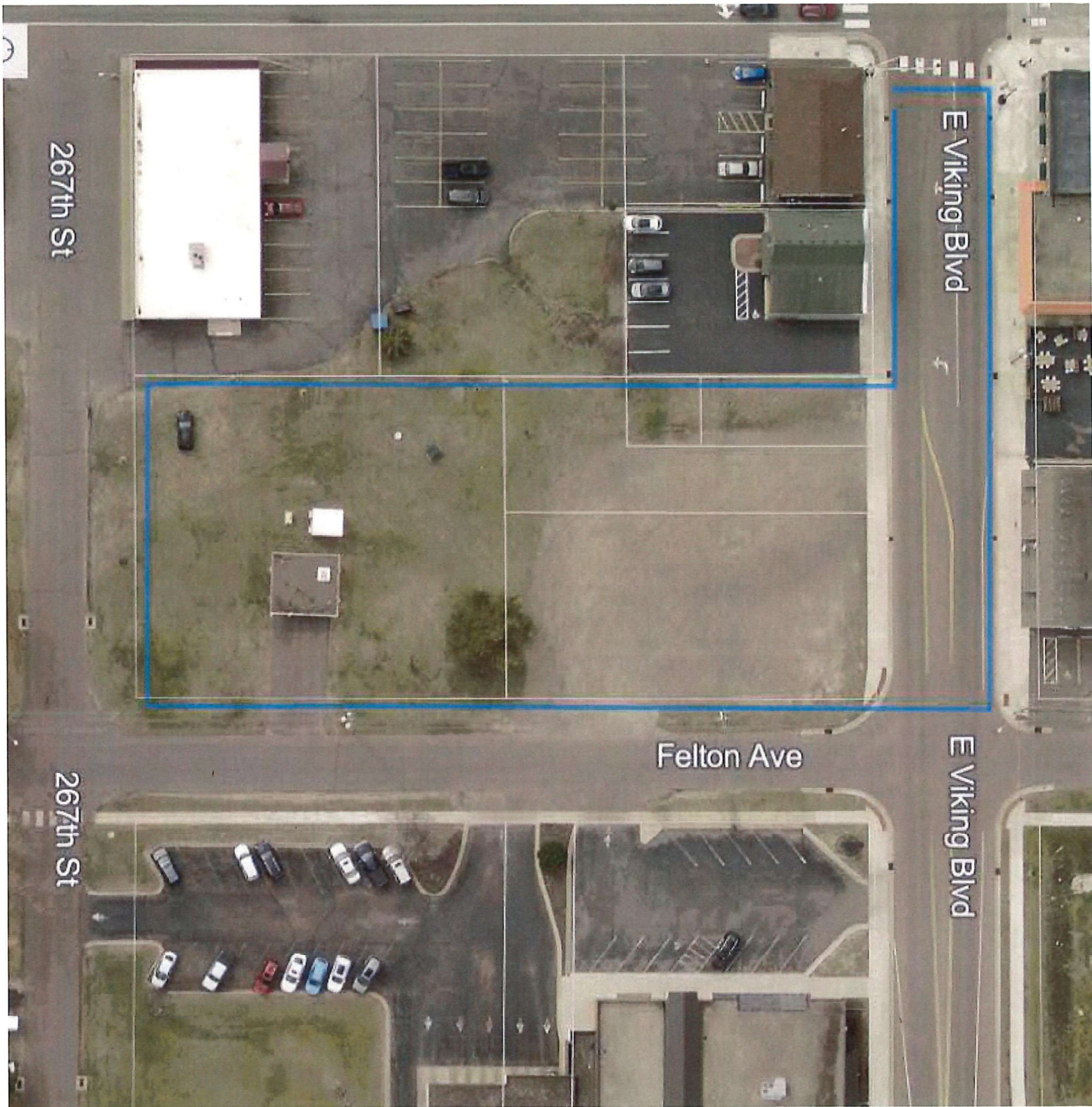
City or County approving the license _____ Date Approved _____
Fee Amount _____ Permit Date _____
Event in conjunction with a community festival ☐ Yes ☐ No _____
City or County E-mail Address _____
Current population of city _____

Please Print Name of City Clerk or County Official _____ Signature City Clerk or County Official _____

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



E Viking Blvd

Felton Ave

E Viking Blvd

267th St

267th St



Request for Council Action

Date: July 27, 2023

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Workers compensation Audit Invoice

Method: Consent Agenda

Background Information:

The City of Wyoming has its workers compensation insurance through the League of Minnesota Cities Insurance Trust (LMCIT). LMCIT's fundamental purpose is to cover the workers' compensation, property, liability, and auto risks of Minnesota's cities and to mitigate hazards. The organization was created by cities, for cities, and makes serving cities a priority. LMCIT funds not needed for claims, expenses, or reserves are returned to members as a dividend. With certain exceptions, all cities must pay workers' compensation benefits to its employees for all injuries from accidents arising out of, and in the course of, city employment. The law is designed to ensure the quick and efficient delivery of benefits to injured workers.

Annually a workers Compensation Audit is conducted by a representative from the league of Minnesota Cities. The audit usually results in an additional payment to the league as the LMCIT representative will go over the actual hours worked by individuals in departments and see how that matches with the actual payroll and hours the city submits the year prior. Usually there is some deviation from what the city sends in to the League from the actual hours worked due to staffing changes throughout the year and overtime needs experienced by departments in the city. Once the audit is complete and the change in premium is identified the city will send a check to the LMCIT for the audited amount.

The City was recently audited for its 2024 workers' compensation insurance. Because workers' compensation premiums must be budgeted the year prior, the city estimates costs based on available information from the League of Minnesota Cities. These estimates account for projected premium increases and anticipated wage adjustments related to labor contracts. However, final amounts are not known until contracts are in place and actual payroll is determined.

In 2024, the city made an initial payment of \$119,822. Following the audit, an additional \$11,533 is owed. This amount remains within the City's 2024 budgeted allocation for workers' compensation.

Recommendation: To approve payment to the League of Minnesota Cities for Workers Compensation Insurance in the amount of \$11,533.00

Invoice

Member Name and Address

Wyoming, City Of
Po Box 188
Wyoming, MN 55092-0188

Invoice Date

07/24/2025

Agent

SF Insurance Group LLC
Po Box 441
Chisago City, MN 55013-0441
(651)257-6562

Account Number: 10002980
Account Type Workers' Compensation Coverage Premium
Current Balance: \$ 11,553.00
Minimum Due: \$ 11,553.00
Due Date: 08/26/2025

Summary of activity since last Billing Invoice	Date	Activity	Account Balance	Minimum Due
See reverse side and attachments for additional information		Previous Invoice Balance	-5,968.00	
		Payments Received	-109,615.00	
		Total of Transactions and Fees shown on reverse or attached	127,136.00	
		Current Balance	\$ 11,553.00	\$ 11,553.00

Detach and return this Payment Coupon with your payment	Account Number	Invoice Date	Due Date	Current Balance	Minimum Due
	10002980	07/24/2025	08/26/2025	\$ 11,553.00	11,553.00
					Amount Enclosed
					\$ _____

Member Name Wyoming, City Of

BILLING INVOICE - Return stub with payment - make checks payable to:

Mail payment
7 days before
Due Date to
ensure timely
receipt

League of MN Cities Insurance Trust WC
c/o Berkley Risk Administrators Company
222 South Ninth Street, Suite 2700
P.O.Box 581517
Minneapolis, MN 55458-1517



August 6, 2025

Robert Clarksen
Minnesota Highway Freight Program Manager
MnDOT Office of Freight and Commercial Vehicle Operations
395 John Ireland Boulevard
Saint Paul, MN 55155-1800

RE: Strong Support for the 2025 MHFP Grant – US Highway 8 Reconstruction Project (Chisago County)

Dear Mr. Clarksen,

I am pleased to offer my strong support for Chisago County's application to the Minnesota Highway Freight Program (MHFP). This funding request seeks to support the comprehensive reconstruction of US Highway 8—an essential Principal Arterial and National Highway System corridor stretching from I-35 in Forest Lake to Karmel Avenue in Chisago City.

The proposed project represents a vital investment in one of the region's most heavily traveled freight and commuter corridors. Plans include expanding a 7-mile rural two-lane segment into a four-lane divided highway, modernizing the existing 1.3 miles of four-lane roadway from I-35 to US 61, and upgrading the critical interchanges at I-35 and US 61. Notable safety and mobility enhancements include a raised center median, eight-foot shoulders, wide commercial vehicle pullouts, and new Weigh-in-Motion systems supported by safe pull-off areas for enforcement officers.

This corridor has long experienced mounting congestion, safety concerns, and limited capacity challenges intensified by a growing mix of daily commuters, seasonal travelers, and heavy freight traffic. As the highest-volume corridor in Chisago County with no viable alternate route, targeted investment is urgently needed to improve freight reliability, operational safety, and regional mobility.

The US Highway 8 Reconstruction Project is a strategically important initiative that will have lasting benefits for freight movement, commercial operations, and the economic vitality of the region. I encourage your full consideration of this request.



wyoming@wyomingmn.org • Phone: 651-462-0575 • Fax: 651-462-0576
PO Box 188 • 26885 Forest Boulevard • Wyoming, MN 55092

Please do not hesitate to contact me at 651-462-0575 with any questions.

Sincerely,

Robb Linwood
City Administrator
City of Wyoming
rlinwood@wyomingmn.org
651-462-0575



wyoming@wyomingmn.org • Phone: 651-462-0575 • Fax: 651-462-0576
PO Box 188 • 26885 Forest Boulevard • Wyoming, MN 55092



July 29, 2025

Re: Public Safety Activity Report – August 6, 2025, City Council Meeting

Police Update

Night to Unite

Join us for Night to Unite on Tuesday, August 5, 2025, at Goodview Park for an evening of community connection and celebration. Thanks to a generous \$2,500 grant from the Minnesota Chiefs of Police Foundation, the Wyoming Police Multicultural Advisory Committee will provide \$10 meal vouchers to the first 250 attendees to use at on-site food trucks. In addition to great food, the event will feature over 20 local vendors from the Wyoming area, showcasing resources, services, and activities for all ages. It's a great opportunity to connect with neighbors, first responders, and community partners in a fun, family-friendly setting.

Fire Update

Facility Maintenance

Last week, members of the Wyoming Fire Department undertook a thorough diesel soot removal project at the fire hall. Firefighters worked together to move all apparatus and equipment out of the bay to access walls and surfaces impacted by diesel exhaust buildup. The team then dedicated several hours to deep cleaning the interior walls, ensuring the facility remains clean, safe, and well-maintained. This effort reflects the department's ongoing pride in its workspace and commitment to preserving the fire hall for both current use and long-term community service.



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

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



Upcoming Community Outreach Events

August 5, 2025 Night to Unite – Goodview Park

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

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



July 30, 2025
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: AUGUST 6, 2025 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.

Hair Salon

Sewer and water utility pipe upsizing was done this week. Permits have been issued to remodel the former office space at 5350 East Viking Boulevard into a hair salon.

Sunrise Flour Mill

Phase 1, the warehouse area, has been completed and is being utilized. The flour mill portion of the building is tentatively scheduled to resume at the beginning of 2026. The building permit has been issued to remodel the existing 24,000 square foot building located at 26327 Fallbrook Avenue into a flour mill for Sunrise Flour Mill. Sunrise Flour Mill is relocating from North Branch.

Fairview Hospital #1

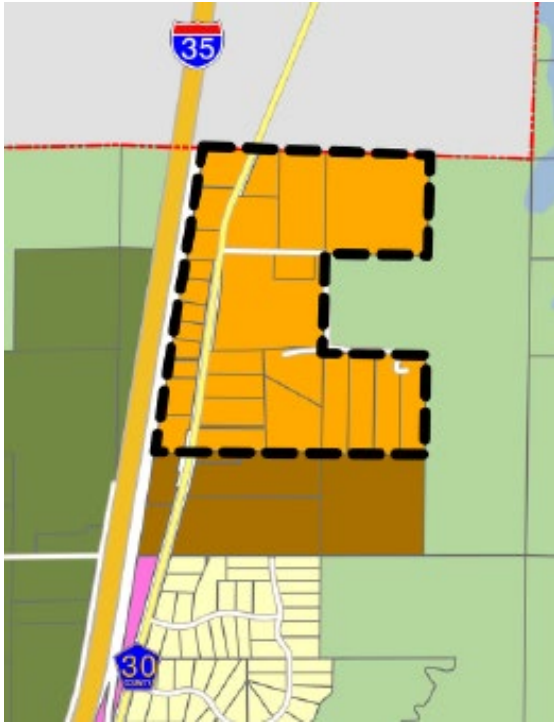
No Update. The final inspections for Phase 1 have been approved. Phase 2 consists of minor work in the control room. Framing, plumbing, and HVAC rough-ins have been approved. The permit to remodel the CT scanner room has been issued.

Fairview Hospital #3

Supply and return steam piping, flue and gas piping have been installed and inspected. An exterior exit has been added from the boiler room space, work is continuing in the boiler room. The main steam line running above the ceiling through offices and exam rooms has been completed. The State has inspected the installation of the boiler. Inspections of the moved firewall and portions of the low-pressure steam piping have been approved. The permit to enlarge a room to replace an existing boiler with a larger one has been issued.

Planning Commission

Following the April Open House and public comment, then and since, the Planning Commission has set a public hearing to amend the Comprehensive Plan Land Use Map to match the plan's text concerning properties along I-35 and Chisago County Road 30 (Forest Boulevard / Old Highway 61) to Mixed Use.



The public hearing for the map amendment has been set for the Planning Commission's August 26, 2025 regular meeting. The Commission also set the hearing date to amend the Zoning Map for its September 23, 2025 regular meeting.

Sincerely,

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

www.eckbergammers.com

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

Writer's Email:
tloonan@eckbergammers.com

July 31, 2025

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

Delivered via Email

Re: City of Wyoming
Status Update for the Period of – July 11th - July 31st

Dear Robb:

Our office continues our role as general counsel, answering questions, addressing legal concerns, and reviewing items for the City including development matters, law updates, employment matters, and policy considerations as requested. We are working with staff to review land use applications and advise regarding City authority.

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

Very Truly Yours,

s/ Thomas R. Loonan

Thomas R. Loonan
City Attorney

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

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



Engineer's Report

.....
July 29, 2025

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

Re: August 5, 2025, City Council Meeting
WSB Project No. 027762-000

Dear Mayor and Council Members:

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

2025 Street Improvement Project

An initial notice has gone out to residents informing them that the City had awarded a construction contract for the 2025 Street Improvement Project and that the project would be starting construction in the later part of August. We will send another notice once we have more detailed information from our contractor.

2024 Street Improvement Project

The project is substantially complete. The contractor will need to complete punch list items prior to contract closeout. We will have an agenda item at one of the upcoming City Council meetings to declare the amount to be assessed and set the assessment hearing date.

Roadway – General

Staff have completed cost estimates for various high priority projects and will be working to develop a plan to prioritize projects based on the amount of available resources we have to complete these projects. Staff will be looking to schedule a works session with City Council to review in the near future and discussion will likely coincide with one of the budget workshops.

Katies Glen

Staff have reviewed the work completed to date and authorized the reduction in the letter of credit to 125% of the remaining value of work to be completed. Once the final lift of pavement and punch list items are all complete, we will ask the City Council to accept the improvements

and release escrows and the letter of credit. The final layer of asphalt is generally placed one 75% of the lots are built.

Diamond Ridge Development

The developer lost this development to the bank. They are working to finalize the development for approval and only have minor items to complete, such as as-builts and confirmation that the berm along the pond is at the correct elevation. We have received the as-builts and we have reviewed them. They have additional grading that needs to be completed as well as completing the as-builts per our standards. We have not received a response from the developer regarding this additional work required for acceptance. Jesse Moxness is working to purchase these lots and build homes on them.

