

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for August 19, 2025
2. Consider approving the minutes of the "Work Session" of the Wyoming, Minnesota City Council for August 19, 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.

3. To consider entering into an agreement with Abdo Financial Solutions for financial services for 2026-2028
4. To consider **Resolution 25-09-87** a resolution authorizing a transfer from the TIF Fund to the General Fund in the amount of \$14,973.73

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

5. Report of the Public Safety Director, Neil Bauer, for August 28, 2025
6. Report of City Building Official, Fred Weck, IV for August 29, 2025.
7. Report of the City Attorney, Tom Loonan, for August 27, 2025
8. Report of City Engineer Mark Erichson, WSB for August 28, 2025
9. Report of the Public Works Superintendent, Steve Reeves, for August 20, 2025

COMMUNICATIONS:

10. City of Wyoming Mayor for a Day Contest 2025
11. City of Wyoming Name the Plow Contest 2025

OLD BUSINESS:

NEW BUSINESS:

12. To consider **Resolution 25-09-88** a resolution approving an amendment to the Comprehensive Plan Land Use Map for certain properties in Section 8.
13. To consider **Resolution 25-09-89** a resolution approving a conditional use permit for Pinehaven Farms/Haunted Hayride located at 28186 Kettle River Blvd
14. To consider a City Council Work Session for September 16, 2025

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
AUGUST 19, 2025
7:00 P.M.**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for August 6, 2025, to order at 7:00 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, 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 Reeve -, Public Works Superintendent

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

Mike Purdy, 7733 East Viking Boulevard – Read aloud a petition signed by him and his neighbors related to their objection to the proposed rezoning of their properties and presented it to the Council.

Marge Strand, Forest Lake – Stated that she did not agree with the rezoning and that she thought the property owner should choose the future use of their property. Asked the Council to keep the zoning as it was.

Bill Russell, 25869 Emerald – Stated that the Summerfields plan now included connecting the proposed street to the existing 258th street, which is a dirt road. Objected to the connection and asked that the turnaround be constructed instead.

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for August 6, 2025

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

2. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period from August 7, 2025, to August 19, 2025
- ~~3. To consider the Retirement of Sergeant Brian Rod from the Wyoming Police Department (pulled for separate discussion)~~
4. To consider authorizing the internal promotional process for the position of Sergeant within the Wyoming Police Department
5. To consider **Resolution 25-08-75**, a resolution approving the 2024 Crack Fill and Mastic Repair Project from Gopher State Sealcoat, Inc. in the amount of \$48,855.00
6. To consider **Resolution 25-08-76**, a resolution approving Final Payment for JL Theis, Inc. for the Railroad Park – Phase 2 Project for \$14,168.41
7. To consider **Resolution 25-08-77**, a resolution approving the issuance of a 2025 Massage Therapist License Application for Health Touch
8. To consider **Resolution 25-08-78**, a resolution authorizing payment to Michael Basich, Inc. of St. Croix Recreation for the Installation of Fireside Park Equipment in the amount of \$15,000.000
9. To consider **Resolution 25-08-79**, a resolution declaring certain Administration Department items as surplus property and authorizing the Administration Department to dispose of such items through the online auction process or disposal process
10. To consider **Resolution 25-08-80**, a resolution authorizing payment of Pay Voucher #5 to A-1 Excavating for the 2024 Street Improvement Project in the amount of \$253,433.17
11. To consider Solicitor's Permit application from LePage and Sons for 2025
12. To consider accepting a grant award from the Minnesota Chiefs of Police Association and to authorize the Finance Department to deposit the funds into the Police Department's Operating Budget
13. To consider the resignation of Brian Och from the City of Wyoming Fire Department

Council Member Ohnstad – Asked to pull item #3 for further discussion.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY MAYOR IVERSON, TO APPROVE #2, #4, #5, #6, #7, #8, #9, #10, #11, #12, and #13, OF THE WYOMING CITY COUNCIL CONSENT AGENDA

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

Voting Nay: None

Abstain: None

Absent: None

#3 - To consider the Retirement of Sergeant Brian Rod from the Wyoming Police Department

Council Member Ohnstad – Explained that he wanted to thank Sergeant Brian Rod for his years of service to the community and for helping make the City a safer place to be. He noted that he has been professional over the years and would be missed in the Department.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE CONSENT AGENDA ITEM #3 TO APPROVE THE RETIREMENT OF SERGEANT BRIAN ROD FROM THE WYOMING POLICE DEPARTMENT.

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:

14. Report of the Public Safety Director, Neil Bauer, for August 16, 2025
15. Report of City Attorney Tom Loonan, for August 15, 2025
16. Report of City Engineer Mark Erichson, WSB for August 15, 2025
17. Report of Public Works Superintendent, Steve Reeves, for August 14, 2025
18. Report of Abdo Financial 2nd Quarter Report for 2025

COMMUNICATIONS

19. Monthly Performance Measures – Fire Q2 2025

Public Safety Director Bauer – Explained that in 2025, they were tracking performance measures and gave a brief overview of the data from the second quarter. highlighted details of their responder numbers, incident commander on scene, Mutual Aid calls, Public Education/Community Outreach, recruitment and retention, age of equipment, and community risk reduction.

Mayor Iverson – Referenced the Mutual Aid data and asked who the City was providing mutual aid to.

Public Safety Director Bauer – Explained that it was not just one specific city and was across the board for the surrounding communities.

OLD BUSINESS

NEW BUSINESS

20. To consider **Resolution 25-08-81**, a resolution approving the Preliminary Plat D-25-004, Mayorga Meadows, Location 7580 250th Street, Applicant – Neo Mayorga, Property ID 21.10508.00

City Administrator Linwood – Gave an overview of the application for a Preliminary and Final Plat for Mayorga Meadows. He outlined the project location, existing conditions, current zoning, total acreage for Lot 1, Lot 2, and the wetland areas, shared driveway access due to the wetlands, Planning Commission's recommendation, and conditions.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 25-08-81, A RESOLUTION APPROVING THE PRELIMINARY PLAT D-25-004, MAYORGA MEADOWS, LOCATION 7580 250TH STREET, APPLICANT – NEO MAYORGA, PROPERTY ID 21.10508.00

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

Abstain: None
Absent: None

21. To consider **Resolution 25-08-82**, a resolution approving the Final Plat D D-25-005, Mayorga Meadows, Location – 7580 250th Street, Applicant – Neo Mayorga, Property ID: 21.10508.00

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 25-08-82, A RESOLUTION APPROVING THE FINAL PLAT D D-25-005, MAYORGA MEADOWS, LOCATION – 7580 250TH STREET, APPLICANT – NEO MAYORGA, PROPERTY ID: 21.10508.00

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

22. To consider **Resolution 25-08-83**, a resolution amending the Conditional Use Permit for the Planned Unit Development Summer Field 4th Addition, C-25-004, Applicant – Centra North, LLC, Property ID: 21.10582.00

City Administrator Linwood – Gave an overview of the proposed amendment for the CUP for the PUD at Summer Field 4th Addition. He highlighted the project location, background of the application, and review within the City, zoning, history of the phases in this project, request to reduce the minimum lot width, increase in total number of lots, and the proposed through street. He stated that staff and the Planning Commission recommend approval subject to the conditions included in the staff report.

David Pattberg, Centra North – Noted that he had received feedback from neighbors related to stormwater and the through road. Stated that stormwater would be maintained on site and that they had worked closely with the City Engineer on their stormwater plan. Added that most homeowners would utilize the paved road as opposed to the dirt road. Also shared that their lot sizes were smaller as their buyers cared more for the home than the lot.

Mayor Iverson – Asked about emergency vehicle access and if they were sure they, along with City snowplows, would be able to get through the road as it was presented.

City Administrator Linwood – Explained that the road would meet normal design standards and would be reviewed by the City Engineer.

Council Member Luger – Asked if the new proposal created more affordable homes.

Mr. Pattberg – Explained that he was hesitant to use the word ‘affordable’ because that implied income restrictions or City contributions. He stated that this would still be a market-rate neighborhood and noted that this plan allows them to sell a house that would be a bit less expensive than what they had previously proposed.

Council Member Nanko Yeager – Asked about the lot sizes for the existing homes on Euclid.

Jesse Moxness – Stated that they were in the range of 70-78 feet.

Council Member Nanko Yeager - Stated that they were now asking for a lot width of 65 feet, so the homes would be closer together.

Mr. Pattberg – Noted that he felt that the only people who would notice a 5-foot difference would be those in the industry and not the general public.

Council Member Schilling – Stated that the City had approved this in 2020, and it was now being proposed to have a slightly smaller lot size. He stated that he did not have any objections to what was proposed.

Council Member Ohnstad – Noted that he drove down this road fairly frequently and believes that he would notice the difference in spacing between the homes, and asked why they wanted to put in more homes.

Mr. Pattberg – Explained that the cost to build the road is the same regardless of the number of homes but that reducing lot width would allow for more units to be built on the property.

Zoning Administrator/Building Official Weck – Noted that the old City lots are only 50 feet wide, for example, across the street in the older part of the city behind city hall.

Mayor Iverson – Invited Mrs. Delwoo to address the Council.

Mrs. Delwoo, 25410 Kettle River Boulevard – Stated their concerns regarding adding traffic, via additional homes, to Kettle River Boulevard. Also shared their concern for added water runoff, noise, and road chemicals near their property.

Mayor Iverson – Asked if staff could address some of the drainage concerns the Delwoo's had shared.

Zoning Administrator/Building Official Weck – Reviewed the contour map and elevation numbers for this property.

City Engineer Erichson – Noted that he had provided an email to the Delwoo's and would be happy to meet with them and answer questions they may have, and hopefully provide some reassurance related to the plans. He noted that tonight's discussion was just related to the proposed lot widths and explained that they would be back with the Preliminary Plat.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 25-08-83, A RESOLUTION AMENDING THE CONDITIONAL USE PERMIT FOR THE PLANNED UNIT DEVELOPMENT SUMMER FIELD 4TH ADDITION, C-25-004, APPLICANT – CENTRA NORTH, LLC, PROPERTY ID: 21.10582.00

Voting Aye: Schilling, Luger, Iverson

Voting Nay: Nanko Yeager and Ohnstad

Abstain: None

Absent: None

23. To consider Resolution 25-08-84, a resolution approving a Conditional Use Permit for a 140-foot Monopole Telecommunication Tower, C-25-005, Location – 5920 250th Street, Applicant – Xcel Energy, Property ID: 21-10564.00

City Administrator Linwood – Gave a brief overview of the request from Xcel Energy for a Monopole tower at 5920 250th Street and outlined the variances that would be required for the height and setback. He stated that staff and the Planning Commission are recommending approval subject to the conditions as outlined in the staff report.

Mayor Iverson – She stated that she is not opposed to having this monopole tower, but would like it to be shorter, and wanted to see what other options Xcel could bring to the City.

Council Member Ohnstad – Asked about the other poles and placements in the City.

Zoning Administrator/Building Official Weck – Explained that he had spoken with the applicant, and they did not want to collocate on the existing poles due to homeland security issues and wanted to be able to have everything on this site. He stated that the proposed height was related to the range of signals that they would be sending.

Council Member Ohnstad – Asked how tall the other poles and antennas were, including the water towers.

Zoning Administrator/Building Official Weck – Stated that the new water tower is 145 feet tall and explained that when they repainted the old water tower on 260th, they put up some temporary poles to attach antennas to, which were about 120 feet tall.

Council Member Nanko Yeager – Stated that when the Council was discussing the radio tower at Maranatha, they talked about ways to make the tower unobtrusive and asked if Xcel was also going to be taking some of those measures to blend in more with the surrounding area.

Zoning Administrator/Building Official Weck – Believed that one of the conditions was that it be compatible with what was there.

Council Member Nanko Yeager – Clarified that it did not include any language related to minimizing the visual impact of the pole by doing things like painting the pole. She noted that the conditions of approval are that the pole would not exceed 140 feet, but as Mayor Iverson pointed out, they have a 2-foot antenna, and asked if the conditions needed to be changed or if they needed to change the height of the pole.

George Wojcicki, Xcel Energy – Clarified that the proposed lightning rod had been removed from their plans and would not be added to the tower, so they could meet the existing condition. He stated that the proposed tower resembles the existing infrastructure that was within the substation and would be a silver galvanized steel. He noted that the transmission poles that bring power into the substation along Highway 61 were 100 feet tall.

Mayor Iverson – Asked if the plans had changed because they determined that they did not need a lightning rod.

Joe Zanotti, Xcel Project Manager – Stated that the lightning rod was a part of their initial design, but that they had brought the design back for review after hearing initial concerns from the City. It was determined that the pole itself would act as a lightning rod, so no additional rod was needed.

Mayor Iverson – Asked if Xcel would be willing to lower the height of the pole anymore.

Mr. Wojcicki – Explained that the 140-foot height was so Xcel could achieve the 135-foot center line for the antennas so they would reach all of their fixed assets.

Mayor Iverson – Noted that Xcel had poles at different heights.

Mr. Wojcicki – Explained that they did not have poles at different heights for this specific program.

Council Member Luger – Stated that the substation was not something that she would categorize as having Smithsonian quality beauty. She asked about coverage plans and where the next closest tower would be located.

Mr. Wojcicki – Stated that they were locating other monopoles in Maple Grove, Coon Rapids, Chaska, Rosemount, Monticello, St. Paul, and Minneapolis.

Council Member Nanko Yeager – Asked if Xcel reduced the height of the pole to 135 feet, how much coverage they would lose.

Mr. Wojcicki – Explained that they would start to see significant loss on the outer ridges.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 25-08-84, A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A 140-FOOT MONOPOLE TELECOMMUNICATION TOWER, C-25-005, LOCATION – 5920 250TH STREET, APPLICANT – XCEL ENERGY, PROPERTY ID: 21-10564.00

Voting Aye: Schilling, Nanko Yeager, Luger, Ohnstad

Voting Nay: Iverson

Abstain: None

Absent: None

- 24.** To consider **Resolution 25-08-85**, a resolution approving a variance from City Code Section 40-778 (2) to allow a 140-foot Monopole Telecommunication Tower, V-25-004, Location – 5920 250th Street, Applicant – Xcel Energy, Property ID: 21.10564.00

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 25-08-85, A RESOLUTION APPROVING A VARIANCE FROM CITY CODE SECTION 40-778 (2) TO ALLOW A 140-FOOT MONOPOLE TELECOMMUNICATION TOWER, V-25-004, LOCATION – 5920 250TH STREET, APPLICANT – XCEL ENERGY, PROPERTY ID: 21.10564.00

Voting Aye: Schilling, Nanko Yeager, Luger, Ohnstad

Voting Nay: Iverson

Abstain: None

Absent: None

- 25.** To consider **Resolution 25-08-86**, a resolution denying an Interim Conditional Use Permit to allow outdoor cannabis cultivation at 7745 Wyoming Trail, Applicant – Tyler Jereczek, Property ID: 21.00358.00

City Administrator Linwood – Gave an overview of the ICUP application for outdoor cannabis cultivation at 7745 Wyoming Trail and the reasons that staff and the Planning Commission were recommending denial of the request.

Council Member Luger – Stated that she did not understand why this would be outside of the conditions to allow this use for the property and how it would be different than growing a crop such as corn.

Stated that when this property was basically legal nonconforming when the property was zoned from Agricultural back to Residential. He stated that they were operating a hobby farm and growing crops, which they were allowed to do under the City's legal nonconforming statute. He explained that the issue with this application is the question about the concept of what is or is not a crop. He stated that at the time that this property was a legal conforming use, when it was Agricultural, cannabis was illegal and could not be grown. He noted that cannabis can now be grown in Minnesota, but the statute gives City governments authority to regulate it through zoning. He explained that the City had adopted zoning maps that establish where cannabis cultivation can be permitted, which was not in a Residential district. He noted that at the time this property transitioned from an Agricultural property to a Residential property, the owners could continue to do everything that they could at the time of the zoning change, which did not include growing cannabis. He stated that there was a bit of a gray area, was that cannabis, under Minnesota

statutes, technically would not be defined as a 'crop' because it was regulated under its own chapter and was a different regulated commodity. He reviewed the legal analysis conducted and explained the determination that the statute, as drafted and interpreted with the City's zoning code, did not require the City to say this would be a continuation of a legal nonconforming use.

Council Member Luger – Asked if the applicant could grow cannabis if their property was zoned Agricultural.

Zoning Administrator/Building Official Weck – Stated that if they were zoned Agricultural, they could grow cannabis with an ICUP, because that would be allowed through the City's zoning ordinance.

City Attorney Loonan – Stated that the City had adopted an updated zoning code in conjunction with the power that was granted under Chapter 342 and had established and adopted zoning districts where cannabis cultivation would be permitted and reiterated that it was allowed in an Agricultural district, but this property was located in a Residential district.

Council Member Nanko Yeager - Noted that even if somebody decided that cannabis was a 'crop', the microbusiness would still not be allowed because this was a Residential district.

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Council Member Schilling – Asked if this was to be grown indoors or outdoors.

David Wosika – Answered that it would be grown outdoors.

Council Member Schilling – Asked if there were any provisions from the State that it had to be secured because it was classified as a drug.

David Wosika – Confirmed that it would have to be secured and explained that they would have 6 6-foot chain link with slat panels and closed-circuit cameras located every 30 yards.

Mayor Iverson – Asked what this may open the City up to, if the Council approved this, even though their legal counsel had the opinion that this was not legal in the City, based on the ordinance.

City Attorney Loonan – Clarified that cultivation of cannabis was legal in the City in the appropriately zoned district. He noted that there was a legal nonconforming operation in place on this property, and the City had permitted cultivation of cannabis on Agricultural property, which is what this property was previously zoned as, and was currently operating in as a legal conforming operation. He stated that the applicant was essentially asking the City to retroactively allow what was currently allowed in Agricultural.

Zoning Administrator/Building Official Weck – Explained that the City had adopted a new zoning ordinance and map in 1996, which is when this property became Residential.

City Attorney Loonan – Stated that if the Council were to decide that this is a legal nonconforming use and that the property's previous zoning could retroactively be applied, the City would be establishing a new precedent. This precedent would allow other properties to request CUPs or variances based on what they used to be zoned, with their new operations considered legal nonconforming. Added that this was concerning.

Council Member Ohnstad – Stated that his understanding was that, because this property was grandfathered in for its current use once the property was rezoned, it would have been grandfathered in as a farm, which at that time did not include the opportunity to grow cannabis.

He noted that because it was grandfathered in, this had to be done with what was approved at the time, and the City cannot amend what would be allowed by grandfathering, because it would set a precedent.

City Attorney Loonan – Agreed that this was the potential implication.

Mr. Wosika – Asked when it was rezoned and explained that they had never been notified that it had been changed. He referenced minutes from 1992 that said Agricultural.

Zoning Administrator/Building Official Weck – Stated that he could not speak to what may have happened between 1992 and 1996 and noted that at that time it was also not legal to grow cannabis.

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 25-08-86, A RESOLUTION DENYING AN INTERIM CONDITIONAL USE PERMIT TO ALLOW OUTDOOR CANNABIS CULTIVATION AT 7745 WYOMING TRAIL, APPLICANT – TYLER JERECZEK, PROPERTY ID: 21.00358.00

Voting Aye: Nanko Yeager, Ohnstad, Iverson

Voting Nay: Schilling and Luger

Abstain: None

Absent: None

Council Member Luger – Asked if the applicant could apply for a variance.

Zoning Administrator/Building Official Weck – Explained that you cannot grant a variance for a use.

Mayor Iverson – Suggested that Mr. Wosika could come back later to have conversations with City Attorney Loonan, City Administrator Linwood, and Zoning Administrator/Building Official Weck.

26. To consider an Automatic License Plate Reader (ALPR) Policy for the City of Wyoming

Public Safety Director Bauer – Explained the reason that the Council was being asked to consider a City policy for an Automatic License Plate Reader (ALPR) system and outlined the information that can be captured and how it can support law enforcement.

Council Member Schilling – Asked if the cameras would be attached to the cars or in a fixed location.

Public Safety Director Bauer – Stated that they would be fixed.

Council Member Nanko Yeager – Asked if cameras had already been installed.

Public Safety Director Bauer – Noted that 2 of the approved 4 cameras had been installed and stated that the cameras would be turned on once the policy is approved and the appropriate training for the officers has taken place.

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE AN AUTOMATIC LICENSE PLATE READER (ALPR) POLICY FOR THE CITY OF WYOMING.

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

Voting Nay: None

Abstain: None
Absent: None

27. To consider a Donation to the Historical Society

Assistant City Administrator MacFarlane – Reviewed the request from the Chisago County Historical Society for a donation and outlined the requirement for donations of this sort to meet a public purpose.

Council Member Nanko Yeager – Explained that she was open to making this donation, but would like to see it come from someplace other than the General Fund.

City Administrator Linwood - Explained that they did not have anything budgeted in 2025, but there may be a few other funds where they could pull the funds from, depending on the direction from the Council.

Council Member Nanko Yeager – Asked where the money would come from if the City decided this would be a continuing donation.

City Administrator Linwood – Stated that this is a unique situation and noted that most of this kind of donation would not be allowed under Minnesota statute.

Council Member Luger – Stated that she supported this request and would support donating the higher dollar amount from whatever fund staff felt would be the most appropriate. She noted that she believed the City had a great partnership with the Chisago County Historical Society.

Council Member Ohnstad – Noted that he would echo the sentiments shared by Council Member Luger.

Mayor Iverson – Suggested that the Council table this item, because it was already almost September, to give them time to take a look at where the funds could come from and bring it back early in 2026.

Council Member Nanko Yeager – Stated that she liked that idea.

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO TABLE CONSIDERATION OF A DONATION TO THE HISTORICAL SOCIETY UNTIL EARLY 2026.

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

28. To consider entering into a Purchase Agreement for the property located at 26263 Forest Blvd, Wyoming, MN 55092

City Administrator Linwood – Shared some background information about the City's efforts to address some of its facility needs. He briefly reviewed the departmental needs for the Police Department, Fire Department, Public Works, and City Hall/Administration. He outlined some of the funding efforts that took place and reviewed the possible new opportunity with this property to purchase it and renovate it for the City's various needs.

Council Member Nanko Yeager – Asked if the City would lose money if they ended up backing out of this purchase, following the due diligence period.

City Attorney Loonan – Stated that the purchase agreement provided for a 60-day due diligence period and noted that during this period, the City was provided the opportunity to terminate the

agreement at its sole discretion for any reason it may find the property unsuitable. He noted that after those 60 days, generally the earnest money would 'go hard', and would then be due to the seller.

Council Member Nanko Yeager – Asked what would happen to the current building tenants.

City Attorney Loonan – Explained that as part of the due diligence period, the City would be provided with all the property documents, which include the leases for the tenants. He noted that he had been told that the one major lease belonging to the call center had already notified that they were cancelling and would terminate in October or November, and the eye clinic lease would expire in 2 years, but there may be the potential to talk to them about early cancellation.

Council Member Nanko Yeager – Asked about the approximate cost for the entire project being considered.

City Administrator Linwood – Stated that the estimates from Wold Architects were around \$9 million.

Council Member Nanko Yeager – Asked how that estimate would compare if the new building had been built with State money.

City Administrator Linwood – Noted that they had asked for half of the costs from the State, but just because they asked for that did not mean that is what they would have received. The public safety building costs have gone up with inflation and was nearing \$20 Million.

Council Member Nanko Yeager – Stated that it looked like this proposed project was coming in about the same price as it would have if the City had received the State money and built a new building.

City Administrator Linwood – Agreed it would be close if we received half, and noted that this new proposal also accomplished taking care of 3 buildings and not just 2.

Council Member Nanko Yeager – Asked if the City would be able to set a 'not to exceed' cost.

City Administrator Linwood – Stated that they would need more specific information from Wold to be able to have firm numbers and explained that it would be challenging to do now without more detailed schematic design information.

Council Member Nanko Yeager – Stated that the staff report indicated that Public Works would be addressed in the future and asked how far in the future staff was thinking.

City Administrator Linwood – Stated that they had submitted a bonding request for this project and explained that it would depend on what the solution for Public Works was, its cost, how it fit into the City's CIP, and when it would be reasonable for the City to take on that project.

Council Member Schilling – Asked if the City could still lobby the State on behalf of a Public Works facility.

City Administrator Linwood – Stated that they could still lobby the State for a Public Works facility.

Council Member Schilling – Noted that the City has been trying to address this since 2012, and the overall costs have gone up by about a million dollars every year. He stated that this project would take care of 3 of the City's projects for a \$9 million price tag and would also like to see the City go down the avenue of pursuing funding for a Public Works facility from the State.

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER

OHNSTAD, TO APPROVE ENTERING INTO A PURCHASE AGREEMENT FOR THE PROPERTY LOCATED AT 26263 FOREST BLVD, WYOMING, MN 55092

Voting Aye: Schilling, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: Nanko Yeager

Absent: None

- 29.** To consider entering into an agreement with Wold Architects for architectural services related to 26263 Forest Blvd. Property and Wyoming City Hall/Fire Department

City Administrator Linwood – Explained that for the City to ensure it would make an informed decision on the purchase of this property, it was essential that they conduct some detailed planning during the due diligence period and reviewed the proposal from Wold Architects.

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE ENTERING INTO AN AGREEMENT WITH WOLD ARCHITECTS FOR ARCHITECTURAL SERVICES RELATED TO 26263 FOREST BLVD. PROPERTY AND WYOMING CITY HALL/FIRE DEPARTMENT.

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

Voting Nay: None

Abstain: None

Absent: None

- 30.** To consider communications and community engagement services with Goff Public

City Administrator Linwood – Noted that the possible purchase of property as discussed in the last 2 agenda items was being looked at as a public investment with the desire to ensure there was the appropriate, clear, and consistent communication to the community. He reviewed some of the background and experience of Goff Public and outlined their proposal for service to the City.

Sara Swenson, Goff Public – Shared more detailed background on the services Goff Public can provide. She explained that much of their work had been centered around municipal communications and shared some examples of work they had done.

Council Member Nanko Yeager – Noted that the staff report indicated that the City had been doing public communication on this project since 2020. She stated that, in her opinion, if the plan is a good one, it would end up selling itself to the community.

Mayor Iverson – Stated that this would be the first time the City would have a professional come in to assist the City with communications.

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE COMMUNICATIONS AND COMMUNITY ENGAGEMENT SERVICES WITH GOFF PUBLIC.

Voting Aye: Schilling, Luger, Ohnstad, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

Mayor Iverson – Explained that she needed to add one more item to tonight's agenda for approval of a Work Session.

- 31. Consider Approval of a City Council Work Session – September 2, 2025, 5:30 P.M.**

Mayor Iverson – Explained that the purpose of the Work Session would be to continue work on the budget and the due diligence for the potential purchase of property at 26263 Forest Blvd.

Council Member Ohnstad – Noted that he may not be able to attend this meeting.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE SCHEDULING A CITY COUNCIL WORK SESSION ON SEPTEMBER 2, 2025, AT 5:30 P.M.

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

Voting Nay: None

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Ohnstad – No report.

Council Member Nanko Yeager – No report.

Council Member Luger – Thanked City staff for helping make the Stomp Out Suicide event such a success.

Council Member Schilling – No report.

Mayor Iverson – Commended Council Member Luger for her work running the Stomp Out Suicide event and reminded residents that Stagecoach Days was coming up.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO ADJOURN THE AUGUST 19, 2025 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 9:30 PM

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

Voting Nay: None

Abstain: None

Absent: None

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

NEXT REGULAR MEETING:
SEPTEMBER 2, 2025
7:00 PM

**UNAPPROVED MINUTES
CITY COUNCIL
WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
AUGUST 19, 2025
5:35 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Budget Work Session Meeting of the Wyoming City Council for August 19, 2025 to order at 5:35 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, 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, Mark Erichson – WSB, and Jessi Sturtz- Abdo Financial

DETERMINATION OF A QUORUM:

Mayor Iverson determined a Quorum was present.

PLEDEGE OF ALLEGIANCE:

NEW BUSINESS:

1. To continue discussions and review 2026 Preliminary Budget

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 increase by approximately \$189 for a total of \$388,427 in 2026.
- The total 2026 tax levy is proposed to increase \$482,662 or 8.33% from 2025.
- The general levy increased \$268,181 or 6.06%
- 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 \$322,600 or 51.17%.
- 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

Councilmember Brett Ohnstad arrived to the meeting at 5:41pm.

Councilmember Nanko Yeager – Asked increases to the budgets of the Fire Department, Police Department, and Streets funds.

Jessi Sturtz – Stated that increases were attributed to cameras, night differential, and contracted services for a Public Works trailer.

City Administrator Linwood – Provided the City Council with an overview of the 2025 – 2029 Streets CIP plan. Highlighted the different yearly projects and differences between mill & overlay, reclamation projects, and complete reconstruction.

Councilmember Nanko Yeager – Noted that there was a round-a-bout on East Viking and inquired if this would be sufficient for the Carlos Avery development.

Engineer Erichson – Stated that the County had looked at over 16 different models for the intersection and that the round-a-bout design with bring traffic to acceptable levels with great improvements compared to the current situation.

City Administrator Linwood – Shared that the City had received a proposal for continued services from Abdo Financial for 2026 – 2028. Noted that fees had gone up reasonably and that staff has been very pleased with the services provided.

City Administrator Linwood – Asked that the Council revisit the topic of potentially removing the Claims section from City Council packets to assist in preventing fraud within the City. The city council would still receive the claims for review in an email, it just would not be on the public web site. He added that the public would still be able to access this data upon request as it is public data.

The Council had consensus to remove claims from the publicly posted agenda packets moving forward.

MAYOR IVERSON ADJOURNED THE AUGUST 19, 2025 WORK SESSION MEETING AT 6:21 PM.



Request for Council Action

Date: August 28, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: City Administrator Linwood

Department: Administration

Reference: Abdo Financial Solutions Finance Director Service Contract

Method: Consent Agenda

Background Information: The City of Wyoming received a three-year proposal from Abdo Financial Solutions (Abdo FS) to continue providing professional accounting and finance services from January 1, 2026 through December 31, 2028.

Abdo Financial Services will serve as the City's outsourced finance team, providing:

- Cash and Investment Monitoring – monthly reconciliations, cash flow reviews, and collateral verification.
- Financial Reporting – quarterly variance analysis, dashboards, and written reports to Council summarizing the City's financial position.
- Budget Preparation – development of wage and benefit schedules, coordination with department heads, preparation of levy documents, presentation of the preliminary budget to Council, and certification of levy filings with Chisago County and the State of Minnesota.
- Audit Preparation – preparation of workpapers, reconciliations, and the Management Discussion and Analysis (MD&A) section of the annual financial report, along with oversight of audit compliance requirements.
- Ongoing Services – monitoring of new accounting standards, oversight of debt reporting and compliance filings, mentoring of staff, and support on financial policy development.

Abdo FS has served over 100 cities and employs more than 60 staff dedicated exclusively to local government clients. The assigned team brings direct municipal finance office experience, offering continuity and institutional knowledge of Wyoming's financial operations.

The contract allows for termination by the City with 60 days' notice and requires the contractor to carry \$2,000,000 in professional liability insurance. Additional consulting services outside the defined scope will be billed at standard hourly rates with prior City approval.

This proposal provides Wyoming with an experienced, specialized financial partner to ensure accurate reporting, compliance, and strategic financial planning. Abdo FS has demonstrated capacity and understanding of the City's needs and will continue to provide comprehensive services that support both day-to-day financial operations and long-term planning.

Services Period Annual Fee	Services Period Annual Fee
January 1, 2026 - December 31, 2026	\$91,000
January 1, 2027 - December 31, 2027	\$98,500
January 1, 2028 - December 31, 2028	\$106,500

Recommendation: To approve a three year agreement with Abdo Financial for a contract Finance Director for 2026-2028



SERVICE PROPOSAL FOR

City of Wyoming

26885 Forest Blvd, Wyoming, Minnesota 55092

July 18, 2025

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ

Abdo
Financial
Solutions

Proposed by

Victoria Holthaus, CPA, MPA

Partner | Abdo

victoria.holthaus@abdots.com

P 952.715.3069

Robb Linwood, City Administrator
City of Wyoming
26885 Forest Blvd
Wyoming, Minnesota 55092

July 18, 2025

Dear Robb,

Thank you for the opportunity to submit this proposal to the City of Wyoming, Minnesota (the City), for accounting services. Based on our past experience with cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through Abdo Financial Solutions, LLC (Abdo FS), will provide the City with excellent financial services.

We are confident our solution will offer the City advanced insights, provide public finance guidance, and serve as an experienced partner to assist the City in accounting services. Our proposal is based on the needs of the City as determined working together for the past several years, along with the experience we have had working with other cities. This proposal outlines the scope of services we believe will address the needs of the City.

The term of this contract shall be from January 1, 2026 through December 31, 2028.

An Abdo FS representative will perform services remotely.

The investment required for our services is indicated on the value page, and this quote remains valid for thirty (30) days. Please note that Abdo FS is independent of the City as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the City has retained an independent registered municipal advisor (IRMA) to assist and advise the City in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the City will rely on advice from their IRMA. Abdo FS will have no recourse against the City or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Abdo FS would like to thank the City for the opportunity to propose on these services. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

Abdo Financial Solutions



Victoria Holthaus, CPA, MPA

Partner | Abdo



The current state

WHAT WE HEARD

We understand the challenges you face as an organization with ever-changing regulations, financial standards, staffing changes, and council vision. Through our conversations, we understand these challenges to include:

- You indicated that timely and accurate financial reporting are a high priority for management and Council. Our team will continue to run efficient month and quarter-end procedures, and provide the City Council with a quarterly financial report indicating dashboards of key financial success metrics, along with a report on the City's investment positions and liquidity.
- We recognize that the City's annual budget reflects the priorities and strategic objectives of the City Council. As such, the annual budget process is a key objective for our work. We will provide a comprehensive budget process that includes input from key stakeholders on your management team, staff, as guided by the City Council.

CONSIDERATIONS AS YOU MOVE FORWARD

Given these challenges you're facing, we know that it can become overwhelming to grasp all the factors at play. Our team wants to ensure you have a pulse on all of these factors as you begin your search for solutions. Have you considered the following:

- You expressed the importance of partnering with an advisor that would provide timely financial advice regarding compliance with state and federal laws, regulations and reporting. Our team has established industry best standards for monthly monitoring of compliance tasks, and we continually work to stay ahead of industry trends that will affect our local government clients.
- Continued coaching and development of your staff remains a high priority, especially as the City continues to grow and face ever changing complexity. Our team will commit to mentoring your staff and expanding their skillset and knowledge throughout our engagement.

The path forward

WHAT'S YOUR VISION?

Let's build it together. With knowledge and care, Abdo lights your path forward—illuminating opportunity and fueling your confidence to navigate the future. What do you envision for your future? We believe it could look something like this:

- A thorough understanding of your operations through process assessment, analysis, and recommendations.
- Strategic direction driven by creative solutions and effective technologies.
- Continued mentorship of your staff and enhancement of financial operations.

EXPERTISE FOR YOUR CHALLENGES

In the government space, your organization faces unique challenges that require a specific understanding of government regulations and operations. Our team not only has experience working with governmental entities, but many came directly from city administration and finance offices, giving them a unique understanding of the challenges you face.



Meet Jessi

Jessi Sturtz
Manager

Jessi has over ten years of experience working with local governments in accounting and finance, as well as ten years of experience in the banking industry. She has over 10 years of experience working with Banyon, and 3 years working with BS&A. She currently works with clients ranging from 1,000 - 25,000 in population in a variety of different financial roles such as budgeting, audit preparation, monthly cash reconciliation, processing accounts payable, and quarterly financial reporting.



The Abdo Difference

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work.

We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

[LEARN MORE ON OUR WEBSITE](#)

Your Team

At Abdo, we believe that trust is a vital component in the success of our partnership. That trust requires an understanding of your needs and confidence in the expertise of your engagement team. That's why we've curated a team with relevant experience and first-hand knowledge of the challenges you face. Many of our advisors have worked in government finance offices for decades, cultivating the same experiences you currently face. This depth of understanding can lead to a comprehensive view of your challenges, potential cost reductions, and a quicker road to results.

KEY CONTACTS

Key team members are briefly profiled below, with additional staff providing support as needed throughout the engagement.



VICTORIA HOLTHAUS, CPA, MPA

Partner

victoria.holthaus@abdofs.com

P 952.715.3069

With over 20 years of experience in government finance and administration, Vicki understands the complexities of government finance. During this engagement, she'll oversee the team's progress, provide strategic direction for the project, and lend her expertise to ensure your vision of the future is bright on the path ahead.



JULIE MCMACKINS

Senior Manager

julie.mcmackins@abdofs.com

P 952.715.3062

With over 15 years of experience working with Minnesota municipalities and two years experience in the private sector, Julie currently works with clients in a variety of financial roles such as budgeting, annual and quarterly financial reporting, utility rate studies, long-term planning, and audit preparation.



JESSI STURTZ

Manager

jessi.sturtz@abdofs.com

P 507.304.6888

Jessi has over ten years of experience working with local governments in accounting and finance, as well as ten years of experience in the banking industry. She has over 10 years of experience working with Banyon, and 3 years working with BS&A.



IZZY WILFAHRT

Associate

izzy.wilfahrt@abdofs.com

P 952.395.9334

Izzy joined the firm in 2022 and has experience in bank reconciliations, accounts payable, cash receipting, utility billing and quarterly reporting. During this engagement, she'll support the city's processes and lend her expertise to ensure your vision of the future is bright on the path ahead.



Government Experience

You can have confidence in our years of experience performing consulting services, the quality of the accounting services we offer and our understanding of the unique challenges our clients face in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in governmental consulting and auditing. Out of our 250-strong, talented staff, over 60 team members are 100% focused on government clients, which include over 100 cities and other governmental entities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city. Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming fully prepared, and being available throughout the year to support you.

PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a consulting role. We don't believe in a one-size-fits-all mentality. So together, we'll focus on the needs that are relevant to your city and provide the right services to meet them with a customized methodology based on your needs. We're focused on developing creative, customized solutions to help your city mitigate costs and boost efficiency.

FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving government entities. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with us to light the path forward for your organization.

OUR QUALIFICATIONS

- GFOA and MnGFOA Association members
- Government operations training
- Consulting services for over 100 cities
- We've assisted many municipalities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting

OUR FINANCIAL MANAGEMENT AND CONSULTING SERVICES INCLUDE:

- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Federal and State relations/grant consulting
- Finance Director services
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Training
- Utility/fee analysis
- Year-end audit preparation and financial statement preparation



Outsourced Finance Director

Building relationships to become a valuable extension of your city is what our Financial Solutions team will be ardently focused on when we work with you. When you employ our team, you gain a fresh perspective on a broad range of topics — you'll have one point of contact but a whole team of people bringing you value. With that said, we've had the opportunity to partner with over 100 clients in the Midwest. Among the support we provide, Outsourced Finance Director Services are a primary focus of our team. We offer this service for a broad range of cities with populations ranging from 800 — 25,000 in size.

Acting as outsourced finance directors and controllers requires a broad ranges of skills and experience. We bring a unique set of skills and experience as former government auditors, finance directors and controllers. Through this lens, we implement processes and procedures to improve your city's daily operations. Our experience translates to insights that streamline the audit and budget process and internal controls, consequently reducing audit findings and improving efficiencies. Ultimately, this will save your city time and money.

PROCESS

When you select our team, our process is made simple — for you and for your employees. First, we meet with your city **administration** to understand the challenges you face. We then analyze your financial statements, review budgets, and connect with your auditors to understand your financial position from their perspective. This gives us a holistic view to formulate a plan and propose how we can best support you.

Once our proposal is accepted, we'll work with key stakeholders to understand cash flow, investments, and begin fulfilling proposal initiatives. Together, we'll identify priorities and begin implementation.

QUALIFICATIONS

Our people make the difference — we have three members on our team who have passed the Series 50 exam. These registered municipal advisors will manage your bonds, investments, and strategic planning initiatives. Out of 25 members in our Financial Solutions group, 60% of their work is focused on outsourced Finance Director services. The majority of our team members have worked in government organizations and public accounting, bringing you a fresh perspective backed by relevant experience. We're confident that Abdo FS has the right expertise, team support, and recommendations to help your city grow. We look forward to supporting you and your team



SEE A SAMPLE REPORT

See a sample of our quarterly financial reports.

Value

At Abdo FS, we are dedicated to assisting our clients in achieving their financial goals through comprehensive and personalized financial services. Our team of experienced professionals provide expert guidance in public finance.

Fees are based on the assumption and limitations outlined in the Scope of Services. Below are the fees for our services.

Services Period	Annual Fee
January 1, 2026 - December 31, 2026	\$91,000
January 1, 2027 - December 31, 2028	\$98,500
January 1, 2028 - December 31, 2028	\$106,500

This quote is valid for thirty (30) days.