Sunrise Riverbank Development (residential and commercial)

We continue to work with the applicants' engineers on remaining engineering comments. We just received updated plans. The development team and City staff are preparing a development agreement with the hopes of construction starting soon. Further review of the commercial area is ongoing.

Pinehaven

The applicant has voluntarily extended the 15.99 rule past 120 days with the intent of allowing more time to work with staff on conditions for the CUP. This will be going to the August 12th Planning Commission meeting. Staff continue to work with the applicants although there may be some conditions that will not be agreed to prior to the Planning Commission meeting.

Heims Lake Villas North

Final acceptance of the development's public improvements is an agenda item for your consideration.

Summer Fields Development

Plan review for the next addition is underway along with a city designed lift station and generator. The amendment of the conditional use permit is scheduled for the August 12th Planning Commission meeting.

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

Sincerely,

WSB and Associates, Inc.

Mark Erichson, P.E., City Engineer



July 28, 2025

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

RE: August 6, 2025 City Council Meeting

Public Works Department Activity

- Responded to Lift Stations during storm event that caused power outages Monday, July 28th
- Painted crosswalks throughout the City
- Assisted Public Safety with scene control of a gas leak
- Worked with lift inspection vendor to carry out lift and crane inspections of WPW vehicles and equipment
- We began hauling street sweepings in advance of our fall sweep so we will have adequate storage
- Planted a Memorial Tree at Hawk Meadows Park for a resident whose parent passed over the winter
- Conducted an exploratory excavation at the site of the January water main break as the road repair was not holding. The consensus is that the amount of rainfall we've had this season contributed to sinking of the initial repair
- Continuing to locate city infrastructure, water, sanitary sewer, and storm sewer as a large fiber project is being conducted by ROC on behalf of Frontier Communications. This is a significant project that requires us to locate our utilities to mitigate risks to our underground facilities. The Public Works Maintenance Staff have done an excellent job under short timelines to get our utilities marked
- Trail trimming & maintenance
- Street Sweeping in the Enhanced areas is ongoing
- Responded to resident contacts
- Catch basin cleaning in advance of storms to ensure proper flow of storm water
- Addressed an illicit discharge concern
- Routine safety checks were conducted throughout the department including eye wash stations, fire extinguishers and climbing equipment

PUBLIC WORKS

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

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

Streets:

Grading of gravel roads is underway. Inhouse treatment of gravel roads was conducted the week of July 21st. Cleaned shop and performed annual maintenance to the brine making equipment used for winter operations

Utilities:

The crew completed utility locates in the city. Meter installs as they come through. With summer in full effect, we are experiencing more locate requests

- **Sanitary Sewer**

Staff continue to check lift stations & generators during daily rounds. Lift station cleaning is complete. Lift station equipment inspections and maintenance is complete

- **Water:**

Continued water testing and monitoring the city's water distribution system. North Water Tower tank cleaning is complete. Bacterial samples passed and the North Tower is online. All hydrant repairs have been completed. Quarterly reads on meters that did not report were conducted

Surface/Storm Water:

Street Sweeping for the 2025 season is in progress. Working with Comfort Lake Forest Lake Watershed District on Best Management Practices of City owned storm water facilities to ensure proper flow which includes maintenance of ditches, outfalls and culverts.

Parks:

Fireside Park is open for use. Trash pick-up as needed. Installed turf mat at the entrance at Wyoming Barks & Rec due to consistent usage

Fleet:

Regular maintenance of vehicles is ongoing. Annual maintenance of asset #23907 Caterpillar Grader is complete. Preparations are underway to dispose of 2 assets, 2008 Mack Dump Truck with snow and ice control equipment as well as a 2014 Ford F-350 truck equipped with a crane.

Respectfully submitted,
Steve Reeves
Public Works Superintendent



2024

Annual Report

City of Wyoming,
Minnesota



2024 Wyoming City Council

- Mayor Lisa Iverson
- Council Member Brett Ohnstad
- Council Member Linda Nanko Yeager
- Council Member Claire Luger
- Council Member Dennis Schilling



Vision Statement:

The City of Wyoming will be a regional leader in providing innovative and long term economically responsible government that is transparent to all.

Mission Statement:

The mission of the City of Wyoming is to efficiently do the work of the city, invest in the community and to operate with stability to provide reliable and adaptive services that are accessible to all.

This document was prepared in 2025 to review the accomplishments of the City in 2024. Data and projects reflect work completed in 2024 including budget information for 2025



Our Budget Values

The City of Wyoming has four on-going goals for the City budget. These goals, agreed upon by the City Council, help to guide conversations and decisions about how tax dollars are utilized.

Maintain Physical Assets & Infrastructure: Protecting what we have is a central value within the City budget. Prior to new investments, the City budget prioritizes protecting the infrastructure and assets that the City currently has.

Connected & Sustainable Infrastructure: The projects and services that we budget for are investments in the future of the Wyoming Community.

Meet Community Needs: Resident needs are the backbone of decision making for the City, driving both what is included and what is not included in the budget. The programs and services that the City offers must be managed within an affordable budget for community residents.

Build For Inclusivity: The City of Wyoming is a place where all people are welcome and where people can grow and age in a trusted community. City operations, community projects, and infrastructure combined create accessibility for all and a sense of belonging.



Community Background

An 1837 treaty between the Dakota (Sioux) and Ojibwa (Chippewa) Indians opened the Wyoming, MN area for western settlement. While the eastern portion of the county was settled primarily by Scandinavian immigrants, Wyoming was primarily German settlers. The name “Wyoming” is Algonquin Indian and comes from the Wyoming Valley in Pennsylvania where a number of those settlers started from.

Transportation played an important role in Wyoming’s history. The earliest access to the area was by an Indian trail, later broadened into what was known as the Territorial Road. St. Paul, a two day trip by ox cart, was the nearest market for those early settlers. Later by stagecoach, it became a one day trip. Rail lines going north and later east created an important railroad hub in Wyoming. Highways 61 and 8 intersected here later and created a steady flow of traffic. In 1971, the completion of the I-35 freeway made it less expensive and easier to live in the country and work in the “cities,” bringing a new group of settlers in search of a welcoming community to raise their families.

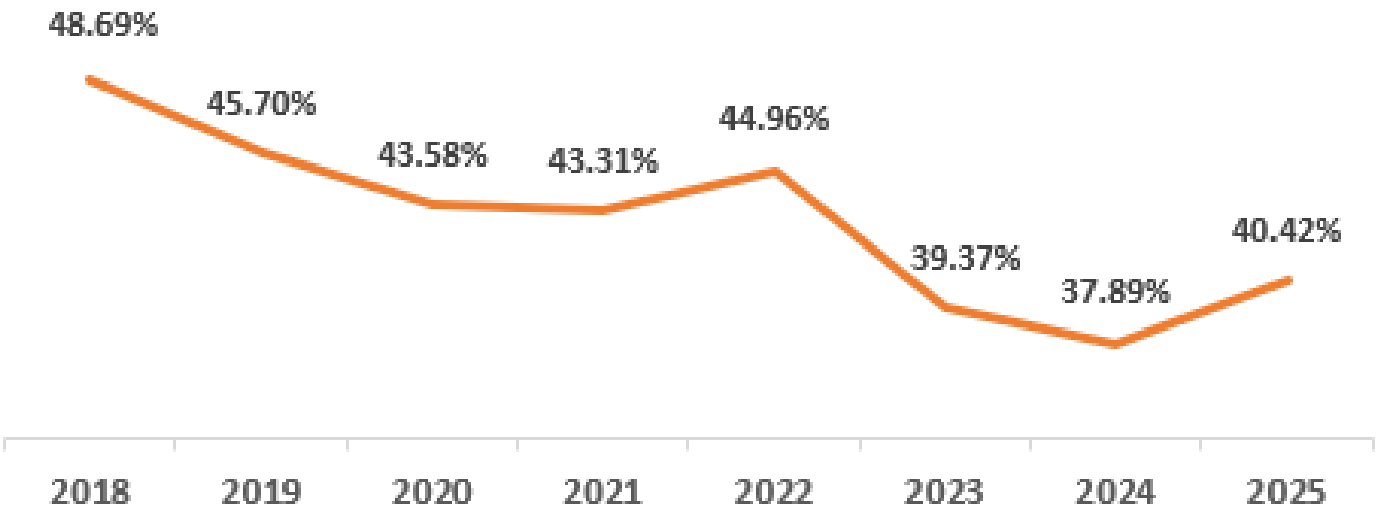
Wyoming is located in southwest Chisago County. The City is comprised of 21.92 square miles. In 2008, the City of Wyoming annexed the Wyoming Township, forming the current city boundaries that are in place today. In 2024, the population of Wyoming is estimated to be 8,173 residents. The City has 27 full time employees and serves approximately 2,958 households.



City of Wyoming Property Taxes

The tax rate is the percentage of the total value of Wyoming property taxes that is taxed for City services. Tax rates are increasing by 2.54% in 2025.

City of Wyoming Tax Rate



In 2024, a Wyoming home worth \$300,000 paid \$1,098 dollars in property taxes to the City.



Where do my property taxes* go?

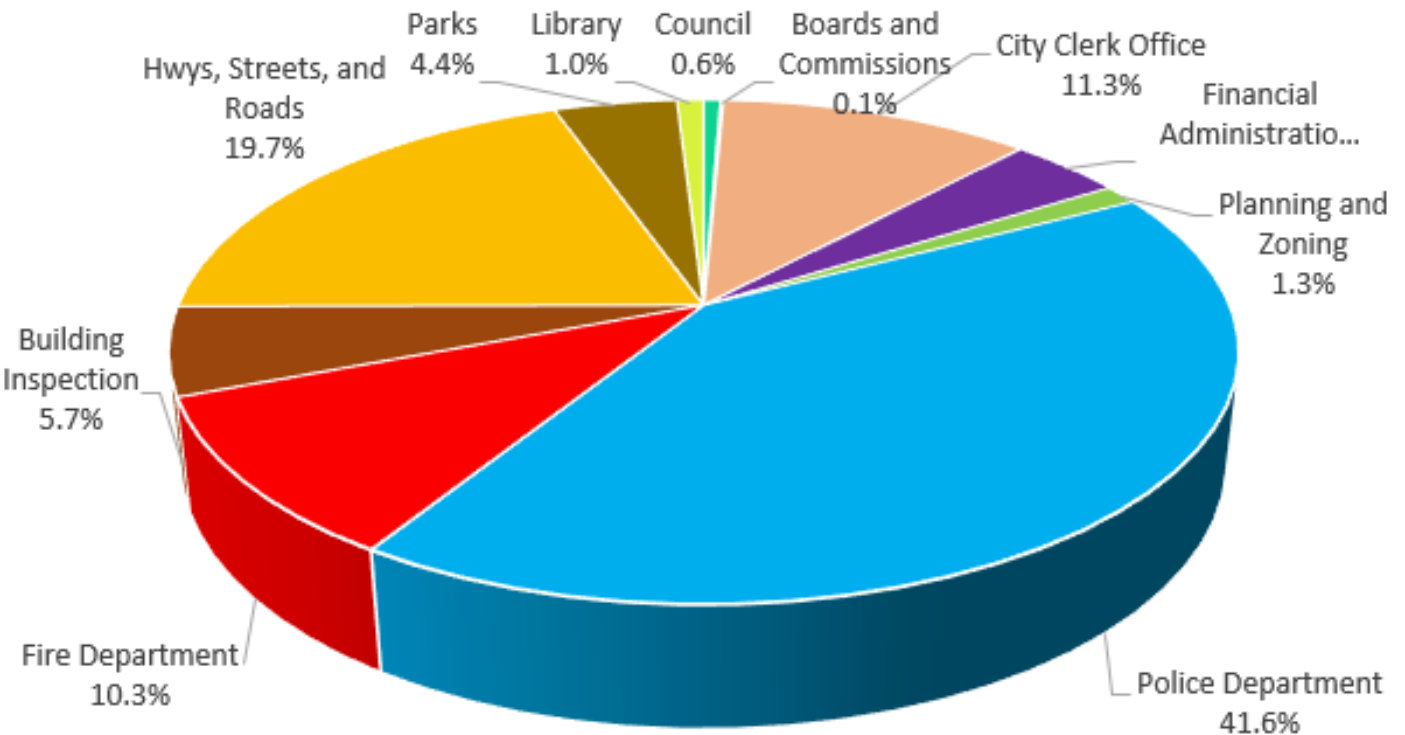


County	37.7%
City	29.7%
Schools	25.7%
State	4.8%
Other (County HRA, Watershed, TIF)	2.2%

*2024 property tax data from Chisago County



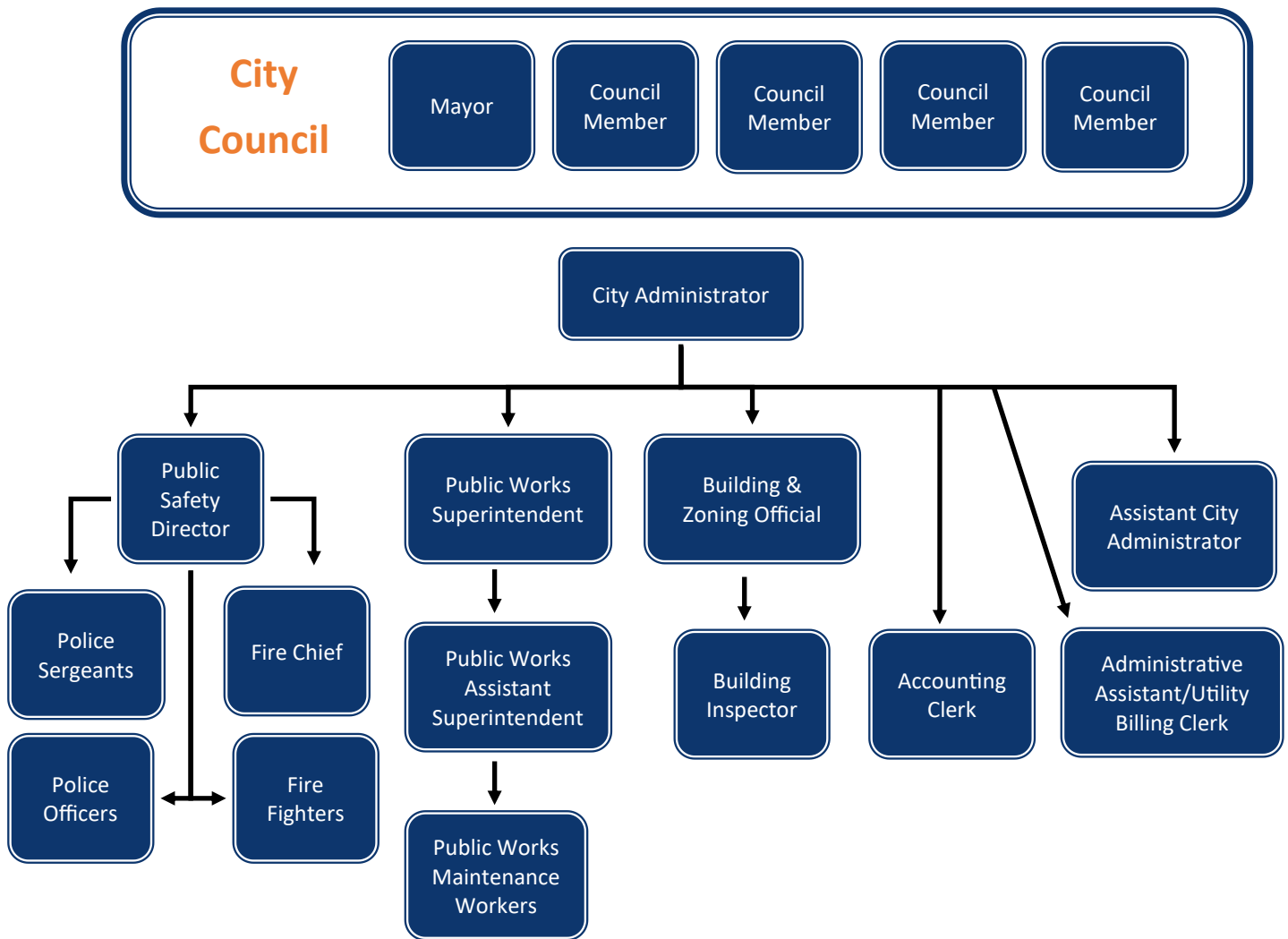
2024 Wyoming City Budget Breakdown



Organization Highlights

The City of Wyoming is a “Plan A” statutory City as defined by Minnesota statutes. The City operates under a Council-Administrator form of government. Policy-making and legislative and operational authority are vested in a City Council (Council) consisting of the Mayor and four council members, all elected on a non-partisan basis. The Council is responsible, among other things, for adopting the budget, approving ordinances, appointment committees and directing City operations. Council Members serve four-year terms with two Council members elected every two years. The Mayor also serves a four-year term. The mayor and council members are all elected at large.