Initial invoice will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this contract.

We do not believe in charging for phone calls or emails during the year. When our communications identify additional service needs, we will provide you with an expected fee range.

From time to time, the City may need to consult with Abdo Financial Solutions on matters that are outside of the Scope of this agreement. An example of this may be payroll related issues and consultation. In this case, our hourly bill rates will apply to the consultation. Our bill rates are subject to change on September 1st of each year.

Scope of Services

ABDO FS CONTRACT TASK	CLIENT RESPONSIBILITY	FREQUENCY
Cash and Investment Monitoring		
Reconcile cash and investments	City Administrator to review and approve	Monthly
Verify bank has proper amount of collateral pledged to City's account	Request monthly collateral statement from the bank	Monthly
Review cash flow to ensure proper amounts are available for operations	City Administrator to review and approve	Monthly
Monthly/Quarterly Reporting		
Review monthly budget to actual reports for coding errors	City Administrator to review and approve	Quarterly
Perform quarterly variance analytics of balance sheet, revenue and expenditure accounts	City to ensure all transactions are posted to the general ledger, with accuracy	Quarterly
Prepare quarterly financial report with dashboards and variance analysis	City Administrator to review and approve	Quarterly
Annual Budget Preparation		
Preliminary meeting with City management on budget objectives and strategy	City Administrator to review and approve	May - June
Prepare budget documents for department managers	City Administrator to review and approve	
Develop wage/benefits sections of budget documents and review with department managers	City Administrator to review and approve	June
Prepare a City management's recommended property tax levy along with a general outline of the City budgeted funds, including any potential budget funding gaps. This will include the all funds summary and preparation of all budget documents	City Administrator to review and approve	May - August

ABDO FS CONTRACT TASK	CLIENT RESPONSIBILITY	FREQUENCY
Annual Budget Preparation (Continued)		
Assist in presenting preliminary budget to Council prior to September 30	City Administrator to review and approve	August
Assist in the certification of the preliminary tax levy to the County	City Administrator to review and approve	September 30
Assist in the certification of the final tax levy to the County	City Administrator to review and approve	December 31
File Budget reports with MN Revenue and the Office of the State Auditor	City Administrator to review and approve	December - January
Audit Preparation		
Prepare workpapers and gather support for the audit of the financial statements	Prepare three audit reconciliations. Gather supporting documentation, as needed.	March
Prepare the Management Discussion and Analysis for the audit report	City Administrator to review	May
Complete audit reporting requirements		June 30
Miscellaneous Tasks		
File Report of Outstanding Indebtedness	Review and accept our work	February 1
Provide oversight in recording/accounting for transactions		Weekly
Update Council, Administrator and staff of new accounting standards		On-going

ABDO FS CONTRACT TASK	CLIENT RESPONSIBILITY	FREQUENCY
Miscellaneous Tasks (Continued)		
Monitor compliance for assigned activities		On-going
Administrator may also utilize remote access and/or video conferencing as appropriate		On-going

Technology



We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the engagement to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

What Our Clients Say

CLIENT REFERENCES

One of the things we enjoy most about our work is developing long-term relationships with our clients and watching their city thrive as we help them to evolve and grow. Our clients listed below serve as a sample of references of those we partner with for their accounting services. Additional references are available upon request.



CITY OF NEW HOPE

Andrea Phinney
City Clerk / Treasurer
P 763.531.5117

SERVICES PROVIDED

Outsourced Finance
Director
Audit Preparation
Long-term Plan
Budgeting

CITY OF DUNDAS

Jenelle Teppen
City Administrator
P 507.645.2852

SERVICES PROVIDED

Long-term Plan
Outsourced Finance
Director
Budgeting

CITY OF OAK GROVE

Loren Wickham
City Administrator
P 763.404.7075

SERVICES PROVIDED

Outsourced Finance
Director
Budgeting
Audit Preparation
HR Consulting

Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.abdosolutions.com.

HR & PAYROLL SERVICES

We help employers better support their most valuable resource...their people. Having clear and consistent HR practices that best suit the individuality of your city is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation

TECHNOLOGY & DATA SOLUTIONS

Empowering you with advanced data analytics & insights. Data is one of your city's most powerful assets. Using it to your advantage, however, can be a challenge. Our technology and data solutions are designed to give you the information you need - how, when, and where you need it. Our consultants leverage a powerful mix of technology and tools to support you with the data analytics and insights you need. From creating user-friendly dashboards and reports to managing software implementations, we deliver solutions that work for you.

We can help your city with:

- Strategic data analytics
- Software solutions: evaluation, selection & implementation
- Financial reporting solutions
- Automation solutions

An ongoing quest to be better, together

OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We aim to build a firm that provides opportunities for people that are as diverse as the clients we serve. We believe that when we understand each other better, we grow better together.

Over the past several years, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through training opportunities, guest speakers, and cultural awareness activities. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

Abdo is committed to advancing the interest in accounting careers for students of color at both the high school and college level. In 2022, the firm was chosen as one of just ten firms in the nation to host an ethnic minority accounting student as part of the AICPA's PCPS George Willie Ethnically Diverse Student Scholarship and Internship Program. The recipient of this scholarship remains with the firm today as a senior associate in our tax department.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



59%

of our employees
are female



56%

of our
management level
employees are
female



18%

of our interns this
year are people of
color

ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



DEI Initiatives



PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.

Why Partner with Abdo

LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 200 professionals and over six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

-- **Steve McDonald, CPA** | *Managing Partner*



Appendix A

AGREEMENT FOR FINANCIAL SERVICES

Agreement for Financial Services

THIS AGREEMENT, is made and entered into on July 18, 2025 by and between the City of Wyoming, Minnesota (hereinafter referred to as the ("Client")), and Abdo Financial Solutions (hereinafter referred to as the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until December 31, 2028 unless earlier terminated as provided in Sections 2 and 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with one hundred twenty (120) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

ARTICLE IV - CONTINUED

GENERAL (CONTINUED)

Section 5 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

Section 8 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

Section 9 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 10 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

Section 11 Municipal Advisor: Abdo FS acknowledges the Client may/has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the Client will rely on advice from their IRMA. Abdo FS will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Section 12 Equal Employment Opportunity: Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.



Appendix B

AGREEMENT FOR THE PROVISION OF
PROFESSIONAL SERVICES

Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Wyoming

26885 Forest Blvd

Wyoming, Minnesota 55092



SIGNATURE

Robb Linwood

Abdo Financial Solutions, LLC

5201 Eden Avenue, Suite 250

Edina, Minnesota 55436

A handwritten signature in black ink, appearing to read "Victoria Holthaus".

Victoria Holthaus, CPA, MPA

Partner / Abdo

July 18, 2025



Appendix C

PROFESSIONAL BIOS



Victoria Holthaus

CPA, MPA

Partner | Abdo Financial Solutions

victoria.holthaus@abdofs.com

P 952.715.3069

Vicki aims to simplify the complex for her clients. Her goal is to give them a solid understanding of their finances, so they can confidently plan ahead. She specializes in working with local governments and nonprofit agencies to strategize capital improvements, develop strategic long-range financial plans, and troubleshoot accounting and financial challenges. She also provides process evaluation and process improvement services for nonprofit and private sector clients. Over the past several years, Vicki has helped many organizations with strategic upgrades to technology and software as they navigate new ways of interacting with donors, constituents, and customers. Along with the ability to creatively explain technical terms, Vicki has firsthand knowledge of the issues governments and non-governmental organizations face.

EDUCATION

- Bachelor of Science in Accounting, National American University
- Master of Arts in Public Administration, Hamline University
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- Minnesota and Arizona Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Minnesota Council of Non-Profits
- Government Finance Officer's Association of the United States and Canada, Minnesota, Arizona, and Arkansas Government Finance Officer's Association
- Minnesota and Arizona Government Finance Officers Association

AFFILIATIONS

- Hamline School of Business, Accounting Board Member
- Arizona Women Leading Government Member

QUALIFICATIONS

- 17 years of experience working with local governments and nonprofits in finance and administration
- Experience with budgeting, capital planning, debt management, as well as being the process evaluation and improvement engagement lead and non-profit advisory service leader
- Previous speaker at MCFOA Municipal Clerks and Finance Officers Association, League of Minnesota Cities and has developed newsletter content on fraud prevention, automation, long-term planning and process improvements



Julie McMackins

Senior Manager | Abdo Financial Solutions

julie.mcmackins@abdofs.com

P 952.715.3062

Julie joined the Firm in 2021 as a Manager in the Financial Solutions department. Prior to joining Abdo FS, she spent nine years working for the City of Plymouth in Accounting roles, including Accountant, Supervising Accountant and Interim Finance Manager. In these roles, Julie was involved in a wide variety of finance responsibilities. Julie also has four years of experience in accounting and auditing roles. She currently works with clients in a variety of financial roles such as budgeting, annual and quarterly financial reporting, utility rate studies, long-term planning, and audit preparation.

EDUCATION

- Bachelor of Science in Accounting, Winona State University
 - *Graduated Summa Cum Laude*
- Certified Public Accountant (Inactive)
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- Minnesota Government Finance Officers Association
- National Government Finance Officers Association

QUALIFICATIONS

- 15 years of experience working with Minnesota municipalities and two years experience in the private sector
- Experience in a variety of roles within local government, including, but not limited to: preparation of 10-year financial plan, monitoring cash and investment balances, preparation of biennial budget, audit preparation, preparation of City's annual financial report, led capital improvement plan processes, preparation of utility rate studies and cash flow analyses, preparation and submission of financial information for external reporting agencies
- Experience in analyzing processes and providing recommendations to increase efficiency, accuracy and transparency
- Experience in supervising and leading staff in the finance division in performing accounts payable, billing, cash receipts, payroll and general ledger accounting
- Experience in implementation of financial software, billing and payment options for utility billing, as well as acted as a liaison between staff and the Information Technology division
- Experience training on Fund Accounting and Budget Preparation with the MN Clerks Institute



Jessi Sturtz

Manager | Abdo Financial Solutions
jessi.sturtz@abdofs.com
P 507.304.6888

Jessi joined the Firm in 2020 in the Financial Solutions group. Prior to joining Abdo FS, Jessi worked for a local government in southern Minnesota. She has over ten years of experience working with local governments in accounting, as well as ten years of experience in the bank industry. She has over 10 years of experience working with Banyon, and 3 years working with BS&A. She currently works with clients ranging from 1,000 - 25,000 in population in a variety of different financial roles such as budgeting, audit preparation, monthly cash reconciliation, processing accounts payable, and quarterly financial reporting. In the past year, she has gained county experience in the auditor/treasurer department. In addition, Jessi has co-presented at the Municipal Clerks and Finance Officers of Minnesota Institute on Fund Accounting and Budgeting, and co-presented at the Minnesota Association of School Business Officials on Unclaimed Property.

EDUCATION

- Bachelor's Degree in Accounting, Rasmussen College
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- Minnesota Certified Municipal Clerk

QUALIFICATIONS

- 10+ years of experience working with local governments
- 15 years of experience working at a financial institute in accounting
- Background with budgeting, transactional processes, utility billing and payroll
- Experience processing quarterly/yearly payroll reports (941 Federal Tax Return, MN Department of Revenue, Unemployment Report, W-2, 1099's and 1095's)
- Works extensively with Microsoft Office, Banyon, Tyler Incode and BS&A
- Experience presenting budgets and quarterly reports to City Council
- Experience training new staff in various roles for cities, including, but not limited to: payroll, accounts payable, cash and investment reconciliation, and budgeting



Izzy Wilfahrt

Associate | Abdo Financial Solutions

izzy.wilfahrt@abdofs.com

P 952.395.9334

Izzy joined the Firm as an Associate in the Financial Solutions department in 2022. Prior to joining Abdo, Izzy spent a year and a half as a Member Service Representative for Northern Communities Credit Union. While at Northern Communities, she received her first and second MSR certifications. She has a wealth of knowledge and experience in financial software and performing 100+ customer transactions per day. She also worked as a student researcher at St. Scholastica, working directly with area chambers of commerce collecting, compiling, and analyzing survey data. Izzy is passionate about financial education and is currently pursuing her CPA licensure.

EDUCATION

- Bachelor of Arts in Accounting, The College of Saint Scholastica
 - *Minor in Music*
 - *Graduated Magna Cum Laude*
 - *Webster Scholar*
 - *Dean's List*
 - *Awarded "Outstanding Senior in Accounting" at the College of Saint Scholastica*
- Currently pursuing CPA licensure

PROFESSIONAL MEMBERSHIPS

- Minnesota Society of Certified Public Accountants

QUALIFICATIONS

- Greater than one year of experience in the banking industry as a Member Service Representative (MSR) with first and second MSR certifications
- Prior experience in banking data entry, analytics & presentation
- Experience in bank reconciliations, accounts payable, cash receipting, utility billing and quarterly reporting
- Software competencies in Microsoft Office, QuickBooks, Banyon, and a variety of other accounting softwares



Request for Council Action

Date: August 29, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: City Administrator Linwood

Department: Administration

Reference: Transfer of PILOT Funds from TIF 3-1 Fund (370) to General Fund (101)

Method: Consent Agenda

Background Information

As part of staff's preparation of the 2024 Tax Increment Financing (TIF) Report for the State of Minnesota, a review identified that a Payment in Lieu of Taxes (PILOT) in the amount of \$14,973.73 was incorrectly recorded in TIF District 3-1 Fund (370) during the 2024 settlement process.

Supporting documentation confirmed that these funds represent a PILOT payment and not tax increment. By statute, PILOT revenues are not increment and should have been deposited into the General Fund (101).

To correct the error, staff recommends a 2025 transfer reclassifying the \$14,973.73 from Fund 370 (TIF 3-1) to Fund 101 (General Fund). Because Fund 370 does not currently have available cash, the transfer will be offset against the existing interfund loan, recognizing that less principal should have been repaid in 2024.

This adjustment ensures compliance with TIF reporting requirements. The \$14,973.73 will not be included as increment on the 2024 TIF Report, and once the transfer is recorded in 2025, both the annual audit and state TIF reporting will reconcile.

Recommendation: Staff recommends approval of **Resolution 25-09-87**, authorizing the transfer of \$14,973.73 from the TIF 3-1 Fund (370) to the General Fund (101)

RESOLUTION 25-09-87

RESOLUTION AUTHORIZING A TRANSFER FROM THE TIF FUND TO THE GENERAL IN THE AMOUNT OF \$14,973.73

WHEREAS, In 2024 the City of Wyoming received \$14,973.73 of PILOT Funds.

WHEREAS, The funds were deposited into the TIF 3-1 Fund (370 Fund) and the funds are not incremented and should be in the General Fund (101 Fund).

WHEREAS, The City desires to transfer \$14,973.73 from the TIF 3-1 Fund (370 Fund) to the General Fund (101 Fund).

**NOW THEREFORE, BE IT RESOLVED BY THE WYOMING CITY COUNCIL
THAT:**

1. The recital set forth above are incorporated herein.
2. The following accounting entry is made:

Account	Description	Debit	Credit
101-0000-39203	Transfer		14,973.73
101-0000-10100	Cash	14,973.73	
370-9360-47210	Transfer	14,973.73	
370-0000-10100	Cash		14,973.73

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 2ND DAY OF
SEPTEMBER, 2025.**

CITY OF WYOMING

By: _____

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



August 28, 2025

Re: Public Safety Activity Report –September 2, 2025, City Council Meeting

Police Update

Hiring Update

We did not select a candidate to move forward from our first batch of interviews, but we are interviewing several other applicants over the next weeks to fill our vacant police officer position. I have applied for the ICPOET grant again for 2026 to potentially fill the vacancy that will be created by Sergeant Rod retiring.

Coffee with a Cop

National Coffee with a Cop is on October 1st from 10 AM to Noon at the Wyoming Library/City Hall lot in partnership with Evergreen Coffee, our local mobile coffee truck!

Fire Update

EMS Responder

Our first EMS Responders are starting to respond to calls and are getting integrated into the department.

Upcoming Community Outreach Events

September 13, 2025 – Stagecoach Day

October 1, 2025 – Coffee with a Cop, City Hall/Wyoming Library Lot 10 AM – Noon

January 2026 – Coffee with a Cop, McDonalds – Details TBD

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

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



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

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



August 29, 2025
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: SEPTEMBER 2, 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

Partial framing, plumbing, and heating inspections have been done. Permits have been issued to remodel the former office space at 5350 East Viking Boulevard into a hair salon.

Sunrise Flour Mill

No update. 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

Final inspections have been done, some minor corrections need to be addressed. 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

The Planning Commission held a public hearing and subsequent additional meetings to consider an amendment to the Conditional Use Permit for the Pinehaven Farm's Dead-end Hayride. This is a separate agenda item.

The Planning Commission held 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. This is a separate agenda item.



DEPARTMENT OF BUILDING SAFETY

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

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

Rezone Process

Since beginning the process to implement the Comprehensive Plan's Land Use Map the Planning Commission has received public comments at prior meetings, during the public hearing for the Comprehensive Land Use Map amendment, and accepted petitions opposed to the rezoning of certain properties. After careful evaluation, the Planning Commission has determined to pause the review process at this time.

This pause allows the Commission to further reflect on community feedback and ensure that any future consideration of zoning updates is deliberate and responsive to resident concerns.

Residents are still encouraged to stay engaged, attend Planning Commission meetings, and share input during open forum opportunities; as public feedback remains an important part of the discussion.

No formal decision has been made regarding potential zoning changes, and the Planning Commission will provide updates if and when the process resumes.

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

August 27, 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 – August 16th - 28th

Dear Robb:

Our office continues our role as general counsel, answering questions, addressing legal concerns, and reviewing items for the City including review of land use applications, law updates, employment matters, and policy considerations as requested. We have finalized the real estate purchase agreement and are assisting staff through due diligence.

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

.....
August 28, 2025

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

Re: September 2, 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

Construction is underway. Curb removals and trail have been completed. Trail paving, milling, curb replacement and restoration are forthcoming. Bituminous paving will be completed by the end of September. We will declare the cost to be assessed at the first meeting in October and set the assessment hearing.

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 the September 16th City Council meeting 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 presented them at the recent City Council work session. We have developed a plan prioritizing projects based on the number of available resources we have to complete these projects. This is intended to be further discussed at the upcoming council meeting where we will request Authorization to prepare a feasibility study for the 2026 Street Improvements.

Katie's 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. Concrete Curb repairs are planned to be completed soon, and the final layer of asphalt will be placed this fall.

Diamond Ridge Development

Remaining punch list work has been completed, and we are waiting for the as-builts to be submitted. We expect final acceptance of the improvements will take place this fall. Jesse Moxness will be submitting building permits for these three lots soon.

Sunrise Riverbank Development (residential and commercial)

We continue to work with the applicants' engineers on remaining engineering comments. We are awaiting updated plans addressing our comments. 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. The CUP was further discussed at the August 12th Planning Commission meeting. The Planning Commission approved the CUP with conditions, and the City Council will consider this item at the September 2nd City Council meeting.

Summer Fields Development

Plan review for the next addition is underway along with a city designed lift Station and generator. The amendment of the PUD was recently approved. We are awaiting submittal of updated plans for the project.

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



August 20, 2025

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

RE: September 2, 2025 City Council Meeting

Public Works Department Activity

- Conducting pond maintenance throughout the city
- Tree trimming in our trail system for improved visibility and to make trails more accessible
- Prepped for our South Water Tower to be cleaned
- Inspection of climbing equipment as well as backup generators
- Gravel road maintenance is ongoing as conditions require. Grading and inhouse liquid treatment of our gravel roads
- Right of Way mowing is ongoing. We are having challenges with our equipment as it has reached the end of its useful life and we are excited to take delivery of its replacement soon
- 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
- Our On Call Operator & 2 other maintenance staff responded to a tree down in the Right of Way after the storms on August 15/16
- 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 washing stations, fire extinguishers and climbing equipment

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

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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. South Water Tower tank was cleaned by KLM Engineering. Awaiting bacterial testing results before putting the tower/tank back into service. All hydrant repairs have been completed. Fluoride report was completed and submitted.

Surface/Storm Water:

Street Sweeping for the 2025 season is in progress. Working with Comfort Lake Forest Lake Watershed District on an Enhanced Street Sweeping program for 2026. Repairs have been made sink hole on Forest Blvd Trail and the site is now awaiting a patch in the street surface.

Parks:

Fireside Park is open for use. Trash pick-up as needed. Installed accessible tables at Lion's & Goodview parks. Playground inspections and maintenance are ongoing.

Fleet:

Regular maintenance of vehicles is ongoing. 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. All vehicles & equipment are receiving regularly scheduled maintenance at manufacturers recommended intervals

Respectfully submitted,
Steve Reeves
Public Works Superintendent



Date: August 28, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Mayor for a Day Contest

Background Information: Many cities hold a “Mayor for a Day” contest to promote and foster leadership in young community members, while also having the added benefit of educating the youth on the role of local governments. These contests typically ask school-age children (4th – 6th graders) to craft an essay on a local government-related topic. The City of Wyoming held its first Mayor for a Day contest, in conjunction with the League of Minnesota Cities’ contest, in 2024 and would like to do so again in 2025.

The City of Wyoming will be asking Wyoming students in 4th, 5th, and 6th grade to submit an essay on what they would do if they were mayor for a day. Once the deadline for the contest has ended, the submitted essays would be reviewed by a committee to select one winner from each of the three grades. The winner of the Wyoming portion of this contest will receive:

- Certificate of recognition signed by the Mayor and City Administrator
- Display of winning essay at City Hall and the Wyoming Public Library
- Winning essays published on City of Wyoming website and shared on City’s social media accounts
- Public Recognition during a Wyoming City Council meeting
- \$25 gift card to a local Wyoming business

Additionally, the League of Minnesota Cities (LMC) has been holding its own annual Mayor for a Day contest as a statewide program since 2013. The City of Wyoming will collect essays for their local contest, but City Staff will also be forwarding these submissions to the LMC for consideration in their state-wide contest. Winners of the LMC’s Mayor for a Day contest receive:

- A \$100 prize
- Recognition in the *Minnesota Cities* magazine



CITY OF WYOMING

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

The City of Wyoming will ensure that all rules, deadlines, and eligibility requirements remain the same between the local contest and the contest hosted by the League of Minnesota Cities.

Basic Rules / Eligibility

1. Submissions must be accompanied by a signed Rules and Regulations Form
2. Essays are only to be submitted by Wyoming 4th, 5th, and 6th grade students
3. Essays must be 400 words or less
4. Essays must be written by the student on their own
5. Essays must be submitted prior to the stated deadline

2025 Mayor for a Day Proposed Timeline

September 29, 2025	City of Wyoming opens submission window for the Mayor for a Day contest to all 4 th , 5 th , and 6 th grade students via social media and website
December 10, 2025	Deadline for all essays to be submitted to the City City sends received submissions to LMC for state contest City of Wyoming officials begin to review submitted essays for local contest
December 26, 2025	City finalizes decision on three essay winners, one in each grade.
December 29, 2025	City Staff reach out to winners to notify them of selection and date for public recognition at a City Council meeting.
January 5, 2025	City posts winning essays on City website and social media account City advertises public recognition at City Council meeting
January 20, 2025	City Council hosts public recognition as part of Regular Council Meeting
January 31, 2025*	LMC announces the winners of their Mayor for a Day contest

* - LMC does not specify the exact date in January in which they reach out to selected essay winners, date subject to change.

Recommendation: Staff is seeking general consensus on moving forward with the City of Wyoming's Mayor for a Day contest as presented above.



MAYOR FOR A DAY ESSAY CONTEST
RULES & REGULATIONS FORM

The rules and requirements for this contest are outlined below. Please review this content thoroughly and then sign and date where indicated at the bottom of this form

2025 ENTRY DATES, DEADLINES, & WINNER NOTIFICATION:

September 29, 2025 - December 10th, 2025

Announcement of Winner - Week of January 5th, 2025

ELIGIBILITY & RESTRICTIONS: Contestants must be in the 4th, 5th, or 6th grade. Only one entry per contestant will be accepted. Contestants must be residents of Wyoming, MN. Children of employees and former employees of the City of Wyoming are not eligible to participate.

REQUIREMENTS: All contestants must submit a completed and signed version of each document below along with their essay. Please place a check next to each item below to be certain you haven't missed anything!

- ☐ City of Wyoming Rules & Regulations Form
- ☐ LMC Mayor for a Day Form - 2025

PUBLICATION: All essay submissions become the property of the City of Wyoming, MN. Announcements of Winners' names and essay content may appear in print and/or electronic media at the sole discretion of the City of Wyoming, MN.

JUDGING: The judging panel is composed of the Mayor of Wyoming and a designated City official. The panel will review essays and select Winners based on the following elements:

- Content & Relevance to Essay subject
- Creativity
- Grammar, spelling, and punctuation



Mayor for a Day - Entry Form

Instructions, Deadlines, & Consent

The “Mayor for a Day” program aims to foster and encourage leadership in all youth living in Wyoming, MN.

This contest opens on September 29, 2025 and closes at 4:00PM on December 10th, 2025. Entries must be received by 4:00PM on December 10th, 2025, no exceptions. The winners will be announced in January 2025 and will be notified by email and by phone. Signing the below indicates agreement and understanding of all Rules and Regulations as mentioned on the previous page.

All applications and essays must be submitted via email to gmacfarlane@wyomingmn.org, submitted physically to City Hall, or mailed to City Hall (Attn: Grant MacFarlane, PO Box 188, Wyoming, MN 55092).

Student Information

Full Name:

Date of Birth:

Phone Number (if applicable):

Email (if applicable):

School:

Grade in School:

Parent/Guardian Information (must submit information for at least one parent/guardian):

Full Name:

Home Address:

Zip Code:

Phone Number:

Email:

Are you 18 years or older? ☐ Y ☐ N

Are you the parent and/or legal guardian of the applicant? ☐ Y ☐ N

Signature:

Essay Instructions and Subject:

ESSAY INSTRUCTIONS: Please submit a typed essay or handwritten essay on the specified essay subject. The essay requirements for the age groups are:

Grades 4 through 6 – 400 words maximum

ESSAY SUBJECT:

Imagine you were selected to be Mayor for the day. Think about what you know about the role of Mayor. What would you do if you Mayor for a Day?



Certificate of Recognition

I, Lisa Iverson, Mayor, do hereby proclaim

NAME

MAYOR FOR A DAY

City of Wyoming

Dates this 20th Day of January, 2026

Mayor

City Administrator

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



Request for Council Action

Date: August 29, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Steve Reeves, Public Works Superintendent

Department: Public Works

Reference: Name the Snowplow Contest

Method: Communication

Background Information: The Public Works Department took delivery of a brand-new Western Star Snowplow Truck last year and we'd like to engage with the community by holding a Name the Snowplow Contest for the 2056-26 winter season. We view this as an opportunity for residents, especially youth who have an interest in plows and equipment, to learn about winter operations and safety concerning snowplows and playing in snowbanks near the road. Votes shall be cast in person at City Hall or online through a dedicated form.

Our contest timeline would be as follows:

Saturday, Sept. 13 - in person voting kicks off at Stagecoach Day

Monday, Sept. 15 - Online submissions open

Friday, Sept. 26 - Contest submission closes

Monday, Sept. 29 – Friday, Oct. 3 - Public Works and City Hall staff narrow down submissions to their top 10 favorites.

Monday, Oct. 6 - The top 10 snowplow names are announced through the city website and social media channels.

Monday, Oct. 6 – Monday, Oct. 13 - Public voting takes place to choose the best of the top 10.

Tuesday, Oct. 14 - The winner will be notified, and arrangements will be made with Public Works staff to take a photo and ride in the snowplow.

Early December - The winning snowplow name will be revealed in the weekly city e-newsletter, then shared on the city website and social media.

Our rules for the contest are as follows:

- Below are the guidelines for the snowplow naming contest.
- Winning participant(s) must be a Wyoming resident(s).
- Please limit submissions to 40 characters or less.
- Submissions that include profanity or other inappropriate language will not be considered.
- Politically inspired names (including phrases, slogans or plays on politicians' names) will not be considered.
- The snowplow name can't include your own name.
- Names or words protected by copyright or trademark will not be considered.
- If multiple people submit the same name, the person who submits the name first will be credited.
- City of Wyoming employees and family members are excluded from participating in the contest.

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- By submitting your entry, you agree to allow the City of Wyoming to use your submitted entry in a public and official capacity.
- Name(s) of the winning participant(s) will be shared in a news release, on the city's website and through city email, social media and other communications channels.
- If your snowplow name is selected as the winner, you will be notified by phone or email.
- Winner(s) will get to take a photo with the plow and crew and ride in the snowplow around the City or get a ride to school (must be a Forest Lake School District School).
- City staff reserves the right to make adjustments to name submissions.

Action Required: The Public Works Department is seeking general consensus on moving forward with holding a Name the Snowplow contest.

**CITY OF WYOMING
PLANNING AND ZONING**

TO: City Council
DATE: September 2, 2025
FROM: Fred Weck, Zoning Administrator
RE: Comprehensive Plan Land Use Map Amendment
APPLICANT: City of Wyoming
PROPERTY: The City of Wyoming

INTRODUCTION

During review and discussion of the City's Comprehensive Plan and following public comments during those meetings and the Open House on April 29, 2025 the Planning Commission realized that the land use map and text in the *Land Use Plan* chapter of plan are in conflict.

BACKGROUND

The Comprehensive Plan is the community's vision for development in Wyoming. Although it is a physical plan, it reflects the community's social and economic values. These values are translated into the type of land use the city desires and programs regarding economic development, housing, parks, transportation, and other key areas.

The Comprehensive Plan helps communities determine how to plan for investment in sewer, water, roads, parks, and other infrastructure. When evaluating how land will be used in the future, communities also consider housing needs, employment patterns, recreational space, and commercial activities. Planning where different uses will go helps communities maximize efficient delivery of services to businesses and residents, which helps manage costs. Identifying land uses provides a guide to the city to tell them if a development is located on a parcel that is consistent with the infrastructure and city services provided to that area. When the city adopts the Comprehensive Plan, it provides general guidance to landowners about how the city expects the land to develop. The Planning Commission will begin to work on the implementation of the plan after adoption by the City Council.

Process

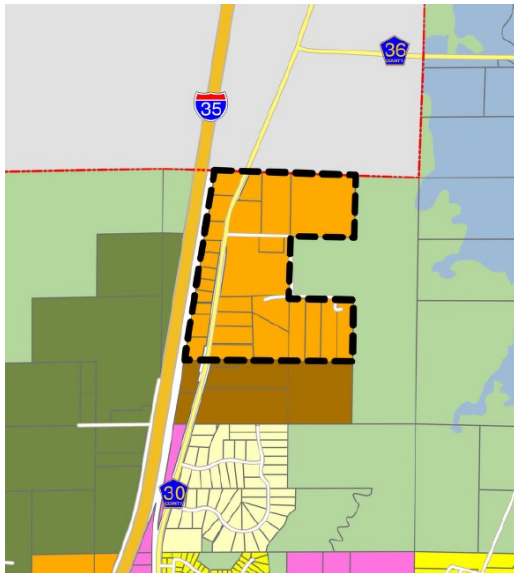
The City adopted the Comprehensive Plan on December 20, 2022. The Planning Commission had started on the implementation process in 2024 but were interrupted by needing to work on the city's cannabis ordinance before the State Statute went into effect. The Planning Commission's 2025 Goals session affirmed that they would restart the process. Throughout the following months, during their regular meetings the Commission discussed implementation and rezoning of parcels and received public comments. A well-attended Open House was held on April 29th. This was following the mailing of newsletters to every property owner in the city with information about rezoning and directions to the city website where additional information and an interactive map are located. It was determined during this process that a portion of the Land Use Map does not match the text in the

document. On page 21 of the plan, one of the four areas planned as Mixed Use is: *East of and adjacent to County Road 30 and directly south of the Wyoming – Stacy border.*

The Planning Commission also choose to include the parcels west of County Road 30 and east of Interstate 35 in this map amendment following the comments received by area property owners. The affected 28 properties have these parcel identification numbers:

21.10120.00, 21.10121.00, 21.10122.00, 21.10123.00, 21.10124.00, 21.10124.01, 21.10125.00, 21.10127.00, 21.10129.00, 21.10130.00, 21.10130.10, 21.10133.00, 21.10133.30, 21.10133.40, 21.10133.50, 21.10133.70, 21.10133.80, 21.10134.00, 21.10135.00, 21.10136.00, 21.10137.00, 21.10138.00, 21.10139.00, 21.10140.00, 21.11145.00, 21.11145.01, 21.11145.02, and 21.11145.03

The area is bounded by Interstate 35 to the west, the Stacy city limits to the north, the east side is Carlos Avery, and abuts large parcels comprehensively planned as R-6 Multi Family.



RECOMMENDATION

Staff recommends amending the Land Use Plan map to designate the above listed parcels from their current future land use from Industrial (I) to Mixed Use (MXD) to match the Plan's Land Use chapter text.

PLANNING COMMISSION RECOMMENDATION

On August 26, 2025 the Planning Commission held a public hearing concerning this proposed action. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend amending the Land Use Plan map to designate the above listed parcels from their current future land use from Industrial (I) to Mixed Use (MXD) to match the Plan's Land Use chapter text

This action will require a 4/5 vote of the City Council.

RESOLUTION 25-09-88

A RESOLUTION AMENDING THE 2022 CITY OF WYOMING COMPREHENSIVE PLAN UPDATE LAND USE MAP TO CHANGE THE DESIGNATION OF CERTAIN PROPERTIES TO THE MIXED USE DISTRICT (MXD)

WHEREAS, Minnesota Statutes section 462.355 requires each local governmental unit to periodically review and, if necessary, amend its comprehensive plan and its fiscal devices and official controls; and

WHEREAS, on December 20, 2022 the City of Wyoming adopted the City of Wyoming 2022 Comprehensive Plan Update; and

WHEREAS, the City of Wyoming 2022 Comprehensive Plan Update is a planning tool intended to guide the future growth and development of the City of Wyoming in a manner that conforms with applicable planning statutes; and

WHEREAS, the City of Wyoming authorized implementation of its 2022 Comprehensive Plan; and

WHEREAS, that during the discussions to implement the 2022 Comprehensive Plan Update it was determined that the Comprehensive Plan Land Use Map does not match the Comprehensive Plan text for parcels located in Section 8 of the City; and

WHEREAS, the 28 parcels affected are shown on Exhibit A and have parcel identification numbers of: 21.10120.00, 21.10121.00, 21.10122.00, 21.10123.00, 21.10124.00, 21.10124.01, 21.10125.00, 21.10127.00, 21.10129.00, 21.10130.00, 21.10130.10, 21.10133.00, 21.10133.30, 21.10133.40, 21.10133.50, 21.10133.70, 21.10133.80, 21.10134.00, 21.10135.00, 21.10136.00, 21.10137.00, 21.10138.00, 21.10139.00, 21.10140.00, 21.11145.00, 21.11145.01, 21.11145.02, and 21.11145.03; and

WHEREAS, that, pursuant to Minnesota Statutes section 462.355, Subdivision 2 the City of Wyoming may amend its comprehensive plan; and

WHEREAS, the affected parcels were designated on the 2022 Comprehensive Plan Update Land Use Map to have a future land use designation of the City's Industrial (I) District and should have been shown on the land use map as being in the Mixed Use District (MXD); and

WHEREAS, on August 26, 2025, the City of Wyoming conducted a public hearing to amend the 2022 Comprehensive Plan Update Land Use Map to designate the above listed 28 parcels from their current future land use of Industrial (I) to Mixed Use (MXD) to match the Plan's Land Use chapter text.; and

WHEREAS, the Planning Commission has recommended that the 2022 Comprehensive Plan Update Land Use Map be amended to reflect the text contained in the document as to the 28 parcels listed and as shown in Exhibit A.

NOW THERE, BE IT RESOLVED BY THE CITY OF WYOMING, MINNESOTA that the Amended City of Wyoming 2022 Comprehensive Plan Update Land Use Map is adopted and is effective as of the date of this resolution.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 2ND DAY OF SEPTEMBER 2025.

Lisa Iverson, Mayor

ATTEST:

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

Robb Linwood, City Administrator

**CITY OF WYOMING
PLANNING AND ZONING**

TO: MEETING DATE: FROM: RE: APPLICANT: PROPERTY OWNER: PROPERTY: FILE NO.:	City Council September 2, 2025 Kim Lindquist, City Planner Fred Weck, Zoning Administrator Conditional Use Permit for Commercial Outdoor Recreation Areas use in the Agriculture District John B Hastings Family Limited Partnership John Hasting Family Limited Partnership 28186 Kettle River Blvd C-25-001
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OVERVIEW

The applicant is John B Hastings Family Limited Partnership, and they are requesting an updated conditional use permit for Commercial Outdoor Recreation Areas in the Agriculture zoning district. The application is to update the current city permit to more accurately reflect the activities currently occurring at the site and approve those anticipated in the future. The applicant currently runs three fall activities, the Pinehaven Farm Fall Festival & Pumpkin Patch, the Dead-End Hayride and Haunted House and the Great Pumpkin Trail. The first two activities have occurred at the site for some time and were initially anticipated in the existing 2004 CUP. The Great Pumpkin Trail started in 2024. Additional activities which occur at the site include school field trips from May through July. Weddings had previously occurred at the site and have ceased as of May 2024. The applicant is also anticipating additional activities on the site, a Holiday Event Series which would be from Thanksgiving through New Years, and a Winter Event series which could be from the first week of January through March.

The City had requested a review and potential revision to the current 2004 Conditional Use Permit primarily due to neighborhood and City concerns about traffic, noise, dust and road maintenance associated with the number of vehicle trips generated by the Events. Based upon the current operations, staff believes that the present operations are out of compliance with the prior 2004 approval, with special consideration to condition #2:

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

And condition #6:

The use will be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located. The use will generate only minimal vehicular traffic on local streets and shall not create traffic hazards or unsafe access or parking needs.

The intention of this review is to update the permit to allow reasonable use of the property with commercial outdoor recreation activities while addressing neighborhood and community concerns about the amount of activity at the site, and resulting impacts, and allow, in the future, some increase in the amount of events at the property.

UPDATE

On August 12, 2025, the Planning Commission reviewed the revised staff report and additional information provided by the applicant. The applicant indicated they do not support conditions #4 and #6 regarding the operating time of the fall events and requiring full payment of the road. The Commission recommended a continuance with the hope that the city and applicant could come to agreement.

After further staff discussion, it is recommended that condition #4 remain generally intact, except for noting that the paved road will be a rural section. There is little current information (existing gravel thickness and pavement design) to accurately estimate what the cost of the road construction will be. As written, the City is not a financial participant in the road upgrade, similar to other developments which require new infrastructure. This is also new language in the condition to clarify payments and timing. The road would not be upgraded if not for the Pinehaven use of the site as a commercial outdoor recreational use. The condition regarding payment for the roadway improvements has been modified to reflect payment timeline as the City would not be in a position to pay for the improvements and then be reimbursed at a later date.

Staff is recommending changes are made to #6 to accommodate a longer operating time for Fridays and Saturdays in October, which were the dates requested by the applicant. One a.m. was chosen as the time to close the operations, which is the same timeframe as bars and restaurants serving liquor. Additionally, the condition has been amended to encompass the applicant's suggested wording for reductions on site noise, including no bands after midnight.

As noted at the last Planning Commission meeting, the applicant can always choose to come before the City to amend the conditional use permit. Amendments would, in part, depend upon successful implementation of traffic operational changes that may warrant a change in customers or operating times. However, the City cannot re-open the conditional use permit unless there is a violation of the conditions. Therefore, the staff, and Commission, should review the suggested conditions, recognizing this may be the only opportunity to address the existing conditions.

On June 10, the Planning Commission reviewed the application and held the public hearing. The staff walked through the report, highlighting areas of concern and recommended conditions of approval. The applicant submitted several pieces of information to the Commission, including their response to the conditions of approval and information from the traffic engineer they had contacted. The applicant requested some changes to the conditions of approval and indicated they would like to work with the City to come to an agreement on the site operations moving forward and the conditions of approval.

The applicants' comments centered on potential costs associated with the conditions including the traffic study, potential recommended mitigation measures and the paving of Kettle River Boulevard. They had also expressed reservations about the limitation on adding new activities and the review process for new Events. It was requested that they keep the same operating time period as the current 2004 permit, September 15 – November 15 and it was clarified that they start their last haunted trail/haunted house group tour at midnight. It was also noted that they have been talking to a traffic engineer and are prepared to implement some changes to the site operations to address some of the traffic concerns.

Public comments focused primarily on the amount of traffic generated by the use and the impact it has on the enjoyment and use of their properties. They noted the amount of traffic as well as the length of time Kettle River Blvd is impacted by the site traffic. Other members of the public indicated support for the project and indicated they lived close to the site and were not negatively impacted by the use. They supported the use and the prominence of the use within the Metro area.