The City Administrator is the City’s Chief Administrative Officer and is responsible for carrying out the direction of the City Council. The City Administrator oversees all functions of the City including preparing budget materials and managing City staff. The City Administrator may delegate functions to various staff as needed.



2024 Wyoming Community Events

2024 was another year characterized by community events which bring the residents of Wyoming together. Touch-A-Truck and the Tree Lighting Ceremony were well attended. We hosted the City's third Arbor Day event and held the 2024 Spring Medallion Hunt.



Spring Medallion Hunt

We invited residents to explore Wyoming's parks to find the hidden medallion. The medallion was hidden at Tolzmann Park and was found on the third day by the Christianson and Lynch families!



Arbor Day Celebration

We held our third Arbor Day Tree Planting event at the Wyoming City Hall building. Members of local Troop 142 and Pact 9142 attended.



Bike Rodeo

In May, we held our annual bike rodeo. This is a very popular event for kids and offers free (and discounted) helmets to promote children's bike safety.



Touch-A-Truck

In June we held our annual Touch-A-Truck event. Families were able to explore and touch all kinds of unique vehicles. We had vehicles from Rosenbauer, Polaris, Chisago County Sheriff's Office, the City of Wyoming's PD and Fire, Sunrise Farm, and many more.



2024 Wyoming Community Events - Continued



Night To Unite

In August, we celebrated our annual Night To Unite event in Goodview Park. Wyoming continues to celebrate Night to Unite at a central location to allow members from every neighborhood to come together, meet one another, and get to know the local public safety officials.



Stomp Out Suicide

The City welcomed the annual Stomp Out Suicide 5k to raise awareness for suicide prevention.



Torch Run for Special Olympics

We ran a leg of the MN Law Enforcement Torch Run for Special Olympics Minnesota from the north end of our city to our south end where we “passed the torch” to the Forest Lake Police Department.



Stagecoach Day

Stagecoach Day continues to be an annual success in the City of Wyoming as residents come together in the City’s downtown. The event is home to a parade, live music, and plenty of local vendors in a joint celebration of this wonderful City!



2024 Wyoming Community Events - Continued



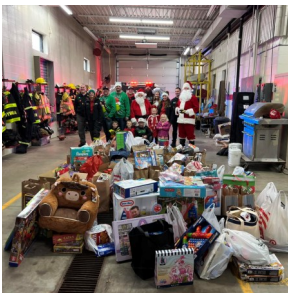
Stuff the Squad Food Drive

Wyoming Public Safety once again hosted the Stuff the Squad Food Drive at Bruce's Foods in 2024. We collected 594 lbs. of food, in addition to receiving over \$1,000 in cash donations. Thank you to all that participated!



Tree Lighting Ceremony

Railroad Park was home to the City's 7th Annual Tree Lighting Event. Multiple community organizations performed for those in attendance. Santa and Mrs. Claus also made an appearance!



Fire Department Toy Drive & Anonymous Santa

The Wyoming Fire Department were joined by Santa as they drove the streets of Wyoming to collect donated toys for children in need. Residents donated over \$1,000 in cash and hundreds of other items including toys, clothing, and non-perishable food items.



Administration

Department

Robb Linwood - City Administrator

Grant MacFarlane - Assistant City Administrator

Jenny Olson - Administrative Assistant/Utility Billing Clerk

Stacey Saxe - Accounting Clerk

The City Administrator is appointed by the City Council to manage all functions of city government. Along with other department supervisors, the City Administrator oversees, evaluates and makes recommendations to the City Council on all issues of concern to the City.

The Finance Department maintains accounting records for the general fund, special revenue funds, debt service funds and capital project funds; managing cash and investments; preparing the budget; monitoring revenues and expenditures for budgetary compliance; processing payroll; accounts payable and accounts receivable; and coordinating the annual audit. The City of Wyoming has a service agreement with Abdo Financial Solutions to receive some base level financial services; along with, the utilization of a Finance Director level consultant that handles more complex financial issues including budgeting, audit prep, debt service and long range financial planning. Utility billing services have remained an in-house operation since 2021. This has allowed the City to conduct services more effectively and provides a cost savings.

- City Council Staffing
- Park Advisory Commission Staffing
- Economic Development Authority Staffing
- Utility Billing
- Financial Planning
- Financial Management
- Budgeting
- Debt Service Management
- Audit Coordination
- Licensing
- Election Administration
- Communications
- Payroll
- Accounts Receivable
- Accounts Payable
- Human Resources
- Information Technology
- Policy Development
- Sustainability
- Community Events

2024 Highlights

- Railroad Park Phase 2
- Administered / Coordinated three elections at two precincts
- Upgraded Moody's Rating from Aa3 to Aa2
- Received the 2025 CLFLWD Watershed Champion Award
- Opened Barks and Rec Dog Park
- Opened age-friendly, accessible community garden
- Updated City's Personnel Policy
- Continued work on planning for the Public Safety Building
- Filled two vacant full-time employee positions:
 - Public Works Superintendent
 - Assistant Public Works Superintendent



Public Safety

Department

Wyoming Public Safety is the combination of the Wyoming Police Department and Wyoming Fire Department, working together to provide emergency response services for the community. We strive to provide the best possible emergency services to the Wyoming community.

In addition to emergency medical care, we also partner with M Health Fairview EMS.



Public Safety - Police Department

Calls For Service & Policing Activity

Wyoming Police Department tracks many activities conducted by officers and staff through our records management system. Calls for Service are received primarily through the Chisago County Sheriff's Office Emergency Communications Center (ECC). The ECC answers non-emergency and emergency calls for service for the City of Wyoming. The ECC receives the calls for service, dispatches the appropriate police and fire resources, and monitor all activity of responding agencies. The ECC staff dispatches Wyoming officers and provide updates from the caller if an incident is in progress. Total Calls for Service include incidents that involve an officer responding to a location or responding with a phone call.

Proactive Incidents Generated includes all traffic stops and when an officer intentionally checks a residence, park, business, or specific area.

Administrative Incidents include administrative details, community policing activity and speed trailer deployments. Administrative details include a variety of tasks, including training, vehicle maintenance and other non-incident related details.

		2023	2024	
Total Calls for Service (911, non-emergency, in person)		4,024		3,494
Proactive Incidents Generated		6,016		5,801
	Traffic Stops	1,131	1,116	
	Area Checks	2,017	1,861	
	Business Checks	1,368	1,266	
	Park Checks	1,457	1,531	
	Residence Checks	43	27	
Administrative Incidents Generated		1,301		1,367
	Administrative Details	1,247	1268	
	Community Policing	49	94	
	Speed Trailer Deployments	5	5	
Total Incidents		11,341		10,942



Public Safety - Police Department

Enforcement Statistics - Traffic Stops

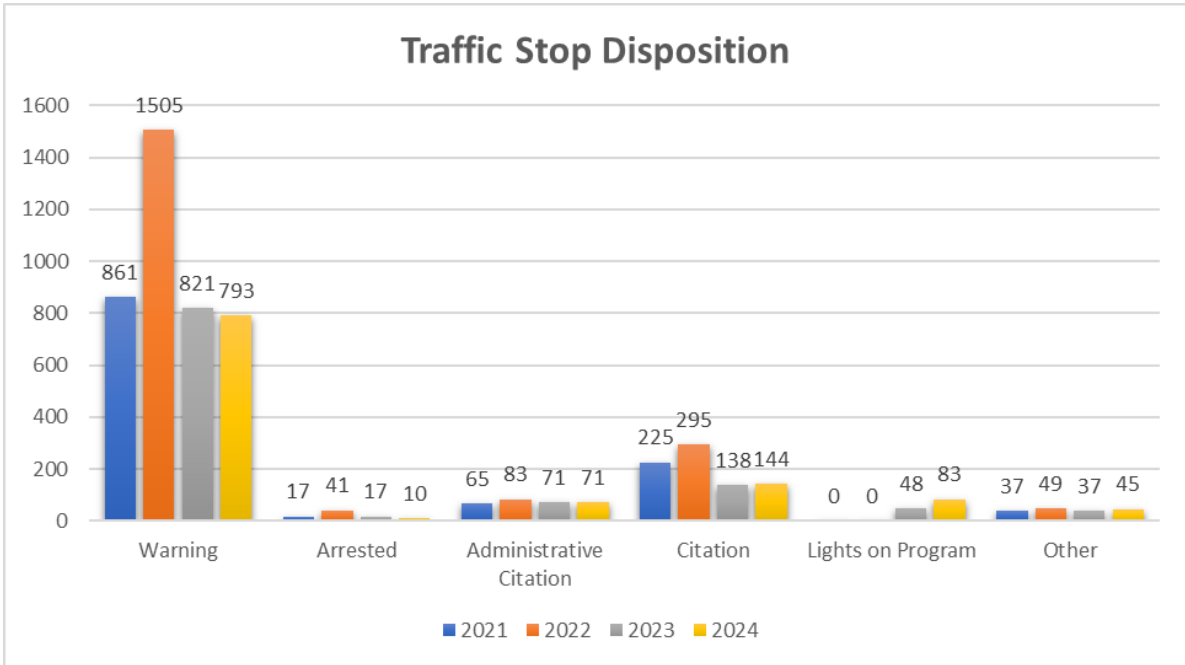
Traffic Stops

Year	Warning	Arrested	Admin Cita- tion	Citation	Lights on Program	Other	Total
2021	861	17	65	225	0	37	1205
2022	1505	41	83	295	0	49	1973
2023	821	17	71	138	48	37	1132
2024	793	10	71	144	83	45	1146

In 2024, Wyoming officers conducted 1,146 traffic stops, a slight increase from 1,132 in 2023. However, overall traffic enforcement remained impacted by staffing shortages, as officers frequently worked alone, limiting their ability to conduct proactive stops.

During traffic stops, officers exercise discretion in determining the appropriate response to a violation, prioritizing measures that best prevent future infractions. The most common outcome is a verbal warning, but officers may also issue either an administrative citation, which does not appear on a driver’s record, or a formal traffic citation, which is reportable and may be contested in district court.

The *Lights On!* program, introduced in 2023, continued in 2024, with officers issuing 83 vouchers to motorists for free vehicle light repairs at participating service providers.



Public Safety - Police Department

Community Outreach & Engagement

Wyoming Police Multicultural Advisory Committee

The City of Wyoming, established the Multicultural Advisory Committee (WYPMAC) to enhance trust and legitimacy in policing and to ensure the community's safety. The WYPMAC serves as a bridge between the police department and diverse community members, fostering mutual understanding and collaboration.

Key Objectives of the MAC:

Advisory Role: Provide insights to the police department on effectively serving and communicating with various cultural groups within the community.

Community Engagement: Facilitate meaningful conversations that promote appreciation for different perspectives and mutual understanding.

Public Trust: Recommend strategies to maintain and improve public trust in local law enforcement.

Inclusivity and Outreach: Assist the police department with inclusiveness, community outreach, public education, and recruitment efforts.

The establishment of the MAC underscores Wyoming's commitment to proactive community engagement, ensuring that policing strategies are inclusive and reflective of the community's diverse needs. The WYPMAC participated in Night to Unite in 2024 and looks forward to a partnering with the police department for additional engagement opportunities.

2024 Community Outreach and Engagement		
Night to Unite	Bike Rodeo – Wyoming Elementary	Touch-a-Truck Event
Wyoming Police Multicultural Advisory Committee	Torch Run	Trunk or Treat – Meadows on Fairview
Cover the Cruiser for Special Olympics – Casey’s Wyoming	Stuff the Squad Event for Family Pathways – Bruce’s Foods	Coffee with a Cop – McDonalds
Stagecoach Day Parade and Events		PEAK (Police Engaging with Area Kids) – Wyoming Elementary



Public Safety - Fire Department

- Structure Fire Response
- Motor Vehicle Crash Response
- Emergency Medical Response
- Community Engagement Events

WYOMING FIRE DEPARTMENT – 2024 ANNUAL HIGHLIGHTS

Community Engagement & Events

5th Annual Firefighters' Banquet: Held Saturday, October 26, 2024, featuring a prime-rib dinner prepared by local firefighters. Attendees enjoyed raffle games and a strong turnout from residents and supporters.

Annual Santa Drive: Partners in philanthropy with Anonymous Santa of Chisago County. Collected toys, clothes, non-perishable food, and gift cards on the Saturday morning of December 7, 2024.

Recruitment & Training

Recruitment Event: A “How to Become a Wyoming Firefighter” informational session was hosted on Thursday, March 21, 2024, at the station (26885 Forest Blvd) - drawing enthusiastic interest from prospective volunteers.

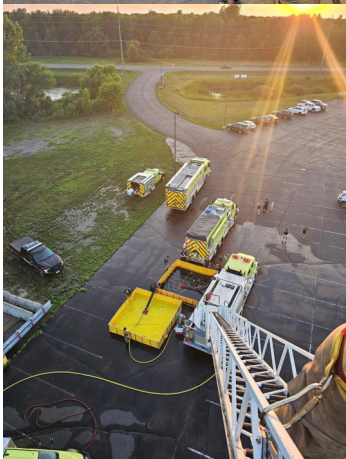
Training Support: The department continues its commitment to professional development by providing training for each member in fire/medical response—underscoring their emphasis on ongoing training and readiness.

Public Outreach & Education

Through social media posts and videos, the department informed the community of service hours, resource drives, and seasonal initiatives. A new holiday video in December 2024 was viewed millions of times and caught world wide attention.

Summary

In 2024, the Wyoming Fire Department maintained its pace of emergency responses, encompassing a full range of emergency services. Throughout 2024, Wyoming Fire Department exemplified its dedication to both public service and community enrichment. From formal events like the banquet and firefighter recruitment, to heartfelt initiatives like the Santa Drive and holiday celebrations, they maintained strong engagement and visibility. Their ongoing investment in member certification highlights a firm commitment to professional excellence. These efforts have both strengthened community bonds and enhanced the department's preparedness.



Building & Zoning

Department

- Minnesota State Building Code & Ordinance Enforcement
- MPCA SSTS Permits & Regulations
- Comprehensive City Plan
- Zoning Ordinance
- Septic System Management
- Subdivision Ordinance
- Shoreland Regulations

Fred Weck IV - Building & Zoning Official

Garrett Heins* - Building Inspector

*indicates an employee who left their position in 2024

- Floodplain Regulations
- Stormwater Management
- Planning Commission Staffing

The Building & Zoning Department is responsible for plan reviews, permitting, and inspection of all construction within the city. City inspectors ensure that construction meets the prescribed standards regulated by the [State Building Code](#) for the safety and security of all residents.

In 2024, we issued just over 600 permits (a 5-year high). We hired a new building inspector and have continued to provide online services.

2024 Highlights

- Approved 608 permits
- Issued permits for 23 new homes
- Received a new Building Inspector vehicle
- Creation of local Cannabis Ordinance
- Approved 2 subdivisions - 40 lots total

Permit Revenue Summary	
Building Permits + HVAC + Plumbing	\$203,825.60
Sign Permits	\$900
Fence Permits	\$1,050
Septic Permits	\$4,500
Septic Maintenance Reports	\$4,130
Silt Fence Escrows	\$21,600
Gas Installer's License	\$550
Total	\$236,555.60

Number of Permits	
Building Permits	320
Sign Permits	12
Fence Permits	21
New Septic Permits	20
Replace/Repair Septic Permits	5
HVAC Permits	129
Plumbing Permits	101
Total Permits	608



26% increase
from 2023!



Public Works

Department

Steve Reeves - Public Works Superintendent
 Rick Lopez - Assistant Public Works Superintendent
 Dave Torma – Maintenance worker
 Jason Lumsden – Maintenance Worker
 Sam Geisthardt – Maintenance Worker
 Travis Parson – Maintenance Worker
 Steve Kustrich – Maintenance Worker
 Brandon Rice – Maintenance Worker
 Chuck Almhjeld * - Public Works Superintendent
 Joe Keding* - Assistant Public Works Superintendent

*indicates an employee who left their position in 2024

- Responded to 29 Snow & Ice Events
- Cleared 4,132 miles of roadway
- Utilized 190 tons of road salt
- Hosted over 25 reservations of picnic facilities in our park system
- Responded to over 60 after hours incidents

- Utility Maintenance
- Tree Management
- Sewer Maintenance
- Salt Management
- Building Maintenance

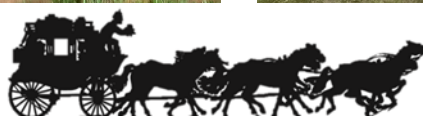
The City's Public Works Department is responsible for streets, parks and water, sewer and storm sewer utilities.

Streets and utilities were a big priority for Public Works in 2024. The City of Wyoming has over 72 miles of paves streets with an additional 13.5 miles of unpaved streets which the Department maintains. Public Works continues to also maintain City utilities including the City's 338 water hydrants, 372 gate valves, 653 storm catch basins, 697 storm drains, 24.55 miles of wastewater lines, 32.11 miles of water lines, and 16.59 miles of storm sewer.



2024 Highlights

- 2024 Street Improvement Project
- Scout - Little Libraries Project (Ashton Park)
- GreenStep - 2024 Growth Award Recipient
- Operated Outdoor Ice Rinks



2024 Temporary & Part Time Employees & Volunteers

Wyoming Firefighters:

Jesse Milligan - Fire Chief
Alex Bulmer - Firefighter
Amber Robertson - Firefighter
Anthony Hyrkas - Firefighter
Brandon Alexander - Firefighter
Brian Och - Firefighter
Dustin Martin - Firefighter
Hunter Huberty - Firefighter
Jacquelyn Hastings - Firefighter
John Hastings Jr* - Firefighter
John Hagen - Firefighter
Jacob Grindeland - Firefighter
Josh Bergan - Firefighter
Jake Bearl - Firefighter
Justin Gervais - Firefighter
Ken Hyrkas - Firefighter
Nate Ennis - Firefighter
Nick Acker - Firefighter
Paul Schneider - Firefighter
Randy Downs - Firefighter
Rob Dykema - Firefighter
Tim Quast - Firefighter
Traci Johnson - Firefighter
Travis Long - Firefighter
Travis Parsons - Firefighter
Trevor Schneider - Firefighter
Zach Bergman - Firefighter
Joshua Riviere - Firefighter
Samantha Mueller - Firefighter

Park Advisory Commission

Bruce Spangler - Chair
Jessica Bergan - Vice Chair
Bruce Vukelich - Member
Rick Ahartz* - Member
Dawn Jameson - Member

Wyoming Police Reserve Officers

Chris Hernandez - Police Reserve Officer
Dan Gnau - Police Reserve Officer
Evelyn Rodrique - Police Reserve Officer
Rebekah Peterson - Police Reserve Officer
Seth DuPaul* - Police Reserve Officer
Hector Rodriguez - Police Reserve Officer
Connor Barott - Police Reserve Officer

Public Works Part-Time Staff

Blake Speidel - Maintenance Worker
Gavin Middendorf - Maintenance Worker
McKenzie Ortwerth - Rink Attendant
Keegan Hofeld - Rink Attendant

**Wyoming Police Multicultural Advisory
Committee Members**

Hector Rodriguez
Iliana Hillberg
Wardell Haywood

**Economic Development
Authority**

Lisa Iverson - President
Dennis Schilling - President Pro Term
Alex Bulmer - Treasurer
Andrew Buccanero - Asst. Treasurer
Eric Nault* - Member
Jeff Allen - Member

Planning Commission

Mark Lobermeier - Chair
Katie West - Vice chair
Dan Iverson - Member
Michael Naumann* - Member
Mark Holl - Member
Chris Ortwerth - Member

*indicates an employee who left their position in 2024





Date: July 29, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Public Safety Director Neil Bauer

Department: Public Safety

Reference: Approval of 5-Year Contract with Axon for Body-Worn Camera Equipment

Method: New Business

Request:

The Wyoming Police Department requests City Council approval to enter into a new 5-year agreement with Axon Enterprise, Inc. for the continued leasing and support of body-worn camera (BWC) equipment and digital evidence management services. The total cost of this contract is \$59,796, payable in five annual installments of \$11,959.20 each.

Background Information:

The department's current 5-year contract with Axon, signed in 2020, is set to expire later this year. That agreement totaled \$48,575.97 and provided access to the Axon Body camera platform with limited cloud storage for digital evidence.

Since that time, body-worn camera usage has expanded significantly, resulting in a sharp increase in the volume of data collected and stored. This updated agreement addresses those growing needs by offering unlimited storage for Axon device footage, ensuring continued compliance and accessibility for investigative and legal purposes.

A key feature of the proposed contract is Axon's Technology Assurance Plan (TAP). TAP ensures that all BWC equipment will be refreshed twice during the 5-year term—once at approximately 2.5 years and again at the 5-year mark—providing the department with updated cameras and docking hardware at no additional cost. This helps keep equipment current, minimizes downtime, and ensures officers have access to the most reliable and secure technology available.

The proposed contract includes:

- Ten (10) Axon Body 4 cameras
- Unlimited cloud storage for digital evidence from Axon devices
- Full participation in Axon's TAP program



PUBLIC SAFETY

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

- Hardware refreshes at 2.5 years and 5 years
- Warranty coverage for the duration of the contract

Annual payments of \$11,959.20 will be budgeted in each fiscal year through 2029.

Recommendation

Authorize the Police Department to enter into the 5-year agreement with Axon for the BWC Unlimited with TAP program and approve the total expenditure of \$59,796.00 over the contract term.

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. 25-08-74

**A RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO
A 5-YEAR AGREEMENT WITH AXON FOR THE BWC UNLIMITED WITH TAP
PROGRAM FOR A TOTAL OF \$59,796.00**

WHEREAS, the Wyoming Police Department utilizes body worn camera systems during their routine duties; and

WHEREAS, the City entered into a 5-year contract with Axon in 2020 which is set to expire later this year; and

WHEREAS, Axon has provided a quote for an additional 5-year agreement in the total amount of \$59,796.00; and

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

THEREFORE BE IT RESOLVED, the City of Wyoming authorizes the Wyoming Police Department to enter into a 5-year agreement with Axon for body worn camera equipment for a total of \$59,796.00.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 6TH
DAY OF AUGUST, 2025.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: July 31, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Safety Sensitive Drug Testing

Method: New Business

Background Information:

The City of Wyoming currently engages in the process of pre-employment drug testing for all employees. This test is used by the City to determine if individuals have engaged in a variety of substances, including but not limited to cocaine, opiates, amphetamines, and cannabis. The State of Minnesota's recent legalization of the sale and personal use of cannabis products, including recreational marijuana. Furthermore, this law has also prohibited cities from testing job applicants for the presence of cannabis as a part of the cities' pre-employment screening for most positions.

The League of Minnesota Cities has provided an updated Drug and Alcohol Testing Toolkit for cities to adapt their pre-employment screening process to meet the requirement of the law. Under Minnesota Law, cities may test for cannabis for select positions, including peace officers, firefighters, and positions requiring a commercial driver's license. These positions fall under the status of "Safety-Sensitive" positions which will always require pre-employment cannabis screening. Safety-sensitive positions are defined as any job which impairment caused by drug or alcohol use would threaten the health or safety of any person.

It is with this new limitation on pre-employment screening that City Staff have prepared an updated version of the City's Drug and Alcohol Testing Policy for DOT and non-DOT positions. These new policies provide the process for determining which employees are subject to pre-employment cannabis screenings. It is important to note that any employee may be subject to cannabis testing for reasons related to reasonable suspicion, treatment program testing, routine physical examination testing, and random testing in specific situations as dictated by these policies.

Recommendation

To approve the updated Drug, Alcohol, and Cannabis Testing Policy to better align with Minnesota State Statute.

 Drug, Alcohol, and Cannabis Testing Policy (Non-DOT)	Date	Number
	08-06-2025	
	Retention	Approval
	Until superseded	August 6, 2025
	To:	
	City Personnel	
	Subject:	
	Drug, Alcohol, and Cannabis Testing	

Non-DOT Alcohol And Drug Testing

A. Purpose and Objectives:

1. The City of Wyoming (“City”) is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, this policy establishes the City’s intent to maintain a drug-, alcohol-, and cannabis-free workplace. The City does not intend to intrude upon the private lives of its employees. However, being under the influence of drugs, alcohol, and/or cannabis while on the job poses serious health and safety risks to employees and members of the public, which is not tolerated. This Drug, Alcohol, and Cannabis Testing Policy has been established for the purpose of providing a safe workplace for all and is in accordance with the City’s Drug Free Workplace Policy. All employees must undergo testing as described by this policy in accordance with Minnesota Statute §181.950 et sec. and/or any applicable federal law.
2. To ensure the policy is clearly communicated to all employees, and to comply with state law, employees are required to review this policy and sign the Acknowledgment Form. A job applicant will also acknowledge in this form that they understand that passing the drug, alcohol, and/or cannabis test when it is a requirement of the job.
3. City employees and applicants required to hold a commercial driver’s license by the United States Department of Transportation (“DOT”) for their job will be tested under the City’s federally mandated Drug, Alcohol, and Cannabis Testing Policy (the “Policy”) when applicable. All other employees and job applicants offered employment with the City must undergo testing as described by this policy.
4. This policy is not intended to, nor does it constitute an employment contract, either express or implied. Additionally, it does not extend an offer of contract, either express or implied. This policy is not meant to conflict with the City’s existing obligations under any personnel policies and/or applicable collective bargaining agreement.

B. Applicability:

1. This policy covers all applicants (including rehires) and all current employees, including but not limited to: full-time, part-time, seasonal, and temporary. This includes employees who are based in Minnesota and all other states or areas where the City conducts business or where an employee is conducting business on behalf of the City. Employees who are contracted through an agency to perform services on behalf of the City, in any manner, are

subject to the rules stated in this policy, to the extent permitted by law. If the City determines a contracted worker has violated this policy, by way of a confirmed test result, the services of the worker will be terminated, and the agency will be informed of the reasons for the termination.

C. Prohibited Conduct:

1. General Prohibition

- a. Pursuant to the City's Drug Free Workplace Policy, drug (as defined in statute), alcohol, and cannabis (defined herein to include cannabis flower, cannabis product, lower-potency hemp edible, and/or hemp-derived consumer product) use possession, impairment, sale, or transfer while an employee is working, representing the City, or while an employee is on the City's premises or operating the City's vehicle, machinery, or equipment is prohibited.

2. Prescription Medications and Required Disclosures

- a. No employee may use substances administered by or under the instructions of a physician who has advised them that the substances they are using will negatively affect and/or impair their work duties. Impaired means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing balance, and reaction, reflex) or judgment either are or may be presumed affected. Any violation of this policy may result in discipline up to and including immediate termination, subject to applicable personnel policies and collective bargaining agreements. Discipline will be administered to all employees in a nondiscriminatory manner.
- b. Failure to advise your doctor of your City position, when being prescribed medications that affect your ability to safely perform your duties, will be a violation of this policy that may result in disciplinary action up to and including termination. If you are uncertain whether you should alert your physician or not, please do not hesitate to contact Human Resources. When in doubt it is better to advise your physician of your work environment to protect yourself and the City.
- c. Failure to inform your supervisor or Human Resources that you are taking prescription and/or non-prescription medications that affect your ability to perform such duties safely will be a violation of this policy which may result in disciplinary action up to, and including, termination.
- d. Taking another person's prescribed medication does not constitute legal use. Only those medications prescribed to the employee are legal use. Any employee taking another person's prescribed medication is grounds for termination. Any applicant who has tested positive on a pre-employment drug test, due to usage of another person's prescribed medications, will not be eligible for employment at the City.
- e. The City may, at its discretion and in accordance with applicable law, request any employee who has advised a supervisor they are taking prescribed and/or nonprescribed medications possibly hindering that employee's ability to safely perform their duties be evaluated by the physician of the City's choice. This physician visit would be at the cost of the City, and not the employee's. The City can, at any time it deems necessary in accordance with applicable law, restrict an employee's work duties when they are taking prescribed and/or non-prescribed medications possibly hindering the employee's ability to perform work duties safely and effectively.

3. Excluded Positions

- a. Pursuant to [Minn. Stat. § 181.951 subd. 9](#), there are certain individuals who are treated differently for cannabis testing purposes based on their jobs including peace officers, firefighters, those in Safety-Sensitive positions, and others (hereinafter collectively referred to as “Excluded Positions”). “Safety-Sensitive” is defined by [Minn. Stat. § 181.950 subd. 13](#), and means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.
- b. Employees in the Excluded Positions are prohibited from both on-duty and off-duty cannabis consumption. Given both on-duty and off-duty prohibitions, Excluded Positions are not allowed to have any concentration of cannabis as a result of testing under this policy.

D. Testing Circumstances, Procedures, and Logistics: Under this policy, the City may test employees for drugs, alcohol, and/or cannabis under any of the following circumstances with a properly accredited or licensed testing laboratory.

1. Pre-employment Testing

- a. Job applicants offered employment with the City may receive the offer conditioned upon successful completion of drug and/or alcohol test, among other conditions. The City will not request or require a job applicant to undergo cannabis testing related to “lawful consumable products” pursuant to [Minn. Stat. § 181.938](#), including alcohol or cannabis except with respect to Excluded Positions as defined in Section C.3. of this policy who will undergo pre-employment cannabis testing.
- b. If the job offer is withdrawn based on drug, alcohol, and/or cannabis test results, the City will inform the applicant of the reasons for the withdrawal. A failure of the drug, alcohol, and/or cannabis test, a refusal to take the test, and/or failure to meet other conditions of the offer will result in a withdrawal of the conditional offer of employment even if the applicant’s provisional employment has begun.
- c. Further, failure to sign an acknowledgment form to engage in required pre-employment testing will deem the applicant unsuitable for employment with the City.