Since the Commission meeting, staff has discussed the conditions of approval and made some revisions to the conditions to try and address or clarify some of the issues raised by the applicant. These modifications were forwarded to the applicant and staff and the applicant submitted additional comments. The conditions below reflect some changes due to the applicants' comments but not all.

The applicant had expressed concern about Condition #4 which requires paving of the public road section of Kettle River Blvd from the existing paved section to 280th Street. They indicated other property owners will benefit from the paved road, and they are concerned about the final cost since there is no limit on total cost. Upgrades to infrastructure relating to the demands of a specific development project have occurred in the past. Previously, the City had required as part of the Liberty Ponds project that Heath Avenue be paved and as part of the Preserve at Birch Lake, July Avenue be paved. In both cases, the public road was an existing gravel road and approximately 1 mile of road was paved to provide good, paved, access to the new subdivisions.

The applicant has also expressed some reservations about limiting the number of attendees to the property as noted in Condition #5. The conditions of approval are designed to reduce traffic, noise and dust impacts to adjoining property owners, which is consistent with conditional use permit standards found in the ordinance. Staff anticipates a measure of success of the traffic operational plan will be a substantial reduction in queuing on the public section of Kettle River Blvd, reducing negative impacts to adjoining neighbors, and improving access for emergency vehicles.

Staff believes the use of the property has an impact on the adjoining neighborhood and the conditions of approval are there to mitigate these impacts and allow approval of a Conditional Use Permit for a Commercial Outdoor Use.

Prior to the report being finalized a second meeting with the applicant and their traffic engineer along with many of the City staff met to begin discussions about operational changes being investigated to improve traffic circulation and reduce traffic back-ups.

STAFF RECOMMENDATION

The requirements of Chapter 40, Article V, Division 6, "Conditional Use Permits", Section 40-112 and Chapter 40, Article VI, Division 16 "Notification of Variance and Conditional Uses" as contained in the city of Wyoming Ordinance have been complied with. Staff is recommending approval of a Conditional Use Permit for an Outdoor Recreation Use on the subject property to be used for outdoor activities including Haunted Hayride, Pumpkin Trail, and Fall Festival in the A-Agriculture zoning district upon the findings of fact and subject to the following conditions.

1. The property owner shall expand the entrance drive or similar site changes that will increase stacking of automobiles off of the public Kettle River Blvd right of way. Stacking areas should be installed to significantly reduce potential car stacking on city streets. A plan including grading, tree removal, and stormwater standards is required, if additional grading, and tree removal are needed. If the applicant is using the existing site development as is, additional permits may not be required. A final plan for the stacking changes is required prior to any site modifications for staff review and approval. These recommendations may be part of the final traffic operational plan. The increased stacking area shall be implemented prior to the 2025 Fall Festival season begins.

2. A traffic study shall be conducted by SRF, after the 2025 fall season, with data collection during the Fall Events to address traffic generation associated with the events and activities currently being implemented including the current and future conditions analysis and the timing of the traffic on the streets to be paid for by the property owner with the city as the client. The report should provide potential mitigation measures as necessary. Thereafter, the City may collect data regarding traffic volume to the Property every odd year and in the event such data indicates a volume increase of at least 10% of the peak day traffic or a 20% increase in the ADT as compared to the previous study the City may require an updated traffic study be completed and paid for by the property owner.
3. Upon completion of any traffic study, completed pursuant to condition 2, the property owner shall be responsible for completing the remediation requirements identified in the traffic study to mitigate the impacts caused by the uses on the property owner's Property.
4. The property owner shall be solely responsible for the cost of paving and expanding the existing public gravel road to a rural section roadway consistent with City design standards, the stretch of Kettle River Boulevard North beginning from property owner's property extending south along the boulevard up to the existing paved surface near East Viking Boulevard. Such paving of the road shall be completed in accordance with all City and state requirements and managed, designed and constructed and maintained by the City, or their designated representative, in the same manner as any other public road improvement project within the City except that the property owner and applicant shall bear sole responsibility for the cost of the improvement. Improvement of the road must be completed by September 1, 2027. Delays in the installation of the paved road, through no fault of the applicant, shall not constitute non-compliance with the conditions of approval. The applicant shall enter into an agreement with the City of Wyoming to initiate design of the project. The applicant will be required to place in escrow all estimated costs related to the design and public bidding of the project. The applicant will have an opportunity to review the proposed design and bid results, and the City shall award the project to the lowest responsible bidder. As part of the agreement, the applicant will be required to make payment to the City prior to the award of contract for the project.
5. Due to the traffic impacts associated with the use and the adverse effects impacting neighboring residents and the City, the number of visitors are capped at the number provided by the property owner in their 2025 application for average daily and peak attendance: the Pumpkin Trail, the Pinehaven Fall Festival, and the Haunted Hayride. Upon the paving and expansion of the road as provided in condition 4 and satisfaction of the remaining conditions regarding traffic and patron queuing, the property owner may request the City amend the conditional use permit to allow an increase in visitors which may be granted by approval of the City in its sole discretion.
6. The latest operating time for the Haunted Hayride and all site events proposed at the site is 12 midnight Sunday through Thursday in October and all dates in September and November. All customers shall be removed by midnight. On Fridays and Saturdays in October, the operations shall close at 1am. All customers shall be removed by 1:00 am. It is understood that employees will be on-site after the permitted closing time for clean-up. All outdoor sound effects shall be shut off or turned down so that significant noise or sound cannot be heard at the property line at 12 midnight. All outdoor bands shall cease playing at 12 midnight. In the event taxi or rideshare services (such as Uber, Lyft, or similar platforms) are unavailable or inaccessible for a patron who is unable to safely transport themselves away from the Property, the property owner shall make reasonable efforts to assist in securing safe transportation. In any event, if property owner is aware rideshare services will not be available for patrons the property owner must make commercially reasonable

efforts to notify patrons that such services will not be available for departure from the Property and patrons should arrange other transportation.

7. The property owner shall design and implement a site traffic operational plan which addresses operational traffic concerns including changes to address traffic, roadway maintenance and emergency vehicles, and local resident access concerns. Such traffic operational plans shall include commercially reasonable means to prevent queuing of vehicles onto Kettle River Boulevard North. The applicant shall reimburse the City's police department for 10 hours based upon fee schedule in compensation for administrative time associated with organizing and managing the use of off-duty officers for traffic control by various agencies. The property owner shall comply with the traffic plan upon city approval of the operational plan starting in 2025 and during the time period of the Conditional Use Permit unless this condition is modified in the future. The plan shall be submitted at least by August 1, 2025, and prior to commencement of the Fall Events. The applicants and City staff shall meet prior to each fall season starting in 2026 to discuss operations and traffic control for the upcoming events.
8. The property owner will pay the city for up to two city contracted calcium chloride-based treatments per year and reimburse the City for additional grading costs along the gravel roadway above and beyond what would be deemed typical maintenance on a gravel road due to the unusually high volume of traffic on Kettle River Boulevard, north of Viking Blvd. The City will work with the property owner to time road maintenance so that it meets the needs of the city and the operations of the applicant's business.
9. The City has approved the three fall Events listed in Condition 5. Prior to hosting any new Events at the property, including but not limited to the proposed Holiday Event and Winter Event Series, the property owner must submit detailed information regarding the Event and activities proposed at the Event for City Council approval. In the event the City Council determines a proposed Event will increase the intensity of use on the property beyond that of the three fall Events, Council may deny the Event or approve with additional conditions. For any new Event, the property owner shall have a neighborhood meeting and invite all residents along Kettle River Blvd, north of Viking Blvd so they can see what events and individual activities are proposed and how the business will operate. In no case will the hours of operation or the anticipated traffic counts be greater than what is experienced at the site for the Fall events. Lighting information and an illumination plan is required and must comply with ordinance standards. The property owner is not permitted to host any stand-alone concerts or other stage performances that are not associated with a larger Event.
10. Each year, prior to the opening of the Haunted Hayride and Haunted House event, an operational permit per the state fire code is granted by the City Building Official or Fire Marshal.
11. Any new construction on the site is subject to review and approval of building permits prior to any construction occurring.
12. The Haunted Hayride and Haunted House event shall operate between the dates of September 15 and November 15 annually.
13. The property owner is permitted to host Events on twenty separate weeks during the months of September through March. An "Event" shall include any organized, scheduled gathering or happening on the property available for public attendance for which the public attendees are required to pay admission or otherwise have a ticket or seasonal pass to attend; but Event shall not include tours by schools or non-profits or other small group tours which are permitted on the

property and not subject to the restrictions in this condition. The Event may be hosted on however many days of the week the property owner chooses, but an Event held on at least one day during a given week shall count toward the twenty-week limit. No Events shall be held between the months of April through August.

14. The property needs to comply with all applicable local, state and federal regulations including meeting all zoning ordinance requirements.

Planning Commission Recommendation

On June 10, August 12, and August 26, 2025 the Planning Commission publicly heard the petitioner's request for an amendment to Conditional Use Permit for the Pinehaven Farm. After hearing testimony and discussion, the Planning Commission voted unanimously to recommend approval of the request based on the findings that the standards for the Conditional Use Permit have been met and with the conditions recommended by Staff.

The following pages are the abridged Planning Commission Staff Reports for the June 10th and August 12th Planning Commission meetings.

**CITY OF WYOMING
PLANNING AND ZONING**

TO:	Planning Commission
DATE	July 16, 2025
MEETING DATE:	August 12, 2025
FROM:	Kim Lindquist, City Planner Fred Weck, Zoning Administrator
RE:	Conditional Use Permit for Commercial Outdoor Recreation Areas use in the Agriculture District
APPLICANT:	John B Hastings Family Limited Partnership
PROPERTY OWNER:	John Hasting Family Limited Partnership
PROPERTY:	28186 Kettle River Blvd
FILE NO.:	C-25-001

OVERVIEW

THE OVERVIEW LANGUAGE THAT WAS CONTAINED IN THIS AUGUST 12TH PLANNING COMMISSION REPORT IS THE SAME AS THE CITY COUNCIL’S SEPTEMBER 2ND REPORT.

UPDATE

On June 10, the Planning Commission reviewed the application and held the public hearing. The staff walked through the report, highlighting areas of concern and recommended conditions of approval. The applicant submitted several pieces of information to the Commission, including their response to the conditions of approval and information from the traffic engineer they had contacted. The applicant requested some changes to the conditions of approval and indicated they would like to work with the City to come to an agreement on the site operations moving forward and the conditions of approval.

The applicants’ comments centered on potential costs associated with the conditions including the traffic study, potential recommended mitigation measures and the paving of Kettle River Boulevard. They had also expressed reservations about the limitation on adding new activities and the review process for new Events. It was requested that they keep the same operating time period as the current 2004 permit, September 15 – November 15 and it was clarified that they start their last haunted trail/haunted house group tour at midnight. It was also noted that they have been talking to a traffic engineer and are prepared to implement some changes to the site operations to address some of the traffic concerns.

Public comments focused primarily on the amount of traffic generated by the use and the impact it has on the enjoyment and use of their properties. They noted the amount of traffic as well as the length of time Kettle River Blvd is impacted by the site traffic. Other members of the public indicated support for the project and indicated they lived close to the site and were not negatively impacted by the use. They supported the use and the prominence of the use within the Metro area.

Since the Commission meeting, staff has discussed the conditions of approval and made some revisions to the conditions to try and address or clarify some of the issues raised by the applicant. These modifications were forwarded to the applicant and staff and the applicant submitted additional comments. The conditions below reflect some changes due to the applicants’ comments but not all.

The applicant had expressed concern about Condition #4 which requires paving of the public road section of Kettle River Blvd from the existing paved section to 280th Street. They indicated other property owners will benefit from the paved road, and they are concerned about the final cost since there is no limit on total cost. Upgrades to infrastructure relating to the demands of a specific development project have occurred in the past. Previously, the City had required as part of the Liberty Ponds project that Heath Avenue be paved and as part of the Preserve at Birch Lake, July Avenue be paved. In both cases, the public road was an existing gravel road and approximately 1 mile of road was paved to provide good, paved, access to the new subdivisions.

The applicant has also expressed some reservations about limiting the number of attendees to the property as noted in Condition #5. The conditions of approval are designed to reduce traffic, noise and dust impacts to adjoining property owners, which is consistent with conditional use permit standards found in the ordinance. Staff anticipates a measure of success of the traffic operational plan will be a substantial reduction in queuing on the public section of Kettle River Blvd, reducing negative impacts to adjoining neighbors, and improving access for emergency vehicles.

Staff believes the use of the property has an impact on the adjoining neighborhood and the conditions of approval are there to mitigate these impacts and allow approval of a Conditional Use Permit for a Commercial Outdoor Use.

Prior to the report being finalized a second meeting with the applicant and their traffic engineer along with many of the City staff met to begin discussions about operational changes being investigated to improve traffic circulation and reduce traffic back-ups.

NEW CONDITIONS ARE IN UPDATED STAFF REPORT FOR THE CITY COUNCIL SEPTEMBER 2ND MEETING

STAFF RECOMMENDATION

~~The requirements of Chapter 40, Article V, Division 6, “Conditional Use Permits”, Section 40-112 and Chapter 40, Article VI, Division 16 “Notification of Variance and Conditional Uses” as contained in the city of Wyoming Ordinance have been complied with. Staff is recommending approval of a Conditional Use Permit for an Outdoor Recreation Use on the subject property to be used for outdoor activities including Haunted Hayride, Pumpkin Trail, and Fall Festival in the A Agriculture zoning district upon the findings of fact and subject to the following conditions:~~

- ~~1. The property owner shall expand the entrance drive or similar site changes that will increase stacking of automobiles off of the public Kettle River Blvd right of way. Stacking areas should be installed to significantly reduce potential car stacking on city streets. A plan including grading, tree removal, and stormwater standards is required, if additional grading, and tree removal are needed. If the applicant is using the existing site development as is, additional permits may not be required. A final plan for the stacking changes is required prior to any site modifications for staff review and approval. These recommendations may be part of the final traffic operational plan. The increased stacking area shall be implemented prior to the 2025 Fall Festival season begins.~~
- ~~2. A traffic study shall be conducted by SRF, after the 2025 fall season, with data collection during the Fall Events to address traffic generation associated with the events and activities currently being implemented including the current and future conditions analysis and the timing of the traffic on the streets to be paid for by the property owner with the city as the client. The report should provide~~

potential mitigation measures as necessary. Thereafter, the City may collect data regarding traffic volume to the Property every odd year and in the event such data indicates a volume increase of at least 10% of the peak day traffic or a 20% increase in the ADT as compared to the previous study the City may require an updated traffic study be completed and paid for by the property owner.

3. ~~Upon completion of any traffic study, completed pursuant to condition 2, the property owner shall be responsible for completing the remediation requirements identified in the traffic study to mitigate the impacts caused by the uses on the property owner's Property.~~
4. ~~The property owner shall be solely responsible for the cost of paving and expanding the stretch of Kettle River Boulevard North beginning from property owner's property extending south along the boulevard up to the existing paved surface near East Viking Boulevard. Such paving of the road shall be completed in accordance with all City and state requirements and managed, designed and constructed by the City, or their designated representative, in the same manner as any other public road improvement project within the City except that the property owner and applicant shall bear sole responsibility for the cost of the improvement. Improvement of the road must be completed no later than January 1, 2028. Delays in the installation of the paved road, through no fault of the applicant, shall not constitute non-compliance with the conditions of approval. The applicant shall pay for the costs by January 1, 2028, or 2 months after receipt of the final invoice from the City, whichever is later.~~
5. ~~Due to the traffic impacts associated with the use and the adverse effects impacting neighboring residents and the City, the number of visitors are capped at the number provided by the property owner in their 2025 application for average daily and peak attendance: the Pumpkin Trail, the Pinehaven Fall Festival, and the Haunted Hayride. Upon the paving and expansion of the road as provided in condition 4 and satisfaction of the remaining conditions regarding traffic and patron queuing, the property owner may request the City amend the conditional use permit to allow an increase in visitors which may be granted by approval of the City in its sole discretion.~~
6. ~~The latest operating time for the Haunted Hayride and all site events proposed at the site is 12 midnight. All operations shall be closed at midnight and customers shall be removed at midnight. It is understood that employees will be on site after midnight for clean up. In the event taxi or rideshare services (such as Uber, Lyft, or similar platforms) are unavailable or inaccessible for a patron who is unable to safely transport themselves away from the Property, the property owner shall make reasonable efforts to assist in securing safe transportation. In any event, if property owner is aware rideshare services will not be available for patrons the property owner must make commercially reasonable efforts to notify patrons that such services will not be available for departure from the Property and patrons should arrange other transportation.~~
7. ~~The property owner shall design and implement a site traffic operational plan which addresses operational traffic concerns including changes to address traffic, roadway maintenance and emergency vehicles, and local resident access concerns. Such traffic operational plans shall include commercially reasonable means to prevent queuing of vehicles onto Kettle River Boulevard North. The applicant shall reimburse the City's police department for 10 hours of Special Event Officer Fees (based on Fee Schedule) in compensation for administrative time associated with organizing and managing the use of officers for traffic control by various agencies. The property owner shall comply with the traffic plan upon city approval of the operational plan starting in 2025 and during the time period of the Conditional Use Permit unless this condition is modified in the future. The plan shall be submitted at least by August 1, 2025, and prior to commencement of the Fall Events.~~

~~The applicants and City staff shall meet prior to each fall season starting in 2026 to discuss operations and traffic control for the upcoming events.~~

- ~~8. The property owner will pay the city for up to two city contracted calcium chloride based treatments per year and reimburse the City for additional grading costs along the gravel roadway above and beyond what would be deemed typical maintenance on a gravel road due to the unusually high volume of traffic on Kettle River Boulevard, north of Viking Blvd. The City will work with the property owner to time road maintenance so that it meets the needs of the city and the operations of the applicant's business.~~
- ~~9. The City has approved the three fall Events listed in Condition 5. Prior to hosting any new Events at the property, including but not limited to the proposed Holiday Event and Winter Event Series, the property owner must submit detailed information regarding the Event and activities proposed at the Event for City Council approval. In the event the City Council determines a proposed Event will increase the intensity of use on the property beyond that of the three fall Events, Council may deny the Event or approve with additional conditions. For any new Event, the property owner shall have a neighborhood meeting and invite all residents along Kettle River Blvd, north of Viking Blvd so they can see what events and individual activities are proposed and how the business will operate. In no case will the hours of operation or the anticipated traffic counts be greater than what is experienced at the site for the Fall events. Lighting information and an illumination plan is required and must comply with ordinance standards. The property owner is not permitted to host any stand alone concerts or other stage performances that are not associated with a larger Event.~~
- ~~10. Each year, prior to the opening of the Haunted Hayride and Haunted House event, an operational permit per the state fire code is granted by the City Building Official or Fire Marshal.~~
- ~~11. Any new construction on the site is subject to review and approval of building permits prior to any construction occurring.~~
- ~~12. The Haunted Hayride and Haunted House event shall operate between the dates of September 15 and November 15 annually.~~
- ~~13. The property owner is permitted to host Events on twenty separate weeks during the months of September through March. An "Event" shall include any organized, scheduled gathering or happening on the property available for public attendance for which the public attendees are required to pay admission or otherwise have a ticket or seasonal pass to attend; but Event shall not include tours by schools or non profits or other small group tours which are permitted on the property and not subject to the restrictions in this condition. The Event may be hosted on however many days of the week the property owner chooses, but an Event held on at least one day during a given week shall count toward the twenty week limit. No Events shall be held between the months of April through August.~~
- ~~14. The property needs to comply with all applicable local, state and federal regulations including meeting all zoning ordinance requirements.~~

**CITY OF WYOMING
PLANNING AND ZONING**

TO:	Planning Commission
DATE	June 6, 2025
MEETING DATE:	June 9, 2025
FROM:	Kim Lindquist, City Planner Fred Weck, Zoning Administrator
RE:	Conditional Use Permit for a Commercial Outdoor Recreation Areas use in the Agriculture District
APPLICANT:	John B Hastings Family Limited Partnership
PROPERTY OWNER:	John Hasting Family Limited Partnership
PROPERTY:	28186 Kettle River Blvd
FILE NO.:	C-21-0001

OVERVIEW

The applicant is John B Hastings Family Limited Partnership, and they are requesting an updated conditional use permit for Commercial Outdoor Recreation Areas in the Agriculture zoning district. The application is to update the current city permit to more accurately reflect the activities currently occurring at the site and approve those anticipated in the future. The applicant currently runs three fall activities, the Pinehaven Farm Fall Festival & Pumpkin Patch, the Dead End Hayride and Haunted House and the Great Pumpkin Trail. The first two activities have occurred at the site for some time and were initially anticipated in the existing 2004 CUP. The Great Pumpkin Trail started in 2024. Additional activities which occur at the site include school field trips from May through July. Weddings had previously occurred at the site and have ceased as of May 2024. The applicant is also anticipating additional activities on the site, a Holiday Event Series which would be from Thanksgiving through New Year's, and a Winter Event series which could be from the first week of January through March.

The City had requested a review and potential revision to the current 2004 Conditional Use Permit primarily due to neighborhood and City concerns about traffic, noise, dust and road maintenance associated with the number of vehicles trips generated by the events. Based upon the current situation, staff believes that the present operations are out of compliance with the prior 2004 approval, with special consideration to condition #2:

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

And condition #6:

The use will be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located. The use will generate only minimal vehicular traffic on local streets and shall not create traffic hazards or unsafe access or parking needs.

The intention of this review is to update the permit to allow reasonable use of the property with commercial outdoor recreation activities while addressing neighborhood and community concerns about the amount of activity at the site, and resulting impacts, and allow some increase in future events at the property.

SITE CHARACTERISTICS

The site is approximately 165 acres and comprised of four different tax parcels. The uses primarily occur on the larger property with parking spreading into other adjoining lots. It is estimated there are approximately 1800 stalls available for parking although they are not stripped. Access is from the southeast, from Kettle River Blvd, which is a gravel road. Due to the geology of the area, to the west is Carlos Avery WMA, there is no ability to obtain an additional access to the site. Therefore, all traffic to and from the site are accessing the property from E. Viking Blvd to Kettle River Blvd and ultimately unto the private drive for the property, generally north of 280th.

The property is zoned and guided for Agriculture use, and the applicant indicates that farming, along with the event activities occur at the site. Additionally, there are some other operations at the site which includes a tree service and composting operations. These uses are considered agriculture but may also contribute to some of the traffic related concerns generated by the site. For example, staff believes the commercial vehicles for the tree service operation may be over the size and weight limit permitted on the city streets and are contributing to the degradation of the gravel roadway.

The property contains numerous outbuildings to facilitate commercial outdoor recreation events. Building permits are required for all construction and the Fire Marshall must also inspect them. As part of their events, food and liquor may be available and licenses are required for the vendors.

A transportation study by Chisago County may impact the adjoining road system in the future. The County is currently studying the East Viking Boulevard corridor west of I- 35. Chisago County is collaborating with MNDOT and the City on this study to determine ways in which improvements can be made to improve operations, how access can be managed, and to improve safety. A number of working alternatives and traffic data have been shared with the applicant's traffic engineer to aid in their understanding of the traffic concerns. The results of this study may ultimately impact some of the operations in the area of this project.

EVENTS

Over time it appears that the number of activities offered at the differing events have increased. The addition of differing activities means that the length patrons stay for each event most likely grew. In discussions with the applicant, it was indicated that customers spend approximately 3-6 hours at the Pinehaven Farm Fall Festival (Pumpkin Patch), which is open from 10 am to 7 pm on Fridays, Saturdays, and Sundays.

The Haunted Hayride (haunted house) activity is estimated to take 1 3/4-2.0 hours and is open on a variable schedule. At the start of the event schedule, the hayride may only be open on weekends with expanded weekday options as the nights get darker earlier and it gets closer to Halloween. Per the 2004 permit, the Haunted Hayride is open for 2 months, September 15-November 15. It is unclear if that is rigidly followed or if the dates slide somewhat depending upon the calendar. Regardless, the number of days should not increase. The 2004 permit also states the haunted house shall close at midnight each day when the hayride is open. It is also unclear whether all haunted hayride operations shut down at midnight or the last run-through occurs at midnight. The activity generally opens at dusk sometime around 6:30 or 7 and runs till midnight.

The most recent event addition is the Pumpkin Trail which started in 2024. The applicant indicated that the Trail closes about 1 hour before the hayride starts and its' customers are more younger families than the attendees to the Hayride. It is estimated that customers to the pumpkin trail spend approximately 1.5 hours at the site. It is difficult to draw too many conclusions about the Trail impact on the property given it has only been in operation one year.

As noted the applicant is exploring a Holiday Event and Winter Event that will mean activities at the site from Thanksgiving through March. It is assumed that most of the attendance would be during the weekends although not all.

While there are more events provided than that in 2004, and also more activities at some of the events, it appears that the popularity of the events, particularly the Hayride has also increased. In 2004 the applicant proposed parking for 222 vehicles which has now grown to parking for 1800 vehicles.

The applicant has information about the number of visitors to the property primarily through their on-line reservation system. They have indicated there is also some “walk-up” attendees. As depicted in their application for the 2024 season they estimate the following attendance:

Pinehaven Farm Fall Festival (Pumpkin Patch)

Average Daily Attendance; 3,000

Peak Attendance: 6,400

Walk-Up: Approximately 30%

The Dead End Hayride (and haunted house)

Average Daily Attendance: 2,870

Peak Attendance: 5,600

Walk-Up: Approximately 2%

The Great Pumpkin Trail

Average Daily Attendance: 1,625

Peak Attendance: 3,200

Walk-Up: Approximately 11%

School Tours and other Small Gatherings

Average Daily Attendance: 200

Peak Attendance: 650

The applicant noted that there is not a lot of overlap between the different events and the customers. The Haunted Hayride customers do not typically go to the Fall Festival activities prior to the Hayride. Meaning they each have discrete customers and unique vehicle trips to the site. It is more likely that some of the Fall Festival attendees may also participate in the Pumpkin Trail, although given that there is only one year of operation it is unclear how many of the customers overlap the two events.

In discussions with the applicant’s traffic consultant, he suggests using 2.75 persons in a vehicle to estimate the vehicle traffic. In staff’s opinion it makes sense to assume that people are carpooling for these events, particularly since many are family oriented and some riders would be under the driving age. Using the information above, the number of vehicles per event equates to:

Pinehaven Farm Fall Festival (Pumpkin Patch)

Average Daily Attendance; 3,000 approximately 1091 vehicles

Peak Attendance: 6,400 approximately 2,327 vehicles

The Dead End Hayride (and haunted house)

Average Daily Attendance: 2,870 approximately 1044 vehicles

Peak Attendance: 5,600 2,036 vehicles

The Great Pumpkin Trail

Average Daily Attendance: 1,625 approximately 591 vehicles

Peak Attendance: 3,200 approximately 1,164 vehicles

(not including school tours or special events)

Given the overlapping dates of the fall activities it is assumed some of the peak days of the Fall Festival could be the same date of the peak Hayride attendance, meaning over 9,000 people could be coming to the site on one fall day, and creating approximately 4,000 vehicle round trips.

An additional source of vehicular trips is the number of employees that are employed for the fall events. The Supplemental Information found in the application provides total employment information on a per day basis. There are two different pages, one noting the Mid Minnesota Entertainment which has total employees of approximately 447. These are the employees that work at the Haunted Hayride and Haunted House event and the Pumpkin Trail. The other listing of employees is from the Pinehaven Farm employees who are associated with the Fall Farm Festival. In 2024, there were 110 employees in this category. It is recognized that not all of the employees work at the same time, although many would be working on the busier days of the fall events. And while the employee hours may be staggered given the different operating hours of the events, and the different tasks individuals do during their shift, they are driving to the site which increases the Average Daily Traffic by several hundred each day.

TRAFFIC IMPACTS

The main issues raised regarding the existing land uses on the site relate to traffic generation and the impacts on Kettle River Blvd. In part this is due to the fact that the road is a gravel road, creating problems with dust and prompting excessive maintenance on the road by the City, due to the documented vehicular trips. Residents have concerns about gaining reasonable access to their homes in a timely manner and all parties are concerned about good access for emergency vehicles. The applicant has contacted a transportation engineer who is assisting them with a traffic management plan. He indicated there are several issues in play; the one-way access, the gravel road, and the left turns necessary at Kettle River and Viking Blvd which cause back-ups along the entire access system, and the concern over the ability for quick, easy emergency vehicle access to the site and residential access route.

Staff is requesting the applicant submit a traffic operational plan which addresses concerns listed above. There are some key ideas which were mentioned by the applicant and in discussion with their traffic consultant that would be helpful and should be initiated at the site. Further, staff has some recommendations. These are as follows:

- 1. Provide personnel/contract officers for traffic control at the intersection of Kettle River Blvd and E. Viking Blvd.**

It is estimated the majority of traffic to the site comes from Hwy 35. That means that traffic leaving the site must turn left at Kettle River Blvd unto E. Viking Blvd to access Hwy 35, regardless of whether the customer is heading north or south. A left turn takes more time than a right turn and the vehicle often needs to wait longer for cross traffic before making the turn. It has been noted by the applicant and the City that this intersection does not function well during high volume dates, because of the left turn movement, causing back-ups and delays along the entire stretch of Kettle Blvd. Contract officers with Wyoming PD and/or the County Sheriffs officers would be able to direct traffic, and therefore clear out the intersection faster than the current situation. This is a recommendation from the Traffic Engineer City staff and is a recommendation of approval as part of an overall traffic operations plan.

- 2. Increase the private access at the entrance to the site and provide more on-site vehicle stacking.**

To reduce conflicts into and out of the site, the applicant should expand the driveway into the property from Kettle River Blvd. The applicant has attendees who assist in organizing parking, which saves time as compared to customers finding their own parking stalls. However, there is a

lot of stacking which occurs along the private entrance drive and cars continue to stack unto the Kettle River Blvd, a public roadway. The applicant should expand the private access drive, which generally starts north of 280th. The applicant should ensure there is ample room for two-way traffic and should consider widening drive lanes for additional vehicle stacking. If that is not possible, or in addition to, the applicant should provide additional on-site stacking so that vehicles do not stack unto the public roadway. This would require installation of an additional driveway system interior to the site where vehicles can wait until they can enter the parking lot.

The ordinance requires thirteen (13) conditions be met for granting a conditional use permit in the agricultural district.

NEW CONDITIONS ARE IN UPDATED STAFF REPORT FOR THE CITY COUNCIL SEPTEMBER 2ND MEETING

STAFF RECOMMENDATION

~~The requirements of Chapter 40, Article V, Division 6, “Conditional Use Permits”, Section 40-112 and Chapter 40, Article VI, Division 16 “Notification of Variance and Conditional Uses” as contained in the city of Wyoming Ordinance have been complied with. Staff is recommending approval of a Conditional Use Permit for an Outdoor Recreation Use on the subject property to be used for outdoor activities including Haunted Hayride, Pumpkin Trail, and Fall Festival in the A Agriculture zoning district upon the findings of fact and subject to the following conditions.~~

- ~~1. The property owner shall expand the entrance drive to the site to increase stacking of automobiles off of the public Kettle River Blvd right of way. Stacking areas should be installed to significantly reduce potential car stacking on city streets. A plan including grading, tree removal, and stormwater standards is required prior to implementation of the drive aisle expansion or interior stacking area for city staff review and approval. The increased stacking area shall be implemented prior to the 2025 Fall Festival season begins.~~
- ~~2. A traffic study shall be conducted after the 2025 fall season to address traffic generation associated with the events and activities currently being implemented including the current and future conditions analysis and the timing of the traffic on the streets to be paid for by the property owner with a consultant chosen by the City. The report should provide potential mitigation measures as necessary. Thereafter, the City may collect data regarding traffic volume to the Property every odd year and in the event such data indicates a volume increase of at least 10% of the peak day traffic or a 20% increase in the ADT as compared to the previous study the City may require an updated traffic study be completed and paid for by the property owner.~~
- ~~3. Upon completion of any traffic study, completed pursuant to condition 2, the property owner shall be responsible for completing the remediation requirements identified in the traffic study to mitigate the impacts caused by the uses on the property owner’s Property.~~
- ~~4. The property owner shall be solely responsible for the cost of paving and expanding the stretch of Kettle River Boulevard North beginning from property owner’s property extending south along the boulevard up to the intersection with East Viking Boulevard. Such paving of the road shall be completed in accordance with all City and state requirements and managed, designed and constructed by the City, or their designated representative, in the same manner as any other road improvement project within the City except that property owner shall bear sole responsibility for~~

~~the cost of the improvement. Improvement of the road must be completed no later than January 1, 2028.~~

- ~~5. Due to the traffic impacts associated with the use and the adverse effects impacting neighboring residents and the City, the number of visitors are capped at the number provided by the property owner in their 2025 application for average daily and peak attendance and no additional activities shall be added to the three fall events: the Pumpkin Trail, the Pinehaven Fall Festival and the Haunted Hayride. Upon the paving and expansion of the road as provided in condition 4 and satisfaction of the remaining conditions regarding traffic and patron queuing, the property owner may request the City permit an increase in visitors and activities which request may be granted by approval of the City in its sole discretion.~~
- ~~6. The operating hours for the Haunted Hayride and all site events proposed at the site is 12 midnight. All operations shall be closed at midnight and customers shall be removed at midnight. In the event taxi or rideshare services (such as Uber, Lyft, or similar platforms) are unavailable or inaccessible for a patron who is unable to safely transport themselves away from the Property, the property owner shall make reasonable efforts to assist in securing safe transportation. In any event, if property owner is aware rideshare services will not be available for patrons the property owner must make commercially reasonable efforts to notify patrons that such services will not be available for departure from the Property and patrons should arrange other transportation.~~
- ~~7. The property owner shall design and implement a site traffic operational plan which addresses operational traffic concerns including changes to address traffic, roadway maintenance and emergency vehicle and local resident access concerns. Such traffic operational plan shall include commercially reasonable means to prevent queuing of vehicles onto Kettle River Boulevard North. The property owner shall comply with the traffic plan upon city acceptance of the operational plan. shall be submitted by August 1, 2025 and all recommendations implemented prior to commencement of the Fall Events.~~
- ~~8. The property owner will pay the city for up to two city contracted calcium chloride based treatments per year and reimburse the City for additional grading costs along the gravel roadway above and beyond what would be deemed typical maintenance on a gravel road due to the unusually high volume of traffic on Kettle River Boulevard. The City will contact the property owner prior to road maintenance occurring.~~
- ~~9. The property owner shall submit detailed information about the activities proposed for the two new events proposed, the Holiday Event and Winter Event Series, subject to City Council approval prior to initiating any new events. The property owner shall have a neighborhood meeting and invite all residents along Kettle River Blvd so they can see what activities are proposed and how the business will operate. In no case with the hours of operation or the anticipated traffic counts be greater than what is experienced at the site for the Fall events. Lighting information and an illumination plan is required.~~
- ~~10. Each year, prior to the opening of the Haunted Hayride and Haunted House event, an operational permit per the state fire code is granted by the City Building Official or Fire Marshal.~~
- ~~11. Any new construction on the site is subject to review and approval of building permits prior to any construction occurring.~~
- ~~12. The Haunted Hayride and Haunted House event operates for a total of 8 weeks generally running from mid-September to November 1. The new Holiday Event Series shall operate for no longer than 8 weeks and the Winter Event Series shall not operate for longer than 12 weeks.~~

- ~~13. The property needs to comply with all applicable local, state and federal regulations including meeting all zoning ordinance requirements.~~

STAFF REVIEW

General Comprehensive Plan and Zoning Review

The subject property is zoned and guided for A-Agriculture. The Agriculture district allows “commercial outdoor recreation areas that are similar to public recreation areas including recreational camping area, golf course, swimming pools, and resorts” as well as other uses determined to be similar to those listed as permitted and conditional use. The applicant proposes a semi-public recreational use which is similar to the conditional uses described in Section 40-172.

The zoning and surrounding guided uses are as follows:

North – A-Agriculture and Carlos Avery WMA Rural Neighborhood

South – A-Agriculture

East – Hwy 35

West – A-Agriculture

Conditional Use Permit Standards

Chapter 40, Article V, Division 6, Conditional Use Permits, Section 40 – 112, sets forth the general standards that shall be met in order to grant a CUP. Granting of a Conditional Use Permit is required for approval of a commercial outdoor recreation use in the Agriculture zoning district. The standards are as follows:

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

The use can be in conformance with the Comprehensive Plan and the Zoning Ordinance so long as the use meets other standards for granting a conditional use, which means there is not excessive demand on public infrastructure or not impacts on adjoining neighbors. Conditions of approval address these concerns.

This use is fairly general in nature and the Commission and Council may wish to provide more direction, which would include additional regulations to permit this use in an agriculture zone. The ability to have a year-round commercial, non-agricultural use may not be what is desired by the community and may not be what would be expected by the surrounding neighborhood.

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

The use currently places an excessive demand on existing public streets, beyond that which would be anticipated for a gravel road. Industry standards for paving a gravel road are generally in the 250-500 vehicles per day. The current use generates over that ADT amount and could result in 2 or 3 times that many vehicles on various operational days based upon the applicant’s information. A condition of approval recommends the applicant pave the Kettle River Blvd, most likely with three lanes to permit better flow of traffic for customers and also residents of the area which are negatively impacted by the amount of traffic. A three-lane road can also provide flexibility during operations should emergency vehicles need to access the site or neighborhood. Compliance with conditions should assist in meeting this standard. The anticipated traffic study in 2025 and the traffic management plan will also assist in addressing traffic-related issues which would be forthcoming.

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

The existing events and the proposed new events are separated some distance from adjoining development so that property values should not be depreciated.

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

There are few adjacent properties not owned by the applicant and therefore the site appearance should have no impact on adjoining properties.

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

The uses proposed are allowed by the existing ordinance. This standard has been met.

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

The ordinance currently allows this use if it can comply with ordinance CUP standards. Recommended conditions of approval, along with implementation of the traffic study and traffic operational plan may be necessary to comply with CUP required standards.

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

The applicant must adhere to the ordinance standards and conditions of approval for the conditional use permit, which will mean the site is consistent with the existing and intended character of the Agriculture zoning district.

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

The use currently generates significant vehicular traffic as compared to a traditional agricultural use. There are recommended conditions of approval to address traffic related concerns. However, it is unclear if the conditions will be successful in addressing all issues, such as traffic backups, access to homes by residents, and emergency vehicle access. If so, additional modifications are required which could result in a cap on customers to the site for the fall events or the new winter events.

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

The proposal does not impact existing nearby businesses.

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

The current operations do not comply with this standard due to site traffic generation which is detrimental to the public, health, safety and general welfare as noted in the staff report.

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

The use will not negatively affect the property or the surrounding land uses relating to water pollution, odor, fumes, and unsightliness. The proposed use will cause additional traffic on Kettle River Boulevard, which is currently a gravel road and the increased traffic may cause additional

dust to spread onto surrounding properties, these issues may be mitigated by proposed conditions regarding the paving of Kettle River Boulevard.

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

The proposal is not anticipated to significantly change the site appearance.

13. The use will cause minimal adverse environmental effects.

The proposal should not cause any adverse environmental effects.

POLICY DISCUSSION

The City may want to review the zoning ordinance in the future so there are more performance standards required for commercial outdoor recreational uses. Because the ordinance is fairly general, additional performance standards would allow the city to limit the amount of activities on future sites, which could reduce impacts to adjoining neighbors and the community. For example, with the proposed additional events, the site will operate as a commercial use for approximately 6 months of the year without being held to the performance standards of other commercial entities in the community.

Pinehaven Farm

2004 Conditional Use Permit

Planning Commission June 10, 2025

Written Public Comment and Applicant Materials



OFFICE OF COUNTY RECORDER
Chisago County, Minnesota

I hereby certify that this document was filed in this office
on 10/04/2004 at 10:30:00 AM and was duly
recorded as document number A-437124

ELAINE OFTELIE - County Recorder, by _____ Deputy.

Well Certificate: _____ Received _____ Not Required

Fees:

EQUIPMENT FUND	\$1.00
STATE SURCHARGE	4.50
GENERAL ABSTRACT	14.00
Total	\$19.50

Received from/return to:
TOWN OF WYOMING
7665 WYOMING TRAIL
WYOMING, MN 55092

**RESOLUTION NO. 04-21
RESOLUTION APPROVING
CONDITIONAL USE PERMIT
FOR
NIGHTMARE HALLOWEEN HAYRIDES
AT
28186 KETTLE RIVER BOULEVARD
PINEHAVEN TREE FARM**

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

WHEREAS, the Board of Supervisors of the Town of Wyoming has adopted zoning and subdivision regulations, per Ordinances 00-02 and 00-03, including subsequent amendments, to promote the orderly, economic and safe development and utilization of land within the Town; and,

WHEREAS, Jean Sockness of Nightmare Halloween Hayrides has applied for a Conditional Use Permit to operate a haunted house and hayride as a commercial outdoor recreation activity, at the Pinehaven Tree Farm site on property legally described as:

Section Seven (7), Township Thirty-Three (33), Range Twenty-One (21). The North one-half of the Southeast Quarter (N1/2 of SE 1/4), and the Southeast Quarter of the Southeast Quarter (SE 1/4 of SE 1/4) except that part deeded to the State of Minnesota for road purposes. Also except that part of the Southeast Quarter of the Southeast Quarter (SE 1/4 of SE 1/4) described in Document No. 214678 on file and recorded at the Office of the County Recorder, Chisago County, on the 29th day of December, 1988 A.D. at 1:00 o'clock p.m., consisting of 10.00 acres more or less, described as follows:

Beginning at the Southeast corner of said Section 7; thence west along the south line of Section 7 a distance of 865.9 feet to the point of beginning; thence north at right angles 630 feet; thence east parallel with the south line of Section 7 a distance of 738.75 feet, more or less, to the point of intersection with a line drawn parallel with and distant 250 feet westerly of the center line of the north-bound lane of Interstate 35; thence southwesterly along said parallel line 637 feet, more or less, the south line of Section 7; thence west along said south line 645.75 feet, more or less, to the point of beginning. Except that part included in Interstate 35 right-of-way. Subject to 280th Street North along the south line. Together with a 66-foot easement lying easterly of and abutting the most easterly line of said tract. Subject to and together with other valid easements, restrictions and reservations.

WHEREAS, on September 7, 2004 the Planning Commission held a public hearing in accordance with the Ordinance and the laws of the State of Minnesota; and,

WHEREAS, the Town Board of Supervisors and Planning Commission have reviewed the application, as submitted, and have made the following findings of fact:

1. The use is in conformity with the Comprehensive Plan and development policies of the Town.
2. The use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
3. The use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development will not be depreciated in value and there will be no deterrence to development of vacant land.
4. The structure and site will have an appearance that will not have an adverse effect upon adjacent properties.
5. The use in the opinion of the Town is reasonably related to the overall needs of the Town and to the existing land use.
The use will be consistent with the purpose of this and other Town Ordinances.
6. The use will be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located.
The use will generate only minimal vehicular traffic on local streets and shall not create traffic hazards or unsafe access or parking needs.
7. Existing businesses nearby will not be adversely affected because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness.
8. The establishment or maintenance of the use shall not be detrimental to the public, health, safety or general welfare.
9. The use will not be hazardous, detrimental, or disturbing to present and potential surrounding land use due to water pollution, odor, fumes, general unsightliness or other nuisances.
10. The use will preserve and incorporate the site's important natural and scenic features into the development design.
11. The use will cause minimal adverse environmental effects.

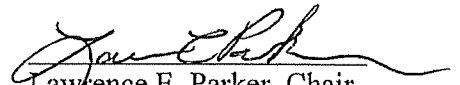
NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the Town of Wyoming hereby **GRANTS** the Conditional Use Permit, as requested by the applicant, with the following conditions:

1. That a maintenance schedule agreeable to the Wyoming Township Street Superintendent is established for Kettle River Boulevard, and that the maintenance schedule is reevaluated each

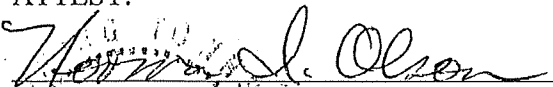
year prior to that seasons event and is to be reevaluated periodically during the course of the event."

2. That following the 2004 season a permanent structure will be constructed to replace what currently exists on the site.
3. That each year, prior to the opening of the haunted house, an operational permit per the state fire code is granted by the township Building Official or Fire Marshal.
4. That the haunted house only operates through the dates of September 15 – November 15 of each year.
5. That the haunted house closes by midnight each day that it is open.
6. That an amended Conditional Use Permit is required if the dates of operation or closing time are changed.

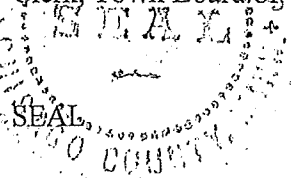
This resolution was adopted by the Board of Supervisors of the Town of Wyoming on the 14th day of September 2004, by a vote of 5 Ayes and 0 Nays.


Lawrence E. Parker, Chair
Town Board of Supervisors

ATTEST:



Norma I. Olson
Clerk, Town Board of Wyoming



This document was drafted by:
Town of Wyoming
7665 Wyoming Trail
Wyoming, MN 55092

A-437124

A-437124

The undersigned, as applicant(s) for the Conditional Use Permit have read and understood the findings and conditions of Resolution No. 04-21 and agree to be bound by the conditions therein.

The undersigned further understands that the Conditional Use Permit will be revoked if:

1. The use has not commenced within one year of its approval.
2. The use ceases operation for a period of one year.
3. The use is operated in violation of the conditions of Resolution No. 04-21.

Jean Sockness (Signature)

Jean Sockness (Printed)

____ (Signature)

____ (Printed)

STATE OF MINNESOTA)

COUNTY OF Ramsey) Ss.

On this 30th day of September 2004, before me, a Notary Public within and for said County, personally appeared Jean Sockness, known to me to be the person described in and who executed the foregoing instrument and acknowledged that s/he executed the same as his/her free act and deed.



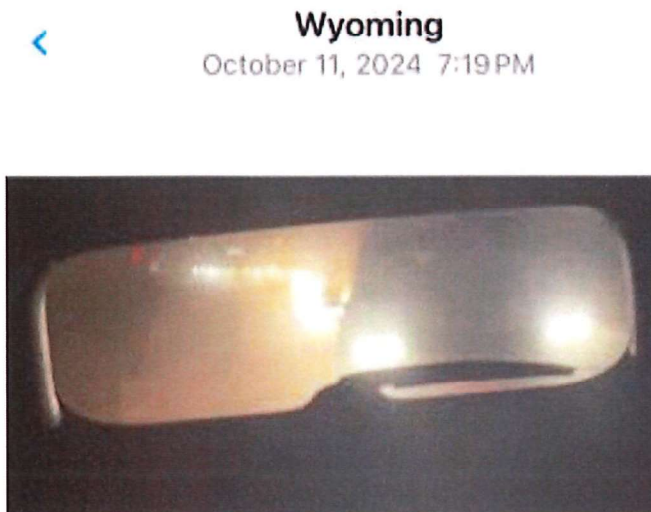
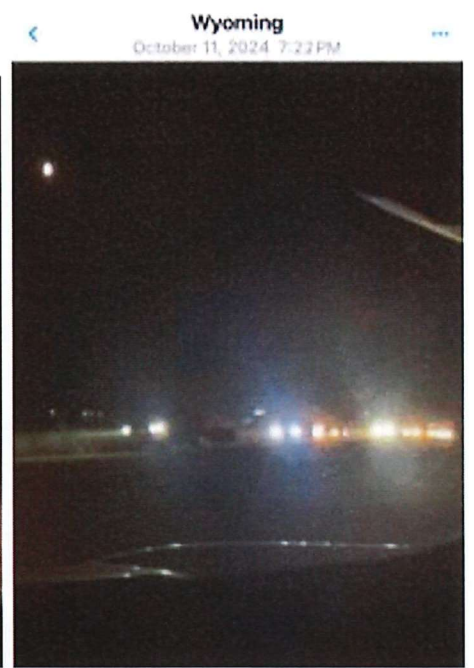
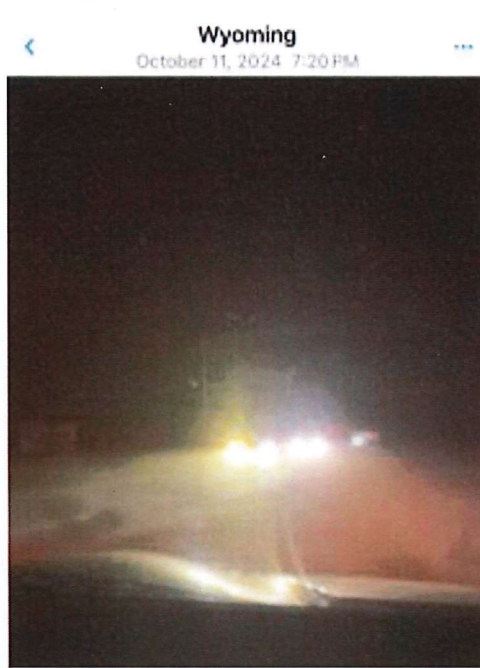
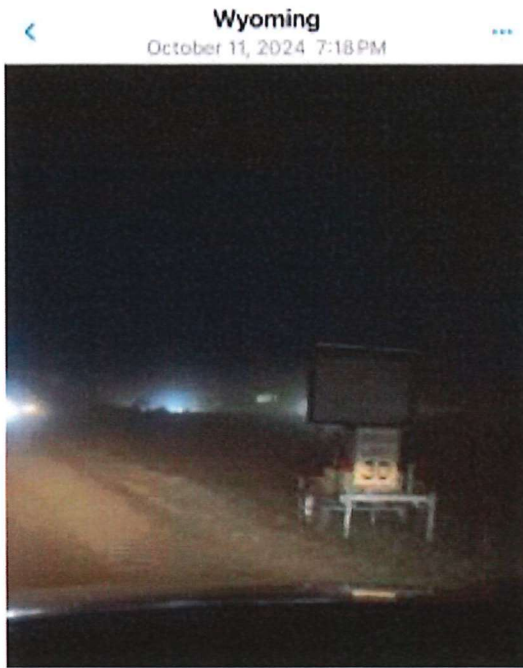
Mary S. Henderson
Notary Public

My Commission Expires Jan 31, 2005

This document was drafted by:

Town of Wyoming
7665 Wyoming Trail
Wyoming, MN 55092

Friday, October 11, 2024



Focus is polluted air from the dust, traffic backups, inability of emergency vehicles to get to residents, inability of maintenance crews to maintain the road with that volume of traffic. The photos I submitted that depict ruts and potholes in the road are representative of what the road is like during the September through November months, even though those specific photos were not date stamped during that timeframe. - Diane Blair

Wednesday, May 28, 2025



I know I speak for most residents on the road when I express deep concerns about the safety of the residents when such mass amounts of people and traffic are concentrated into a one-mile stretch of road with only one way out.

I alone have seen or experienced the following:

Someone almost getting hit by a car at the intersection of Viking Blvd. and Kettle River Blvd.

People urinating at the roadside

Damage to my mailbox

Pollution from the dust

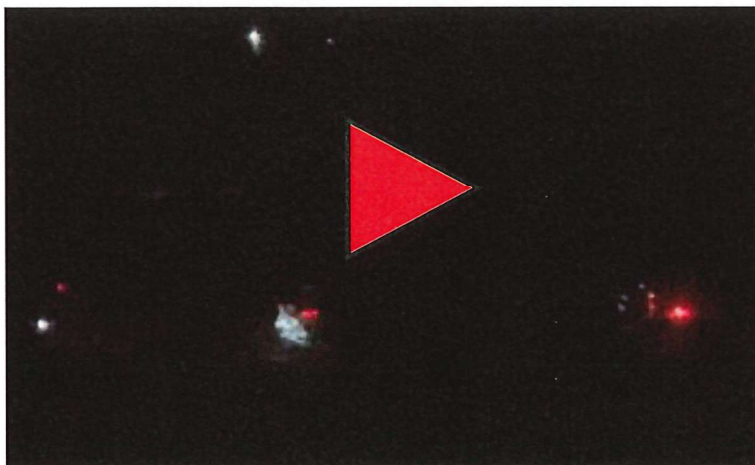
Speeding traffic making it dangerous to walk the road

Road rage

Cars driving up my long driveway to my door at 12:00 p.m.

I've experienced the Carlos Avery Wildfire in 2000 and it was a harrowing experience when I was evacuated twice from my home and firetrucks were parked in front of my home to keep the fire from crossing the freeway. That said, knowingly issuing a permit to a business that draws that much traffic and population on a stretch of dirt road that has one way out is absolutely unthinkable. - Diane Blair

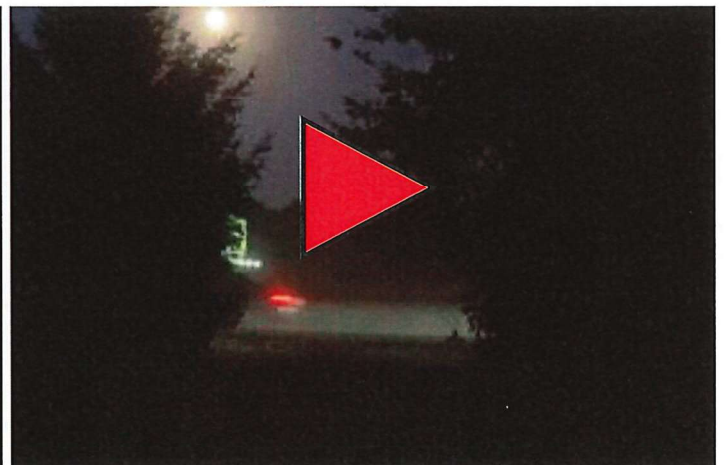
Wednesday, October 16, 2024



Video taken by anonymous

To view video, go to this [dropbox link](#)

Saturday, October 19, 2024



Video taken by anonymous

To view video, go to this [dropbox link](#)

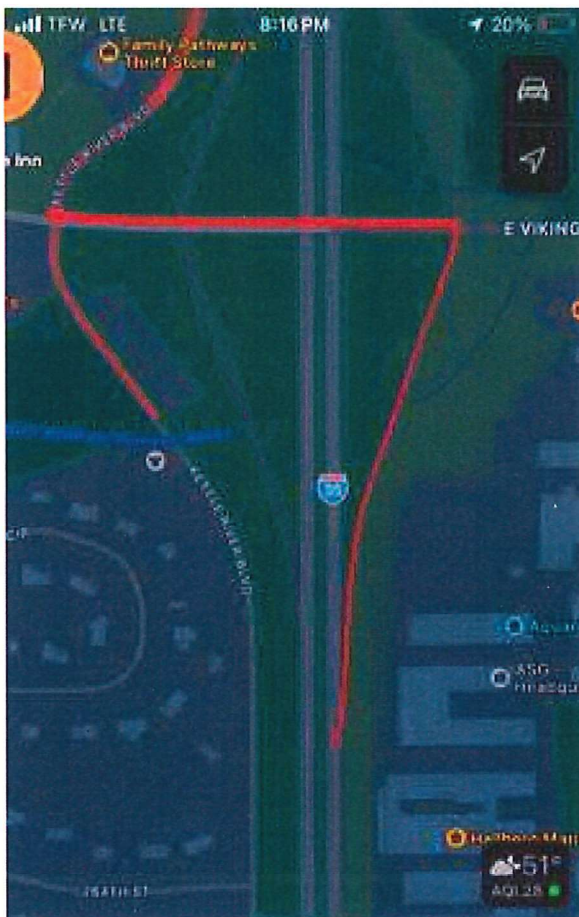
Friday, October 25, 2024



Friday, November 1, 2024

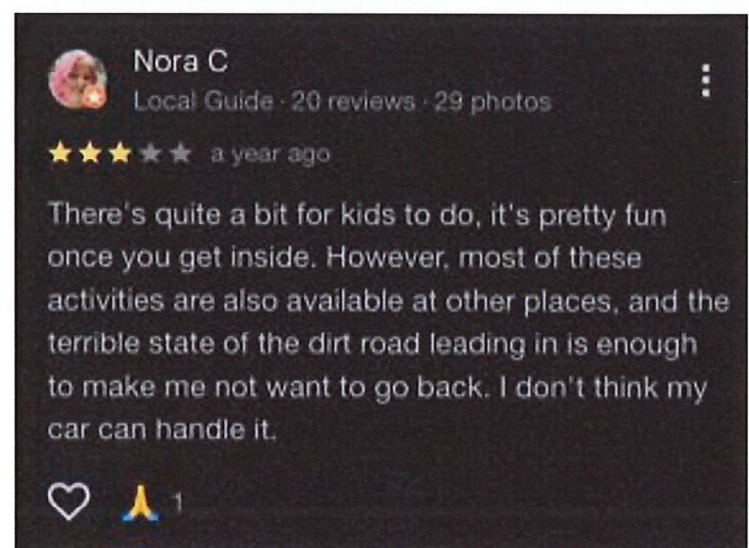
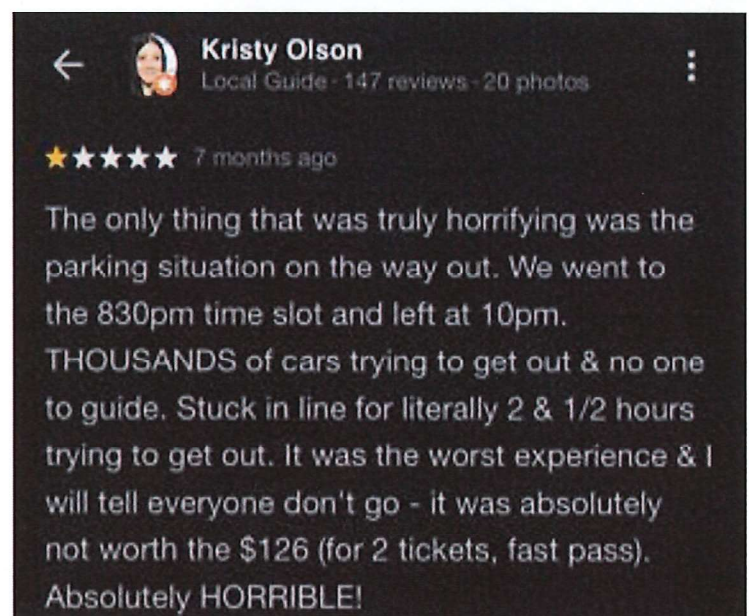
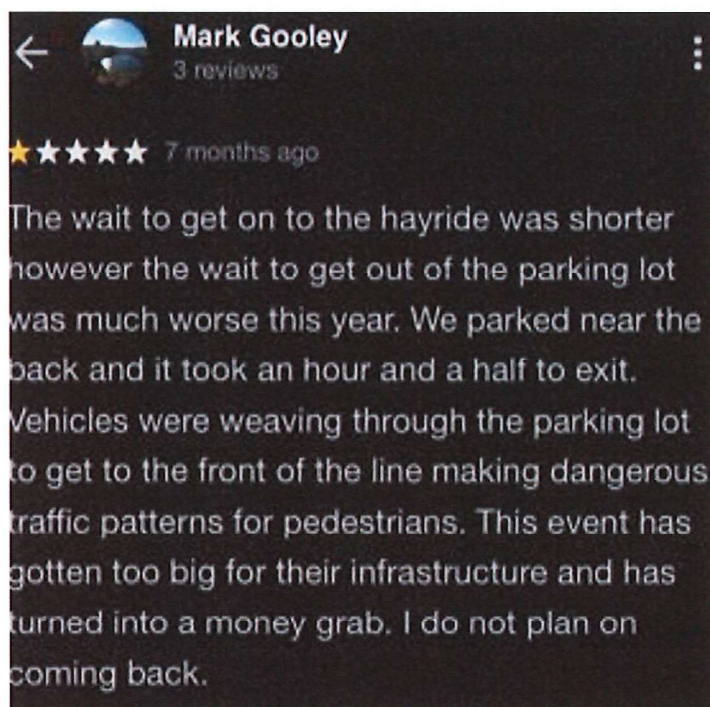
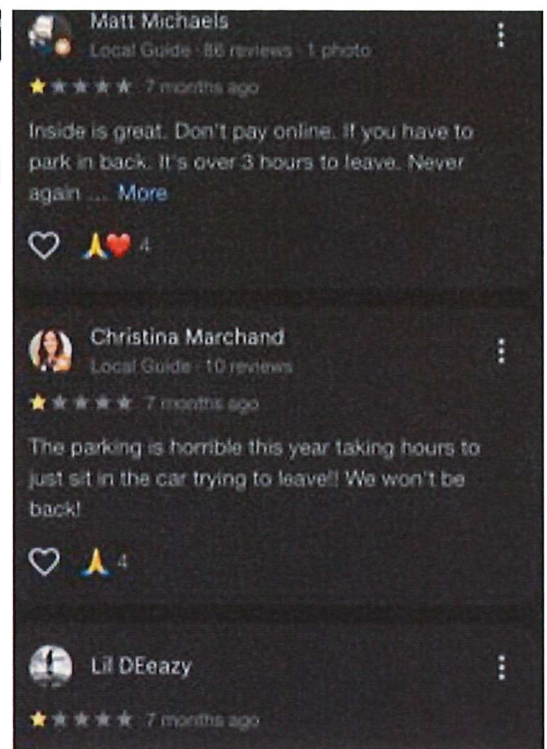


Here are two images of the road conditions, both Friday mornings just before 9 am. - Anonymous



Friday, October 12, 2024

A screenshot of the road. Backed up Kettle River each way, across Viking, and onto the interstate. - Anonymous



These pictures show how people are frustrated with the situation as well as a Facebook screenshot showing they limited commenting on their post. There are other instances where this happened as well but sharing one so not to load too many. This was done after people were sending complaint after complaint on the site. - Anonymous



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

LAND USE APPLICATION: CONDITIONAL & INTERIM USE PERMIT

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

Property Address: 28186 Kettle River Blvd, Wyoming MN, 55092

Applicant(s): Name(s) John B Hastings Family Limited Partnership

Address: [REDACTED]

City Wyoming

State MN

Zip 55092

Phone Number [REDACTED]

Email [REDACTED]

Owner(s) - If other than Applicant(s):

Name(s) John B Hastings Family Limited Partnership

Address [REDACTED]

City Wyoming

State MN

Zip 55092

Phone Number [REDACTED]

Email [REDACTED]

Owner(s) Signature(s) [Signature] Susan Hastings

Date 3/31/25

Legal description of property: See Exhibit A attached

Property Identification Number: R.21. See Exhibit A attached Present Zoning: Agriculture

Present use of property: Agricultural

Proposed use of property: Agricultural

Is this an application for an Interim Use permit? ☐ Yes ☒ No If yes, on what date, or upon what event, would the applicant desire the interim use to expire? Date: ____ / ____ / ____ OR Event: ____

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

A detailed site plan showing the following information from Sec. 40 - 111, A-K also including:

- The grading and drainage plan must be designed in accordance with Article VII, Division 21 of the Zoning Ordinance and the City Of Wyoming Surface Water Resource Guidance Document
 - Elevation drawings of all sides of the proposed building to show compliance with the architectural standards of the zoning district the use will be located in
 - Landscaping and Screening in accordance with Article VII, Divisions 14 & 26
 - Lighting Plan in accordance with Article VII, Division 15
- A letter explaining the proposed use and how it will be operated
 - A completed Conditional & Interim Use Permit Worksheet
 - Applications for uses described in Article VI, Divisions 7, 18 & 19 and Article VII, Divisions 2, 8, 10, 17-20 & 25 of the Zoning Ordinance. It must include the information necessary to show compliance with the applicable section of the ordinance.
 - Applications for uses that are within the Highway 8 Overlay District or that utilize Highway 8 for access must include the information necessary to show compliance with Article VI, Division 14 of the Zoning Ordinance
 - The application fee and escrow must be paid at the time of application - The fee is **not** refundable and the unused portion of the escrow will be returned to the applicant.
 - Any other information deemed necessary by the Zoning Administrator or Planning Commission

Applicant(s) Signature(s) [Signature]

Date 3/31/25

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

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

OFFICE USE ONLY

Date Complete Application Received 3/31/25

Fee: \$220.00 + Escrow

Escrow - Commercial is \$1,000.00 & Residential is \$750.00

Application # C-25-001

60 Days 7/29/25

Date Paid 3/31/25

Date Application Received 3/31/25

By: [Signature]

Check # 6140

CONDITIONAL & INTERIM USE PERMIT WORKSHEET

Applicant: John B Hastings Family Limited Partnership

Address: [REDACTED]

Type of Business: Agriculture / Agritourism / Entertainment

Business name: Pine Haven Tree Farms, Inc / Miah Minnesota Entertainment LLC

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

1. Is your proposed use in conformity with the Comprehensive Plan and development policies of the City?
☒ Yes ☐ No Explain: Please see Exhibit B for detailed explanations for questions 1-14.
2. Will your proposed use create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area?
☒ Yes ☐ No Explain: _____
3. Will your proposed use be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development will not be depreciated in value and so there will be no deterrence to development of vacant land?
☒ Yes ☐ No Explain: _____
4. Will the structure and site have an appearance that will not have an adverse effect upon adjacent properties?
☒ Yes ☐ No Explain: _____
5. Is the proposed use reasonably related to the overall needs of the City and to the existing land use?
☒ Yes ☐ No Explain: _____
6. Will the proposed use be consistent with the purpose of the Zoning Ordinance and other City Ordinances?
☒ Yes ☐ No Explain: _____
7. Will the proposed use be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located?
☒ Yes ☐ No Explain: _____
8. Will the proposed use generate only minimal vehicular traffic on local streets?
☒ Yes ☒ No Explain: _____
9. Will the proposed use create traffic hazards or unsafe access or parking needs?
☐ Yes ☒ No Explain: _____
10. Will existing businesses nearby be adversely affected by your proposed use because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness?
☐ Yes ☒ No Explain: _____
11. Will the establishment or maintenance of the proposed use be detrimental to the public health, safety or general welfare?
☐ Yes ☒ No Explain: _____
12. Will the proposed use be hazardous, detrimental, or disturbing to present and potential surrounding land uses due to water pollution, odor, fumes, and general unsightliness or other nuisances?
☐ Yes ☒ No Explain: _____
13. How will the proposed use preserve and incorporate the site's important natural and scenic features into the development design?
☒ Yes ☐ No Explain: _____
14. Will the proposed use cause adverse environmental effects?
☐ Yes ☒ No Explain: _____

Brent Faymoville

Pinehaven Tree Farms, Inc. / Mid Minnesota Entertainment LLC
28186 Kettle River Blvd
Wyoming, MN 55092
3/31/2025

City of Wyoming

Planning and Zoning Department
26885 Forest Boulevard
PO Box 188
Wyoming, MN 55092

RE: Conditional Use Permit (CUP) Application – Pinehaven Farms / Dead End Hayride

To Whom It May Concern:

On behalf of Pinehaven Tree Farms, Inc. and Mid Minnesota Entertainment LLC, we respectfully submit the completed Conditional Use Permit (CUP) application for review and consideration. The final Conditional Use Permit will be for the property owned by The John B. Hastings Family Limited Partnership.

We have addressed all questions and items requested in the application and accompanying correspondence, answering each to the best of our knowledge, based on current and historical operations, public feedback, and collaborative discussions with city staff and local residents. Where exact data was unavailable, we provided well-informed estimates supported by internal records and observations.

It is our sincere intention for this process to be as open, transparent, and cooperative as possible. We welcome any follow-up questions or clarifications you may need and are readily available to meet, discuss, or provide additional information at any point during the review process.

We remain committed to being a more responsible community partner and look forward to working together toward a CUP that supports the long-term success of Pinehaven Farms while addressing the needs and interests of the City of Wyoming and its residents.

Thank you for your time, consideration, and ongoing support.

Sincerely,

Brent Faymoville

Pinehaven Tree Farms, Inc. / Mid Minnesota Entertainment LLC



Exhibit B

Conditional & Interim Use Permit Worksheet

Criteria for Approval:

1. Is your proposed use in conformity with the Comprehensive Plan and development policies of the City?

Yes, the proposed plan aligns with the City of Wyoming's Comprehensive Plan. Our events play a direct role in supporting the City's goals of economic vitality, community engagement, and land stewardship.

By attracting thousands of visitors each season, we help bring new patrons to local businesses that might not otherwise receive that traffic. Our events also offer residents of Wyoming and nearby communities a place to connect with agriculture, entertainment, and one another—creating meaningful, family-centered experiences during the operational season.

We believe our continued operations complement the City's broader vision by promoting tourism, supporting small businesses, and preserving the area's agricultural character in a way that is both educational and enjoyable for all ages.

2. Will your proposed use create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area?

Our events consistently draw large crowds to the City of Wyoming, generating significant visitor interest and activity. However, despite the volume of attendees, we place minimal demand on city parks, schools, and public facilities or utilities. The primary area of impact is on local roadways, particularly East Viking Boulevard and Kettle River Boulevard, during peak event times.

To address this, we are actively working with a professional traffic consultant from SRF Consulting Group to conduct a comprehensive traffic study. This study will help us better understand the flow and volume of event-related traffic and identify actionable solutions to reduce congestion and lessen the strain on city streets.

We are hopeful that through this study—and in partnership with the City via an updated Conditional Use Permit (CUP)—we can implement improvements that significantly reduce traffic impacts and create a more efficient and positive experience for both event attendees and local residents.

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

Our event, located at 28186 Kettle River Blvd, Wyoming MN 55092 is sufficiently separated by distance from other area businesses and major development land as to not cause any depreciation in value to any businesses or nearby residence.

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

We at Pinehaven Farm take the appearance and cleanliness of our property very seriously and are committed to keeping the facilities and grounds in a clean and organized matter as to not effect adjacent properties.

5. Is the proposed use reasonably related to the overall needs of the City and to the existing land use?

Yes, Pinehaven Farm and its associated events represent the largest tourism activity within the City of Wyoming, drawing thousands of guests from across the state and region each year. While the scale of attendance has grown significantly, the farm remains deeply rooted in agriculture, and that heritage is reflected throughout its programming. From pumpkin patches and hayrides to educational farm tours, every event celebrates the land, the season, and the traditions that have defined Pinehaven Farm for generations.

6. Will the proposed use be consistent with the purpose of the Zoning Ordinance and other City Ordinances?

The property is currently zoned Agricultural, and our events are fundamentally rooted in agriculture and the crops grown on-site. While a portion of our operations includes entertainment elements, these are designed to complement and support our agricultural mission, not replace it. The core of our business remains centered on farming, seasonal harvests, agritourism, and family entertainment.

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

The land where the event/business is located is zoned Agriculture and the operations, designs, and maintenance aligns with zoning district characteristics.

8. Will the proposed use generate only minimal vehicular traffic on local streets?

Please see Question (2)

9. Will the proposed use create traffic hazards or unsafe access or parking needs?

Please see Question (2)

10. Will existing businesses nearby be adversely affected by your proposed use because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness?

Our events bring in a diverse customer base that also patronizes other local businesses, contributing positively to the local economy. We believe this increased foot traffic supports restaurants, gas stations, retail shops, and other small businesses in the area, creating a net benefit for the broader Wyoming community.

11. Will the establishment or maintenance of the proposed use be detrimental to the public health, safety or general welfare?

The establishment or maintenance of the event, will have no effect on the public's health, safety, or general wellbeing.

12. Will the proposed use be hazardous, detrimental, or disturbing to present and potential surrounding land uses due to water pollution, odor, fumes, and general unsightliness or other nuisances?

The event will not create any negative effect on area water and/or water supply. The event will not create an odor or fumes that could cause negative effects on any persons, place, or land area.

13. How will the proposed use preserve and incorporate the site's important natural and scenic features into the development design?

Pinehaven Farms and its events are committed to being an event centered on the beauty of our land and Agriculture background and history. We use safe and modern farming practices to farm our crops and to preserve the natural features of the land surrounding our property.

14. Will the proposed use cause adverse environmental effects?

Pinehaven Farm and its events are committed to operating in a way that is safe for the environment of the land and surrounding areas of the property.

Exhibit C

Cover Letter Questionnaire

1. Comprehensive Review of Current Operations:

• Document all activities conducted at Pinehaven Farms in 2024 as well as those that are anticipated in 2025, including seasonal events stemming from the original CUP (e.g., hayride, haunted house, food vendors, etc.), off-season usage (e.g., weddings and private celebrations), accessory uses on the properties, and any changes in activities or business practices since the original CUP approval in 2004.

Summary of Current and Proposed Property Uses

The following is a comprehensive outline of all events and activities currently held on the property, including the time of year in which each occurs. This summary reflects all events that took place during the 2024 calendar year, as well as scheduled events for 2025. In addition, we have included potential future events that are under consideration but do not yet have defined start dates. These are included to maintain scheduling flexibility and support potential future business growth.

Corporate functions and other private events are generally coordinated to align with the existing event calendar and typically occur in conjunction with one of the major seasonal events listed below.

Current and Recurring Events

1. **Pinehaven Fall Festival**
Occurs annually from August through mid-November.
A family-friendly event featuring seasonal attractions, pick your own pumpkin patch, and community-focused activities.
2. **The Dead End Hayride**
Runs from September through mid-November.
A popular fall attraction offering immersive haunted hayrides and walk-through experiences.
3. **The Great Pumpkin Trail**
Held September through mid-November.
A family-oriented trail walk with festive displays, pumpkin patches, and interactive elements and photo opportunities.

Off-Season Activities

- **Spring Farm Field Trips**
May through July.
Educational farm visits offered to local schools and youth groups, providing hands-on learning experiences in agriculture.

Proposed Future Events (Tentative)

These events are currently under consideration to enhance the property's offerings. While there are no definitive launch dates at this time, we are requesting that the associated time frames remain available to allow for potential future development.

- **Holiday Event Series**

Tentative schedule: Thanksgiving through the first week of January.

Envisioned as a festive, family-oriented experience featuring seasonal lights, entertainment, and themed attractions.

- **Winter Event Series**

Tentative schedule: First week of January through March.

Potential offerings may include winter-themed activities, such as snow play areas, winter photo ops and seasonal food and beverage options.

Weddings

As of **May 2024**, weddings will no longer be hosted on-site.

- *Evaluate compliance with the original CUP conditions, including operational dates and hours, and assess the activities, operations, expansion, and usage that may require modifications to the permit.*

Compliance with Original CUP and Historical Use of Property

The original Conditional Use Permit (CUP) was specifically drafted to cover the structure associated with the haunted house attraction. All nighttime events currently taking place on the property, including The Dead End Hayride and similar experiences, have remained within the parameters established by that original CUP. Specifically:

- **Dates of Operation:** All nighttime events continue to occur within the date range approved in the original CUP. No expansions have been made beyond the scope of the originally permitted seasonal timeframe.
- **Hours of Operation:** The event hours also remain consistent with the original CUP. The latest closing time is 12:00 AM, with sufficient time allocated afterward to safely move all guests through the attraction and off the property.

Regarding **Pinehaven Farm**, it is important to note that this portion of the events has never required a CUP. Pinehaven Farm continues to operate as an active agricultural site, selling crops grown on-site and hosting agritourism activities through its farm festival events. These operations have been ongoing well before the drafting of the original CUP and were not specifically called out or regulated within that document.

Additionally, Pinehaven Farm and its events were not referenced or included in the original CUP, and there has been no evidence to indicate that the farm is out of compliance with any conditions in the current CUP.

Other nighttime events that have taken place also conform to the dates and operational hours outlined in the original CUP. These activities align with the designation of “commercial outdoor recreation activity,” as stated in the original permit documentation.

- *Verify and identify the existence and status of all existing structures to ensure they meet building and safety standards, including permits and inspections.*

See attached **Exhibit D** Map of property with labeled buildings

- *Identify the number of parking spaces available on the property, the average and peak daily utilization, and the number of trips that are drop-off/pickup during peak seasonal operation hours.*

Parking Capacity and Usage

Parking for all events on the property is centralized in a single designated area, which serves all seasonal and special events. This area is used consistently across all operations and supports multiple waves of guest turnover throughout each day.

Parking is conducted on a permeable grass/pasture surface that is maintained year-round. Due to the relatively short seasonal duration of event use, the land remains in good condition and continues to be maintained as a grass surface with it being seeded, aerated and fertilized to maintain grass growth in the parking area. Because the entire surface is unpaved and not completely striped, exact parking counts are not available. However, based on attendance data, turnover rates, and field usage patterns, we are confident in the following estimates, accurate within approximately 10%:

- **Peak Parking Capacity:** ~1,800 vehicles
- **Average Simultaneous Usage During Season:** ~800 vehicles

Additionally, drop-off and pick-up traffic accounts for a minimal portion of total attendance. Based on our observations, less than 2% of guests arrive or leave via drop-off/pick-up, with the vast majority parking on-site.

- *Provide the average and the peak daily attendance for the various activities.*

Attendance Overview

While all events hosted on the property have experienced growth over the past several years, attendance numbers have evolved significantly since each event's inception. Below is a breakdown of 2024 attendance figures for each event, as requested in the accompanying cover letter.

These figures reflect both average daily attendance and peak attendance for the 2024 season, based on ticketing data, crowd management, and internal reporting:

- **Pinehaven Farm Fall Festival**
 - *Average Daily Attendance:* 3,000
 - *Peak Attendance:* 6,400
- **The Dead End Hayride**
 - *Average Daily Attendance:* 2,870
 - *Peak Attendance:* 5,600
- **The Great Pumpkin Trail**
 - *Average Daily Attendance:* 1,625
 - *Peak Attendance:* 3,200
- **School Tours and Other Small Gatherings**
 - *Average Daily Attendance:* 200
 - *Peak Attendance:* 650

These figures are provided to give an accurate representation of current event scale.

- *Identify and evaluate the root causes for complaints made against the site.*

Root Cause for Complaints

Based on a combination of public service data requests, community feedback, and our own experience interacting with local residents, we have compiled the best information available to us regarding traffic conditions in the area surrounding the property. Specifically, we understand that Kettle River Boulevard, particularly near its intersections with East Viking Boulevard, has experienced increased traffic volume in recent years.

While we do not have access to formal traffic studies conducted by the city, there is a shared perception—both among citizens and through our own observations—that the road infrastructure in this area has been under strain and may not have kept pace with broader regional growth and seasonal traffic patterns.

It is also our understanding that this is a known issue to the City, as traffic volume and roadway maintenance on Kettle River Blvd and connecting routes have likely been tracked through municipal data and planning efforts.

We want to emphasize that we are open to working collaboratively with the City to address any concerns related to traffic associated with our events. Whether through coordinating event schedules, improving signage, or implementing traffic control measures, we are committed to being proactive and supportive partners in minimizing any impact and ensuring a safe and efficient flow of vehicles in and out of the area.

2. Public Safety and Infrastructure Analysis:

- *Address access, ingress and egress limitations, especially in emergency situations, to ensure the safety of patrons, residents, first responders, and workers.*

We are currently in the process of conducting a formal traffic study in partnership with **John P. Maczko of SRF Consulting Group**. SRF came highly recommended, particularly due to their experience working on similar traffic-related challenges associated with the **Minnesota Renaissance Festival**.

In addition to the study, we have proactively explored several options to help mitigate traffic concerns. These include the potential widening of the existing driveway and evaluating the feasibility of adding a second entrance/exit to the property. While these solutions could significantly ease congestion, they also present certain logistical challenges—particularly due to easement constraints and the property’s proximity to Kettle River Boulevard, a main thoroughfare.

That said, we remain fully committed to working alongside the City to develop safe, effective, and mutually agreeable solutions. We are open to participating in as many meetings or working sessions as needed to ensure that all concerns are addressed. It is important to us that we are included in the decision-making process and are able to provide input based on our on-the-ground knowledge and experience. Our goal is to arrive at a reasonable, balanced outcome that prioritizes both public safety and a positive event experience for the entire community.

- *Develop strategies to mitigate traffic congestion, improve traffic flow, and reduce delays on East Viking Boulevard, Kettle River Boulevard, and nearby I-35 intersections.*

Developing strategies to address congestion, improve traffic flow, and reduce delays must be a collaborative effort between our team and the City. With the traffic study currently underway, we are confident that its findings—combined with continued open communication—will help guide the creation of a strong and practical traffic management plan ahead of our busy season.

We are fully prepared to take an active role in this process, whether that means exploring infrastructure improvements, making operational adjustments, or coordinating with city staff to implement effective solutions. We are committed to being a reliable and engaged partner in this effort.

Through continued collaboration and shared commitment, we firmly believe these traffic-related challenges can be effectively addressed in a way that benefits both event attendees and the broader community.

- *Assess the condition and maintenance of Kettle River Boulevard, which is currently strained due to high traffic volumes caused by activities at Pinehaven Farm and explore sustainable solutions of road maintenance and dust mitigation.*

We believe that the current condition and maintenance challenges on Kettle River Boulevard can be effectively addressed through proactive planning and open collaboration between Pinehaven Farm and the **City of Wyoming Public Works Department**.

In our view, the existing strain on the roadway is not insurmountable and can be significantly improved with the right combination of strategic management, resource allocation, and shared

responsibility. We are committed to being part of the solution and contributing wherever possible to ensure that roadway conditions are safe, sustainable, and appropriate for both seasonal and year-round traffic demands.