2. Reasonable Suspicion/Post-accident/Post-injury Testing

- a. Consistent with [Minn. Stat. §181.951, subd. 3](#), employees will be subject to drug, alcohol, and/or cannabis testing when reasonable suspicion exists to believe that the employee:
 - (1) Is under the influence of drugs, alcohol, and/or cannabis; or
 - (2) Has violated written work rules prohibiting drug, alcohol, and/or cannabis use, possession, impairment, sale, or transfer while an employee is working, representing the City, or while an employee is on the City’s premises or operating the City’s vehicle, machinery, or equipment; or
 - (3) Has sustained a personal injury as defined in [Minn. Stat. §176.011, subd. 16](#) or has caused another employee to sustain an injury and although the City does not specifically suspect drug use, there is a reasonable possibility that drug use was a contributing factor to the injury; or

(4) Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

- b. Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of drugs, alcohol, cannabis, and/or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City's policies concerning drugs, alcohol, and/or cannabis may have occurred. These observations will be reflected in writing.

***** Any medical attention needed for the employee should NOT be delayed for testing purposes. The health and welfare of the employee comes first. *****

- c. Employees may be removed from all work duties until test results are reported to the City. If the results are reported as negative, the employee will be allowed to return to work at the appointed time beginning the next scheduled workday. If any other results other than negative are reported all circumstances as outlined throughout this policy will apply according to the given circumstances.

3. Treatment Program Testing

- a. In accordance with [Minn. Stat. §181.951, subd. 6](#), the City may request or require an employee to undergo drug, alcohol, and/or cannabis testing if the employee has been referred by the City for chemical dependency treatment, evaluation, or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug, alcohol, and/or cannabis testing without prior notice during the evaluation or treatment period and for a period as recommended by the treatment program, of up to two years following completion of the treatment program.
- b. As outlined in Section K of this policy, under certain circumstances, employees who voluntarily admit to alcohol misuse and/or past drug and/or cannabis misuse, have been referred to a certified chemical use counselor or physician trained in the diagnosis and treatment of substance use disorders, and are subject to follow-up testing, are not responsible for the costs associated with initial or follow-up appointments with such a certified chemical use counselor or physician, or any required follow-up testing. Instead, the City will pay for these costs.
- c. Any positive results or refusals, as defined in Section E of this policy, may result in immediate termination as discussed in Section E and H.

E. Testing Procedures, Refusals, & Costs

1. Collection & Timing

- a. Employees must report to the testing site immediately when required to undergo any testing as required under Section D of this policy.
- b. For off-site reasonable suspicion collection, the employee must be transported and accompanied to the collection site as arranged by a Supervisor(s). Transportation from the collection site will be the employee's responsibility and at the employee's expense (unless other arrangements have been made with the City). The driver is not to transport themselves away from the Collection Site.

- c. For treatment program testing, so long as no reasonable suspicion exists that the employee is impaired, the employee will be allowed to transport themselves to the testing facility. If an employee has driven a City vehicle to the collection site and has an alcohol concentration level of 0.02 or greater, a City representative will arrive at the collection site to pick up the City vehicle.
 - d. Any employee who has an alcohol test result of 0.02 or greater will be responsible for transportation from the collection site at their own expense (unless other arrangements have been made with the City). The driver is not to transport themselves away from the Collection Site.
2. What Acts Constitute Refusal? The following acts constitute a refusal for an applicant or employee:
- a. *Refusal to Authorize*: Refusal to sign an acknowledgment form stating that the employee or job applicant has seen the City's Drug, Alcohol, and Cannabis Testing Policy OR an authorization to allow a lawful request for testing.
 - b. *Failure to Report/Remain on site*: An employee who fails to report within a reasonable time after notification of required testing or leaves the testing site prior to testing being completed.
 - c. *Alteration/Substitution*: An employee who substitutes, or attempts to substitute, or alters, or attempts to alter, a testing sample.
 - d. *Dilute Specimen*: A positive dilute test will be treated as a positive test result.
 - e. *A Negative Dilute Test Result*: A specimen with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, will result in conducting a second test at the expense of the City.
 - (1) Should the testing facility have the capability of identifying a dilute sample immediately upon receipt, the employee will be required to stay at the facility and produce another sample. Should the testing facility not have the capability for immediate detection, once detected, the City will notify the employee to promptly report for recollection.
 - (2) Employees who have completed two tests, both of which come back as negative dilute, will be considered to have refused to provide a specimen unless the employee has a physical condition causing the inability to produce sufficient specimen and, in that case, alternative arrangements will be made.
 - f. *Inadequate Specimen*: Should an employee not be able to produce any/a sufficient quantity of specimen, they will be given eight (8) ounces of liquid every thirty minutes to help produce a sample. Employees who do not provide a specimen within two (2) hours of the initial attempted test will be considered to have refused to provide a specimen unless the employee has a physical condition causing the inability to produce sufficient specimen and, in that case, alternative arrangements will be made.
 - g. *Improper Temperature*: If the specimen is not at an acceptable temperature, the employee will be required to promptly provide another sample at the testing facility. Employees whose second sample comes back outside of appropriate temperature bounds will be considered to have refused to provide a specimen unless the

employee has a physical condition causing the inability to produce sufficient specimen and, in that case, alternative arrangements will be made.

- (1) Employees who do not provide a specimen within two (2) hours of the initial attempted test will be considered to have refused to provide a specimen unless the employee has a physical condition causing the inability to produce sufficient specimen and, in that case, alternative arrangements will be made.

h. *Invalid Test*: Should the result come back as invalid or contain an unexplained interfering substance, the City will inform the employee. The employee will be allowed to provide a legitimate medical explanation. If the employee gives an explanation that is acceptable, the test will be cancelled and no further action will be taken unless a negative test result is required. If a negative test result is required, the employee must submit to the testing as required by the City. If the employee refuses to submit to another test, this shall constitute a refusal.

- (1) If the employee is unable to provide a legitimate medical explanation for the invalid test result and denies having adulterated the specimen, the test will be cancelled and an additional specimen will be required to be obtained within a reasonable time. If the employee refuses to submit to another test, this shall constitute a refusal.
- (2) If the employee is unable to provide a legitimate medical explanation for the invalid test results and admits to having adulterated or substituted the specimen, this shall constitute a refusal.
- (3) Failure to take a second test the City or collector has lawfully directed the individual to take.
- (4) Failure to undergo a lawful medical examination or evaluation, as directed by Human Resources.
- (5) Any other intentional act or omission by the employee that prevents the completion of the testing process constitutes a refusal to test including but not limited to a cancelled test due to employee's conduct, unexplained invalid specimens, etc.

i. No refusal shall occur due to a cancelled test, a collector error, or other circumstance that is not within the employee's control or the fault of the employee.

3. Accommodations

- a. An employee who, on religious or disability grounds, refuses to undergo drug or alcohol, or cannabis testing of a blood sample, will not be considered to have refused testing, unless the employee also refuses to undergo drug or alcohol and/or cannabis testing of another type of specimen. Reasonable accommodations may be provided as appropriate.

4. Consequences of a Refusal

- a. Applicants:

- (1) Any job applicant for the City who is required to undergo drug, alcohol, and/or cannabis testing may refuse to submit to and provide the same requested. In the case of such refusal by an applicant, the offer of employment will be withdrawn, even if the applicant's provisional employment has begun.

b. Employee:

- (1) Employees have the right to refuse to submit to a drug, alcohol, and/or cannabis test under this policy. However, such a refusal may subject an employee to immediate termination. In addition, the City is not responsible in any way for any costs or consequences involved with an employee's refusal to test to the extent allowed by applicable law.
- (2) Nothing within this policy is meant to conflict with the City's existing obligations under any applicable personnel policies and/or collective bargaining agreements.

c. Cost of Required Testing

- (1) The City will pay for the cost of all drug, alcohol, and/or cannabis testing requested or required of all employees, except for confirmatory retests. Employees are responsible for paying for all costs associated with any requested confirmatory retests. The City is not responsible in any way for any costs or consequences involved with an employee's refusal to test to the extent allowed by applicable law.
- (2) As indicated in Section K, below, employees who voluntarily admit to alcohol misuse and/or past drug and/or cannabis misuse, have been referred, and/or volunteer to participate in a counseling or rehabilitation program, and are subject to follow-up testing, are not responsible for the cost of appointments with a certified counselor or physician trained in the diagnosis and treatment of substance use disorders as well as any additional required testing relating to the voluntary disclosure. Instead, the City will pay for these costs.

d. Suspension/Actions Pending Results

- (1) *Job Applicants*: Job applicants will generally not be allowed to start work until the results of the test/confirmatory re-test are returned to the City. If the results of the test/confirmatory re-test are in favor of the applicant, the applicant will proceed in their new position, assuming all other conditional job offer requirements have been met. If the results of the test/confirmatory re-test are not in favor of the applicant, the job offer will be immediately withdrawn.
- (2) *Employees*: Employees will be removed from all Safety-Sensitive duties and shall not operate any City-owned vehicle while awaiting test results. Except as otherwise described in this policy and the City's Federally Mandated Drug, Alcohol, and Cannabis Testing policy, the City may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test/re-test, provided the City believes that it is

reasonably necessary to protect the health or safety of the employee, co-employees, or the public. The employee may be asked to return home and will be required to make appropriate arrangements for return transportation to their residence that do not include operation of a motor vehicle by the employee.

(A) If the test/confirmatory re-test is not in favor of the employee, the employee will be subject to all circumstances listed under Section H of this policy. If the confirmatory test/re-test does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test/re-test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory test/re-

test result, and the City will reimburse the employee for the actual cost of the confirmatory re-test.

F. Review and Notification of Test Results

1. Notification of Negative Test Results

a. In the case of current employees and in accordance with [Minn. Stat. §181.953](#), Human Resources will inform the employee in writing of a negative drug, alcohol, and/or cannabis result within three days of receipt of result by the City. A “Negative Test Results Notification” form will be sent to the employee, and the employee may request a copy of the test result report from Human Resources.

2. Notification of Positive Test Results

a. In the event of a confirmed positive specimen for drugs, alcohol, and/or cannabis test result, Human Resources will notify the employee of a positive drug, alcohol, and/or cannabis result in writing within three working days of receipt of the result. The City will send to the employee a “Positive Test Results Notification” letter containing further instructions. The employee may contact Human Resources to request a copy of the test result report if desired. In accordance with [Minn. Stat. §181.953 subd. 3](#), a laboratory must report results to the City within three working days of the confirmatory test result.

G. Post-Testing Rights

1. Right to Supply Explanation

a. Within three working days after notice of a positive drug, alcohol, and/or cannabis test result on a confirmatory test, the employee has the right to submit information to the City to explain the positive result. In accordance with [Minn. Stat. §181.953 subd. 10](#), if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the City will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

2. Right to Confirmatory Retest

a. An employee has the right to request a confirmatory retest of the original sample at the employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the employee must notify the City in writing of the employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with [Minn. Stat. §181.953, subd. 3](#), the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same drug, alcohol, and/or cannabis threshold detection levels as used in the original confirmatory test.

b. Right to Access to Reports

(1) In accordance with [Minn. Stat. §181.953, subd. 10](#), an employee will have access to information contained in their personnel file relating to positive test results and to the testing process, including all information gathered as part of that process. The City will treat all testing records as confidential as required by law. The City will not disclose the results of the test without the employee's consent, a court order, or as required by law.

H. Consequences for Employees Engaging in Prohibited Conduct

1. No Adverse Action without Confirmatory Test

a. The City will not terminate, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.

2. Confirmatory Positive Test Result

b. The City will not terminate an employee for a first confirmatory positive test unless the following conditions have been met:

(1) The City has first given the employee an opportunity to participate in either a drug, alcohol, and/or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and

(2) The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a

refusal to test or positive test result on a confirmatory test after completion of the program.

3. Other Misconduct

- c. Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of any other the City policies.
- d. This policy is not meant to conflict with the City's existing obligations under any personnel policies and/or applicable collective bargaining agreement.

I. Substance Abuse Treatment Program

- 1. An employee required to take time off in order to participate in a rehabilitation program will be permitted to utilize accrued sick leave, or (if no sick leave) vacation time, and/or request a leave of absence as directed in the Personnel Policy Manual.
- 2. The City is NOT financially responsible for any of the employee's rehabilitation, treatment, costs, etc. involved with their abuse and/or misuse of controlled substances, cannabis, and/or alcohol due to a positive confirmatory test unless as outlined in Section K, below.

J. Appeals

- 1. Except as may be required by law or a collective bargaining agreement, there are no other appeal procedures available within the City to the job applicant or the employee adversely affected by this policy, except those outlined within this policy.

K. Non-Discrimination, Voluntary Disclosure, Employee Assistance

1. Non-Discrimination

- a. The City's policy on work-related substance abuse is non-discriminatory in intent and application. The Americans with Disabilities Act (ADA) and/or other state and federal laws may cover alcohol use disorders as well as substance use disorders as disabilities.
- b. In accordance with the Minnesota Human Rights Act (MHRA), [Minn. Stat. Ch.363A.03, Subd. 36](#) qualified disabled person; means a disabled person who, with reasonable accommodation, can perform the essential functions required of all applicants for the job in question, excluding any condition resulting from alcohol or drug abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of others, unless otherwise required by law.
- c. The City will not retaliate against any employee for asserting their rights under this policy.

2. Voluntary Disclosure

- a. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance. Confidential assistance can be found through the City's EAP offered through the City or through the employee's health care provider.

- b. In addition, any employee who misuses alcohol, drugs, and/or cannabis, has not been notified of the requirement to submit to testing pursuant to this policy, and has not refused a drug or alcohol test, may voluntarily refer themselves to Human Resources, who will refer the individual to a certified chemical use counselor or physician trained in the diagnosis and treatment of substance use disorders for evaluation and treatment. The professional will evaluate the employee and make a specific recommendation regarding appropriate treatment and related treatment program testing.
- c. Any Excluded Employee or employee who would otherwise fall under DOT testing due to their possession of a CDL license for their position, and who admits to a current drug, alcohol, and/or cannabis addiction, will immediately be removed from their Safety-Sensitive functions until successful completion of a prescribed rehabilitation program as required under applicable law.
- d. Employees who voluntarily admit to alcohol misuse and/or past drug or cannabis misuse, have been referred to participate in a counseling or rehabilitation program and/or are subject to follow-up testing, are not responsible for the cost of any initial and follow-up appointments with a certified chemical use counselor or physician trained in the diagnosis and treatment of substance use disorders or any required follow-up testing. Instead, the City will pay for these costs.

L. Federal Grant Employees

- 1. Each employee engaged in the performing of work on federal grants or contracts, is required to notify their agency of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) working days after such conviction.

M. Authority, Policy Changes, Contact

- 1. This policy is intended to meet all current local, state, and federal regulations. This policy, in whole or in part, may be subject to change, revocation, modification, or amendment at any time, at City's sole discretion. The City will update as needed to ensure compliance with all applicable laws, contracts, and will inform all employees of updates or revisions.
- 2. If you have questions about this policy or the City's Drug, Alcohol, and Cannabis testing procedures, you may contact your immediate supervisor or Human Resources at 651-462-0575 to obtain additional information.

 Drug, Alcohol, and Cannabis Testing Policy (DOT)	Date 08-06-2025	Number
	Retention Until superseded	Approval August 6, 2025
	To: City Personnel	
	Subject: Drug, Alcohol, and Cannabis Testing	

DOT Alcohol And Drug Testing

A. Purpose and Objectives:

1. The City of Wyoming ("City") is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, this policy establishes the City's intent to maintain a drug, alcohol, and cannabis-free workplace. The City does not intend to intrude upon the private lives of its employees. However, being under the influence of drugs, alcohol, and/or cannabis while on the job poses serious health and safety risks to employees and members of the public, which is not tolerated. The City Drug, Alcohol, and Cannabis Testing policy has been established for the purpose of providing a safe workplace for all. In response to regulations issued by United States Department of Transportation ("DOT"), the City has adopted this Drug, Alcohol, and Cannabis Testing Policy for employees who hold a commercial driver's license ("CDL") to perform their duties. The City also has a separate Drug, Alcohol, and Cannabis Testing policy ("NonDOT") for employees not covered by DOT and Federal Motor Carrier Safety Administration ("FMCSA") regulations. Given the significant dangers of alcohol and controlled substance (also called "drug" herein) use, each applicant and driver must abide by this policy as a term and condition of hiring and continued employment. Moreover, federal law requires the City to implement such a policy. To ensure this policy is clearly communicated to all drivers and applicants, and in order to comply with applicable federal law, drivers and applicants are required to review this policy and sign the Acknowledgment Form.
2. Because changes in applicable law and the City's practices and procedures may occur from time to time, this policy may change in the future, and nothing in this policy is intended to be a contract, promise, or guarantee the City will follow any particular course of action, disciplinary, rehabilitative or otherwise, except as required by applicable contract law. This policy does not in any way affect or change the status of any at-will employee.
3. Any revisions to the Federal Omnibus Transportation Employee Testing Act and FMCSA regulations will take precedent over this policy to the extent the policy differs.
4. This policy is not intended to, nor does it constitute an employment contract, either express or implied. Additionally, it does not extend an offer of contract, either express or implied. This policy is not meant to conflict with the City's existing obligations under any applicable law and/or collective bargaining agreement.

B. Applicability:

1. This policy applies to any person who operates a commercial motor vehicle as defined below. This includes, but is not limited to: Full time, regularly employed drivers, self-employed persons, casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to the City and who operate a commercial motor vehicle.
2. A commercial motor vehicle ("CMV") is a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property that:
 - a. Has a gross combination weight rating or gross combination weight of 26,001 pounds or more, whichever is greater, inclusive of a towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater; or
 - b. Has a gross vehicle weight rating or gross vehicle weight of 26,0001 or more pounds whichever is greater; or
 - c. Is designed to transport 16 or more passengers, including the driver; or
 - d. Is of any size and are used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).
3. A driver is considered to be performing a Safety-Sensitive function during any period in which they are actually performing, ready to perform, or immediately available to perform any Safety-Sensitive functions. Safety-Sensitive functions mean all time from the time a driver begins to work or is required to be in readiness to work until they are relieved from work and all responsibility for performing work.
4. The following functions are considered Safety-Sensitive functions:
 - a. All time at a carrier or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the City. This includes employees who are "eligible" at work to drive a CMV at any time.
 - b. All time inspecting equipment as required by 49 CFR 392.7, "Equipment, Inspection and Use," and 49 CFR 392.8, "Emergency Equipment, Inspection and Use," or otherwise inspecting, servicing, or conditioning any CMV at any time.
 - c. All driving time, which is any time spent at the driving controls of a CMV in operation.
 - d. All time, other than driving time, in or upon any CMV except time spent resting in a sleeper berth.
 - e. All time loading or unloading a vehicle, supervising or assisting in loading or unloading, attending a vehicle being loaded or unloaded, remaining ready to operate the vehicle, or giving or receiving receipts for shipments loaded or unloaded.
 - f. All time repairing, obtaining assistance for, or remaining with a disabled vehicle.
5. Firefighters are not subject to DOT Testing but are subject to pre-employment drug screening and other testing under the City's Non-DOT Testing policy.

C. Effects of Alcohol Misuse and Controlled Substance Abuse

1. The effects of alcohol misuse and controlled substance abuse extend far beyond individual users. Employees who are impaired because of alcohol or controlled substances jeopardize the safety and health of themselves, co-workers, and the public. Alcohol misuse and controlled substance abuse can also lead to decreased productivity, absenteeism, increased medical costs, personal crises, and other harmful consequences.
2. Problematic Signs and Symptoms
 - a. The effects of alcohol and controlled substance abuse can manifest in numerous ways. Noticeable signs of controlled substance abuse include drowsiness, respiratory depression, constricted pupils, nausea, slurred speech, excitement, irritability, loss of appetite, poor perceptions of time and distance, relaxed inhibitions, disoriented behavior, watery eyes, runny nose, chills and sweats, convulsions, apathy, and depression. Indicative signs of alcohol abuse include an odor of alcohol, slurred speech, staggering, tremors, vomiting, cramping, delirium, loss of appetite, poor balance, swaying, and confusion.
 - b. Abuse of multiple substances (e.g. alcohol, illegal drugs, prescription drugs, or over-the-counter drugs) is particularly dangerous. Different substances can interact with one another unexpectedly and produce serious effects. Individuals who abuse one substance have an increased risk of developing dependence on other substances. Abuse of multiple substances often begins with abuse of a single substance.
3. Methods of Intervention
 - a. Alcohol and controlled substance abuse is a complex, serious issue that requires specialized treatment and care. Employees are encouraged to notify a supervisor if they believe a colleague is or may be struggling with substance abuse. The City will assist employees with resources to address substance abuse issues as identified in Section M as well as through City benefits such as their Employee Assistance Plan ("EAP").

D. Required Disclosures of Therapeutic Drugs

1. Drugs that cause impairment, including prescribed (therapeutic) medications and over the counter drugs known to adversely affect the ability to perform job duties safely, are prohibited. All prescribed (therapeutic) and over-the-counter drug use that may adversely affect mental functioning, motor skills, or judgment must be reported to Human Resources before a driver is to perform Safety-Sensitive functions. The report should be made to Human Resources even in the event that a licensed practitioner has advised the driver that the drugs will NOT affect their ability to perform Safety-Sensitive functions. The City reserves the right to confer and have any driver who has been taking drugs that can be questionable as to the effects on the driver's ability to safely perform their Safety Sensitive functions evaluated by the physician of City's choice (the cost of this evaluation will be the responsibility of City). Failure to inform Human Resources that you are taking any such drug(s) will be a violation of this policy which may result in disciplinary action up to, and including, termination.

2. To assist a physician in prescribing the best possible medications/treatment, a driver should provide a physician with a detailed description of their job duties.
3. Taking another person's prescribed medication does not constitute legal use. Only those medications prescribed to the employee are legal use. All medications must be taken as prescribed or as otherwise noted on instructions or packing inserts. Using medications in any other manner will not be considered legal use.
4. If you are being treated by more than one physician, you must show that at least one of the treating physicians has been informed of all prescribed therapeutic drugs and has determined that the use of the medications is consistent with the safe performance of the driver's duties. As stated above, the City reserves the right to have any driver evaluated by the physician of their choice when questioning safety issues.

This section is not meant to conflict with the City's existing obligations under any applicable law and/or collective bargaining agreement.

E. Prohibited Conduct

1. The following conduct is explicitly prohibited by applicable DOT and FMCSA regulations and therefore constitutes violations of City policy.

a. Prohibited Alcohol Concentration

- (1) No driver may report for duty or remain on duty requiring the performance of Safety-Sensitive functions while having an alcohol concentration of 0.04 or greater.
- (2) Drivers reporting for duty or remaining on duty to perform Safety-Sensitive functions while having an alcohol concentration of 0.02, but less than 0.04, will be removed from duty for a minimum of 24 hours or until their next scheduled workday, whichever occurs later. This removal will be without pay and will take place immediately after receiving a confirmed alcohol test. See Section L regarding additional information and consequences in this scenario.

b. On-Duty Use of Alcohol

- (1) No driver may use alcohol while performing Safety-Sensitive functions.

c. Pre-Duty Use of Alcohol

- (1) No driver may perform Safety-Sensitive functions within four (4) hours after using alcohol. If an employee has had alcohol within four hours, they are to notify their supervisors before performing any Safety-Sensitive functions.

d. Alcohol Use Following an Accident

- (1) No driver required to take a post-accident alcohol test may use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.

e. Refusal to Submit to a Required Alcohol or Controlled Substance Test

- (1) No applicant or driver may refuse to submit to pre-employment, post-accident, random, reasonable suspicion, or follow-up alcohol or controlled substance testing.
- (2) Refusal to submit (to an alcohol or controlled substances test) means that a driver:
 - (A) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the City, consistent with applicable DOT agency regulations, after being directed to do so by the City;
 - (B) Fails to remain at the Collection Site until the testing process is complete. Provided that an employee who leaves the Collection Site before the testing process commences, a pre-employment test is not deemed to have refused to test;
 - (C) Fails to provide a urine or oral fluid specimen for any controlled substance test required by this part or DOT agency regulations. Provided that an employee who does not provide a urine or oral fluid specimen because they have left the Collection Site before the test commences a pre-employment test is not deemed to have refused to test;
 - (D) In the case of a directly observed or monitored collection in a controlled substance test, fails to permit the observation or monitoring of the driver's provision of a specimen;
 - (E) Fails to provide a sufficient amount of urine, breath, or oral fluid when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
 - (F) Fails or declines to take a second test the City or collector has directed the driver to take;
 - (G) Fails to undergo a medical examination or evaluation, as directed by the Medical Review Officer ("MRO") as part of the verification process, or as directed by the DER. In the case of a pre-employment controlled substance test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;
 - (H) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or
 - (I) Is reported by the MRO as having a verified adulterated or substituted test result.

In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Consequences for refusal are identified under Sections I and L of this policy.

f. Controlled Substance Use

- (1) No driver may report for duty or remain on duty requiring the performance of Safety- Sensitive functions when the driver uses any drug, except when the use is pursuant to the instructions of a licensed medical practitioner who has advised the driver in writing the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle and the driver has informed Human Resources.
- (2) Only the controlled substances provided for in 49 CFR 40 will be tested under this policy, including the following and their metabolites:
 - (A) Amphetamines
 - (B) Cocaine
 - (C) Marijuana (THC)
 - (D) Opiates
 - (E) Phencyclidine (PCP)
- (3) Having a medical marijuana card and/or a cannabis prescription from a physician does not allow anyone to use or possess that controlled substance in the City's workplace. The federal government still classifies cannabis as an illegal controlled substance. There is no acceptable concentration of marijuana metabolites in the urine of an employee who performs Safety-Sensitive functions for the City. City employees requiring testing under this policy may be disciplined, suspended, or terminated after testing positive for cannabis while at work in accordance with Section L of this policy.

g. Controlled Substance Testing

- (1) No driver may report for duty, remain on duty, or perform a Safety-Sensitive function if the driver tests positive for controlled substance.

In addition to the conduct prohibited by applicable DOT and FMCSA regulations, the City also maintains other applicable policies regarding controlled substances and alcohol that are applicable to all employees. For specifics regarding those requirements, refer to the City's Drug, Alcohol, and Cannabis Testing policy (Non-DOT).

F. Types of Testing

1. Pre-Employment Testing

- a. All applicants, including current employees seeking a transfer, applying for a position where duties include performing Safety-Sensitive functions described above, will be required to take a controlled substance test prior to the first time a driver performs a Safety-Sensitive function for the City, but only after a conditional offer of employment has been made. A driver may not perform Safety-Sensitive functions unless the driver has received a controlled substance test result from the MRO indicating a verified negative test result.
- b. All applicants, including current employees seeking a transfer, applying for a position where duties include performing Safety-Sensitive duties described above,

may be required to take an alcohol test prior to the first time a driver performs a Safety-Sensitive function for the City, but only after a conditional offer of employment has been made. No applicant, including current employees seeking a transfer, will perform Safety-Sensitive functions unless the driver has received an alcohol test result from the MRO indicating a test result of .04 or less Blood Alcohol Content ("BAC").

- c. Job offers that are contingent upon a negative result for controlled substances (and possibly alcohol) will be withdrawn for any result that is other than negative including but not limited to: a refusal to cooperate, complete, or hinder the collection process as described in Section E5 and Section I of this policy, a verified positive result, a result that is adulterated or substituted as reported from the MRO, or any other result that is reported as not negative unless it is cancelled due to a collector error or an error not within the donor's control/fault.
- d. In addition to pre-employment controlled substance (and possibly alcohol) testing, applicants will be required to authorize in writing former employers to release alcohol test results of .04 or greater, positive controlled substance test results, refusals to test, other violations of controlled substance and alcohol testing regulations, and completion of return-to-duty requirements within the preceding three years.
- e. The City will contact the candidate's DOT regulated previous and current employers within the last three years for controlled substance and alcohol test results as referenced above and review the testing history if feasible before the employee performs Safety-Sensitive functions for the City. Beginning in 2020, an applicant must provide consent to the City and successfully pass a full query of the Federal Motor Carrier Safety Administration's Clearinghouse. The City retains the right not to hire a driver based upon the information provided by former employers, in accordance with applicable laws and regulations.
- f. There are times where existing employees are required to undergo pre-employment testing if transferred positions and/or removed from the random pool in accordance with applicable law.
- g. The City retains the right, when it deems appropriate, not to administer a controlled substances test as part of pre-employment testing under certain circumstances as outlined in 49 CFR §382.301.

2. Post-Accident Testing

****Any medical attention needed for the driver should NOT be delayed for testing purposes. The health and welfare of the driver comes first. ****

- a. For purposes of this policy, accident means an occurrence involving a commercial motor vehicle operating on a public road which results in a fatality; bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the vehicle to be transported away from the scene by a tow truck or other vehicle. The term "accident" does not include an occurrence involving only boarding and alighting from a stationary motor vehicle; an occurrence involving only the loading or unloading of cargo; or an occurrence in the course of the operation of a passenger car or a multipurpose passenger vehicle unless the vehicle is transporting passengers for hire or

hazardous materials of a type and quantity that require the motor vehicle to be marked or placarded in accordance with 49 C.F.R. § 177.823; 49 C.F.R. § 382.303(a); 49 C.F.R. § 382.303(f).

- b. As soon as practicable following an accident involving a commercial motor vehicle operating on a public road, the City will test each surviving driver for controlled substances and alcohol, in accordance with 49 C.F.R. 382 including when the following occurs:

- (1) The accident involves a fatality; or
- (2) The driver receives a citation for a moving traffic violation from the accident (within 8 hours for alcohol testing or thirty-two (32) hours for controlled substances testing) and an injury is treated away from the accident scene; or
- (3) The driver receives a citation for a moving traffic violation from the accident (within 8 hours for alcohol testing or thirty-two (32) hours for controlled substances testing) and a vehicle is required to be towed from the accident scene.

The following chart summarizes when DOT post-accident testing needs to be conducted:

Type of Accident Involved	Citation issued to the DOT covered CDL driver?	Test must be performed by the City
Human fatality	Yes	Yes
	No	Yes
Bodily injury with immediate medical treatment away from the scene	Yes	Yes
	No	No
Disabling damage to any motor vehicle requiring tow away	Yes	Yes
	No	No

- c. A driver subject to post-accident testing must inform the City as soon as possible after an accident and remain readily available or the driver will be deemed to have refused to submit to testing. This requirement to remain ready for testing does not preclude a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary medical care.
- d. Whenever such a test is conducted by a law enforcement officer, the driver must contact the City and immediately report the existence of the test, providing the name, badge number, and telephone number of the law enforcement officer who conducted the test.

- e. After specimen collection, the employee may resume usual duties (unless otherwise advised by the City) while test results are pending and must immediately cease duties if pending positive test results are reported.
- f. Employees may be subject to post-accident testing outside of the DOT requirements. This testing will be conducted as a Non-DOT test and will be administered if the City has reason to believe that there is a need to test the individual for reasons not covered under this policy.
- g. For the definition and consequences of a refusal see Sections E(5) and I. For the consequences of a positive test, see Section L.