We have consistently demonstrated our willingness to assist in any way possible and have remained open and responsive throughout past interactions with the City. We are committed to continuing in that role and maintaining a collaborative, solutions-focused relationship moving forward. Our intention is to be a constructive partner in the CUP process and beyond, working together to support both community interests and the ongoing success of Pinehaven Farm and its other events.

3. Development of Updated CUP Conditions:

- *Establish clear guidelines for operations that balance the needs of Pinehaven Farms with those of neighboring residents, city infrastructure, and the general public.*
- *Create a framework for routine inspections and compliance reviews to ensure ongoing adherence to the updated CUP.*
- *Develop a collaborative approach to managing seasonal impacts, such as visitor volume, noise levels, and traffic management, with defined responsibilities for the property owner.*
- *Ensure all vendors, including food trucks, are properly licensed and compliant with city and health regulations.*

Development of Updated CUP Conditions

As part of this process, we fully support the development of updated Conditional Use Permit (CUP) conditions that reflect the current scope of operations and future growth while addressing community concerns and ensuring long-term sustainability. We believe the most effective CUP will strike a balance between operational flexibility and public safety, and we welcome the opportunity to work closely with city council and city staff to achieve this outcome.

Key considerations we hope to see included in the updated CUP conditions are:

- **Defined Operational Scope**
Event schedules, operating hours, and seasonal timelines that reflect current practices while allowing room for responsible growth and future programming.
- **Traffic & Infrastructure Coordination**
Inclusion of a proactive traffic management strategy, developed in conjunction with the City and informed by the SRF traffic study, to address congestion, access, and emergency response needs.
- **Ongoing and Improved Communication**
A framework for regular check-ins or reviews to ensure continued compliance, with clear points of contact and open lines of communication between Pinehaven Farm and City departments and City officials.

- **Vendor Oversight**

A streamlined process for ensuring all vendors operating on-site are properly licensed and compliant with relevant city and health codes.

- **Community Impact Mitigation**

Measures to address and minimize impacts related to noise, traffic, and neighbor well-being—especially during peak periods—while maintaining a high-quality guest experience with room to grow.

We are fully committed to working side-by-side with City officials, planners, and legal counsel to ensure these conditions are realistic, enforceable, and mutually beneficial. Our goal is to establish a CUP that is not only reflective of our current operations but also built to adapt alongside the needs of the community in the years to come. Pinehaven Farm and its events are actively working to grow and evolve into a world-class destination for families and guests from across the region and beyond. Our vision is to continue building a place where agriculture, entertainment, and community come together, offering high-quality experiences that create lasting memories for visitors of all ages.



City Of Wyoming

26885 Forest Blvd, PO Box 188

Wyoming, MN 55092

Phone (651) 462-4947

permits@wyomingmn.org

LAND USE APPLICATION: CONDITIONAL & INTERIM USE PERMIT

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

Property Address: 3818 Kettle River Blvd, Wyoming, MN 55092

Applicant(s): Name(s) John B Hastings Family Limited Partnership

Address

City Wyoming

State MN

Zip 55092

Phone Number

Email

Owner(s) - If other than Applicant(s):

Name(s) Same as above

Address

City

State

Zip

Phone Number

Email

Owner(s) Signature(s) Susan Hastings

Date 5/19/25

Legal description of property: See Exhibit A

Property Identification Number: R.21. See Exhibit A

Present Zoning: Agriculture

Present use of property: Agriculture / Commercial outdoor Recreation (2004 CUP)

Proposed use of property: Agriculture / Commercial outdoor Recreation (updated CUP)

Is this an application for an Interim Use permit? ☐ Yes ☒ No If yes, on what date, or upon what event, would the applicant desire the interim use to expire? Date: ____ / ____ / ____ OR Event: ____

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

A detailed site plan showing the following information from Sec. 40 - 111, A-K also including:

- a. The grading and drainage plan must be designed in accordance with Article VII, Division 21 of the Zoning Ordinance and the City Of Wyoming Surface Water Resource Guidance Document
- b. Elevation drawings of all sides of the proposed building to show compliance with the architectural standards of the zoning district the use will be located in
- c. Landscaping and Screening in accordance with Article VII, Divisions 14 & 26
- d. Lighting Plan in accordance with Article VII, Division 15
2. A letter explaining the proposed use and how it will be operated
3. A completed Conditional & Interim Use Permit Worksheet
4. Applications for uses described in Article VI, Divisions 7, 18 & 19 and Article VII, Divisions 2, 8, 10, 17-20 & 25 of the Zoning Ordinance. It must include the information necessary to show compliance with the applicable section of the ordinance.
5. Applications for uses that are within the Highway 8 Overlay District or that utilize Highway 8 for access must include the information necessary to show compliance with Article VI, Division 14 of the Zoning Ordinance
6. The application fee and escrow must be paid at the time of application - The fee is **not** refundable and the unused portion of the escrow will be returned to the applicant.
7. Any other information deemed necessary by the Zoning Administrator or Planning Commission

Applicant(s) Signature(s) [Signature] Date 5/19/25

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

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

OFFICE USE ONLY

Date Complete Application Received 5/19/25

Application # C-25-001

Days 7/29/25

Date Application Received 5/19/25

By: [Signature]

Official

Fee: \$220.00 + Escrow

Date Paid 3/31/25

Check #

Escrow - Commercial is \$1,000.00 & Residential is \$750.00

Submitted with update letter

Revised 01/24/25 Page 111 of 221

Update to John B. Hastings Family Limited Partnership
CUP as per requested

It was brought to our attention that City Staff, Counsel and others that will be reviewing our CUP are very misinformed and do not know what events the property host and the details of these events. We will do our best to explain all the events in detail, a history of the events, and ties that Pinehaven Farm and its events have to the City and the surrounding area.

Pinehaven Farm has roots in Wyoming that are now 4 generations. The property was purchased in 1952 by Barbara and John B. Hastings who relocated from the Cook, MN area. They purchased the farm in hopes to raise chickens and their family. John was a Pilot in the Merchant Marines and then become a pilot for Northwest Orient Airlines flying internationally for most of his career. In the late sixties, they planted all available acres on the property into Christmas trees. Soon after planting, right around the early seventies, Pinehaven opened its very first agritainment venue as a cut your own Christmas Trees and Christmas Gift Shop. Wreaths were made on sight along with Hot Chocolate and other Holiday Gifts. Pinehaven hosted the International Christmas Tree Growers Association twice, with growers coming in from all over the world. The following year it took place in Brazil and Pinehaven was again asked to attend to host seminars and “how to’s” to fellow growers. This was Pinehavens’ first big adventure into the Agritainment industry.

In the late 90s, Pinehaven added to its offerings and entered the Fall Festival space. Pinehaven still grows 40 acres of pumpkins along with fields of sunflowers, zinnias, cosmos and corn for guests to cut and enjoy for the fall season. During the transition from Christmas to fall season, the farm was owned and managed by John and Sue Hastings. John being the only child of John and Barb. John the second was a Deputy Chief of Wyoming Fire Department and served the City of Wyoming for 36 years before his retirement in 2024. 3 of their children also have served or are currently serving on the department, holding roles from Firefighter to Chief 1 and all roles in between. Pinehaven Farm has exploded in popularity in the last ten years with the third generation now managing the day-to-day operations and taking it to the next level.

Pinehavens’ Fall Festival is now one of the largest in the Midwest with guest traveling to Wyoming for a full days adventure from the Twin Cities Metro, Duluth, Rochester, Saint Cloud, Western Wisconsin and a few that come down from Canada to enjoy a weekend on the road. Pinehaven hosted NAFDMA (North American Farms Direct Market Association) in the summer of 2019 as a summer bus tour stop where 60 farms from all over the world, with some coming from Canada, UK and all over the states, to see the operation and learn about our organization. Pinehaven also hosted the Kentucky Farm Bureau in the summer of 23’ with 40 farms and agritainment venues stopping by to learn about our businesses. Again this year (August of 2025)

NAFDMA will be returning for their annual ALR (Advanced Learning Retreat) to see the operation and spend an entire day on the farm to learn about all 3 businesses and their offerings. Pinehaven Farm is firmly planted in Wyoming and has been bringing people to the community for nearly 70 years.

In 2004 Pinehaven hosted “Nightmare at Pinehaven” an event focused around Halloween and was put on by a third party. It included a Haunted Hayride, Haunted outdoor Walk throughs and Haunted Houses. The only CUP to be tied to the property was drafted for this event. (Our daytime Fall Festival Event was already in operation and running at the time of this CUP addition). Nightmare at Pinehaven ran on the property for six years until being moved off property and The Dead End Hayride was established in its place. The Dead End Hayride has been in operation since the fall of 2010 and also marks the year the farm ended its Christmas Tree season. We have stayed true to the original event while operating a hayride, haunted walkthrough and haunted houses. All indoor haunted house structures are on record with the City and have been inspected by Building Inspector Fred Weck. We have had an annual inspection from the City Building Inspector every year of its operation.

The Great Pumpkin Trail was added to the nighttime events in the fall of 2024. It is a walkthrough of lights for families to enjoy outside of the “scary” that the Haunted Hayride has to offer. It has been a way to invite more people into the community that are looking for a destination that the entire family can enjoy.

Here is a more detailed current breakdown of what the current events include and have to offer.

Pinehaven Farm

1. Prepicked and pick your own pumpkins and flowers. This activity includes a hayride to the pumpkin patch
2. Retail of seasonal goods with private label items and gift store items. We sell items along with vendors selling items within our space.
3. Food- we own and operate our Seasonal Temporary Food buildings that are all licensed by the state of Minnesota. We do not have any permanent buildings offering food. We also own and operate out of our own food trailers. These trailers/trucks are also licensed by the state of Minnesota.
4. Food and alcohol- Some of our food and all our alcohol sales are done by outside vendors. We check that outside food trucks and trailers are licensed by the state and do vet every vendor before allowing them to sell within our grounds. Alcohol sales have been made by the same vendor for the last 4 years.
5. Activities for families and kids. Slides, playgrounds, interactive activates and exploration for all ages. We also have live music and shows throughout the event. All current activities can be found on our website.

6. Farm animals/petting zoo. We still have our own group of livestock for personal use and use within our farm operations. We do not have any exotics.
7. School tours- we operate school tours for schools, daycares and camps throughout the year. Students and Kids come out and plant a pumpkin to take home and explore the farm.

The Dead End Hayride

1. Haunted Hayride, Haunted outside Trail and Haunted house. These events have live actors and sets themed as spooky places.
2. Retail of seasonal goods with private label items and gift store items. We sell our own items along with vendors selling items within our space.
3. Food- we own and operate our Seasonal Temporary Food buildings that are all licensed by the state of Minnesota. We do not have any permanent buildings offering food. We also own and operate out of our own food trailers. These trailers/trucks are also licensed by the state of Minnesota Health or Agriculture.
4. Food and alcohol- Some of our food and all our alcohol sales are done by outside vendors. We check that outside food trucks and trailers are licensed by the state and do vet every vendor before allowing them to sell within our grounds. Alcohol sales have been made by the same vendor for the last 4 years.
5. Shows and photo ops.

The Great Pumpkin Trail

Operates the same time frame as the haunted hayride. The Dates and times are very similar to the hayride.

1. A lighted Walking Trail with themed photo ops and displays. A very family-oriented event for all ages.
2. Activities for kids, that are also used for daytime events.
3. Retail of seasonal goods with private label items and gift store items. We sell our own items along with vendors selling items within our space.
4. Food- we own and operate our Seasonal Temporary Food buildings that are all licensed by the state of Minnesota. We do not have any permanent buildings offering food. We also own and operate out of our own food trailers. These trailers/trucks are also licensed by the state of Minnesota.
5. Food and alcohol- Some of our food and all of our alcohol sales are done by outside vendors. We check that outside food trucks and trailers are licensed by the state and do vet every vendor before allowing them to sell within our grounds. Alcohol sales have been made by the same vendor for the last 4 years.

Hopefully this gives a little more clarity to what the events entail and have to offer. All our events have room for growth, and we plan to be a destination for the People of Wyoming to be proud of. We are proud to employ 71 people from the City of Wyoming and 176 employees from within 15 miles of the city. I have included a breakdown of local employees and the fiscal impact we have had with those employees.

We are very aware of the growth of all our businesses and the demand it puts on certain parts of the City during our seasonal peaks, but we feel like we have brought Thousands of people to the City of Wyoming that wouldn't ever stop and enjoy it. Our business aligns well with the 2022 Comprehensive Plan- located under the "Economic Development"

"Diversify the range of local employment"

"Enhanced Sense of Destination, Identity and Community"

We also find that we contribute to the Economic Vision statement, and help enhance it to its fullest potential,

"Regionally Located Business Friendly and Family-Oriented Community"

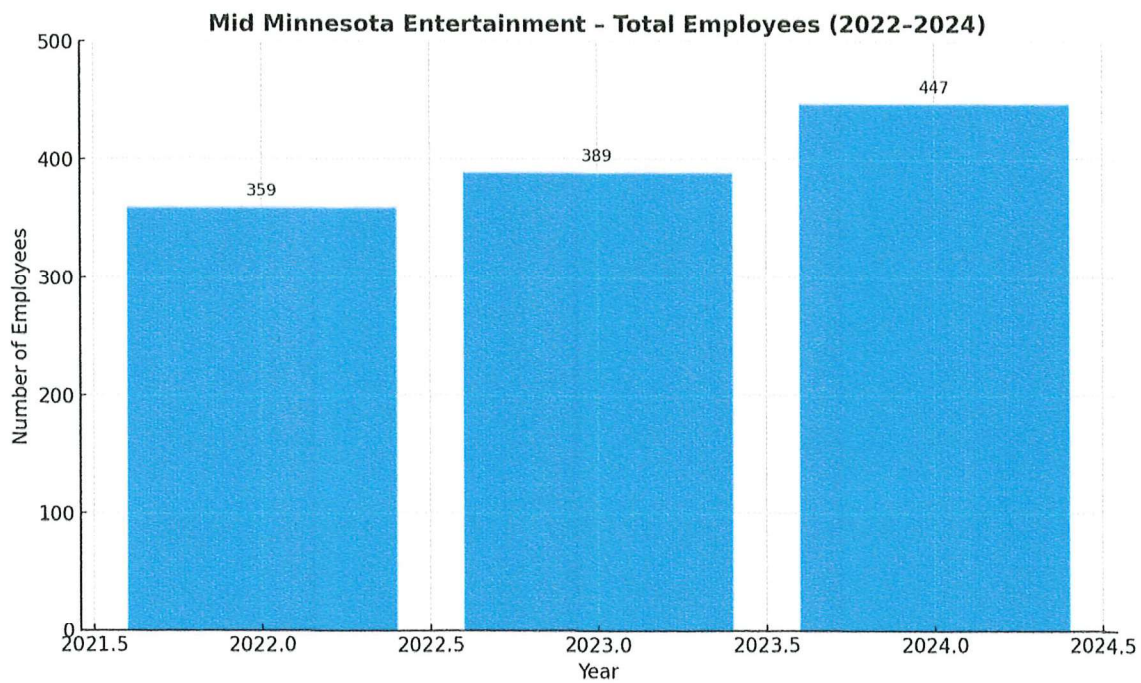
Hopefully this fills in the missing parts of the Application that city staff expressed concerns about. We are ready and able to be better community partners and help The City of Wyoming meet their goals and improve the Community as a whole. If there are any other questions please reach out in a timely manner, and we can continue to get anything required to move the process forward.

Included in update:

Employee numbers for all events.

Traffic study updates.

Updated permit application cover letter.



2024 Economic Employee Impact:

- Employees within Wyoming, MN: 46 | Wages: \$109,600
- Employees within 15-mile radius: 116 | Wages: \$302,400
- Local Area Total: 162 Employees | \$412,000 in wages

Year-over-Year Employee Growth:

- 2022: 359 Employees
- 2023: 389 Employees (+8.4%)
- 2024: 447 Employees (+14.9%)

Pinehaven Farm Employees by City:	
City/Area	Number of Staff
Employees with in Wyoming, MN	31
Employees with in 15 mile radius	61
Local Area total	92
Total Employees in 2024:	110 (+25%)
Total Employees in 2023:	88 (+10%)
Total Employees in 2022:	80

Exhibit D-Map of Buildings/Structures

Key/Legend

- 1. Farm House-built in 1960s
- 2. Personal Storage Building
- 3. Mobile Personal Storage building
- 4. Agricultural Building
- 5. Agricultural Storage Building
- 6. Seasonal/Temporary Food Building
- 7. Mobile Food Building
- 8. Mobile/Temporary retail space
- 9. Pavillion
- 10. Haunted House Set Buildings
- 11. Haunted Hayride Storage Building
- 12. Mobile Skid structure
- 13. Agriculture Work Shop
- 14. Well House Building
- 15. Event Entrance/Exit

X. Removed since Picture taken
 * Indicates building permits are on file

The map shows an aerial view of the Six Flags Great Escape & Escape Island area. Various buildings and structures are labeled with numbers 1 through 15, corresponding to the key/legend. The map also shows a large parking lot, a road, and surrounding greenery. The labels are as follows:

- 1. Farm House-built in 1960s (1 location)
- 2. Personal Storage Building (4 locations)
- 3. Mobile Personal Storage building (1 location)
- 4. Agricultural Building (6 locations)
- 5. Agricultural Storage Building (2 locations)
- 6. Seasonal/Temporary Food Building (4 locations)
- 7. Mobile Food Building (1 location)
- 8. Mobile/Temporary retail space (2 locations)
- 9. Pavillion (2 locations)
- 10. Haunted House Set Buildings (5 locations, marked with *)
- 11. Haunted Hayride Storage Building (1 location, marked with *)
- 12. Mobile Skid structure (2 locations)
- 13. Agriculture Work Shop (1 location)
- 14. Well House Building (1 location)
- 15. Event Entrance/Exit (1 location)

Pinehaven Farm

Applicant Materials Submitted after the June 10th
Planning Commission Meeting

A draft event management plan was submitted and is
being reviewed by city staff

Conditional use Request and Talking Points

-Clarification Points-

Page 2 – Site Characteristics:

We would like to clarify that our parking lot **is striped**. Although it is a grass surface, we have invested in a GPS-guided robotic system that accurately paints parking stripes. This ensures clear and consistent organization of vehicles. We are confident in the number of parking spots available.

Page 2 – Events:

We understand there was some question regarding the dates of the Haunted Hayride. We would like to clarify that the Haunted Hayride has always operated within the timeframe established by the current 2004 CUP, which permits events from **September 15 to November 15**. While the exact event dates may vary slightly each year depending on how weekends fall—particularly the first weekend of November—they have consistently remained within the approved window.

Page 3 – Events:

The start time for the Haunted Hayride varies slightly throughout the season based on sunset, but the event consistently opens between **6:00 PM and 7:00 PM** each operating night. Additionally, we would like to clarify that the **Pumpkin Trails** area closes **one hour prior** to the scheduled closing time of the Haunted Hayride each night.

Page 5 – Traffic Impacts: Item 1:

We would like to note that this item was briefly discussed with members of city staff last year, and we are fully in agreement with the proposed direction. We had intended to move forward during last season, but due to timing and the need for proper planning, it was not feasible to implement at that time.

-Staff Recommendations-

Condition 1:

"The property owner shall expand the entrance drive to the site to increase stacking of automobiles off of the public Kettle River Blvd right of way. Stacking areas should be installed to significantly reduce potential car stacking on city streets. A plan including grading, tree removal, and stormwater standards is required prior to implementation of the drive aisle expansion or interior stacking area for city staff review and approval. The increased stacking area shall be implemented prior to the 2025 Fall Festival season begins."

We find the expectations outlined in this section to be reasonable; however, we do have some follow-up questions for clarification. If we use cones or flags to designate temporary driving lanes or vehicle stacking areas within our grass parking lot, would this require any additional permits—such as a grading permit—or trigger compliance with stormwater management standards?

Condition 2:

"A traffic study shall be conducted after the 2025 fall season to address traffic generation associated with the events and activities currently being implemented including the current and future conditions analysis and the timing of the traffic on the streets to be paid for by the property owner with a consultant chosen by the City. The report should provide potential mitigation measures as necessary. Thereafter, the City may collect data regarding traffic volume to the Property every odd year and in the event such data indicates a volume increase of at least 10% of the peak day traffic or a 20% increase in the ADT as compared to the previous study the City may require an updated traffic study be completed and paid for by the property owner."

We find this condition to be reasonable; however, we respectfully request the continued use of the traffic study consultant we are currently working with. (John Maczko with SRF Consulting) This firm has already begun evaluating our event and is highly knowledgeable in event-specific traffic issues. SRF Consulting has a very extensive record of working with and providing mitigations for many special events throughout the state including but not limited to traffic at the Minnesota Renaissance Festival, the Republican National Convention, the Superbowl, Xcel Energy Center and other similar special events. John and his firm are the highest qualified to partner with the City and our event to work together on traffic issues for current and future years.

We have no objection to completing and funding a traffic study when the measures that are outlined in this condition are met, but we believe it would be inefficient and counterproductive to bring in a new consultant at this stage. The existing firm is already engaged with both city staff and our team, and transitioning to a new consultant would create unnecessary delays and require additional time to get them up to speed.

Condition 3:

"Upon completion of any traffic study, completed pursuant to condition 2, the property owner shall be responsible for completing the remediation requirements identified in the traffic study to mitigate the impacts caused by the uses on the property owner's Property."

While we agree in principle with this condition, we believe further clarification is needed regarding the scope of "remediations" that may result from future traffic studies. As this pertains specifically to seasonal event traffic, and not year-round usage, we want to ensure that any **"reasonable"** required mitigation remains proportionate to the temporary nature of the traffic patterns.

We are absolutely willing to cooperate on traffic mitigation efforts that are appropriate and manageable within **reason**, and we would like to **reiterate our request to be directly involved** in selecting any traffic study firms moving forward. We believe this ensures continuity, accuracy,

and fairness, especially given that our current consultant is already engaged and familiar with the event and site.

We also would like to see that any future development that causes or brings traffic to Kettle River Blvd should also be responsible for addressing their additional traffic load it impacts with full recognition of the Pinehaven Farm/Mid-Minnesota operational needs.

We feel that stating it in fashion with some boundaries of reasonable expectations would benefit the longevity and forward progression within this condition.

*"Upon completion of any traffic study, completed pursuant to condition 2, The property owner shall be responsible for completing **reasonable** remediation requirements identified in the traffic study to mitigate the impacts caused by the uses on the property owners Property."*

Condition 4:

"The property owner shall be solely responsible for the cost of paving and expanding the stretch of Kettle River Boulevard North beginning from property owner's property extending south along the boulevard up to the intersection with East Viking Boulevard. Such paving of the road shall be completed in accordance with all City and state requirements and managed, designed and constructed by the City, or their designated representative, in the same manner as any other road improvement project within the City except that property owner shall bear sole responsibility for the cost of the improvement. Improvement of the road must be completed no later than January 1, 2028."

We have significant concerns with this condition as currently written, primarily due to its open-ended nature. We respectfully request clarification on the following key points:

- Responsibility for future repairs: If the road or intersection at Viking Blvd and Kettle River Blvd fails after being paved, who will be responsible for the cost of repairs?
- Ongoing maintenance obligations: Given that our traffic is seasonal, while the intersection experiences year-round use, what portion of ongoing road maintenance would be attributed to us?
- Impact on neighboring properties: Paving the road is likely to have multiple pros and cons. We have included a document that outlines "When to pave a gravel road".
<https://mnltap.umn.edu/resources/gravel>

We believe it is critical to host a meeting with all affected property owners to review the pros and cons of paving the road. It is important that everyone fully understands the scope, expectations, and long-term implications of this project.

Additionally, we strongly feel that obtaining a realistic cost estimate for this project is essential. The final price tag represents a major variable that could ultimately make the project financially unattainable for a business of our size. Without a clear understanding of the costs involved, it is difficult to make an informed commitment.

Again, we are not opposed to this condition in principle, but taking on a project of this scale within the current 2.5-year timeframe would pose a serious challenge to our business and its future operations.

Condition 5:

“Due to the traffic impacts associated with the use and the adverse effects impacting neighboring residents and the City, the number of visitors are capped at the number provided by the property owner in their 2025 application for average daily and peak attendance and no additional activities shall be added to the three fall events: the Pumpkin Trail, the Pinehaven Fall Festival and the Haunted Hayride. Upon the paving and expansion of the road as provided in condition 4 and satisfaction of the remaining conditions regarding traffic and patron queuing, the property owner may request the City permit an increase in visitors and activities which request may be granted by approval of the City in its sole discretion.”

We respectfully request that this condition be revised to allow for **reasonable growth and modifications** to our existing business operations. In our industry, the ability to evolve and adapt is critical to long-term sustainability. Limiting our ability to make operational improvements or adjustments—such as layout changes, infrastructure upgrades, or expanded programming within the scope of current events—would place us at a significant disadvantage, especially in light of rising costs related to labor, electrical infrastructure, and overall operations.

We propose that the language be revised to restrict **“new events”**—such as winter festivals or entirely new event formats not currently held—until the road is paved, rather than restricting all “activities.” This would preserve our ability to adapt and improve within the framework of our current event offerings.

Additionally, as stated in **Condition 2**, safeguards are already in place to address future growth through the requirement of a traffic study and annual operational traffic plans. This built-in check-and-balance system ensures that any additional growth in traffic will be evaluated for potential impacts, including traffic management, prior to implementation.

Condition 6:

"The operating hours for the Haunted Hayride and all site events proposed at the site is 12 midnight. All operations shall be closed at midnight and customers shall be removed at midnight. In the event taxi or rideshare services (such as Uber, Lyft, or similar platforms) are unavailable or inaccessible for a patron who is unable to safely transport themselves away from the Property, the property owner shall make reasonable efforts to assist in securing safe transportation. In any event, if property owner is aware rideshare services will not be available for patrons the property owner must make commercially reasonable efforts to notify patrons that such services will not be available for departure from the Property and patrons should arrange other transportation."

The operating hours of the Haunted Hayride have consistently aligned with the 2004 CUP, which allows the event to close at **midnight**. Based on the nature of our operations, it typically takes **up to 1.5 hours** to fully clear patrons from the property after closing.

To clarify our standard procedures:

- On **Friday and Saturday nights**, ticket sales close at **11:30 PM**, the event officially **closes at midnight**, and all patrons are off the property by **1:30 AM**.
- On **Sunday through Thursday nights**, we close by **10:30 PM**, with all patrons off the property by **midnight**.

We respectfully request that this condition be updated to reflect these established practices and timelines that already fall in line with the current 2004 CUP.

Condition 7:

"The property owner shall design and implement a site traffic operational plan which addresses operational traffic concerns including changes to address traffic, roadway maintenance and emergency vehicle and local resident access concerns. Such traffic operational plan shall include commercially reasonable means to prevent queuing of vehicles onto Kettle River Boulevard North. The property owner shall comply with the traffic plan upon city acceptance of the operational plan. shall be submitted by August 1, 2025 and all recommendations implemented prior to commencement of the Fall Events."

We find this condition to be reasonable. We are already working with John Maczko with SRF Consulting to come up with and implement a traffic management plan for this season ahead of the formal traffic study completion outlined in Condition 2 that will be completed after the 2025 season. When we are completed with this plan, we will submit John's suggestions to City Staff.

Condition 8:

"The property owner will pay the city for up to two city contracted calcium chloride based treatments per year and reimburse the City for additional grading costs along the gravel roadway above and beyond what would be deemed typical maintenance on a gravel road due to the unusually high volume of traffic on Kettle River Boulevard. The City will contact the property owner prior to road maintenance occurring."

We are not opposed to contributing to the cost of additional road maintenance as outlined in this condition. However, we respectfully request that the condition also include language allowing us to **work directly with the Public Works Department** to develop a coordinated maintenance plan. This would include joint decision-making on **when maintenance is needed** and **when it should be scheduled**.

Based on our experience from past seasons, we know that certain treatments—such as applying calcium chloride—can have **unintended negative effects** if timed poorly (e.g., immediately before a major rain event or too close to the start of operations). Collaborative planning will help ensure that maintenance efforts are both **effective and non-disruptive** to the neighbors and the events.

Condition 9:

"The property owner shall submit detailed information about the activities proposed for the two new events proposed, the Holiday Event and Winter Event Series, subject to City Council approval prior to initiating any new events. The property owner shall have a neighborhood meeting and invite all residents along Kettle River Blvd so they can see what activities are proposed and how the business will operate. In no case with the hours of operation or the anticipated traffic counts be greater than what is experienced at the site for the Fall events. Lighting information and an illumination plan is required."

We respectfully request that the language in this condition be revised to replace "Holiday/Winter events" with "Any New Events." Earlier in the process, there was a lack of clarity from staff on whether the updated CUP needed to account for potential future events. While we do not disagree with the intent of this condition, we believe that the revised language would provide greater flexibility and clarity moving forward.

Condition 10:

"Each year, prior to the opening of the Haunted Hayride and Haunted House event, an operational permit per the state fire code is granted by the City Building Official or Fire Marshal."

We are already in compliance with this condition and can absolutely continue to anticipate and plan for this as part of our ongoing operations.

Condition 11:

"Any new construction on the site is subject to review and approval of building permits prior to any construction occurring."

We have no issues with this condition and are fully prepared to comply as required.

Condition 12:

"The Haunted Hayride and Haunted House event operates for a total of 8 weeks generally running from mid-September to November 1. The new Holiday Event Series shall operate for no longer than 8 weeks and the Winter Event Series shall not operate for longer than 12 weeks."

In accordance with the 2004 CUP, the Haunted Hayrides have always operated within the approved timeframe of **September 15th to November 15th**. While the event only runs for **8 weeks total**, the exact start and end dates can shift slightly within that window depending on the calendar—particularly how the Halloween holiday falls. For example, if Halloween lands midweek, we often continue through the following Sunday, which can extend operations beyond November 1st but still remain within the permitted time frame.

We respectfully request that the CUP continue to allow the Haunted Hayride to operate **between September 15th and November 15th**, for a **total of 8 operating weeks**.

Condition 13:

"The property needs to comply with all applicable local, state and federal regulations including meeting all zoning ordinance requirements."

We have no issues with this condition and are fully prepared to comply as required.

Jeremy,

Thank you for your continued advocacy and leading Pinehaven Farm. It's a community staple and we're so thankful you're in our District. After numerous conversations with your staff and mine, I will continue to explore state avenues for funding for the paving of Kettle River Blvd. I do not know how/where funding can come from, but will utilize this upcoming legislative session to find a solution. To be clear, I understand the friction between the needs of your business and the City of Wyoming; and the strain it puts on everyone to both bring this road up to snuff, while not leaving you all as the sole funder of the project. This state funding could take many different shapes (and none of it is guaranteed). Per our previous conversations, this project might be most appropriate as part of an infrastructure bonding bill - especially if it includes better traffic management at the East Viking BLVD intersection. This project may also qualify for Department of Transportation commercial corridor grants, which was something we also explored in North Branch for their business park project. It may include a solution I'm not even thinking until I consult with my colleagues this session about similar projects across the state.

Within Wyoming, I continue to beat the drum on the new Public Safety Center. That will also get another hearing this upcoming session for inclusion of the next bonding bill, and I know that's a priority for the city. You have my commitment to explore every possible route of funding to ease the burden on you, ease the burden on the city, and ensure that corridor is up to the standard it needs to be. Again, I'm not clear on how that funding will occur - but I will go to bat for my constituents... Whether it's in the form of a bonding bill or grant of some kind, these are pools of money that get spent regardless statewide. If it can improve my District, I am committed to that.

Bill drafting of any kind won't happen until October. In the interim, I will continue to work with House Research staff and my colleagues to find the most appropriate strategy to tackle this. I ask for your patience as I try to find the best path forward - and am committed to easing the burden of cost with these types of projects.

Please don't hesitate to contact me any time about this or other projects you observe that are a net benefit to the community.

Sincerely,

Representative Max Rymer
District 28B
651-296-5377
rep.max.rymer@house.mn.gov

Thank you to all City staff and officials for the continued conversations that have helped keep this process moving forward. We truly appreciate the collaborative effort to ensure that our event and the surrounding community can be enjoyed both during our operational season and throughout the year.

After our initial session with the Planning Commission in June of this year, we had some concerns regarding the language and intent behind certain conditions recommended by City staff. Through several phone calls and emails, we felt encouraged that staff was willing to work with us to improve and modify a number of these conditions so they could better serve the City, the community, and our business.

While many of these discussions were productive and we understand the importance of the conditions that were developed, we have reached a point of significant concern regarding two specific items—**Condition (4)** and **Condition (6)**. We have outlined our concerns in detail below, as well as the reasons why we believe these conditions, in their current form, are detrimental to our business.

As written, these conditions move the “goal post” to a point that may not be achievable and will have major impacts on our financial stability, growth potential, long-term presence in the City, and our day-to-day operations. We believe it is important to revisit and refine these conditions to ensure they are fair, realistic, and don't put our business in a spot of major financial setback.

Conditions that we would like to see modified or discussed further in the C.U.P

4. The property owner shall be solely responsible for the cost of paving and expanding the stretch of Kettle River Boulevard North beginning from property owner's property extending south along the boulevard up to the existing paved surface near East Viking Boulevard. Such paving of the road shall be completed in accordance with all City and state requirements and managed, designed and constructed by the City, or their designated representative, in the same manner as any other public road improvement project within the City except that the property owner and applicant shall bear sole responsibility for the cost of the improvement. Improvement of the road must be completed no later than January 1, 2028. Delays in the installation of the paved road, through no fault of the applicant, shall not constitute non-compliance with the conditions of approval. The applicant shall pay for the costs by January 1, 2028, or 2 months after receipt of the final invoice from the City, whichever is later.

Condition Concern – Financial Impact and Open-Ended Obligation

This condition (4), as currently written, is completely open-ended and places our business in a position of financial uncertainty. Like any well-managed business, we budget, plan, and set our spending months and even years in advance. Agreeing to a project of this scale without clear parameters is not a sound or sustainable business practice. Our major concerns are as follows:

No Defined Cost Cap

There is no spending limit associated with this project. City staff has only provided verbal “estimates,” which were later described in conversation as “pretty conservative.” Any reputable business plan would be reluctant to commit to a completely open-ended financial obligation without a defined cost cap or firm written estimate.

Benefit to Unrelated Businesses

The condition, as written, would require us to fund improvements to a roadway in front of another business that operates year-round and receives guest traffic 12 months a year—significantly more than the seasonal use generated by our events.

Potential Roadway Rerouting

In multiple conversations with City and County staff, there has been discussion of potentially rerouting Kettle River Boulevard to a location farther from the I-35 entrance and exit. While no decision has been finalized, it appears increasingly likely if development continues at the former golf course property (*The Point at Carlos Avery*). We believe it is unreasonable to require us to fund roadway improvements that could become obsolete and unrelated to our operations if rerouting occurs.

Compressed Timeline with Growth Limitations

The condition allows only two construction seasons—or whenever the City manages the project to completion—to secure funding. This is paired with a growth limitation on current events under Condition (5), creating a dual constraint that impacts both our ability to grow and our financial flexibility.

Seasonal Use

Our operational season is only eight weeks long, with the final four weeks being the busiest. Within that time, only eight days generate the majority of our traffic. For the remaining 44 weeks of the year, we are not open to the public, and the business is not in operation. During this extended offseason, our events place very little demand on infrastructure. If we operated year-round, paving the roadway could be justified. However, given the short seasonal nature of our business, such a significant infrastructure investment—funded solely by us—does not align with the actual usage patterns generated by our events.

Given these factors, we respectfully request that this condition be revisited or removed until there is a clearer understanding of the project's scope, costs, and potential roadway changes. We fully acknowledge the importance of improving roadway infrastructure and are committed to working with the City toward this shared goal. We would also like to reiterate that, with the right planning and an open line of communication, we are confident in the potential to secure funding for this project at the state level. While we understand there is no guarantee of approval, we believe this represents a strong opportunity that could benefit all parties involved. We are prepared to begin pursuing this option as early as next year and are committed to working collaboratively with the City to explore this path.

6. The latest operating time for the Haunted Hayride and all site events proposed at the site is 12 midnight. All operations shall be closed at midnight and customers shall be removed at midnight. It is understood that employees will be on-site after midnight for clean-up. In the event taxi or rideshare services (such as Uber, Lyft, or similar platforms) are unavailable or inaccessible for a patron who is unable to safely transport themselves away from the Property, the property owner shall make reasonable efforts to assist in securing safe transportation. In any event, if property owner is aware rideshare services will not be available for patrons the property owner must make commercially reasonable efforts to notify patrons that such services will not be available for departure from the Property and patrons should arrange other transportation.

Condition Concern – Guest Removal Time (Fridays and Saturdays in October)

Currently, our operations allow guests to purchase tickets for the final time block of **11:30 PM to midnight**. Due to the format of the attraction, guests in this time slot often do not exit the property until after midnight. By that time, peak day attendance has already left, and traffic in the surrounding area has decreased substantially.

We respectfully request that this condition be revised to allow for **guest removal to be extended until 1:30 AM** on Fridays and Saturdays during **October weekends only**.

Eliminating multiple late-night time slots during our peak season in order to meet a strict 12:00 AM cut-off would result in a significant loss of annual revenue. This loss is compounded by the fact that Conditions (1), (2), (4), (7), and (8) will all create new or increased expenses upon approval of this permit. Additionally, Condition (5) limits growth, creating further uncertainty for the long-term stability of the business.

To maintain our existing fiscal responsibilities and guest attendance levels, we would be forced to increase traffic volumes during peak operating times—a solution that appears counterproductive to many of the other conditions proposed by staff.

Our business is centered on Halloween attractions. While we make every effort to market, price, and schedule in ways that spread attendance throughout the season, **weekends in October will always draw the largest crowds.**

We fully agree with and are prepared to meet all other aspects of this condition, many of which are already achievable under our current operational model. Our request is simply to extend the **guest removal window to 1:30 AM** during October weekends to allow for safe, orderly departure of guests without negatively impacting traffic or the guest experience. We have proposed a rewrite of the condition.

6. The latest operating time for the Haunted Hayride and all events proposed at the site is 12 midnight for Sunday-Thursdays and all dates in September and November. All customers shall be removed by midnight. On Fridays and Saturdays in October, ticket sales shall stop at Midnight, but customers shall be allowed to finish the experience and be removed from the site by 1:30am. All outdoor sound effects shall be shut off or turned down so that noise does not escape the property boundaries at midnight. It is understood that employees will be on-site after customers exit for clean-up. In the event taxi or rideshare services (such as Uber, Lyft, or similar platforms) are unavailable or inaccessible for a patron who is unable to safely transport themselves away from the Property, the property owner shall make reasonable efforts to assist in securing safe transportation. In any event, if property owner is aware rideshare services will not be available for patrons the property owner must make commercially reasonable efforts to notify patrons that such services will not be available for departure from the Property and patrons should arrange other transportation.

Thank you for your consideration of these conditions. We have also included a written statement from our district state level Representative.

From: [Pinehaven Farm](#)
To: [Fred Weck](#); [Lisa Iverson](#); [Linda Nanko Yeager](#); [Brett Ohnstad](#); [Claire Luger](#); [Dennis Schilling](#); [Robb Linwood](#); [Neil Bauer](#)
Subject: John B Hastings CUP Update
Date: Friday, August 29, 2025 12:31:12 PM
Attachments: [City Council Letter on the Cup.pdf](#)
[18981_PinehavenFarmEventManReview_250609_Final.pdf](#)
[Pinehaven Farms Draft 2025 EMP_250808.pdf](#)

Hello Members of Council and City Staff,

Please see the attached documents. Hopefully this can still be added to the packet for next week.

Best Regards,

John and Sue Hastings
Pinehaven Farm
Owners

Jacque Hastings
Pinehaven Farm
General Manager

Jeremy Hastings
Mid Minnesota Entertainment
Owner

To the Members of the Wyoming City Council:

Re: Conditional Permit (CUP) update for our Commercial Outdoor Recreation Areas use in the Agriculture District File # C-21-0001

We find ourselves at a point that we never thought that we would get to in this process. Despite our best efforts to meet the desires for city staff we have reached the point that we cannot move forward any longer with-out the use of legal counsel.

We have tried diligently to come to an agreement on all of the conditions. We have hired a traffic consultant (SRF Consulting) to review our operations and make recommendations. We have followed their recommendations including the developing an Event Management Plan to address the largest concern that has been raised which is dealing with traffic concerns on a few nights of the year due to the popularity of the event. This work addresses CUP conditions 1,2,3 and 7.

The SRF report is attached. The draft EMP was submitted to the city on August 10th (final attached) and was reviewed with the following city staff response on August 25th:

“Our team is pleased with the EMP and have no further comment. We are hopeful this drastically improves the operations, and everyone sees the benefit of this effort. We will have to revisit and adjust accordingly after monitoring.”

We have limited or no issues with Conditions 6, 8, 9, 10, 11, 12, 13.

At this time, we do not believe the staff’s suggested conditions 4 and 5 are reasonable, as they impose a massive and unnecessary financial burden on a long-standing, established business within this city. After discussing our situation with a number of professional advisors we have been strongly advised to seek independent legal counsel before moving forward with these conditions. At this point we have come to realize that it is not prudent or responsible to advance this process without that review, especially since our current position has been repeatedly cautioned against. It is critical that our counsel has the opportunity to fully assess the implications of these conditions before any further action is taken.

The financial expectations being presented are not only vague but alarming. If you were the owner of a business, would you agree to:

- Pay for an improvement that does not follow an adopted assessment policy
- Pay 100% of an improvement that multiple property owners benefit from
- Commit to Pay an undefined amount—repeatedly suggested to exceed one million dollars—without any firm figures, safeguards, or assurances?
- Commit to all costs and overruns as on open check book

- Required to find the undetermined, million or more dollars, and complete the project in 24 months or not be able to operate.
- Commit to all of the above without the ability to grow your business

Requiring condition 4 would represent the single largest expense our business has ever faced, with no ownership, no tangible product, and no protections against future government demands and condition 5 restricts our ability to grow while continuing to compound the cost of doing business.

For these reasons, we are specifically requesting that the Council either:

1. Remove Condition 4 entirely, or
2. Agree to table or delay the timeline to allow our independent legal counsel sufficient time to review and respond.

We firmly believe the staff-imposed conditions, as currently written, are unfair and unnecessary. They place a 70-year business, one that has contributed to the growth and success of this community, in a position that jeopardizes its long-term stability and future.

We respectfully ask the Council to consider our request and provide the time necessary to ensure a fair and reasonable resolution.

Sincerely,
John B. Hastings Family Limited Partnership



MEMORANDUM

SRF Project No. 18981.00

To: Jeremy Hastings
Brent Faymoville
Marc Baker
Mid-Minnesota Entertainment

From: John Maczko, PE, PTOE

Date: June 9, 2025

Subject: Event Management Review Recommendations at Pinehaven Farms

Introductions

Dear Jeremy, Brent and Marc,

Thank you for the opportunity to learn about your operation and needs related to the successful events at Pinehaven Farms. The events include:

- Pinehaven Farm - Mid September (Saturday and Sunday) – October (Friday – Saturday) 10 a.m. to 7 p.m.
- Great Pumpkin Trail – October (most days 6:30 p.m. to 10:30 p.m.)
- Dead-End Hayride – Mid September (Fri-Saturday 7 to 11 p.m. -October Sunday thru Thursday 6:30 to 10 p.m.; Friday – Saturday 6:30 pm to 12 a.m.)

This letter is intended to provide a summary of recommendations and suggested steps forward in reviewing and developing an event management plan for your events. It was developed after discussions as outlined in my project update and review of data that we were able to obtain or were provided. Please see the summary below.

Background

- Pinehaven Farms utilizes timed entry ticketing to manage arrivals for all events.
 - Dead-End Hayride – since 2012-13
 - Pinehaven Farm Daytime events – since 2020 (COVID driven)
 - Great Pumpkin Trail – 2024 (first year of event)
- Complaints/concerns
 - More complaints in 2024 than in past years. First year of pumpkin patch?
 - Ingress and Egress issues

www.srfconsulting.com

3701 Wayzata Boulevard, Suite 100 | Minneapolis, MN 55416-3791 | 763.475.0010

Equal Employment Opportunity/Affirmative Action Employer

- Dust
- Increased maintenance on Kettle River Boulevard
- Emergency response concerns on high volume days with limited access.
- Roadway safety on Viking Boulevard - 35E to Kettle River Boulevard area
- Attendance

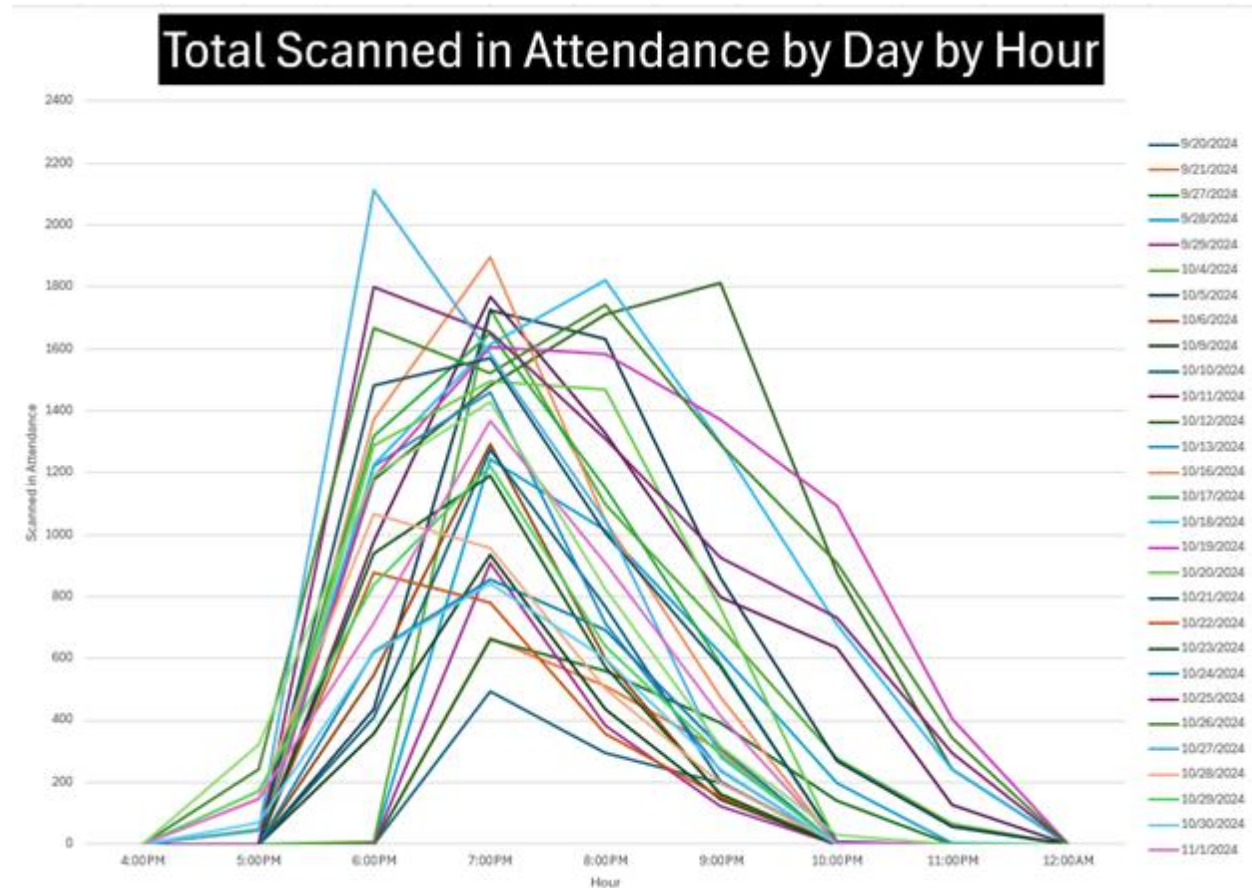


Figure 1 Total Scanned Attendance by Day by Hour

- Parking operations
 - Parking staff are regular employees who are familiar with parking the event.
 - Utilize a one-way operation with turnouts to get cars into the parking lot.
 - Parking lot capacity is 1736 vehicles
 - Working to create a one-way loop around the entire north hay grounds that are used for parking in 2025
 - Expand the entrance width from Kettle River Boulevard to parking lots.

- Viking Boulevard/Kettle River Boulevard
 - This intersection is the only access to Pinehaven Farm
 - Kettle River Boulevard is a gravel roadway
 - Intersection gets congested on heavy attendance nights
 - Last year was the worst year for traffic
 - Freeway ramps Kettle River Boulevard and business access all close together
 - MnDOT does adjust signal timing at Freeway ramps for event as needed.
 - All other access points to Viking Boulevard are side street stops.
 - No traffic control officers have been utilized for traffic control in past events

- Traffic Information
 - 5-year Crash Summary
 - 75% of crashes (9) at East Viking and Kettle River occur in October
 - 25-30% of crashes (2 east ramp 3 west ramp) at the ramps occur in September and October.

Intersection	Crash Severity					
	PDO	Possible Injury	Minor Injury	Sever Injury	Fatal	Total
East Viking Blvd & McDonalds Access	0	0	0	0	0	0
East Viking Blvd & Kettle River Blvd	7	1	4	0	0	12
TH 61 & I-35 NB Ramp	6	1	1	0	0	8
TH 61 & I-35 SB Ramp	9	1	1	0	0	11
Total	22	3	6	0	0	31

Intersection	Crash Type					
	Angle	Rear End	Sideswipe	Pedestrian	Bike	Total
East Viking Blvd & McDonalds Access	0	0	0	0	0	0
East Viking Blvd & Kettle River Blvd	10	2	0	0	0	12
TH 61 & I-35 NB Ramp	5	3	0	0	0	8
TH 61 & I-35 SB Ramp	4	7	0	0	0	11
Total	19	12	0	0	0	31

Figure 2 Crash Summary

- Kettle River Boulevard volumes (2022 Traffic Counts north of Viking) *provided by WSB*.
 - Traffic counts do not balance out for a dead-end roadway. NB volume is significantly higher than SB volumes. Total ADT ranges from 190vpd in September to over 2500vpd in October.
 - Counts are about 1/3 of 2024 estimates based on attendance numbers and a 2.75 persons per vehicle occupancy rating.
 - Counts are unreliable at this time.

Future Plans

- Possible development of Property on NW Quadrant area of Kettle River Boulevard and East Viking Boulevard that could re-align Kettler River Boulevard as it is too close to the Freeway ramps with the proposed development.
- The city of Wyoming and Chisago County are studying corridor alternatives as part of the development proposal.
 - Most likely alternatives include relocating Kettler River Boulevard further west on E Viking Boulevard and construction of single lane roundabouts at the new intersection and the 35 SB ramps. This may include a roundabout NB 35 ramps, but MnDOT has nothing planned at this time.
 - There is no funding or timing on any improvements at this time.
- MnDOT has no improvements planned in this corridor, but they may become interested if other improvements are made.

Recommendations

Based on current information based on 2024 attendance data and the desire to be conservative we make the recommendations below. Our experience is that it is much better to be overprepared than underprepared and scrambling for resources. It is easier to release resources than to obtain them when needed. Lessons learned this year and collection of actual vehicle ingress and egress flow data will allow further refinement.

A future re-routing of Kettle River Boulevard and reconstruction of Viking Boulevard would help to improve traffic flow in the Viking Boulevard and Kettler River Boulevard area. However, a final layout has not yet been determined and funding for any construction is out into the future. The existing system is functional and only breaks down on days, predominantly in October, when the pumpkin patch and the dead-end hayride are operating so these recommendations address those concerns.

Recommendations are as follows:

- First and most important, convene a formal Event Management Group to develop the operational details of an event management plan. This group should include Pinehaven Farms staff/Consultant, Wyoming police, fire and EMS and Public Works, Chisago County Engineering and MnDOT. This team works together to make the event successful and ensure issues are identified and addressed in the plan and work together to address any items that may come up.
- Implement one-way circulation pattern around the hay field parking area. This will assist in getting vehicles off Kettle River Boulevard and into the site quicker.
- Complete widening the entrance to the site to 36' minimum to allow 3 lanes of traffic. This will improve ingress egress and allow greater emergency vehicle access.
- Park vehicles two rows at a time with the first vehicle pull through second vehicle behind it for speed and efficiency to again reduce parking time.
- Continue expansion of a separate pedestrian walkway to keep pedestrians off of the vehicle access roads.
- Based conservatively on 2024 attendance provide traffic control officers at Viking Boulevard and Kettle River Boulevard for Friday Saturday and event days in October. (10,11,17,18,24,25, 31) and November 1. Coverage should be from 6:00pm – 12am in early October and 6pm to 1am on the last two weekends (see Figure 3)
- Based conservatively on 2024 attendance provide traffic control officers at Viking Boulevard and Kettle River Boulevard for Sunday, Holiday, and MEA weekdays in October. (15,16,) Coverage should be from 6:00pm – 11pm/12pm (See Figure 3)
- Provide temporary or permanent intersection lighting and temporary event traffic management signing on Viking Boulevard for the safety of all including the traffic control officers.
- Traffic counters (data cameras) should be used to accurately count vehicles both NB and SB on Kettler River Drive north of Viking Boulevard to accurately measure arrival and departure rates of vehicles. This data will be used to further refine the event management plans.
- Emergency vehicles should split traffic on the "virtual centerline" of Kettle River Boulevard to make egress to the site. Any future roadway improvements should consider a 3-lane section.33-36' wide to accommodate Emergency vehicles.

We believe the above recommendations will provide a marked improvement over 2024 experiences. We also believe that lessons will be learned as the event progresses and more data is collected. Being flexible and able to adjust on the fly will be important. Experience shows that items will come up that will need to be addressed but being adequality resourced will make those adjustments easier.



I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

John P. Maczko, PE (MN), PTOE, SRF Consulting Group Inc.

Date: August 8, 2025 License #: 20026



August 8, 2025 – Submittal

SRF No. 02518981.00

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Appendices

Appendix A – TMG List
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Introduction

Event Description

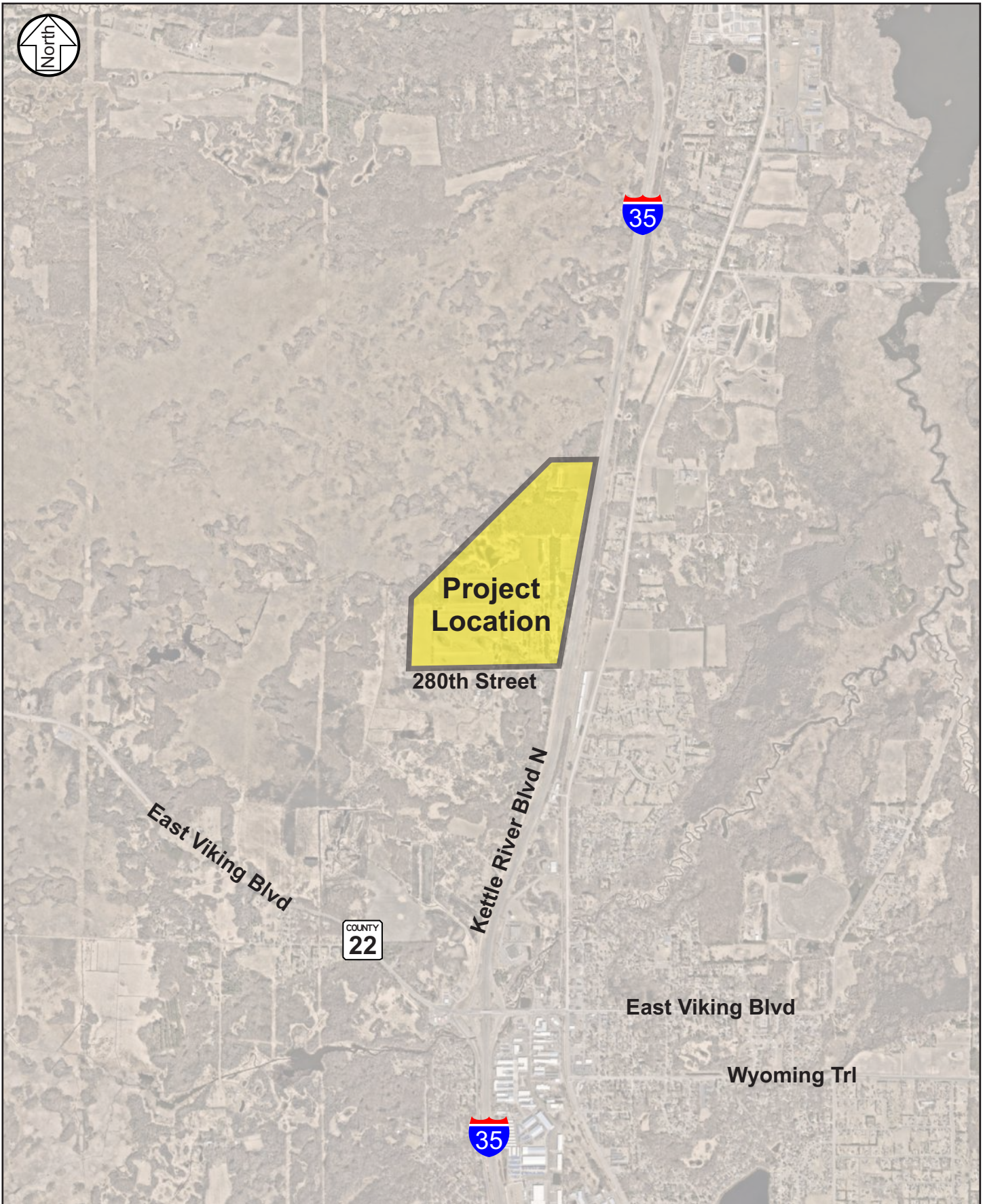
Pinehaven Farm is a seasonal outdoor attraction centered around family-friendly fall activities and traditional farm experiences. The farm events take place annually during the autumn months. During the day the farm features a variety of interactive attractions, including Minnesota's largest corn pit, trolley rides, superslides, photo ops, and over 30 other farm-themed activities. The farm also includes live entertainment, seasonal food vendors, and hands-on fun designed for children and families of all ages. In the evenings, attractions at Pinehaven Farm include The Great Pumpkin Trail, a half-mile walk-through experience featuring over 10,000 illuminated, intricately carved pumpkins, and The Dead-End Hayride, a popular haunted attraction that draws large crowds throughout the season. Pinehaven Farm attracts thousands of visitors each year and has become a popular fall destination in the Twin Cities metro area. The event typically runs from mid-September through early November, operating on weekends and select weekdays. The Pinehaven Farm site is generally located in the northwest quadrant of the Kettle River Boulevard and 280th Street intersection in Chisago County, Minnesota (see Figure 1. Project Location)

Description of the Pinehaven Farm Grounds and Surrounding Area

As shown in Figure 1 the Pinehaven Farm site is generally located in the northwest quadrant of the Kettle River Boulevard and 280th Street intersection in Chisago County, Minnesota. The site is also situated just west of Interstate 35, with highway access located approximately 1.5 miles south of the site via the intersection of East Viking Boulevard (County 22) and Kettle River Boulevard. From a regional perspective, the site is located in the northwest area of the City of Wyoming, west of Linwood Township and south of Stacy, Minnesota. Visitors to Pinehaven Farm access the site via the intersection of East Viking Boulevard (County 22) and Kettle River Boulevard. This is the only available route to and from the event site and therefore also functions as the primary emergency access route. Two major transportation facilities play a key role in bringing visitors to and from the site: Interstate 35, which provides north-south access, and East Viking Boulevard (County 22) which provides east-west access. Since the event site is in a generally rural undeveloped area, typical urban services are not available. A detailed site plan for the Pinehaven Farms is shown in Figure 2 and Figure 3.

Plan Purpose

Ensuring that travel to and from Pinehaven Farm is as enjoyable as the event itself helps create a positive experience for attendees and encourages return visits. Equally important is minimizing the impact of increased event-related traffic on nearby residents, businesses, and property owners. To support these goals, Mid-Minnesota Entertainment and Pinehaven Farms has requested SRF to develop and implement an Event Management Plan (EMP) for Pinehaven Farm. This plan will serve as the 2025 event operations manual outlining strategies to manage transportation in and around the event site, enhance public safety, and reduce event-related traffic congestion and delays.



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August 2025

Project Location

Pinehaven Farm Events | Event Management Plan
Mid-Minnesota Entertainment | Chisago County

Figure 1



Site Plan

Pinehaven Farm Events | Event Management Plan
Mid-Minnesota Entertainment | Chisago County

Figure 2



Internal Site Plan

Pinehaven Farm Events | Event Management Plan
Mid-Minnesota Entertainment | Chisago County

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Figure 3

Plan Components

The 2025 EMP includes procedures and improvements to make the travel portion of the Pinehaven Farm events experience safe and efficient. This EMP was prepared with the input of the Transportation Management Group (TMG) members. A list of TMG members for consultation of the EMP can be found in Appendix A. In general, assumptions used in this event management plan were based on the best available 2024 attendance data and collaboration with key TMG stakeholders.

As part of the EMP, the following individual plans were developed to efficiently manage the event. These individual plans will continue to be refined to ensure that they work cohesively as one Plan. Plan responsibilities will be further addressed in the Implementation Plan.

- Public Communication and Education Plan (PF)
- Transportation Signing and Traffic Control Plan (SRF)
- On-site Parking/Internal Circulation Management Plan (PF/SRF)
- Uber/Rideshare Plan (PF/SRF)
- Emergency/Incident Response Plan (SRF/Emergency Response Team)
- Operations Communication Plan (SRF/PF)
- Implementation Plan and Matrix (SRF)

The Pinehaven Farm EMP is intended to be a living document, continually refined based on observations made during and after each event day. Daily and weekend debriefs will be conducted throughout the operating season, with a final review in November to evaluate overall performance and identify any necessary updates. TMG representatives will continue to meet annually with participating agencies to assess traffic and parking operations and make adjustments as needed for the Pinehaven farm events. **As Pinehaven Farm operations evolve over time, the EMP will be updated to reflect changing conditions.** Additional details on future updates and coordination efforts are outlined in the Implementation Plan.

Event Scenarios

The current Pinehaven Farm (PF) event schedule includes weekends beginning in mid-September, with weekday events increasing in October, and concludes on November 2, 2025. Attendance levels during the operating season can be grouped into three (3) tiers:

- Tier 1 - September Weekends
 - This event scenario will capture traffic from the Pinehaven Farm which operates on Saturdays and Sundays from 10 a.m. to 7 p.m. and the Dead-End Hayride which operates from 6:30 p.m. to 11:00 p.m.

- Tier 2 - October Weekdays
 - This event scenario accounts for traffic generated by Pinehaven Farm, which operates on Fridays and during MEA week (Wednesday through Friday) from 10:00 a.m. to 7:00 p.m., as well as the Great Pumpkin Trail and the Dead-End Hayride, which operate on select weekdays in October from 6:30 p.m. to 10:30 p.m.
- Tier 3 - October Weekends
 - This event scenario will account for traffic from Pinehaven Farm, which operates from 10:00 a.m. to 7:00 p.m.; the Great Pumpkin Trail, which operates from 6:30 p.m. to 10:00 p.m.; and the Dead-End Hayride, which operates from 6:30 p.m. to 12:00 a.m. on Fridays and Saturdays, and from 6:30 p.m. to 10:00 p.m. on Sundays.

2024 Pinehaven Farm attendance data is summarized below:

- Entering attendance tends to peak in the morning around opening time of the Pinehaven Farm at 10:00 a.m. and gradually decreases throughout the day, nearing zero (0) by approximately 5:00 p.m. However, on days when the Dead-End Hayride and Great Pumpkin Trail are operating, there is a significant surge in attendance between 6:00 p.m. and 7:00 p.m. This evening peak, which continues until around 9:00 p.m., represents the highest influx of the day, with up to 2,000 guests entering within a single hour on the busiest recorded day.
- 2024 Pinehaven Farm event daily attendance ranged from 729 (Sunday 9/15/24) to 12,407 (Saturday 10/19/24). Overall attendance averaged 6,507 across 20 days of attendance data.
- September and early October generally exhibit lower attendance (further from the Halloween holiday).
- Weekends at the end of October (closest to Halloween) generally exhibit the highest attendance. Weekends generally have higher volumes than weekdays.
- The Pinehaven Farm design event daily attendance based on 2024 data is assumed at: 3,110 for Tier 1, 3,900 for Tier 2 and 11,215 for Tier 3. Specific event implementation plans and strategies have been developed for these event attendance tier levels and have been included in the implementation plan mitigation measures.
- Based on the attendance from 2024 and utilizing a 2.75 persons per car rate, the estimated traffic volumes for Pinehaven Farm events are assumed at: 1,130 for Tier 1, 1,420 for Tier 2 and 4,080 for Tier 3.

Figure 4 shows the year 2024 scanned attendance by day by hour. Figure 5 shows the estimated number of entering vehicles per day and per hour, calculated using the 2024 attendance data and an average vehicle occupancy rate of 2.75 persons per vehicle. Figure 6 shows the estimated number of exiting vehicles per day per hour, based on the same attendance data and occupancy rate, along with assumptions from Pinehaven Farms: daytime activities have an average guest stay of approximately 4 hours, while evening activities have an average stay of 2 hours.

Figure 4. Year 2024 Total Scanned Attendance by Day by Hour

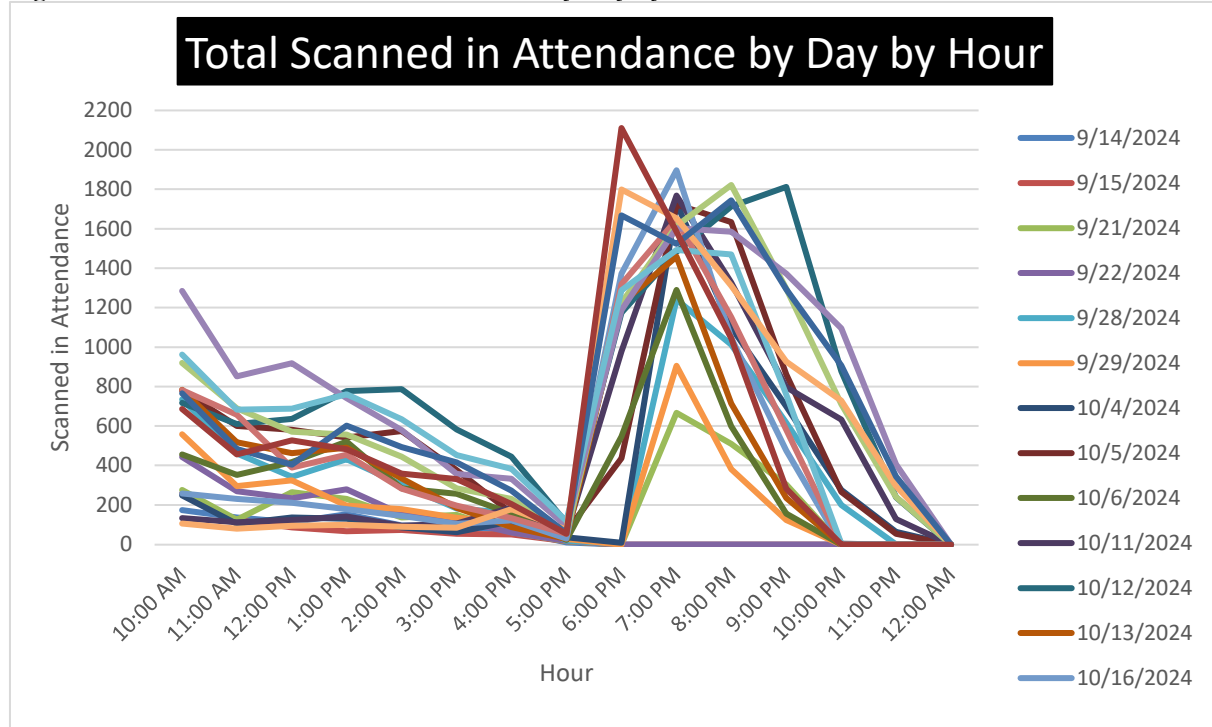


Figure 5. Year 2024 Total Entering Vehicles by Day by Hour

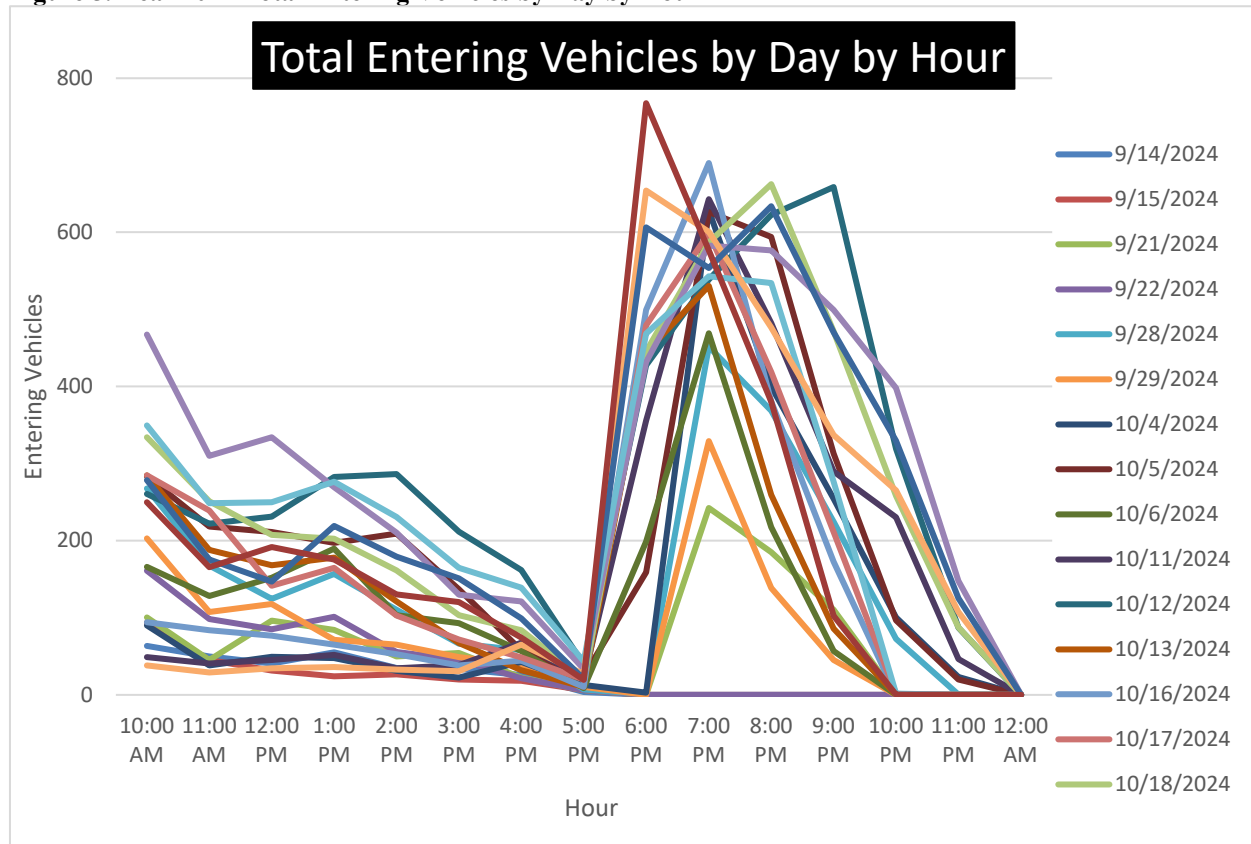
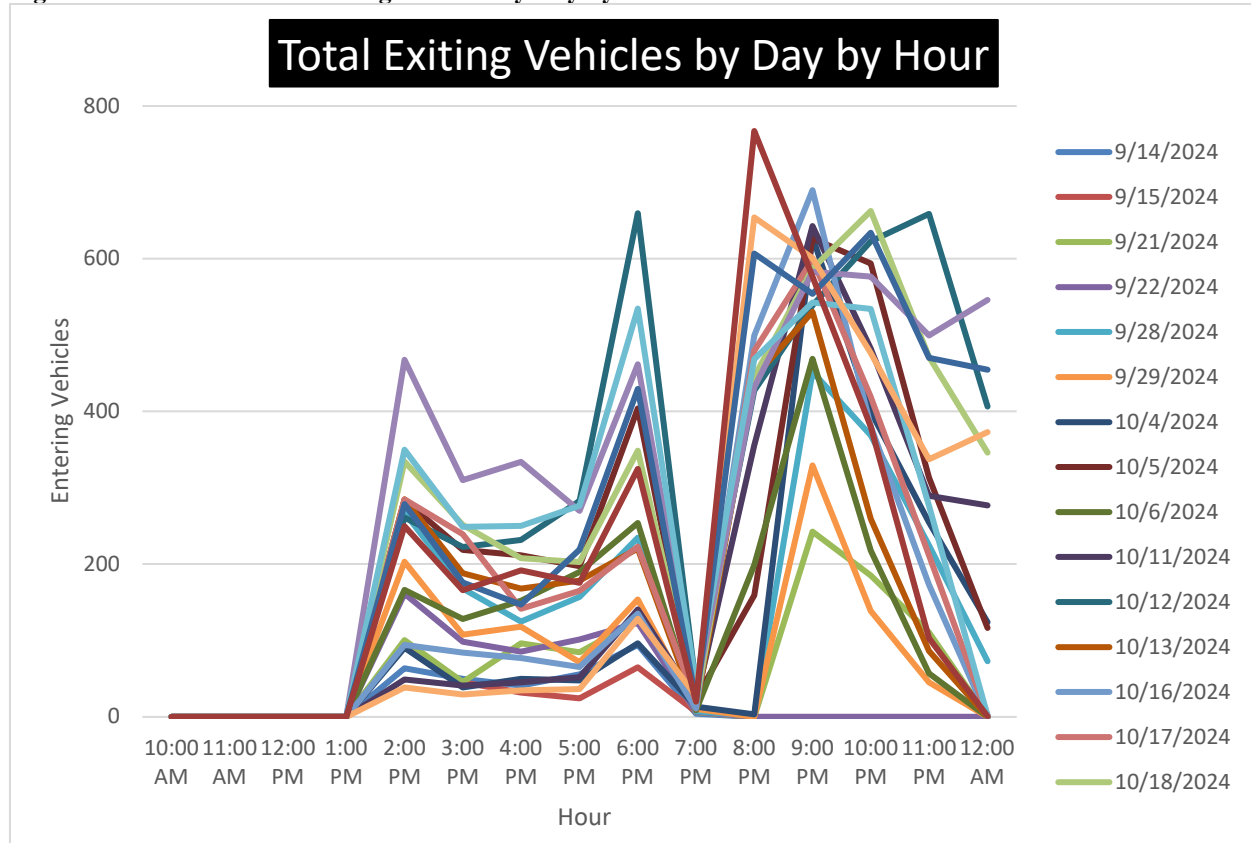


Figure 6. Year 2024 Total Exiting Vehicles by Day by Hour

Public Communication and Education Plan

Plan Goals and Responsibility

To ensure that transportation to and from events at Pinehaven Farm is a pleasant and positive experience, and to ensure that the surrounding transportation system is not negatively impacted, it is important to have a well-thought-out plan in place. This plan should address transportation-related issues that may arise prior to opening weekend and throughout the duration of the fall festivals. To reach motorists and surrounding property owners, the communication and education plan will include multiple communication methods and formats.

Goals

The communication and education plan for Pinehaven Farm and Mid-Minnesota Entertainment is designed to achieve the following goals:

- Provide clear communication strategies to inform patrons about ticketing, timed entry, parking, and travel to and from the events.
- Educate attendees on available arrival options and emphasize the importance of following event signage and arriving at their scheduled entry time, but no more than 30 minutes after the ticketed time.

Messaging

To achieve these goals, we intend to message the following:

- Carpooling is the recommended option for going to and from the event.
- By purchasing tickets online and selecting your arrival time you are ensuring your ability to park and enter the event.
- Arrive at the event on time, but no later than 30 minutes after your selected ticket time for best entry and parking experience.
- Follow all posted signage, circulation routes, and directions from traffic personnel to help keep traffic flowing smoothly and avoid backups.

Pinehaven Farms communication and education plan is provided in Appendix B of this EMP.

Transportation Signing and Traffic Control Plan

Plan Goals and Responsibility

A transportation signing and traffic control plan (TCP) was developed to successfully manage peak vehicular traffic volumes on the supporting highway and roadway systems. The responsibility for plan development is SRF Consulting Group Inc., along with local law enforcement, transportation agencies, decision making bodies and other local area stakeholders. Safety Signs will provide and install the necessary static signs that meet MUTCD and MnDOT and local agency requirements.

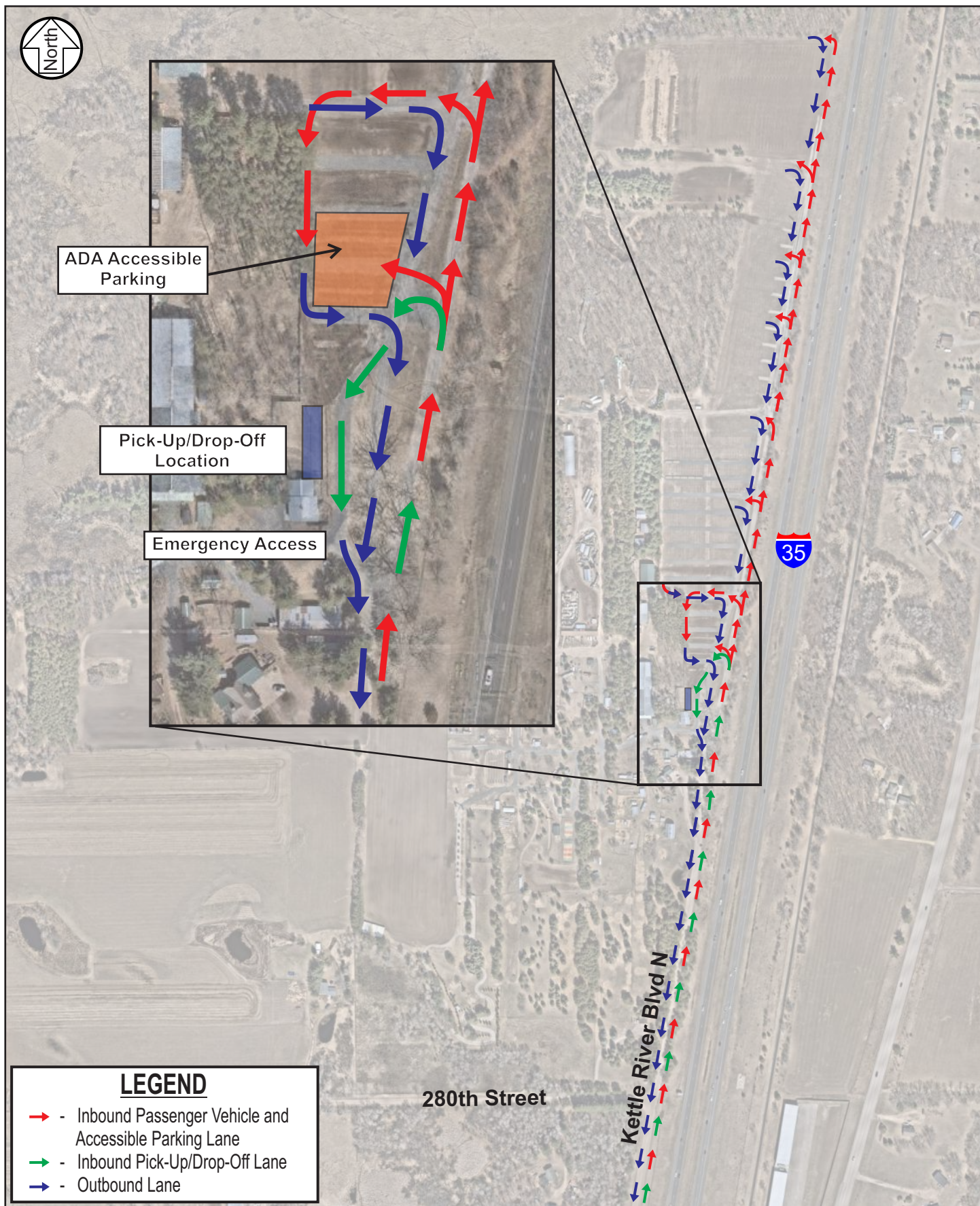
Previous Signing and Parking Plans

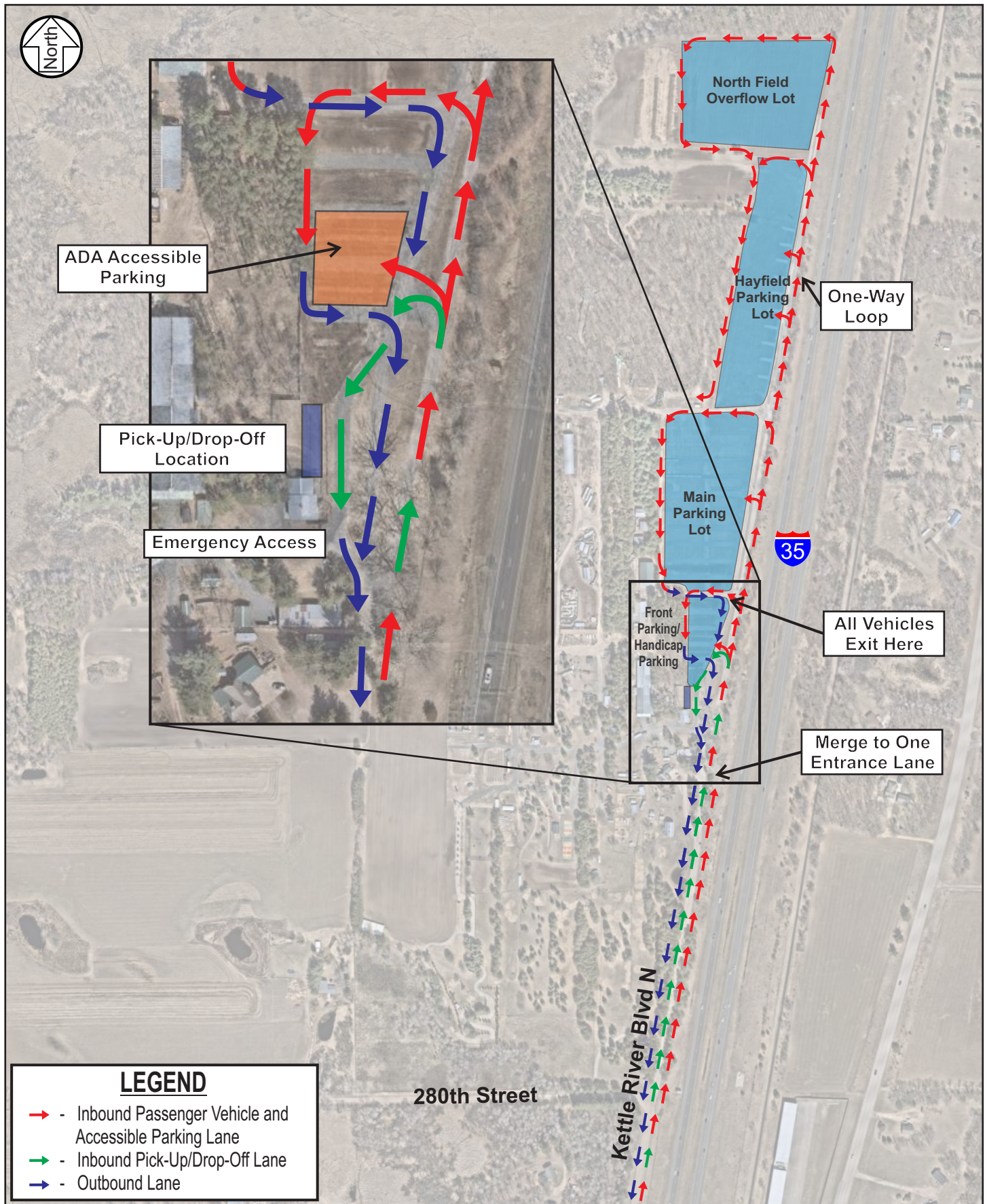
To develop the Event Management Plan (EMP) for the 2025 season, SRF coordinated closely with Pinehaven Farm staff, local agencies, and stakeholders. The planning process included site visits and review of past operations, which have generally run smoothly. While some challenges arose in 2024, the Pinehaven team, led by Jeremy Hastings, has continued to manage the event effectively. The draft EMP was shared with agency staff, who provided valuable input during the refinement process. The signing and parking plans were developed with guidance, review, and approval from local law enforcement, transportation agencies, decision-making bodies, and other stakeholders. Revisions were made as needed based on recommendations from after-action reports.