3. Additional Details Regarding Controlled Substance Testing.

- a. Drivers are required to submit a urine and/or oral fluid sample for post-accident controlled substance testing as soon as possible. If the driver is not tested within thirty-two (32) hours after the accident, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not promptly administered.
- b. The City may accept the results of a breath test in place of an alcohol test and urine and/or oral specimen test for the use of controlled substances if:
 - (1) The tests are conducted by federal, state, or local officials who have independent authority for the test;
 - (2) The tests conform to applicable federal, state, or local testing requirements; and
 - (3) The test results can be obtained by the City.

4. Additional Details Regarding Controlled Substance Testing.

- a. Drivers are required to submit to post-accident alcohol testing as soon as possible. After an accident, consuming alcohol is prohibited until the driver is tested. If the driver is not tested within two (2) hours after the accident, the City will prepare and maintain on file a record stating why the test was not administered within that time. If eight (8) hours have elapsed since the accident and the driver has not submitted to an alcohol test, the City will cease its attempts to test the driver and prepare and maintain on file a record stating why the test was not administered.

5. Random Testing

- a. Every driver will be subject to unannounced alcohol and controlled substance testing on a random selection basis. Drivers will be selected for testing by use of a scientifically valid method under which each driver has an equal chance of being selected each time selections are made. These random tests will be conducted throughout the calendar year. Each driver who is notified of selection for random testing must cease performing Safety-Sensitive functions and report to the designated test site immediately. It is mathematically possible drivers may be selected to be picked and tested more than once, and others not at all.
- b. If a driver is selected for a random test while they are absent, on leave, or away from work, that driver may be required to undergo the test when they return to work. If an employee selected for testing is unavailable during the selection period (e.g.;

extended leave, long term illness, etc.), the City must document the reason testing cannot be completed and an alternate person may be required to be tested. Alternate persons that are tested must also have been randomly selected.

- c. For 2024, federal law requires the City to test at a rate of at least fifty percent (50%) of its average number of drivers for controlled substance each year, and to test at a rate of at least ten percent (10%) of its average number of drivers for alcohol each year. These minimum testing rates are subject to change by the DOT.
- d. A covered employee may only be randomly tested for alcohol while the employee is performing Safety-Sensitive functions, just before the employee is to perform Safety-Sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited controlled substance use anytime while on duty.
- e. For the definition and consequences of a refusal see Sections E(5) and I. For the consequences of a positive test, see Section L.

6. Reasonable Suspicion Testing

- a. When a supervisor has reasonable suspicion to believe a driver has engaged in conduct prohibited by federal law and/or this policy, the City will require the driver to submit to an alcohol and/or controlled substance test. For transportation considerations, see Section G of this policy.
- b. Reasonable suspicion means a belief a driver has engaged in conduct prohibited by the FMCSA controlled substance and alcohol testing regulations, except when related solely to the possession of alcohol, based on specific contemporaneous, articulable observations made by a supervisor or City official who has received appropriate training concerning the appearance, behavior, speech, or body odors of the driver. In the case of a controlled substance, the observations may include indications of the chronic and withdrawal effects of a controlled substance.
- c. The required observations for reasonable suspicion testing will be made by a supervisor or other person designated by the City who has received appropriate training in identification of actions, appearance, and conduct of a driver which are indicative of the use of alcohol or controlled substances. These observations leading to an alcohol or controlled substance test will be reflected in writing and signed by the supervisor who made the observations. The record will be retained by the City. The person who makes the determination that reasonable suspicion exists to conduct testing will not be the person conducting the testing, which shall instead be conducted by another qualified person.
- d. Alcohol testing is authorized only if the observations are made during, just before, or just after the driver has ceased performing Safety-Sensitive functions. If a reasonable suspicion alcohol test is not administered within two (2) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not promptly administered. If a reasonable suspicion alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the City will prepare and maintain on file a record stating the reasons the alcohol test was not administered and will cease attempts to conduct the alcohol test.
- e. Notwithstanding the absence of a reasonable suspicion test, no driver may report for duty or remain on duty requiring the performance of Safety-Sensitive functions

while the driver is under the influence of or impaired by alcohol, as shown by the behavioral, speech, and performance indicators of alcohol use, nor will the City permit the driver to perform or continue to perform Safety-Sensitive functions until (1) an alcohol test is administered and the driver's alcohol concentration is less than .02; or (2) twenty-four (24) hours have elapsed following the determination of reasonable suspicion.

- f. For the definition and consequences of a refusal see Sections E(1) and I and for the consequences of a positive test, see Section L.

7. Return-to-Duty Testing

- a. As indicated in Sections I and L of this policy, the City reserves the right to impose discipline against drivers who violate applicable FMCSA and/or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law or contract, the City is not obligated to reinstate or requalify such drivers for a first positive test result.
- b. Should the City consider reinstatement of a DOT covered driver, the driver must undergo a Substance Abuse Professional ("SAP") evaluation and participate in any prescribed education/treatment, and successfully complete return-to-duty alcohol testing with a result indicating an alcohol concentration of less than 0.02 and/or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a Safety-Sensitive function. The SAP determines if the driver has completed the education/treatment as prescribed.
- c. All return-to-duty tests will be conducted under direct observation as required by law. Any employee who fails to follow the direct observation rules will be considered to have refused the test.
- d. For cost allocation, see Sections H & M, as applicable.
- e. For the definition and consequences of a refusal see Sections E(5) and I. For the consequences of a positive test, see Section L.

8. Follow-Up Testing

- a. The City reserves the right to impose discipline against drivers who violate applicable FMCSA and/or DOT rules and/or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law, the City is not obligated to reinstate or requalify such drivers.
- b. Should the City reinstate a driver following a determination by an SAP, that the driver is in need of assistance in resolving problems associated with alcohol use and/or use of controlled substance, the City will ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency of such follow-up testing will be directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months following the driver's return to duty. Follow-up testing will not exceed sixty (60) months from the date of the driver's return to duty.
- c. The SAP may terminate the requirement for follow-up testing at any time after the first six (6) tests have been administered, if the SAP determines such test is no longer necessary.

- d. All follow-up tests will be conducted under direct observation as required by law. Any employee who fails to follow the direct observation rules will be considered to have refused the test.
- e. In accordance with federal regulations, follow-up alcohol testing will be unannounced and conducted only when the driver is performing Safety-Sensitive functions, or immediately prior to or after performing Safety-Sensitive functions.
- f. If the employee is in need of chemical dependency assistance based on use of alcohol and/or a controlled substance, the City cannot return the employee to Safety-Sensitive functions, until an SAP's follow-up evaluation determines that the employee has demonstrated successful compliance with the recommended treatment. The City cannot overrule the SAPs follow-up alcohol/controlled substances testing treatment plan.
- g. For cost allocation, see Sections H & M, as applicable.
- h. For the definition and consequences of a refusal see Sections E(5) and I. For the consequences of a positive test, see Section L

G. Transportation, Collection, and Testing Procedures

1. Drivers are required to report immediately upon notification to the place of collection designated by the City where employee is to present themselves for the purpose of providing a specimen to be analyzed for the presence of alcohol or controlled substances (hereinafter "Collection Site") as arranged by a Supervisor(s). Failure to report immediately will constitute a refusal to submit to testing.
2. Transportation For Employees Based on Reasonable Suspicion & Post-Accident Testing:
 - a. For tests conducted off site, the employee must be transported and accompanied to the Collection Site.
 - b. Transportation from the Collection Site will be the employee's responsibility and at the employee's expense (unless other arrangements have been made with the City). The driver is not to transport themselves away from the Collection Site.
3. Transportation For Employees Based on Random, Follow-Up, & Return to Duty Testing:
 - a. For tests conducted off site, and so long as no reasonable suspicion exists that the employee is impaired, employees may drive themselves to the Collection Site. If an employee has driven a City vehicle to the Collection Site and has an alcohol concentration level of 0.02 or greater, a City Representative will arrive at the Collection Site to pick up the City vehicle. The employee who has an alcohol test result of 0.02 or greater will be responsible for transportation from the Collection Site at their own expense (unless other arrangements have been made with the City).
 - b. Given that controlled substances tests do not have immediate results, if there is reasonable suspicion that the individual may be impaired by controlled substances, they will be escorted to the Collection Site and will also be responsible for transportation from the Collection Site at their own expense (unless other arrangements have been made with the City). The driver is not to transport themselves away from the Collection Site.

4. General Testing Instructions

- a. Drivers will be expected to provide a photo ID card for identification to the collection staff. All drivers will be expected to cooperate with Collection Site personnel requests to remove any unnecessary outer garments such as coats, sweaters, or jackets and will be required to empty their pockets. Collection personnel will complete a Federal Custody and Control Form ("CCF") which drivers providing a sample will sign as well.

5. Alcohol Testing

- a. Employees will be tested for alcohol just before, during, or immediately following performance of a Safety-Sensitive function. If a driver is also taking a DOT controlled substance test, generally speaking, the alcohol test is completed before the urine and/or oral specimen collection process begins.
- b. Screening tests for alcohol concentration will be performed utilizing a nonevidential screening device included by the National Highway Traffic Safety Administration on its conforming products list (e.g., a saliva screening device) or an evidential breath testing ("EBT") device operated by a trained breath alcohol technician ("BAT") at a Collection Site. An alcohol test usually takes approximately 15 minutes if the result is negative.
- c. If a driver's first attempt is positive (with an alcohol concentration of .02 or greater), the driver will be asked to wait at least 15 minutes and then be tested again. The driver may not eat, drink, or place anything in their mouth (e.g., cigarettes, chewing gum) during this time. All confirmation tests will be conducted in a location that affords privacy to the driver being tested, unless unusual circumstances (e.g., when it is essential to conduct a test outdoors at the scene of an accident) make it impracticable to provide such privacy. Any results less than 0.02 alcohol concentration are considered a "negative" test result.
- d. If the driver attempts and fails to provide an adequate amount of breath, they will be referred to a physician to determine if the driver's inability to provide a specimen is genuine or constitutes a refusal to test. Alcohol test results are reported directly to the City by the Collection Site staff.

6. Controlled Substance Testing

- a. The City will use a "split specimen" urine and/or oral fluid collection procedure for controlled substance testing in accordance with applicable law. Collection of urine and/or oral fluid specimens for controlled substance testing will be conducted by an approved collector and will be conducted in a setting and manner to ensure the driver's privacy.
- b. For a urine specimen collection at the Collection Site, the driver will be given a sealed container and must provide at least forty-five (45) milliliters (ml) of urine for testing. Once the sample is provided the collection personnel will check the temperature and color and look for signs of contamination. The urine is then split into two separate specimen containers (A or "primary", and B or "split") with identifying labels and security seals affixed to both.
- c. For an oral fluid collection at the Collection Site, the driver's mouth will be inspected by the collector, followed by a 10-minute wait period. The specimen collection will

be in accordance with the manufacturer's instructions for the collection device. Once the sample is provided, the collector will check the color, presence of foreign objects, or other signs of contamination. The oral fluid is then split into two separate specimen containers (A or "primary", and B or "split") with identifying labels and security seals affixed to both.

- d. The collection facility will be responsible for maintaining a proper chain of custody for delivery of the sample to a Department of Human Services (DHHS) certified laboratory for analysis. The laboratory will retain a sufficient portion of any positive sample for testing and store that portion in a scientifically acceptable manner for a minimum period as required by law.

7. Amount of Specimen

- a. If an employee fails to provide a sufficient amount of urine to permit a controlled substance test (45 milliliters of urine), the collector will discard the insufficient specimen, unless there is evidence of tampering with that specimen. The collector will urge the driver to drink up to forty (40) ounces of fluid, distributed reasonably over a period of up to three (3) hours, or until the driver has provided a sufficient specimen, whichever occurs first. If the driver has not provided a sufficient specimen within three hours of the first unsuccessful attempt, the collector will cease efforts to attempt to obtain a specimen. The driver must then obtain, within five calendar days, an evaluation from a licensed physician, acceptable to the MRO, who has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen. If the licensed physician concludes that the driver has a medical condition, or with a high degree of probability could have a medical condition which precluded the driver from providing a sufficient amount of specimen, the City will consider the test to have been canceled. If a licensed physician cannot make such a determination that with a high degree of probability/is a medical condition precluding a sufficient sample, the City will consider the driver to have engaged in a refusal to test and will take appropriate action under Sections I and M of this policy.

8. Dilute Specimen

- a. "Dilute" means that the creatinine concentration of specimen is equal to or greater than two (2) mg/dL, but less than or equal to five (5) mg/dL. If the City receives information that a driver has provided a positive dilute specimen, this will constitute a positive.
- b. If the City receives information that a driver has provided a dilute negative specimen, the City will direct a recollection, pursuant to the MRO's direction, under direct observation.
- c. If the creatinine concentration of specimen is greater than five (5) mg/dL, the City will direct the driver to take a second screening test, not under direct observation. The second screening test will be performed as soon as possible after the City receives notification of the dilute negative specimen.
- d. If the second test comes back as dilute, the employee will be allowed to provide a legitimate medical explanation. If an employee is unable to provide a legitimate medical explanation, the MRO will report a refusal to the City.

9. Invalid Results

- a. If the test comes back as invalid or contains an unexplained interfering substance, the employee will be allowed to provide a legitimate medical explanation. If able to provide a legitimate medical explanation, the MRO will cancel the test and a direct observation collection will not be required. No further action will be required unless a negative test result is required. If a negative test is required, an employee will be required to submit to additional testing.
- b. If the employee is unable to provide a legitimate medical explanation to an invalid test and denies having an adulterated specimen, the MRO will cancel the test and require a direct observation specimen to be obtained.
- c. If an employee is unable to provide a legitimate medical explanation and admits to having adulterated or substituted the specimen, the MRO will report a refusal to the City.

10. Specimen Used

- a. The primary specimen is used for the first test. If the test is negative, it is reported to the MRO who then reports the result, following a review of the CCF Form for compliance, to the City. If the initial result is positive or non-negative, a "confirmatory re-test" will be conducted on the primary specimen. If the confirmatory re-test is also positive, the result will be sent to the MRO.
- b. The MRO will then proceed as indicated in Section J of this policy.

H. Costs of Testing

1. Except as outlined in Section M of this policy regarding voluntary/self-identification/admission, responsibilities for costs under this policy are as follows:
 - a. The City will pay for the cost of pre-employment, post-accident, random, and reasonable suspicion alcohol and controlled substance testing requested or required of all job applicants and employees.
 - b. The driver is responsible for the following:
 - (1) the cost of all requested confirmatory re-tests, split-specimen testing, return-to-duty, and follow-up testing,
 - (2) all costs relating to the SAP and/or MRO's services/evaluation after a positive test result, and
 - (3) any and all education, treatment, or other required actions as recommended or required by the City, FMCSA, DOT rules, the SAP, or MRO in order to resume Safety-Sensitive functions after a positive test result, except to the extent such expense is covered by an applicable employee benefit plan or EAP.

I. Consequences for Refusal

1. In the event an applicant or driver does in fact refuse to submit to required alcohol or controlled substance testing, no test will be conducted. Refusal by a driver to submit to controlled substance or alcohol testing will be considered a positive test result, will cause

disqualification from performing Safety-Sensitive functions, and may appear on the driver's permanent record. Drivers who refuse to submit to testing will be subject to discipline, up to and including termination as identified in Section L of this policy.

2. A driver/applicant who refuses to submit to testing shall be disqualified from further consideration of any conditionally offered position.
3. In accordance with FMCSA's CDL Drug and Alcohol Clearinghouse reporting requirements, beginning January 6, 2020, the City will report a driver's refusal to submit to a DOT test for controlled substance or alcohol use to the Clearinghouse within three business days. If an applicant refuses to submit to pre-employment controlled substance testing, any applicable conditional offer will be withdrawn.