Several adjustments are proposed for the 2025 plan:

- Install a portable traffic signal at the intersection of East Viking Boulevard (County 22) and Kettle River Boulevard.
- Implement a three-lane entrance at Pinehaven Farm (two inbound lanes and one outbound lane).
- Upgrade the parking plan to improve visitor flow, including one-way circulation.
- Install additional signage and enhance event messaging.

See Figure 7 and Figure 8 for the 2024 and 2025 Pinehaven Farm Circulation Plans for vehicle access, respectively.





Event Traffic Control Plan and Management

The Pinehaven Farm EMP (static signs, messaging and traffic control directors) was developed based on an assessment of the traffic flow patterns and capacity of the roads leading to and within the event area. The Pinehaven Farm EMP was developed in coordination with local law enforcement agencies, transportation departments, and event coordinators to account for expected attendance and operational needs. The EMP will be managed by Jerney Hastings with Pinehaven Farms who will identify, in advance, for each day of the event, a Manager of the Day (MOD) who will be the central point of contact for all coordination responsibilities. The MOD shall be responsible for coordinating and carrying out the plan.

Communication with the Public

The Manager of the Day (MOD) will use multiple sources of information to monitor and respond to traffic impacts. These sources include MnDOT cameras, drone footage, observations from Pinehaven Farm staff, and reports from Traffic Directors. This information will help guide decisions to minimize traffic delays during event operations. The MOD will work closely with the Pinehaven Farm Public Information Officer (PIO) to share traffic advisories and event updates using the communication methods outlined in the Communication and Education Plan. Messaging will encourage attendees to carpool and utilize the designated pick-up and drop-off locations.

City of Wyoming Traffic Control Needs

Initially, in developing the EMP, traffic control officers were proposed to direct traffic at East Viking Boulevard (County 22) and Kettler River Boulevard intersection. Through discussions with the TMG it was decided to explore the use of a portable traffic signal at the intersection. The use of a portable traffic signal was determined to be viable and so at this time, no traffic control officers are expected to be needed.

Traffic Signal Event Operations

Existing Traffic Signals

There are existing traffic signals at the following two locations:

- East Viking Boulevard (County 22) and Hwy 35 (East Ramp)
- East Viking Boulevard (County 22) and Hwy 35 (West Ramp)

The 2025 Event Management Plan (EMP) considered special event signal timing adjustments for the I-35 ramp intersections. However, no specific changes are currently planned. According to MnDOT, the ramp signals operate in coordinated mode until 9:30 PM on weekdays and 9:00 PM on weekends. These signals have generally performed well, with no reported issues during normal conditions and only minimal concerns during high-attendance events in late October (such as the Dead-End Hayride). MnDOT will continue to monitor traffic conditions using Regional Transportation Management Center (RTMC) cameras. If any signal-related concerns arise during events, they can be reported to MetroSignalOperations.DOT@state.mn.us for review and potential timing adjustments.

Temporary Portable Traffic Signal

A temporary portable traffic signal, provided by Street Smart Rental and Safety Signs, will be installed at the intersection of East Viking Boulevard (County 22) and Kettle River Boulevard. To reduce driver confusion, the portable traffic signal will be installed and fully operational by October 1, 2025, and will operate continuously, 24 hours a day, through Sunday, November 2. The system will utilize advanced detection and camera technology to respond to real-time traffic demand and allow for remote monitoring and adjustments. Given the proximity of the intersection to the MnDOT off-ramps, MnDOT will provide signal timing plans and coordinate with Street Smart to provide signal timing for the system and manage its operation. As part of the signal installation, the exit at the Holiday gas station along East Viking Boulevard (County 22) nearest the intersection be closed while the portable traffic signal is operating.

Wayfinding

Static message signs will be placed along East Viking Boulevard (County 22) and Kettle River Boulevard to provide clear and visible directions for event guests and emergency responders. Installation will occur during the week leading up to the event's opening day, and the signage will be actively managed throughout the event season. In addition to static signage, Pinehaven Farm will implement temporary traffic control measures such as channelizers, barricades, and supplemental signage to guide vehicle movement into and out of the event grounds.

Street Closures and Channelization Plan

The street closure and channelization plan includes clear signage to inform drivers of any road closures. As part of the plan, 280th Street will be signed as "Road Closed, No Outlet." The roadway will remain open to local traffic but is intended to discourage use by drivers who do not live along the street. Additionally, signs directing traffic to keep right on Kettle River Boulevard will be installed and are intended to allow and encourage emergency vehicles to travel down the center of the roadway by splitting the traffic. As vehicles enter Pinehaven Farm property, they will be directed into two separate lanes. The center lane will be designated for drop-off, pick-up, and emergency access, while the outside lane will provide direct access to parking.

Kettle River Boulevard and 280th Street

A traffic control director will be stationed at the intersection of 280th Street and Kettle River Boulevard to direct vehicles to the Pinehaven Farm site and manage southbound event traffic exiting the site. The director will also ensure that no vehicles turn onto 280th Street, as it is a dead-end with no outlet. If queuing occurs, the center lane may be used to flush traffic; however, emergency vehicles will always have priority. See Figure 9 for a diagram of the layout.



Kettle River Boulevard (East Viking Boulevard (County 22) to 280th Street)

Kettle River Boulevard can accommodate two inbound lanes during peak event periods, if needed, along with one outbound lane. Channelization devices will be available to guide the two inbound lanes and, if necessary, extend the vehicle storage area near the Pinehaven Farm entrance. In addition, signage will be placed along Kettle River Boulevard to direct general traffic to keep right, preserving the center of the roadway for emergency vehicles.

Kettle River Boulevard and East Viking Boulevard (County 22)

This intersection serves as the sole access point for Pinehaven Farm events. East Viking Boulevard (County 22) is a paved county roadway, while Kettle River Boulevard is primarily gravel. The southern portion of Kettle River Boulevard provides access to several businesses, including Village Inn, Family Pathways Thrift Store, and Blue Sky Animal Hospital, as well as approximately ten (10) single-family homes along its 1.5-mile gravel segment.

Traffic control needs at the intersection were determined using 2024 attendance data, as shown in Event Scenarios portion of this report. Based on this analysis and coordination with event staff, a traffic control plan was developed to reflect the expected peak periods during the 2025 event season. The traffic control schedule is included in Appendix C, which was used to inform the recommendations for traffic control needs. Following consultation with the Transportation Management Group (TMG) and further analysis to improve safety and traffic operations, a portable traffic signal was selected as the preferred traffic control option. This signal will operate continuously, 24 hours a day, from October 1st through Sunday, November 2nd, 2025. Given the proximity of the intersection to the MnDOT off-ramps, MnDOT will provide timing plans and coordinate with Street Smart Rental for signal timing implementation and operation. The primary function of this signal will be to manage traffic entering and exiting Pinehaven Farm. Timing plans and operation of the signal will be managed with the intent of efficiently clearing outbound traffic queues from Kettle River Boulevard onto East Viking Boulevard (County 22) without impacting freeway off-ramp operations or causing vehicles to back up onto the freeway mainline.

To accommodate the traffic signal, the Holiday gas station exit onto East Viking Boulevard (County 22) will be closed for the duration of the events. There are two other access driveways, one on Kettle River Boulevard and the other on East Viking Boulevard (County 22), so access to and from the gas station will be minimally affected, if at all, while operational safety will improve significantly. Additionally, “Traffic Control Change Ahead” signs will be posted along both eastbound and westbound East Viking Boulevard (County 22) to alert drivers of the temporary traffic signal during event operations. See Figure 10 for a diagram of the intersection layout.



Sign Set-up and Maintenance

Proper sign setup and maintenance will be critical to maintaining driver compliance with traffic control measures. Pinehaven Farms will provide a dedicated team to monitor traffic conditions throughout the event and make real-time adjustments as needed. Safety Signs will be responsible for installing and removing static signage that will remain in place for the duration of the events. They will also supply all required signage in compliance with MUTCD and MnDOT standards for use on City, County, and State roadways. All portable traffic control devices will be installed prior to opening day of Pinehaven Farms in September and removed as soon as practical after November 2nd.

Ongoing coordination with law enforcement, transportation agencies, and event organizers will be essential to addressing unexpected issues quickly and maintaining a safe and efficient operation. Daily reviews and end-of-day evaluations will be conducted to gather feedback and identify areas for improvement. The event management plan must remain flexible and responsive to changing conditions throughout the event season.

On-Site Parking/Internal Circulation Management Plan

Pinehaven Farms will serve as the on-site coordinator and will be responsible for managing all on-site parking operations and traffic flow coordination. Pinehaven Farms will also communicate parking related updates to the Public Information Officer (PIO) to support timely social media messaging. For each event day, Pinehaven Farms will designate a Manager of the Day (MOD) in advance, who will serve as the primary point of contact for all event coordination responsibilities.

Guest Communications and Promotion

Detailed information about Pinehaven Farms operations will be included in all public-facing materials, as outlined in the Communication and Education section of this plan. Pinehaven Farms will encourage carpooling and the use of the designated pick-up and drop-off area as the preferred transportation options for accessing the events. Messaging will be distributed across all marketing channels, including the Pinehaven Farms website, ticketing platform, and social media platforms such as Facebook and Instagram.

Key communication goals include:

- Encouraging advanced ticket purchases through discounted pricing
- Reinforcing that tickets include a designated entry time that must be followed
- Promoting carpooling to reduce on-site traffic congestion
- Directing attendees to the website for the most up-to-date information on daily operations
- Requiring season pass holders to reserve an entry time (not currently a concern, as less than one percent of guests are season pass holders)

Public messaging will highlight carpooling and the pick-up and drop-off area as the most effective ways to reduce congestion. Real-time updates, including parking availability and ticket limitations, will be shared through the Pinehaven Farms website and social media channels, in alignment with this Event Management Plan.

Wayfinding and Signage

Wayfinding signs will direct guests to the Pinehaven Farms parking lots and alert drivers to event-related traffic in the area. On-site signing will supplement the traffic and parking directors and aid in informing drivers where they should go. Signing will reinforce the one-way loop operation. See

Figure 11 for Wayfinding and Signage within the Pinehaven Farms site during event times.

Pinehaven Farm Access

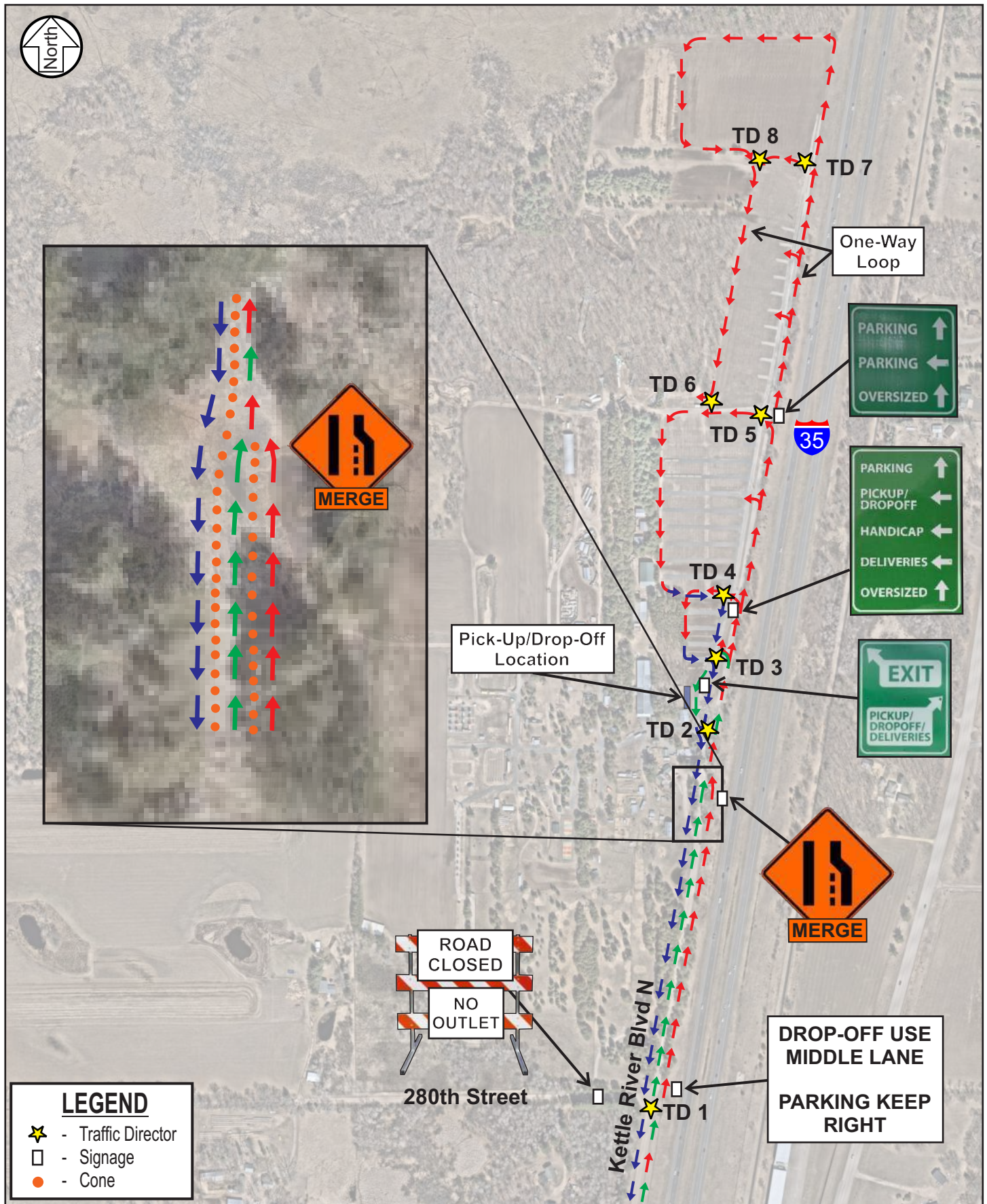
This location is the northern end of Kettle River Boulevard and serves as the primary entrance to Pinehaven Farm. The entrance will consist of three (3) lanes: two (2) inbound lanes and one (1) outbound lane. The inbound lanes will serve different purposes, with the center lane designated for pick-up, drop-off, and emergency vehicles, and the outer lane for general parking traffic. The two (2) inbound lanes will merge into a single lane at the Pinehaven Farm gate. Channelization devices will be installed along the access road to guide vehicles and maintain an orderly flow. A Pinehaven Farm Traffic Director will be stationed at the intersection of Kettle River Boulevard and the site access to assist with traffic management as needed. During peak event periods, the traffic director may utilize the pick-up and drop-off lane to temporarily accommodate general parking traffic. This measure is intended to move vehicles closer to the site entrance and improve intake efficiency. Emergency vehicles will always be given priority. See Figure 11 for a diagram of the layout.

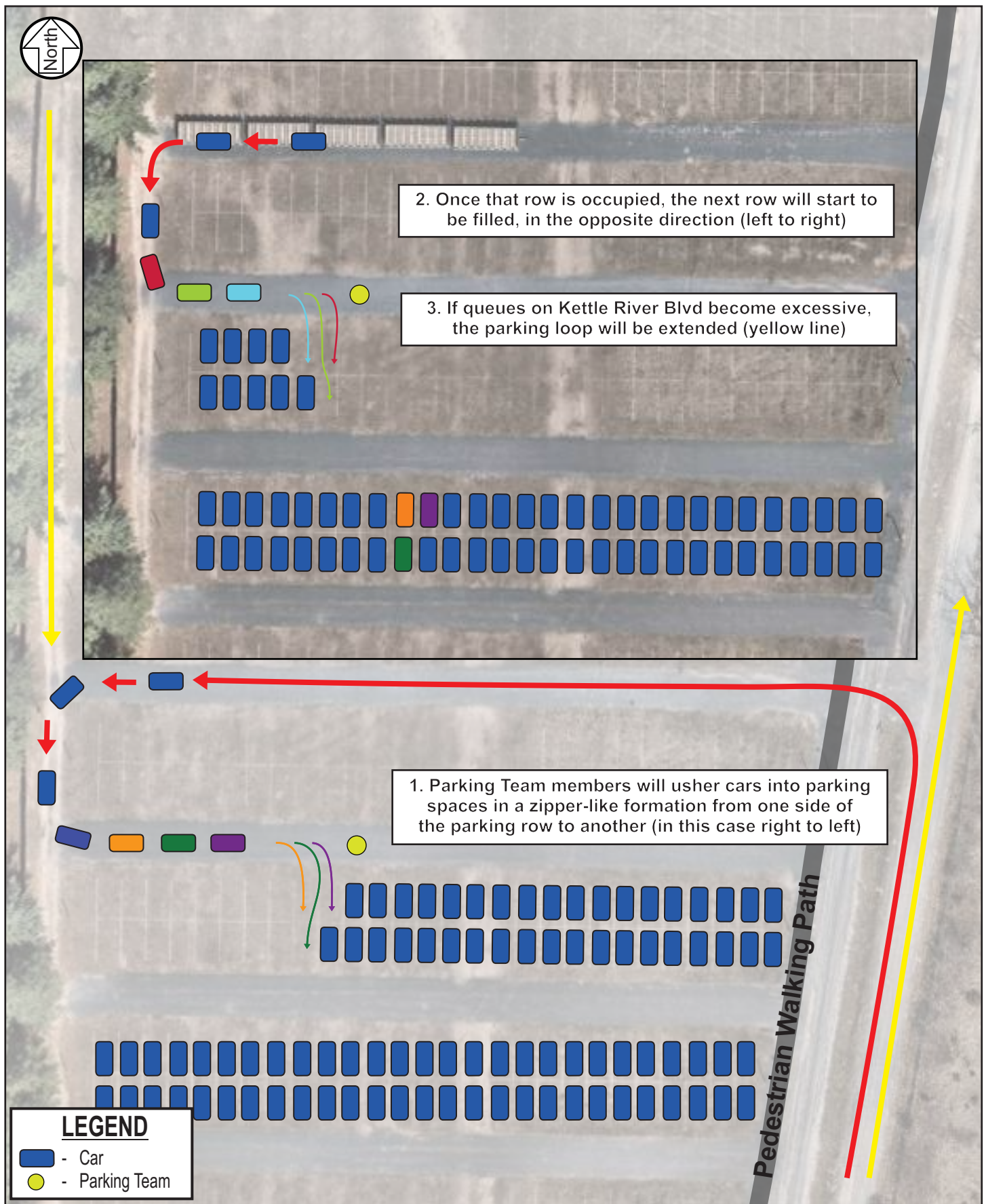
Parking Plan

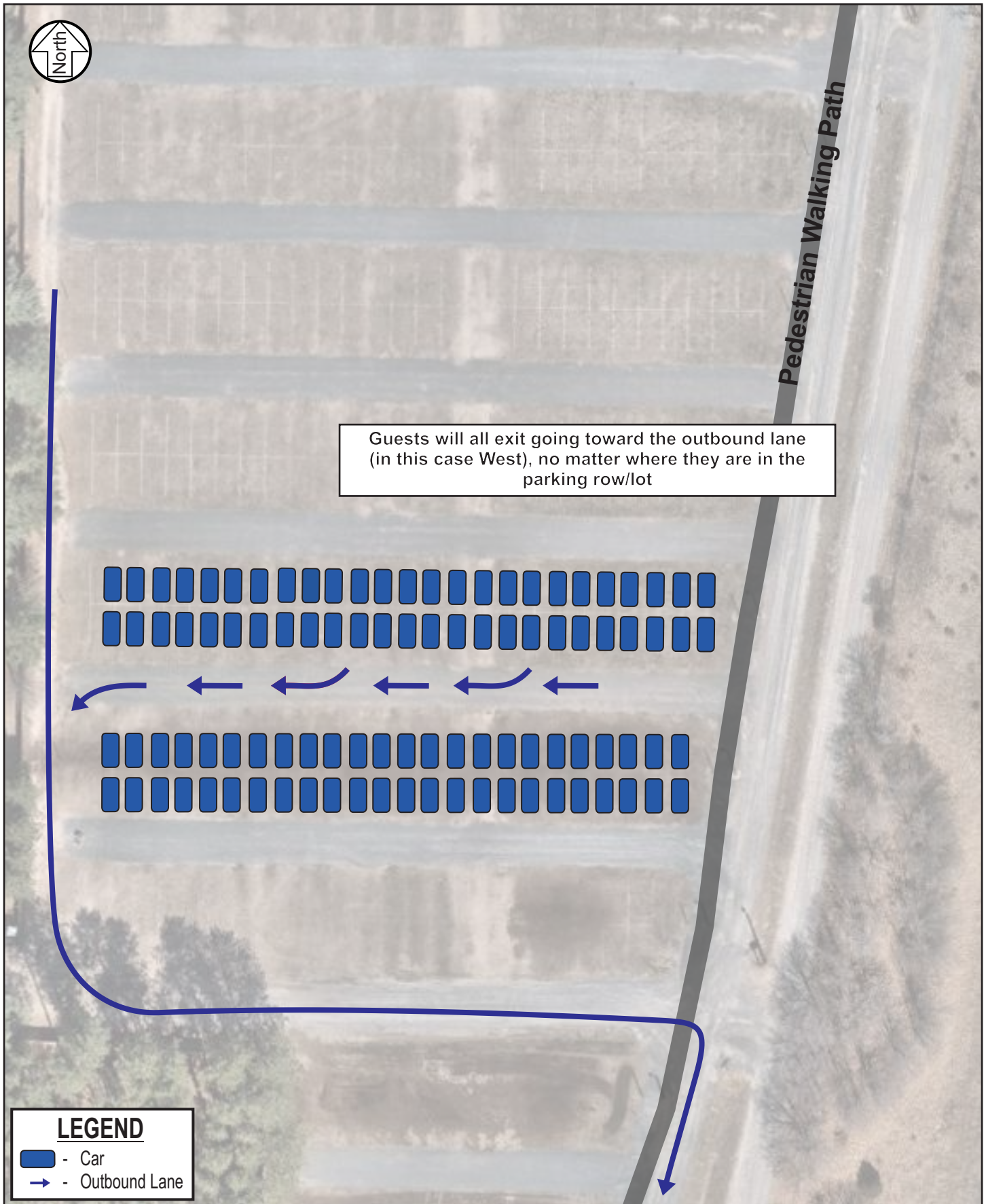
There is a single entrance and exit to Pinehaven Farms, located at the intersection of East Viking Boulevard (County 22) and Kettle River Boulevard. All vehicles will enter this location and proceed inbound to the Pinehaven Farms site. As vehicles approach the Pinehaven Farms gate, inbound traffic will merge into a single lane to enter a one-way loop that supports parking operations. Traffic directors will be positioned at key locations to guide vehicles and manage flow using a high-volume zipper merge approach. Vehicles will then be directed into a straight line and parked using a double-row pattern: a front vehicle will be placed, followed by a rear vehicle, and the sequence will repeat in a single direction. Once a full double row is complete, the parking team will shift to the next row and repeat the process in the opposite direction. This alternating pattern will continue until the parking area reaches capacity, ensuring efficient use of space and maintaining steady traffic movement. Vehicles will exit the parking area at a designated location at the end of the one-way loop. Detailed onsite parking and internal circulation plans are provided in Figure 12 and Figure 13.

ADA Accommodations

Guests with mobility disabilities, including those using personal wheelchairs, electric scooters, or other mobility devices, should park in one of the designated handicap spots located a short distance from the main event entrance in the main parking lot. These spaces are marked with blue posts and "Handicap Parking Only" signs. A valid disability parking permit is required to park in these areas. Guests with mobility challenges who do not have a disability parking permit may be dropped off near the front entrance. After drop-off, the vehicle must be parked in the general parking area as directed by parking staff.







Pick-Up/Drop Off

A designated pick-up and drop-off area will be available for Pinehaven Farm guests near the admissions gate, adjacent to the accessible parking lot. Signage will guide vehicles to and from this location. Vehicles accessing the pick-up and drop-off area may use the center lane of Kettle River Boulevard to bypass parking queues up to the merge point at the farm entrance. This configuration is intended to facilitate efficient entry and exit for pick-up and drop-off traffic. Due to limited space, parking or waiting in this area is not permitted.

Rideshare Plan

Pinehaven Farm is currently located outside the active service area for rideshare providers. While guests may use a rideshare service to travel to the site, pick-ups are not available, as the location is geo-fenced and prevents users from requesting a ride from the farm. Pinehaven Farm is actively working with rideshare companies to expand coverage for future events. In the meantime, a notice will be posted on the Pinehaven Farm website to inform guests that rideshare pick-up is not currently available. Additionally, signage will be placed at the drop-off area to notify guests that rideshare apps cannot be used to request a ride from the site. If guests are left without transportation, on-site staff will assist as much as possible to help arrange a ride.

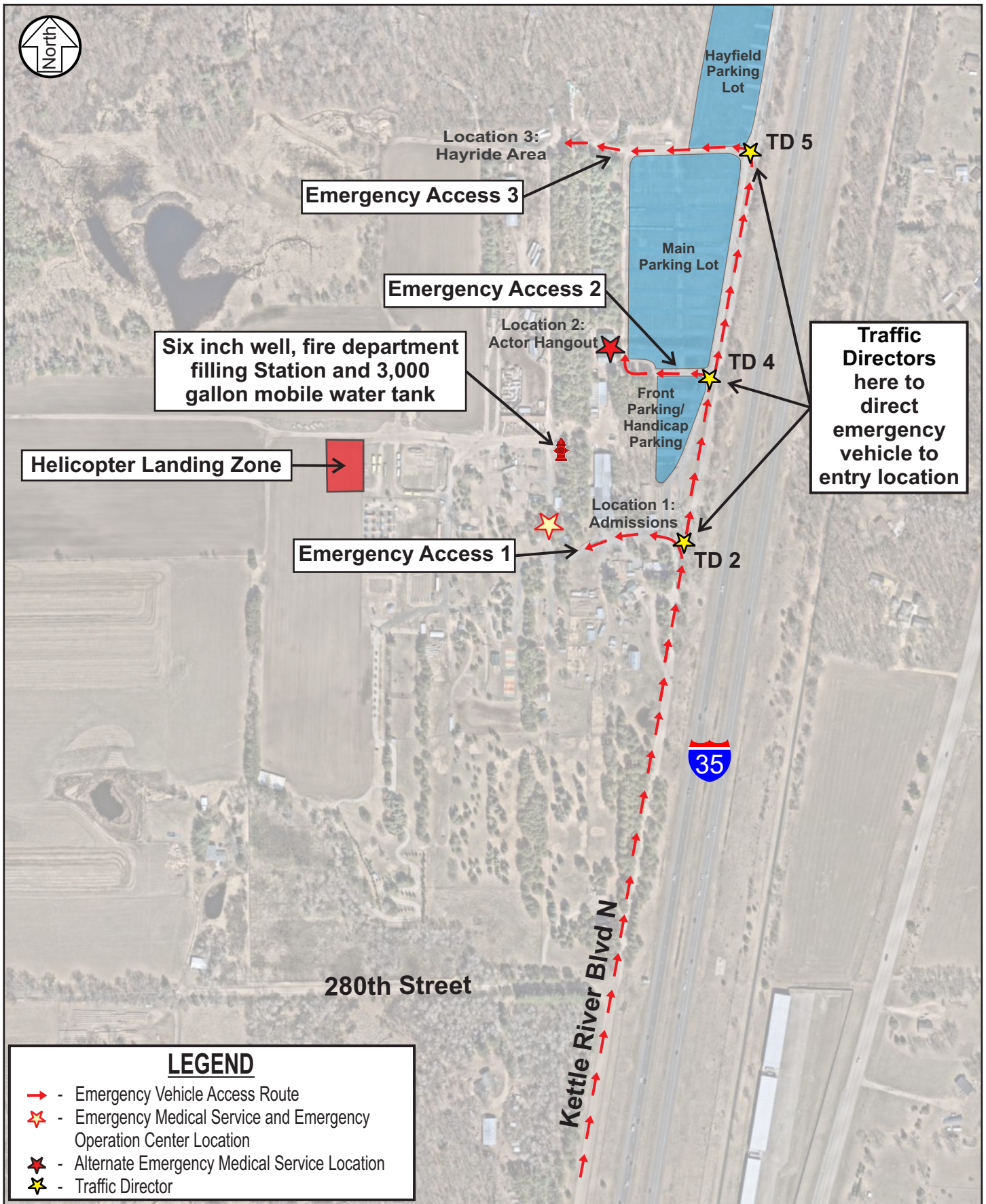
Emergency Access Routes/Site Plan

Emergency Access Route

There is only one access route into Pinehaven Farms. Emergency responders will enter via East Viking Boulevard (County 22) to Kettle River Boulevard and proceed north to the site. Emergency vehicle operators should travel in the center of the roadway with emergency lights and warning devices activated to split traffic. Static signs will be placed along the roadway to instruct drivers to keep right for emergency vehicles. If an emergency response is required, the Parking and Internal Site Circulation Director (PMOD) will be notified and will immediately inform the traffic directors of the incoming emergency vehicle and its destination. Vehicle traffic on the Pinehaven Farm access road will be managed to clear the entrance and allow unrestricted emergency vehicle access.

- **Traffic Director 1** will ensure the access road is cleared and will direct the emergency vehicle onto the site.
- **Traffic Director 2** will flush entering traffic in the two inbound lanes as quickly as possible to provide a clear path for the emergency vehicle. Vehicles will be directed to either enter the site at Location 1 or proceed to Location 2.
- **Traffic Director 3** will flush entering traffic to provide clear access, directing vehicles to either enter the site at Location 2 or proceed to Location 3.
- **Traffic Director 4** will flush entering traffic to provide clear access, directing vehicles to either enter the site at Location 3 or follow further instructions based on operational needs.

Parking personnel will resume normal operations once they are notified by radio that all emergency vehicles have entered or exited the site. Emergency access routes are shown in Figure 14 which follows the discussion above regarding emergency operations.



First Aid Plan

Purpose

The purpose of this plan is to ensure that, in the event of a medical emergency at Pinehaven Farm, facilities, equipment, and personnel working in coordination with onsite EMS staff and M Health Fairview Emergency Medical Services are used in an organized and effective manner to maximize the protection of life and promote the health and safety of all guests and participants.

Staffing

The Pinehaven Farms First Aid Center will be staffed during event hours from 10:00 a.m. to midnight with at least two (2) of the following:

- One Registered Nurse (RN) employed by Pinehaven Farm/Mid Minnesota Entertainment.
- One Emergency Medical Technician (EMT) employed by Pinehaven Farm/Mid Minnesota Entertainment.
- One Emergency First Responder/Firefighter employed by Pinehaven Farm/Mid Minnesota Entertainment.
- Security Guards who patrol the Festival grounds and are employed by Pinehaven Farm/Mid Minnesota Entertainment.

M Health Fairview serves as the ambulance provider for the area and will respond to any 911 calls for additional services. The complete First Aid Plan is provided in Appendix D.

Disaster/Emergency Response Plan

Purpose

The purpose of this plan is to ensure that, in the event of any type of emergency at Pinehaven Farm or Mid Minnesota Entertainment events, facilities, equipment, and personnel are used in a coordinated and effective manner to maximize the protection of life and property. The complete plan document is provided in Appendix E.

Operations Communication Plan

Purpose

The purpose of the communication plan is to ensure effective coordination among all personnel responsible for delivering a safe and efficient event. The plan includes radio channels and phone numbers for key operational staff, to be used during both normal operations and emergency situations.

Safety and Security

Marc Baker serves as the overall Safety and Security Officer for the event and oversees all on-site safety and security crews. In the event of an emergency, the safety and security crew will respond and report directly to Marc. He will act as the Incident Commander, determine if outside emergency response is required, and maintain command until responding emergency services arrive and a transfer of command is deemed appropriate. Safety and Security operations will use Channel #1 (Main).

Site Management

Jacque Hastings serves as the overall Site Manager and oversees all site operations, site crews, vendors, and general site needs. In the event of an emergency, Jacque and her crew will provide direction and assist emergency responders with site access, including access to the fire suppression water supply (irrigation well) and the grounds. Site Management will operate on Channel #1 (Main).

Parking and Internal Site Circulation

Dave Kalina is the designated Parking Manager (PM) and will serve as the Parking Manager of the Day (PMOD) unless otherwise assigned. Dave is responsible for overall site parking operations, including parking management, vehicle circulation, on-site shuttle service, and controlling access to the site. The PMOD will actively coordinate with Police and Sheriff Deputies at staffed access points. In the event emergency services need to access the site, the PMOD will ensure that all emergency access points and gates are clear. Safety and Security personnel will work in coordination with the PMOD during any emergency. Parking and Internal Site Circulation operations will use Channel #6 (Parking Main).

County and Highway Traffic Control

Chisago County Sheriff Deputies and Wyoming Police Officers will work with the PMOD to coordinate traffic mitigation in the event of an emergency. They will also relay any information related to an emergency response they became aware of from 911 dispatch center to the site to the PMOD or Safety and Security so that emergency routes can be cleared. Wyoming Police or Chisago County Sheriff Deputies assigned to the event will operate on Channel TBD.

Public Information Officer

Paige Faymoville, Mid-Minnesota Event Manager, shall serve as the Public Information Officer and will be responsible for all communications with the public via social media (Facebook, Instagram, email, website, etc.) as well as radio, TV, and print media. In the case of Emergency/Disaster, all communications on behalf of the event will be released through the Public Information Officer and they will be the only one authorized to speak on behalf of MME/Pinehaven Farm.

The complete plan document is restricted and not shared publicly and provided only to response agencies.

Implementation Plan and Matrix

Purpose

The Pinehaven Farms (PF) Event Management Plan (EMP) outlines how traffic operations, parking, and pick-up/drop-off activities will be managed on each event day. The implementation strategy for the EMP is summarized in the Implementation Plan – Mitigation Measures Matrix provided in Appendix F. This matrix details each mitigation measure, its timing, the agency responsible, and any relevant comments associated with event operations.

Three-Tiered Event Plans

The current Pinehaven Farm (PF) event schedule includes weekends beginning in mid-September, with weekday events increasing in October, and concludes on November 2nd, 2025. Attendance levels during the operating season can be grouped into three (3) tiers:

- Tier 1 - September Weekends
 - This event scenario will capture traffic from the Pinehaven Farm which operates on Saturdays and Sundays from 10 a.m. to 7 p.m. and the Dead-End Hayride which operates from 6:30 p.m. to 11:00 p.m.
- Tier 2 - October Weekdays
 - This event scenario accounts for traffic generated by Pinehaven Farm, which operates on Fridays and during MEA week (Wednesday through Friday) from 10:00 a.m. to 7:00 p.m., as well as the Great Pumpkin Trail and the Dead-End Hayride, which operate on select weekdays in October from 6:30 p.m. to 10:30 p.m.
- Tier 3 - October Weekends
 - This event scenario will account for traffic from Pinehaven Farm, which operates from 10:00 a.m. to 7:00 p.m.; the Great Pumpkin Trail, which operates from 6:30 p.m. to 10:00 p.m.; and the Dead-End Hayride, which operates from 6:30 p.m. to 12:00 a.m. on Fridays and Saturdays, and from 6:30 p.m. to 10:00 p.m. on Sundays.

Data Collection

To support ongoing improvements to the Event Management Plan (EMP), vehicle traffic counts and event observations will be conducted during event operations. Traffic data will be collected at two (2) key locations:

- 24-hour ingress and egress counts on Kettle River Boulevard near the Pinehaven Farms property entrance at 280th Street
- 24-hour turning movement counts at the intersection of Kettle River Boulevard and East Viking Boulevard (County 22)
- Drone footage collected at various times to provide real-time traffic information

In addition to traffic counts, SRF staff will conduct five (5) on-site observations during Pinehaven Farm events. Observation dates and times will be selected based on event size and complexity. Staff will document arrival and departure patterns, including general vehicle traffic and pick-up/drop-off activity. Observation notes and recommendations will be used to evaluate the effectiveness of the 2025 EMP, guide adjustments for the 2026 season, and provide the City of Wyoming with information for any future traffic studies.

Traffic count dates:

- Friday through Sunday: September 12–14 or September 19–21 (early season)
- Thursday through Sunday: October 2–5
- Wednesday through Sunday: October 15–19
- Wednesday through Sunday: October 22–26
- Wednesday through Sunday: October 29–November 2

After Action Report

By November 20th, 2025, the TMG will meet to review and discuss overall operations of the event. Strengths, Weaknesses and Areas of Improvement for future events will be discussed and documented with a final written report due by December 15, 2025.