J. Review of Test Results by MRO and Additional Testing

1. The MRO is a licensed physician with knowledge and clinical experience in substance abuse disorders and is responsible for receiving and reviewing laboratory results of the controlled substances test as well as evaluating medical explanations for certain controlled substance test results. The MRO is an independent and impartial "gatekeeper" and advocate for the accuracy and integrity of the controlled substance testing process. The MRO will review and interpret all controlled substance test results. The MRO will provide a quality assurance review of the controlled substance testing process for the specimens under their purview.
2. Prior to making a final decision to verify a positive test result, the MRO will give the driver or the job applicant a reasonable opportunity to discuss the test result, typically through a phone call. Reasonable opportunity includes, at a minimum, three attempts to contact the employee/donor spread reasonably over a 24-hour period. These attempts must be made to the employee/donor's day and evening phone numbers as indicated on the CCF. If the MRO is unsuccessful in reaching the employee/donor, the MRO may then call Human Resources to direct the employee/donor to contact the MRO immediately.
3. The MRO, or a staff person under the MRO's supervision, will contact the individual directly, on a confidential basis, to determine whether the individual wishes to discuss the test result. If the employee or job applicant wishes to discuss the test result:
 - a. The individual may be required to speak and/or meet with the MRO, who will review the individual's medical history, including any medical records provided.
 - b. The individual will be afforded the opportunity to discuss the test results and to offer any additional or clarifying information which may explain the positive test result. If the employee or job applicant believes a mistake was made at the Collection Site, at the laboratory, on a chain-of-custody form, or that the controlled substance test results are caused by lawful substance use, the employee should tell the MRO.
 - c. If there is some new information which may affect the original finding, the MRO may request the laboratory to perform additional testing on the original specimen in order to further clarify the results; and
 - d. A final determination will be made by the MRO that the test is either positive or negative, and the individual will be so advised.
4. The MRO may report the positive and/or an invalid test as canceled directly to Human Resources at the City without talking to the employee/donor first in three circumstances:

- a. If the employee expressly declines the opportunity to discuss the test with the MRO.
- b. The City has successfully made and documented contact with the employee and instructed the employee to contact the MRO and more than 72 hours have passed since the time the City contacted the employee.
- c. If neither the MRO nor the City, after making and documenting all reasonable efforts, has been able to contact the employee within ten days of the date on which the MRO receives the confirmed test result from the laboratory.

5. Right to Split Specimen Test

- a. The driver can request the MRO to have the split specimen (the second “B” container) tested at the driver’s expense. The driver will be responsible for all costs that may be associated with the re-test. There is no split specimen testing for an invalid result. The driver has 72 hours after they have been notified of the positive result to make this request. If the employee requests an analysis of the split specimen, the MRO will direct the laboratory to send the split specimen to another certified laboratory for analysis. The employee may be suspended, without pay, pending the outcome of the test results.
- b. If an employee has not contacted the MRO within 72 hours, the employee may present information documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the employee from making timely contact. If the MRO concludes there is a legitimate explanation for the employee’s failure to contact within 72 hours, the MRO will direct the analysis of the split specimen.
- c. If the result of the confirmatory re-test fails to reconfirm the presence of the controlled substance(s) or controlled substance metabolite(s) found in the primary specimen, or if the split specimen is unavailable, inadequate for testing or untestable, the MRO will cancel the test. No further action will be required unless a negative test result is required. If a negative test is required, an employee will be required to submit to additional testing.

6. MRO’s Determination

- a. If the MRO upholds the positive, adulterated, or substituted controlled substance determination, that test result will be provided to the City. There is no opportunity to explain a positive alcohol test provided in the DOT regulations.

K. Notification of Test Results

- 1. The City will notify a driver of the results of random, reasonable suspicion, and post-accident tests for controlled substances if the test results are verified positive and will inform the driver which controlled substance or substances were verified as positive. Results of alcohol tests will be immediately available from the collection agent.
- 2. All requests for receipt of a copy of employee test results must be made in writing to Human Resources. Human Resources has a form that may be utilized to request employee results/information.

L. Consequences for Drivers Engaging in Prohibited Conduct

1. Job Applicants

- a. Any applicable conditional offer of employment will be withdrawn from a job applicant or employee seeking a transfer who refuses to be tested or tests positive for controlled substances pursuant to this policy.
- b. As to individuals who are seeking transfer, in addition to losing the ability to transfer, they may also be subject to discipline in accordance with the remaining portions of this section as a current employee, subject to applicable personnel policies and collective bargaining agreements.

2. Employees

- a. Drivers who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substance, as defined earlier in this policy, are subject to the following consequences:

(1) Removal from Safety-Sensitive functions

- a. No driver may perform Safety-Sensitive functions, including driving a commercial motor vehicle, if the driver has engaged in conduct prohibited by federal law unless individuals complete return-to-duty testing as will be required by an SAP under Section F of this policy.
- b. No driver who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 may perform or continue to perform Safety-Sensitive functions for the City, including driving a commercial motor vehicle, until the start of the driver's next regularly scheduled duty, but not less than twenty-four (24) hours following administration of the test.
- c. If a driver tests positive under this policy or is found to have an alcohol concentration of .02 or greater but less than .04, the driver will be removed from Safety-Sensitive functions and transportation as provided under Section G of this policy.
- d. Employees will NOT be allowed to use sick time, vacation time, or other City benefit time pertaining to positive test results and being removed from their Safety-Sensitive duties unless otherwise required under applicable law. Employees must request and receive approval for an unpaid leave of absence from the City Administrator
- e. Employees are considered off the job from the time they are notified of their positive test result until released from the SAP to return to work.

(2) Notification of Resources Available

- a. The City will advise each driver who has engaged in conduct prohibited by federal law or who has a positive alcohol or controlled substance test of the resources available to the driver, including but not limited to the City's EAP, in evaluating and resolving problems associated with the misuse of alcohol and use of a controlled substance, including the names, addresses, and telephone numbers of possible SAPs and counseling and treatment programs as identified on the information below:

Recommendations for Substance Abuse Professionals (SAP):

Go to www.saplist.com

- Toward the top half of the page click on “Find a SAP” – Blue Button toward the top of the page under “Find a Substance Abuse Professional (SAPs)” – Check the box that states “I read and understand the disclaimer and agree to the terms and conditions outlined on this site”
- Down toward the middle of the page under “Search by State” – Click the drop-down box and find the State you are needing a SAP

This resource list is meant to assist the employee in finding an SAP, but ultimately the employee can choose which SAP to work with.

(3) Discipline

- a. The City reserves the right to impose whatever discipline the City deems appropriate in its sole discretion, up to and including termination for a first occurrence, against drivers who violate applicable FMCSA or DOT rules or this policy, subject to applicable personnel policies and collective bargaining agreements. Except as otherwise required by law or contract, the City is not obligated to reinstate or requalify such drivers following a first positive confirmed controlled substance or alcohol test result.
- b. Employees who receive a second (2nd) positive test pertaining to alcohol (concentration levels of .04 or greater) and/or controlled substances will generally be immediately terminated, subject to applicable personnel policies and collective bargaining agreements.
- c. Alcohol Concentration level of greater than .02 but less than .04:
 - (A) Any driver who tests at an alcohol concentration level of less than 0.04 but 0.02 or greater will be immediately removed from the Safety-Sensitive duties for a minimum of twenty-four (24) hours or until their next scheduled workday, whichever is greater. This removal will be without pay and will take place immediately after receiving the confirmed alcohol test result.
 - (B) A 2nd offense in this category will mean the employee will need to see an SAP and incur all costs involved with SAP services and follow-up procedures. The employee will not be allowed to return to work duties until all SAP assessments and all follow-up procedures are completed. This removal from work will be without pay and removal will take place immediately after receiving the confirmed alcohol test result. Non-compliance with SAP requirements will deem the employee to have voluntarily resigned.
 - (C) A 3rd offense in this category will mean the employee will be immediately terminated and this termination will take place immediately after receiving the confirmed alcohol test result.

(4) Evaluation and Return to Duty Testing

- a. Should the City wish to consider reinstatement of a driver who engaged in conduct prohibited by federal law and/or who had a positive alcohol or controlled substance test, the driver must undergo a SAP evaluation, participate in any prescribed education/treatment, and successfully complete a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a Safety-Sensitive function. The SAP will determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use and will ensure the driver properly follows any rehabilitation program and submits to unannounced follow-up alcohol and controlled substance testing.
- b. Any employee who the City wishes to reinstate, but who does not seek help from a DOT qualified SAP within forty-eight (48) hours or two (2) business days, whichever is longer, to make arrangements for a meeting, will be terminated, subject to applicable personnel policies and collective bargaining agreements. Any employee who fails to comply with the recommendations of the SAP, will be considered to have voluntarily resigned and they are no longer eligible for employment.

(5) Follow-Up Testing

- a. If the driver passes the return-to-duty test, they will be subject to unannounced follow-up alcohol and/or controlled substance testing. The number and frequency for such follow-up testing will be as directed by the SAP and will consist of at least six (6) tests in the first twelve (12) months. These tests will be conducted under direct observation.

(6) Refusal to Test

- a. Refer to Sections E(5) and I regarding a refusal to test and consequences.

(7) Reporting to the FMCSA's CDL Drug and Alcohol Clearinghouse

(8) The City has reporting obligations as identified in Section O of this policy.

M. Self-Identification/Admission

This provision applies to employees who voluntarily admit alcohol misuse and/or controlled substance misuse. The Americans with Disabilities Act (ADA) and/or other state and federal laws may cover alcohol use disorder as well as substance use disorders as disabilities.

Employees can self-identify regarding, or admit to, alcohol misuse or controlled substance misuse.

1. Employees who admit to alcohol misuse or controlled substances misuse under this Section are not subject to adverse action or to the referral, evaluation, and treatment requirements of this policy provided:
 - a. The admission is in accordance with the City's voluntary self-identification program or policy that meets the requirements below in Section M2;
 - b. The driver does not self-identify in order to avoid testing under the requirements of this policy/DOT regulations;
 - c. The driver makes the admission of alcohol misuse or controlled substances misuse prior to performing a Safety-Sensitive function (e.g., prior to reporting for duty); and
 - d. The driver does not perform a Safety-Sensitive function until the City is satisfied that the employee has been evaluated and has successfully completed education or treatment requirements in accordance with self-identification program guidelines.
2. Where an employee self-identifies regarding/admits to alcohol misuse and/or controlled substance misuse, the employee is subject to the following requirements, in accordance with applicable law:
 - a. The City is prohibited from taking adverse action against an employee making a voluntary admission of alcohol misuse or controlled substances misuse within the parameters of these policy provisions.
 - b. The City will allow the employee sufficient opportunity to seek evaluation, education, or treatment to establish control over the employee's drug or alcohol misuse.
 - c. The City must permit the employee to return to Safety-Sensitive duties only upon successful completion of an educational or treatment program, as determined by a drug and alcohol abuse evaluation expert, e.g. employee assistance professional, SAP, or qualified drug and alcohol counselor.
 - d. The employee shall promptly contact and arrange an appointment with a qualified drug and/or alcohol abuse evaluation expert of the employee's choosing (preferably within five working days). Proof must be provided to the City from the employee upon request. Names of possible SAPs are provided in Section L of this policy.
 - e. The employee will be removed from all Safety-Sensitive functions until they have completed ALL educational, treatment, and recommendations from the qualified SAP. There may be adverse employment consequences if an employee does not comply with the SAP's requirements.
 - f. The employee will need to pass a Non-DOT test under direct observation with the results being negative for controlled substances and indicating an alcohol concentration level of less than 0.02. The employee may be subject to Non-DOT follow-up direct observation testing (in MN called treatment program testing) as outlined by an SAP.
3. Costs after Self-Identification/Admission
 - a. The City is NOT financially responsible in any manner for any costs associated with an employee's positive test results. However, if an employee admits to alcohol

misuse or past controlled substance misuse as outlined within this Section (including (1) and (2) above), the City will pay for SAP services, including the initial and follow-up evaluations, as well as costs for return-to-work and other tests required by the SAP or otherwise by DOT regulations.

N. Loss of CDL License for Traffic Violations in Commercial and Personal Vehicles

1. Effective August 1, 2005, the FMCSA established strict rules impacting when CDL license holders can lose their CDL for certain traffic offenses in a commercial or personal vehicle. Employees are required to notify their supervisor immediately if the status of their CDL license changes in any way.

O. Clearinghouse

1. Required Queries

- a. In addition to completing a full query from the Clearinghouse prior to hire as outlined in Section F(1) of this policy, the City is also required in accordance with applicable law to conduct an annual limited query of the Clearinghouse for each currently employed CDL driver. If the limited query reveals that the Clearinghouse has information about resolved or unresolved controlled substance and alcohol program violations by a candidate or current employee, they will be asked to provide electronic consent to a full query of the Clearinghouse (unless they have previously provided electronic consent). In the event a full query of the Clearinghouse reveals unresolved violation information for a candidate or current employee, the driver will not be permitted to perform Safety-Sensitive functions and may be subject to discipline.
- b. Should the City wish to consider reinstatement of a driver pursuant to this query, the driver must undergo an SAP evaluation, participate in any prescribed education/treatment/testing, and successfully complete a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 and/or or a controlled substance test with a verified negative result, before the driver returns to duty requiring the performance of a Safety-Sensitive function.

2. City's Reporting Obligations.

- a. In accordance with Drug and Alcohol Clearinghouse reporting requirements beginning January 6, 2020, the City will report the following information to the Clearinghouse within three business days:
 - (1) A verified positive, adulterated, or substituted controlled substance DOT test result;
 - (2) A DOT alcohol confirmation test with a concentration of 0.04 or higher;
 - (3) A refusal to submit to DOT test;
 - (4) Actual knowledge a driver has used alcohol or controlled substances, based on the City's direct observation, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances, or an employee's admission of alcohol or controlled substance abuse (except as provided in 49 C.F.R. § 382.121) of:

- (5) On duty alcohol use pursuant to 49 C.F.R. § 382.205;
- (6) Pre-duty alcohol use pursuant to 49 C.F.R. § 382.207;
- (7) Alcohol use following an accident pursuant to 49 C.F.R. § 382.209;
- (8) Controlled substance use pursuant to 49 C.F.R. § 382.213; and
- (9) The City will report negative return-to-duty (RTD) test results and the successful completion of a driver's follow-up testing plan as ordered by an SAP.

P. Maintenance and Disclosure of Records

- 1. Except as required or authorized by law and as indicated in Sections F(1) and O, the City will not release the driver's information that is contained in records required to be maintained by this policy or FMCSA and DOT regulations.
- 2. A driver is entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or a controlled substance, including any records pertaining to their alcohol or controlled substance tests.

Q. Designated Employer Representative ("DER")/Policy Contract

- 1. Human Resources will coordinate the implementation, direction, and administration of this Federally Mandated Drug, Alcohol, and Cannabis Testing Policy (DOT) for drivers. Human Resources is the principal contact for the Collection Site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test.
- 2. If you have any questions about this policy or the City's controlled substance and alcohol testing procedures, you may contact Human Resources to obtain additional information.

R. Definitions

For purposes of this Policy, the definitions of 49 C.F.R. Parts 40 and 382 shall apply.



Request for Council Action

Date: July 30, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Public Safety Building – Facilities Discussion

Method: New Business

Background:

Staff will provide an overview of updated project timelines and planning considerations. This discussion will include options such as continuing with the current public safety building plan on the north side of town, evaluating the potential for co-locating police, fire, and administrative services in a new facility, exploring the purchase or redevelopment of existing commercial properties, and assessing whether City Hall or the current fire station could be repurposed. The goal is to align future facility planning with operational needs, growth projections, service delivery, and financial sustainability. Council input will help guide the direction and prioritization of these options moving forward.



CITY OF WYOMING

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