Appendix A – TMG List

Pinehaven Farm | Transportation Management Group (TMG) | Contact Listing (07-31-25)

	Name	Representing	Area of responsibility	Email address	Work Phone	Mobile Phone
Pinehaven Farm	Jeremy Hasings	Pinehaven Farms	Mid-Minnesota Events Owner	metrofarmerjeremy@yahoo.com		651.245.1944
	Brent Faymoville	Pinehaven Farms	Events and Ground Maintenance Manager	bfaymoville@gmail.com		651.253.0888
	Marc Baker	Pinehaven Farms	Safety and Security Officer	marc@abcfirearms.com		651.331.6386
	Paige Faymoville	Mid-Minnesota Events	Mid-Minnesota Event Manager /PIO	deadendhayride@gmail.com		651.263.2856
	Jacque Hastings	Pinehaven Farms	Pinehaven Event Manager/Overall Site Mgr	info@pinehavenfarm.com		651.262.8987
City of Wyoming	Robb Linwood	City of Wyoming	City Administrator	rlinwood@wyomingmn.org	641.462.0575	651.272.5501
	Neal Bauer	City of Wyoming	Public Safety Director/Police Chief, ED	nbauer@wyomingmn.org	651.462.0577	651.443.1212
	Jesse Milligan	City of Wyoming	Fire Chief	jmilligan@wyomingmn.org	651.447.3084	
	Fred Weck	City of Wyoming	Zoning Administrator/Building Official	fweck@wyomingmn.org	651.462.4947	
	Mark Erichson	City of Wyoming	City Engineer	merichson@wsbeng.com	612.360.1278	612.360.1278
	Kim Lindquist	City of Wyoming	City Planner	klindquist@wsbeng.com		
	Grant Macfarlane	City of Wyoming	Assistant City Administrator	gmacfarlane@wyomingmn.org		
	Steve Reeves	City of Wyoming	Public Works Superintendent	sreeves@wyomingmn.org		651.272.5507
Chisago County	Brandon Thyen	Chisago County	Chisago County Sheriff	brandon.thyen@chisagocountymn.gov	651.213.6300	
	Joe Tripplet	Chisago County	County Engineer/Director	joe.tripplet@chisagocountymn.gov	651.213.8708	
	Ben Hobert	Chisago County	Assistant County Engineer	ben.hobert@chisagocountymn.gov	651.213.8723	
	Justin Wood	Chisago County	Chief Deputy	Justin.Wood@chisagocountymn.gov	651.213.6302	
	Derek Anklan	Chisago County	Captain, Patrol Division	Derek.Anklan@chisagocountymn.gov		
M Health Fairview	Kevin Kane	M Health Fairview	District Chief	kevin.kane@fairview.org		
		M Health Fairview				
		M Health Fairview				
MnDOT	RTMC Operations Desk	MnDOT	RTMC/Operations Desk		651.234.7093	
	Dmitry Tamasevich	MnDOT	East Area Engineer	Dmitry.tomasevich@state.mn.us		651.245.4406
	Kaare Festvog	MnDOT	East Area Traffic Manager	kaare.festvog@state.mn.us	651.440.2855	651.440.2855
	Derek Lehrke	MnDOT	Signal Operations and Construction Engineer	derek.lehrke@state.mn.us		651.238.6362
	Matthew Schleusner	MnDOT				
Street Smart Rental						
Street Smart Rental	Matt Krengel	Street Smart Rental	National Traffic Signal Manager	mkrengel@streetsmartrental.com		651.440.9226
Signing Contractor	24 hour On-call	Safety Signs	24 hour On-Call		952.469.6900	
	Reed Leidle	Safety Signs		reed@safetysigns-mn.com	952.469.6700	952.797.4792
SRF	John Maczko	SRF Consulting Group	EMP Development Lead	jmaczko@srfconsulting.com	651.333.4127	612.202.6207
	Ashley Sherry	SRF Consulting Group	Signage and Wayfinding Lead	asherry@srfconsulting.com	763.452.4723	612.240.8342

Appendix B – Communication and Education Plan

Communication and Education Plan for Pinehaven Farm/Mid Minnesota Entertainment

Plan Goals and Responsibility

To ensure that transportation to and from events located at Pinehaven Farm is pleasant and positive experience and equally ensure the adjunct and surrounding areas transportation system is not negatively impacted, it is necessary to have in place a well-thought-out plan to communicate transportation driven issues that may arise prior to opening weekend of the fall festivals located at Pinehaven Farm and during any time that the festivals may be in operation. To reach motorists and surrounding property owners, the communication and education plan consist of multiple communication methods and formats.

Goals

The communication and education plan for Pinehaven Farm and Mid Minnesota Entertainment has the following goals:

- To provide communication strategies that will inform the patrons of Pinehaven Farms/ Mid Minnesota Entertainment, about ticketing, timed entry, parking, and getting to and from the events.
- To provide communication strategies that will inform the patrons of Pinehaven Farms/Mid Minnesota Entertainment of arrival options and the importance of following signage and arriving at their scheduled entry time but not more than 30 minutes after their scheduled ticket time.

Messaging

To achieve these goals, we intend to message the following:

- Carpooling is the recommended option for going to and from the event.
- By purchasing tickets online, and selecting your arrival time, you are ensuring your ability to park and enter the event.
- Arrive at the event, on time, but no later than 30 minutes after your selected ticket time for best entry and parking experience.
- Follow updated signage and circulation routes and traffic director directions to make sure traffic in and out of the event runs smooth and does not back up.

Messaging Methods:

Facebook/Instagram Content

Pinehaven Farm and Mid Minnesota Entertainment's Facebook and Instagram accounts may contain a variety of content. The types of content that may be seen include but are not limited to:

- Alerts about event and parking capacities.

- Alerts to remind event guests to carpool to the event.
- Notification to event guests the rideshare options(uber,lyft) will bring you to the event, but they will not pick you up from the event. Plan a ride home.
- Reminders to purchase tickets online to ensure entry to the event. Time slots due to limited parking will sell out.

Example Messages

- 'This weekend's tickets are selling FAST! Don't wait to get your tickets, tickets will not be available onsite once time slots are sold out.
- 'Tickets are almost SOLD OUT for today and tomorrow! Do not wait to get your tickets online as tickets at the door are not available once sold out.
- Please remember to carpool when possible when visiting _____ event this weekend.
- UBER and Lyft will drop you off, but they won't pick you up! Plan a safe ride home for your fun day/night out.
- With the season winding down we will be experiencing high traffic volumes. Please watch for updated signage on the road in and watch for direction from Traffic Control Officers on major roadways and parking staff in parking lots.

Website Content

Pinehaven Farm and Mid Minnesota Entertainment's websites may contain a variety of content. The types of content that may be seen include but are not limited to:

- Online, Timed Tickets for entry
- Rideshare options and information
- Weather related updates
- Alerts when timed entry tickets are sold out
- Parking Policies

Promotions:

Online Timed Tickets

Guests are encouraged to purchase tickets online in advance to ensure they are able to enter the event. All tickets are date and time entry specific. All events are on a time ticketed plan. We are on a path to be completely online, timed and date specific tickets to better manage the quality of the event and traffic in and out of the event.

Additional Promotions

Various promotions will be implemented and advertised throughout the season to ensure busy weekends are limited and to move guests to non-peak times and dates.

Ticketing Plan:

Tickets for all events at Pinehaven Farm are date and entry time specific. Our ticket prices are tiered to encourage guests to visit the events on “off peak” days and times. “Off Peak” dates and times are historically slower and less desirable to attend the event. Once tickets are sold out online, tickets are no longer available for at the door purchase. Tickets available at the door for purchase are priced higher to encourage guests to purchase tickets online as opposed to at the door when they arrive.

Requirements for Event Entry

To enter Pinehaven Farms Pumpkins Festival and The Great Pumpkin Trail, guests ages 3 and older need valid general admission tickets.

To enter The Dead End Hayride, guests ages 10 and older need valid admission tickets. Ages 9 years old and younger are not permitted to partake in the event.

Online Ticket Purchase

Tickets for all events that take place at Pinehaven Farms can be purchased online at the event specific websites:

- Pinehaven Farm Pumpkin Festival- www.pinehavenfarm.com
- The Dead End Hayride- www.thedeadendhayride.com
- The Great Pumpkin Trail- www.pumpkintrail.com

Ticket Information

- Tickets purchased for any event at Pinehaven Farm are non-refundable. All events are held outdoors and operate rain or shine. There will be no refund or rain checks for purchased tickets. Guests are allowed to change their tickets to a new date and time (1) time for a fee (see online ticket date/time exchange below).
- No outside food or drinks are allowed inside the event.
- No refunds or rain checks are issued, unless the event is canceled for the day due to extreme weather that would put guests in harm's way.
- Ticket holder assumes for himself/herself, as well as for each member of their party ticket holder- he/her is in charge of all risks and danger incidentals to attending this event. Ticket holders release both management and owners of events from all liability for personal injury and/or damage or theft of property while on premises. Ticket holder further consents to the use of ticket holder likeness incidental or primary to any promotion , display, transmissions, or reproductions of the event.
- Commercial photography and filming activities are conducted at Pinehaven Farm Events. You may appear in the resulting pictures or films that may be used in connection with advertising, news reporting, entertainment, or other activities. Entry into the event and/or purchase of your admission ticket constitutes your consent for the owners of Pinehaven Farm Events to use the pictures and films.

If you are having issues with your online ticket purchase, contact the ticket specific event at the event website.

- Pinhaven Farm Pumpkin Festival- <https://www.pinehavenfarm.com/contact-us>
- The Dead End Hayride- <https://thedeadendhayride.zendesk.com/hc/en-us>
- The Great Pumpkin Trail- <https://greatpumpkintrail.zendesk.com/hc/en-us>

Online Ticket Date/Time Exchange

Event attendees are allowed to exchange their online tickets (1) time for a fee to a new date/time. Exchanges are not allowed within 24 hours of the event. To exchange your tickets for a new date/time, follow the link in your ticket confirmation email that says “exchange ticket(s)”.

Corporate Sales/Complimentary Tickets

The below statement will be included on all digital and printed event Complimentary tickets:

All tickets/promo codes MUST be redeemed online for a specific date and timed entry to the event. Tickets to this event are limited and may sell out. To ensure entry on your desired date and time, visit the event website to purchase or redeem your event tickets.

At The Door Tickets

At the door tickets are extremely limited. Once online tickets for a specific date and time are sold out, no additional at the door tickets will be available. To ensure entry, we strongly encourage purchasing tickets online in advance, as the availability of at the door tickets will decrease over time.

On Time Registration

Online tickets are valid for entry on a specific date and time. For example, if you purchase a ticket for October 31st at 4:30 pm, you are allowed to enter the event on that date and for 30 minutes beginning at your ticket entry time- from 4:30pm-5pm. Once you have entered the event, you are allowed to stay as long as you desire or until the event closes. If you arrive before or after your ticket entry time, your entry to the event may be delayed or restricted.

Event Parking Lot Entry

Event parking for all 3 events that operate on Pinehaven Farm property is free for all attendees. Event parking lots open 1 hour prior to the opening of the event each day. Since there are three separate events on the Pinehaven Farm property, once the first event for the day opens, the parking lot remains open until the close of the final event for the day. Parking lot hours and event hours are as follows:

- Pinhaven Farm Pumpkin Festival
 - Parking Lot opens select dates at 9am
 - Entry to the event opens select dates at 10am and closes at 6pm.

- The Great Pumpkin Trail
 - Parking Lot opens select dates at 5pm
 - Entry to the event opens at 6pm and closes at 9:30pm, Sunday-Thursday, and 10:30pm Fridays and Saturdays.
- The Dead End Hayride
 - Parking Lot opens select dates at 5pm
 - Entry to the event opens at 6pm and closes at 10pm, Sunday-Thursday, and 12am Fridays and Saturdays.

Parking of Patrons with Disabilities

Patrons with mobility disabilities-including those traveling with personal wheelchairs, electric scooters, or other mobility devices-should park in one of our handicap spots, located a short distance from the main event entrance in the main parking lot. Designated parking spots are labeled with blue posts and “Handicap Parking Only” signs. A valid disability parking permit is required. Patrons with mobility issues and no disability parking permit can be dropped off near the front entrance and the vehicle must then park in the general parking spot as directed by the parking staff.

Pick Up/Drop Off

A pick up and drop off area is located right outside the main entrance to the event. Please follow signs in the parking drive lanes for pick up and drop off. This is for pick up, drop off and rideshare companies. Due to limited space, No parking and waiting is allowed in the Pick-up/Drop-off area. Please make sure all riders are present and ready when your ride shows up.

Overnight Parking

Overnight parking is not permitted in any of the parking lot areas for any events held at Pinehaven Farm. Any vehicles remaining after 1am will be towed at owners expense.

RV/Oversize Parking

Parking for oversized vehicles and vehicles with trailers is VERY limited and highly discouraged. Parking for oversized vehicles will take place next to the parking lot staff storage building but is very limited.

Tailgating

There is NO tailgating allowed in the event parking lots.

Receiving Parking Updates

See our Facebook/Instagram pages for each specific event for updates on event and parking capacity. On Select days we may also choose to send text or email alerts out to current ticket holders on parking updates or what to expect when arriving on the property.

Address to the Event Parking Lot:

Event Address for all 3 events:

28186 Kettle River Blvd

Wyoming, MN 55092

To keep traffic flowing efficiently and safely, guests will be directed into the lot and a space that is available by parking staff and signage.

Appendix C – Traffic Control Schedule

Traffic Control Schedule

Traffic Control Schedule														MEA BREAK											
Day of Week	Sat	Sun	Sat	Sun	Sat	Sun	Fri	Sat	Sun	Fri	Sat	Sun	Wed	Thurs	Fri	Sat	Sun	Thurs	Fri	Sat	Sun	Thur	Fri	Sat	Sun
Date	9/13/2025	9/14/2025	9/20/2025	9/21/2025	9/27/2025	9/28/2025	10/3/2025	10/4/2025	10/5/2025	10/10/2025	10/11/2025	10/12/2025	10/15/2025	10/16/2025	10/17/2025	10/18/2025	10/19/2025	10/23/2025	10/24/2025	10/25/2025	10/26/2025	10/30/2025	10/31/2025	11/1/2025	11/2/2025
2PM																									
3PM																									
4PM																									
5PM																									
6PM																									
7PM																									
8PM																									
9PM																									
10PM																									
11PM																									

Anticipated Traffic Control Needs at East Viking Blvd and Kettle River Blvd (PF)

Appendix D – First Aid Plan

First Aid Plan

Purpose

The purpose of this plan is to ensure that in the event of any type of medical emergency at Pinehaven Farm facilities, equipment, and manpower, integrated with onsite EMS Staff and MHealth Fairview Emergency Medical Services, will be used in a coordinated, effective way, so as to maximize the protection of life and the betterment of health to its patrons and participants.

Staffing

Staffing of the Pinehaven Farms First Aid Center, during the hours of 10:00 a.m. to Midnight. on event days, consists of at least 2 of the following:

- One Registered Nurse (RN) employed by Pinehaven Farm/Mid Minnesota Entertainment.
- One Emergency Medical Technician (EMT) employed by Pinehaven Farm/Mid Minnesota Entertainment.
- One Emergency First Responder/Firefighter employed by Pinehaven Farm/Mid Minnesota Entertainment.
- Security Guards who patrol the Festival grounds and are employed by Pinehaven Farm/Mid Minnesota Entertainment.
- MHealth Fairview is the ambulance service for the area and they will respond to any calls made to 911 for additional services.

Notification

Medical emergencies are reported within the event facilities/grounds in a variety of methods:

- Radio Call to EMS Staff on Channel 1 (Event Main)
- Direct report to an EMS member or Event Staff
- 911 Call paged out to Wyoming Fire Department (Deputy Fire Chief/EMT on PHF Staff)
- Word of mouth

Calls for medical emergencies are then radio dispatched to the nearest Safety Services Officers who:

- Immediately respond to the location of the medical emergency on the event property.
- Security guards will triage the medical needs of the patient and relay, via radio, brief information to the EMS Team in route regarding patient condition.

A determination is then made regarding:

- If the patient can be treated and released in the field by the EMS Team
- If the patient requires assistance in getting to the EMS Building for further evaluation and treatment.
- If the patient requires further assistance from Ambulance Services

Response Procedure

Once a call for medical aid has been received by the EMS Staff:

- EMS Staff are informed of the medical situation, nature of the illness or injury and location of the incident on the Event Grounds.
- Security Guard(s) respond to the location of the patient and begin to triage the injury or illness.
- EMS Staff/Security remain in contact with dispatch and medical personnel providing basic triage information and the condition of the patient(s).
- A rapid determination of whether the patient needs to be evaluated at the EMS Building or can be treated and released in the field.
- A transportation to EMS Building decision is made at this time.
- Based on triage information, and at the discretion of the EMS staff, the ALS Crew will either respond on foot to the scene or via the ambulance.

The EMS Team is responsible for requesting additional resources as needed, such as any combination of the following:

- An ambulance or ambulances to respond to the scene of the incident to transport a patient or patients to a hospital.
- Wyoming Police Department personnel to assist with care of the patient(s).
- Wyoming Fire/Rescue for additional personnel or specialized equipment to assist with patient care or patient movement.

Transportation to First Aid

Sick or injured patients arrive at the EMS Building in a variety of manners:

- The sick or injured person walks to EMS under their own capacity.
- The sick or injured person is assisted to the EMS Building by a family member, friend, or other person.
- The sick or injured person is assisted to the EMS Building by event Safety Services personnel.
- The sick or injured person is transported to the EMS Building via EMS Staff.
- The sick or injured person is transported to the EMS Building via EMS Gator operated by EMS/Security Staff.
- The sick or injured person is carried to the EMS Building on a back board or similar contrivance.
- The sick or injured person is met at the event location by an off-site ambulance requested by the ALS Crew for transportation to the most appropriate hospital.

The vast percentage of sick or injured persons requiring attention of the Pinehaven Farm/Mid Minnesota Entertainment EMS Team, walk to the EMS Building under their own capabilities. Patients are then triaged, treated and /or released under their own obligation to seek further medical aid if

required. All other patients are encouraged to be transported to a hospital via ambulance or another form of private transportation of their choice.

Treatment in First Aid

Patients will arrive at the EMS Building via the above transportation options or have previously been triaged by the EMS Staff and treatment modalities have already been initiated. Patients arriving in the EMS Building under their own capability will follow the succeeding procedure pathway:

- The patient arrives at EMS and verbalizes their need for medical aid.
- EMS staff will briefly evaluate the patient's need for First Aid.
- If the patient's injury or illness is of a First Aid or Basic Life Support (BLS) nature, one of the EMS Team Members will treat the patient and discharge them back to the Event.
- If the patient's complaints are of a more severe or ALS in nature, the patient will be directed to seek additional care at a hospital, or an ALS ambulance will be called via 911.
- Treatment and transportation of ALS patients are the all-encompassing responsibility of MHealth Fairview EMS.
- MHealth Fairview EMS will be responsible for all documentation of the medical event and will arrange for transportation of the patient if so indicated.
- Patient Refusals will be fully documented by MHealth Fairview EMS.
- All patients who report to EMS/First Aid will be documented in the Pinehaven Farm/Mid Minnesota Entertainment First Aid/Injury Log.
- Documentation (entries) in the First Aid Log is the responsibility of the Event EMS Manager.
- Incident Reports can be completed by the Event EMS Team or Event EMS Management Staff.

Transportation to Hospital

In the event that a patient is in need of transportation to a medical facility or hospital, the following conditions will indicate the transportation method under the direct advisement of the EMS Team:

- The patient is unconscious or falls under the conditions of implied consent and is transported to the closest hospital or most appropriate hospital.
- The patient is alert and capable of making their own decisions and agrees to be transported to their hospital of choice.
- The patient is evaluated and is refusing transportation.
- Patients who refuse transportation via ambulance will be advised to be transported to a medical facility via personal vehicle with a friend or family member.
- Patients who need to leave the event due to a medical situation can be picked-up at Gate 1/The Admissions Building/Event Entrance by a friend or family member and transported by personal vehicle.

- EMS Team has the ability to transport a patient to their automobile in the Event Parking Lot via John Deere Gator if so requested.
- All patient transportation decisions will be exclusively at the direction, approval, and documentation of MHealth Fairview Ambulance Services.

In most instances the EMS Team will request an ambulance via Chisago County 911 Dispatch. An ambulance from outside the event will respond to the event for direction on where to go. All ambulances responding to the Event grounds will:

- Enter from Kettle River Blvd.
- Incoming ambulances will be guided by on-site staff to the nearest gate for entry.
- Will be escorted by a Security Staff Vehicle to the requested patient location.

Disasters and Mass Casualty Incidences

Disasters and Mass Casualty Incidents will defer to the Incident Commander and the Pinehaven Farm/Mid Minnesota Entertainment Disaster/Emergency Response Plan:

- The Incident Commander will activate and notify the EMS Team of the incident.
- EMS is centrally located on the Center of the site.
- The alternative First Aid Center is located at Gate 2/Actor Hangout.

Pinehaven Farm/Mid Minnesota Entertainment staff will follow the directives of the Incident Commander and the conditions of the Pinehaven Farm/Mid Minnesota Entertainment Disaster/Emergency Plan. Pinehaven Farm/Mid Minnesota Entertainment staff will assist in-coming Emergency Services Agencies once a Unified Command is established.

A Unified Incident Command will be established once Command Staff of the Wyoming Police Department, Chisago County Sheriff's Department, Wyoming Fire Department and MHealth Fairview EMS arrive at the scene.

Helicopter Landing Zone

The Helicopter Landing Zone is located on the west side of the event activities area in the 'South 1' Field. (See Figure 14) which has rotating crops that are low coverage or harvested by the start of the events. Requests for Air Medical Operations will be made by the on-scene EMS Team or Wyoming Police Officer on duty and coordinated by the Chisago County Dispatch. Any request for Air Medical Operations after hours will be coordinated by the incoming ambulance crew or the Wyoming Police Department. In the event a helicopter is needed, on-site security staff will illuminate the helicopter landing zone with lights from the event Utility Vehicles.

Equipment and Supplies

Equipment and supplies are provided by the Pinehaven Farm/Mid Minnesota Entertainment EMS Team:

- Pinehaven Farm/Mid Minnesota Entertainment will provide basic first aid supplies which are purchased over the counter and are not found as supplies used in an ambulance. This will include some basic first aid equipment items which are not typically found in an ambulance.

Any and all treatments requiring the use of ALS equipment or supplies will be under direct supervision of a MHealth Fairview Paramedic and used only within the scope of practice of the ALS Provider and Crew.

Appendix E – Disaster Plan

Disaster/Emergency Response Plan

Purpose

The purpose of this plan is to ensure that in the event of any type of emergency at the Pinehaven Farm/ Mid Minnesota Entertainment events, that Pinehaven Farm/ Mid-Minnesota Entertainment facilities, equipment, and manpower will be used in coordinated, effective way, so as to maximize the protection of life and property.

DISASTER: An occurrence causing widespread destruction and distress, a catastrophe, a grave misfortune.

EMERGENCY: Serious situation or occurrence that happens unexpectedly and demands immediate actions, a condition of urgent need for action or assistance.

Warning

There are not any formal warning devices onsite. The Severe Weather Sirens are in close proximity to the event property and can be heard. Other means of warning consist of two-way radios for employee use that will be used to transmit information to staff in the event of an emergency.

Notification

Employees & the First Aid staff will be notified through the use of two-way radios, phones, and messengers.

City & County Emergency Services will be notified through a '911' call. The '911' dispatchers will, in turn, notify the Wyoming Fire Department, the Wyoming Police Department, the Chisago County Sheriff's Department, and the Chisago County Emergency Management Director. Any hired Police Officers/Sheriff Deputies already on site will also have direct communication with dispatch through their department radios and onsite management staff through onsite two-way radios.

Customers will be notified through the use of our 25-30 hired security members and management staff stationed throughout the event.

Media will be notified by phone.

Personnel Notification List

Title	Name	Phone Number
Incident Commander/Safety Director	Jeremy Hastings	651-245-1944
Executive Director	Brent Faymoville	651-253-0888
Public Information Officer	Paige Faymoville	651-263-2856
Site Director	Jacque Hastings	651-262-8987
Owner	John Hastings	651-238-8317
Security Manager	Marc Baker	651-331-6386
Parking Manager of the Day	Dave Kalina	320-407-3603

When an incident happens on the event grounds during the event, or on a non-event day, the Safety Services Director or the Assistant Safety Service Director will take charge and follow the detailed procedure as described.

Emergency Operating Center (E.O.C)

Direction & Control: Pinehaven Farm and Mid Minnesota Entertainments response to the emergency will take place from the Emergency Operating Center. The Emergency Operating Center is located at EMS Building.

Pinehaven Farm/ Mid Minnesota Entertainment staff will report to the Emergency Operating Center immediately upon hearing the warning or notification of Emergency or Disaster.

Disaster Supplies: The Safety Director is responsible for ensuring that the E.O.C. has the necessary supplies and equipment (maps, table and chairs, communications equipment, message logs, etc.) available during a disaster.

First Aid Center

During the Event(s), hired EMS professionals will be responsible for ensuring First Aid will be supplied and fully staffed. The EMS Building is centrally located through Gate 1 on the event grounds. The alternative First Aid Center is located on the East side along the parking area in the Actor Hangout, through Gate 2.

During non-event times the Incident Commander will activate the First Aid Center if needed.

Radio Communications

Radio communications information is provided in the communications plan section and the restricted information to be shared only with public safety agencies. All Public Safety and First Aid personnel on site will be issued an event radio that is programmed to talk directly with in-house medical and security staff.

Emergency Phone Numbers

Title	Non-Emergency Phone Number	Emergency Phone Number
Chisago County Dispatch	652-257-4100	911

Equipment and Locations

1. A 6” irrigation well with fire department drop tank or truck filling capabilities is located in the backstage area through Gate 2.
2. A 3,000-gallon mobile water tank is stationed next to the Irrigation Well with the ability to haul and spread water in case of fire.
3. An excavator is located onsite and is available to the site crew to clear a fire break in the event of a fire during the event.

4. During the event(s), the EMS Building will be equipped with medical supplies, log sheets, bottled water, and miscellaneous supplies.
5. Contracted and in-house medical staff are on site on event days from open until all patrons are off property.
6. Contracted and in-house security staff are on site on event days from 5pm until all patrons are off property.
7. All event vehicles are equipped with water extinguishers, all occupied buildings have fire extinguishers inside.

Incident Commander Responsibilities

The Incident Commander on duty during each event date will:

1. Ensure that all people on-site have been warned and notified of an Emergency or Disaster and provided instruction.
2. In the case of a Disaster, will ensure the Country, Security Staff, Employees, Customers, and the owner have been notified.
3. Remember that the number one priority is life safety.
4. Activate the Emergency Operating Center; confirm that it is fully operational and that the Emergency Operating Center staff have reported/are reporting there.
5. Obtain initial damage assessment and casualty report and relay this information to the County Emergency Management Director, Chisago County Sheriff, Wyoming Police Chief, Fire Chief, the Owner, and other necessary agencies.
6. Upon arrival of Emergency Service Agencies coordinate/assist the Emergency Services Incident Commander for overall incident management.
7. Evaluate available Pinehaven Farm/Mid Minnesota Entertainment resources such as personnel and supplies.
8. Ensure maintenance of records.
9. Coordinate Fire Emergency Plan with City Fire Chief and City Police Chief.
10. Coordinate Emergency Evacuation Plan with City Police/County Sheriff.
11. Coordinate Emergency Disaster Plan with County Emergency Management Director.

Assistant Safety Services Director Responsibilities

Assistant Safety Services Director will:

1. Contact each safety Service staff member via radio and check off each person as they are notified.
2. Report to the Emergency Management Operating Center
3. Review Emergency/Disaster situations as it pertains to the Safety Services and forward this information to the Incident Commander.
4. Remember that the number one priority is life safety.

5. Direct Safety Services personnel to close off the damaged site area. Direct and move non-staff to evacuation exits.
6. Coordinate the activities of personnel with the other services.
7. Use all departmental resources; including personnel, equipment, and supplies and request assistance as needed from outside services.
8. Try to anticipate manpower and equipment needs 24 hours in advance.
9. Communicate which radio channel will be used for Emergency operations and notify all personnel. The Incident Commander will notify all personnel when the situation has improved and the radio procedures are back to normal.
10. Set up EMS/First Aid during non-event times.
11. Participate in periodic Disaster Training.

Safety Services Crew Responsibilities

Safety Services Crews will:

1. Communicate to Safety Services Dispatch via radio the type and location of the incident.
2. Respond to the incident and deal with it. Remember that the number one priority is life safety.
3. Report to the Emergency Operating Center as directed.
4. Review Emergency/Disaster situations as it pertains to Safety Services.
5. Direct and move non-staff to evacuation exits, moving fences and barricades when necessary.
6. Control crowds (non-staff) as best as possible. Keep crowds away from the incident area.
7. Assist as directed by the Assistant Safety Services Director.
8. Communicate on the radio only when necessary.
9. Set up a Triage Area outside the First Aid Center if directed.
10. A Safety Service Supervisor will meet emergency vehicles at Kettle River Blvd and 280th St to lead/direct them onto the grounds and to the incident.
11. Keep people from entering the grounds at the ticketing area.
12. Make sure all gates are unlocked and unchained for Emergency Vehicles to pass through.
13. Participate in periodic Disaster Training.

Site Director Responsibilities

Site Director will:

1. Ensure that all Site Crew staff have been notified.
2. Coordinate the activities of personnel with the other services, i.e.: Fire Dept., Sheriffs, Police, and Safety Services.
3. Report to the Emergency Operating Center.
4. Review Disaster situations as it pertains to Site Crew and forward this information to the Incident Commander.

5. Direct Site Crew personnel to close off the damaged site area. Direct and move non-staff to evacuation exits.
6. Remember that the number one priority is life safety.
7. Use all departmental resources, including personnel, equipment, and request assistance as needed from outside services.
8. Contact utility contractors, if needed.
9. Try to anticipate the department's needs for manpower and equipment 24 hours in advance.
10. Contact E.O.C. on Channel #1, state message, wait for E.O.C. to respond, and then go back to the normal channel. Discipline will be required as many things will be happening and only situations where the E.O.C must know should be aired on Channel #1. The Incident Commander will notify all personnel when the situation has improved, and the radio procedures are back to normal.
11. Direct Site Crew during Emergencies
12. Get the excavator into position when called for.
13. Participate in periodic Disaster Training.

Site Crew Responsibilities

Site Crew will:

1. The Site Crew will report directly to the Emergency Operating Center when a situation arises.
2. Review Emergency/Disaster situations as it pertains to Site Crew staff.
3. Site Crew to close off the damaged site area. Direct and move non-staff to evacuation exits.
4. Remember that the number one priority is life safety.
5. Site Crew to evaluate the need to shut down any gas or electric utilities to the disaster area.
6. Assist the Parking Crew and Safety Services as directed.
7. Communicate on the Site Crew radio Channel #1
8. Prepare Fire Breaks, when necessary, with the excavator and loader(s).
9. Have the firefighting equipment ready and take action in reducing and/or controlling affected areas if safe to do so.
10. During non-event days/hours, the on-site staff go to Kettle River Blvd and 280th St to lead/direct them onto the grounds and to the incident.
11. Participate in periodic Disaster Training.

Executive Director Responsibilities

Executive Director will:

1. Ensure that Incident Command has been activated or is activating the Emergency Operating Center.
2. Report to the Emergency Operating Center.

3. Ensure that the Incident Commander and/or Site Director along with the Safety Services Director provide an initial damage assessment and casualty report.
4. Ensure that the Incident Commander and/or Site Director along with the Safety Services Director brief the First Aid Center staff as to the status of the disaster.
5. In consultation with the Incident Commander, determine whether or not the County Emergency Management Director should be requested, and/or any other agencies in Chisago County and surrounding communities based on their assessment.
6. Participate in periodic Disaster Training.

Parking Team Responsibilities

Parking Team will:

1. The on-site Parking Manager of the Day (PMOD) will report directly to the Emergency Operating Center when directed to.
2. Communicate and manage the Parking Lot Team on Parking Channel #6. Only move to Channel #1 if the Emergency/Disaster dictates.
3. PMOD will direct Parking staff at their specific location.
4. Redirect incoming and exiting vehicles per the evacuation plan and PMOD.
5. In consultation with Police/Sheriffs/State Patrol, relocate event road signs to direct traffic away from the incident.
6. Per direction of PMOD, Parking staff shall close and clear Site Emergency Vehicle access roads from Kettle River Blvd/280th St, North into the parking lot. The remaining staff will control the main parking areas and evacuation routes.

Public Information Officer Responsibilities

Public Information Officer will:

1. Report directly to the Emergency Operating Center when emergency/disaster dictates.
2. Will have a complete checklist to ensure that all government agencies requiring notification have been notified.
3. Will prepare and present statements for media.

Appendix F – Implementation Plan Mitigation Measures Matrix

APPENDIX F | Mid-Minnesota Events/Pinehaven Farm Event Management Plan
Implementation Matrix

August 8, 2025

TIME FRAME	TMP NO.	IMPLEMENTATION PLAN/MITIGATION MEASURE	TIMING	RESPONSIBLE ENTITY	COMMENTS
July 2025	1	EMP plan Development underway	July 1	SRF/PF/MME	
	2	TMG group formed and meet	July 31	TMG	
	3				
	4				
	5				
	6				
	7				
	8				
August 2025	9	Submit Draft EMP	August 8	SRF/MME/PF	
	10	Street Smart Rental Reserves Portable Traffic Signal	August 15	Street Smart Rental	
	11	EMP plan Approved	August 22	City of Wyoming	
	12				
	13				
	14				
	15				
	16				
September 2025	17	Portable Signal Operation/Timing Plans complete Signing plans completed	September 15	MnDOT/Street Smart Rental/Chisago County/Safety Signs/SRF	
	18	Signing in place on Kettle River Boulevard	September 12	Safety Signs/MME/PF	
	19	Pinehaven Farm Tier 1 operation begins	September 13	PF	
	20	Pumpkin Trail and Dead End Hayride tier 1 operation begins	September 20	PF/MME	
	21				
	22				
	23				
	24				
October 2025	25	Portable On-Site Singal operation at E Viking Boulevard and Kettler River Boulevard	October 1	Safety Signs/ Smart Street Rental	
	26	Pine Haven Farm/Pumpik Trail and Hedeans end Hayride Tier 2 and Tier 3	October 1	PF/MME	
	27				
	28				
	29				
	30				
	31				
	32				
DAY BEFORE EVENT START	33	Ensure signing all in place	By 9am	MME/PF	
	34	Set traffic data cameras at E Viking Boulevard and at 280th Street		SRF	
	35				
	36				
	37				
	38				
	39				
	40				
DAY OF EVENT	41	Parking Site and EMS staff report for work (Staff Briefing 9:00am)	By 9:00am	PF	
	42	Safety and Security Staff Report	By 5pm	MME/PF	
	43	Monitor traffic conditions: by vehicle/drone and MnDOT RTMC cameras	Throughout the event day	MME/PF	
	44	Supervisor Debrief	9:00 PM	MME/PF/SRF	Call-In - Attendance numbers, known issues or concerns, Questions
	45				
	46				
	47				
	48				
	49				
	50				
	51				
	52				
	53				
	54				
	55				
	56				
END OF THE EVENT FOR THE WEEKEND	57	End of Weekend Supervisor Debrief	9:00pm	MME/PF/SRF	
	58	Retrieve traffic data cameras at East Viking Boulevard and at 280th Street	Morning after Weekend event	SRF	
	59				
	60				
	61				
	62				
	63				
	63				
AFTER THE EVENT (November/December 2025)	64	Remove all Signing and Portable Traffic Signal	By November 6,	Safety Signs/Smart Street Rental/PF	
	65	End of Season TMG Debrief	By November 20,	PF TMG	
	66	2024 MRF After Action Report	By December 15, 2025	MME/PF/SRF	
	67				
	68				
	69				
	70				
	71				
	71				
Excessive Queing on Kettler River Boulevard on Entry to Event	72	Special Condition 1			
	73	Traffic Directors directed to flush the system. Start with Traffic Direcotr 1 at 280th street utilizing the Center lane to queue on property.		Parking MOD	
	74	If necessary, Traffic Directors 4 - 8 move parking operations further north on roadway entrance to allow vehicles to queue on site		Parking MOD	
	75	Parking directors will also expand north with a longer drive for parkers from where they exit the entrance roadway to parking location.		Parking MOD	
	76	if necessary expand parking queue, begin loading parking area from the west from exit road.		Parking MOD	
	77	Monitor conditions/return DMS/PCMS to previous operational condition		Parking MOD	
	78				
	79				
	80				
Attendance at Capacity Parking Full	81	Special Condition 2			
	82	Event Coordinator notifies Parking MOD and PIO that event capacity has been reached		Event Coordinator	
	83	No vehicle entry to site unless attendees can show time stamped ticket within the window of entry time.		Parking MOD/Traffic Director 1	
	84	Messages on social media and website posting that attendace is full. No entry will be allowed to site with out a pre-purchased ticket and arroval within the shculed time period.		PIO	
	85	Guests with out a timed entry or an entry time outside of their entry window will be turned around at 280th Street and directed to exit		Parking MOD/Traffic Director 1	
	86	Additional parking and site security personel sent to Traffic Director 1 to assist in checking guests entry tickets		Parking MOD/Safety and Security Director	
	87				
	88				
	89				

Pinehaven Farm

Abridged Planning Commission Meeting Minutes

Approved Minutes June 10, 2025

Approved Minutes August 12, 2025

Unapproved Minutes August 26, 2025

**ABRIDGED APPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
JUNE 10, 2025
7:00 PM**

1. Conditional Use Permit Amendment C-25-001 – Dead End Hayride

Location: 28186 Kettle River Boulevard

Applicant: John B. Hastings Family Limited Partnership

Property ID Numbers: 21.10118.00, 21.10128.00, 21.10132.00, and 21.10116.00

City Planner Lindquist explained that this was a request for an amendment to the CUP for commercial outdoor recreation areas in the Agriculture zoning district. She noted that the property currently had a permit from 2004, and this would update and amend that permit. She explained that the applicant currently has 3 fall activities on the site in addition to the agricultural and ancillary uses on the site. She noted that they have the Pinehaven Farm Fall Festival and Pumpkin Patch, the Dead End Hayride and/or Haunted House, and the Great Pumpkin Trail, which was added in 2024. She stated that the applicant was interested in amending the permit because they would like to add additional events, including a Holiday Event series and a Winter Event series. She noted that the City and the neighbors were also interested in re-evaluating the permit due to concerns related to traffic, emergency vehicle access, noise, dust, and road maintenance. She explained that due to the concerns that have been raised, staff felt the best approach would be to reevaluate the 2004 CUP and revise it in order to address concerns and recognize future activities. She reviewed details of the site, access, parking, zoning, activities that take place on the site, typical visit times and lengths that have been gathered through online ticket purchases, average attendance, and trip estimates for the events, and employee information. She explained that this resulted in a fair amount of traffic that took place on a gravel road and stated that staff had discussed this and felt that the traffic volume had reached the level where this should be a paved road and no longer a gravel road. She explained that staff had also spent time discussing reasonableness and what an approach would be where they could facilitate some of the use on the site without being onerous to the neighborhood or negatively impacting the finances of the roadway for the City. She explained that one of the things they talked about with the applicant was having a traffic operational plan that may include some police assistance to direct traffic on peak days. She explained there were back-ups that happen on East Viking Boulevard that end up permeating all through the area road systems, which meant that taking the left turn to get on 35W was difficult. She noted that there were other ideas, such as increasing private access north of 280th, providing stacking on site rather than on the public roadways, and a traffic study after 2025, when they have actual numbers. She stated that staff would encourage the applicant to incorporate some of the other measures, such as providing stacking on site, before the traffic study as well, because they may improve the situation. She noted that one of the conditions that staff had included was that they continue to do traffic studies in the future to ensure that things don't get to the point where they were currently that was farther ahead, from a traffic standpoint, than what they had anticipated and one of the main points was that the applicant should pave Kettle River Boulevard. She noted that if another commercial user came to the City with this amount of traffic, the City would tell them that they needed to pave the road because of the volume, and believe that the official traffic study would also come to this same conclusion. She explained that they want better information, but they don't have enough time or information to come up with a definitive answer, so staff was saying that they cap attendance for the next operating year and look at what they are doing, implement some of the traffic ideas to see if they can reduce some of the traffic and then the applicant can come back to the City and amend the CUP to allow greater attendance at their activities. She stated that if they can implement some

of the traffic ideas that they have come up with, and it reduces the impacts on the neighbors and nuisance issues that are occurring, and improves the traffic circulation, then they can come forward and ask for an amendment that would allow increased attendance. She stated that staff were recommending approval of the CUP with a variety of conditions, as she outlined. She noted that she believed the applicant had submitted information right before the meeting and had asked for some changes, but noted that staff had not had the opportunity to look at them, so they would not be able to comment on their requests.

Chair Lobermeier asked if the conditions of the CUP may change after the traffic study and the traffic mitigation efforts they would undertake this year, and if that made what they were discussing tonight a 1-year amendment to the CUP.

City Planner Lindquist stated that the conditions would stay the same because the City would expect the applicant to have implemented some of them, and those would be carried forward, but the capping of attendance may be different. She noted that there could be other modifications in the future that they hadn't thought of yet.

Commissioner West stated that a few years ago, the City was also looking at issues at this intersection, and asked how that played a part in the discussion of what the City was planning for the future and what they were asking the applicant to do.

City Engineer Erichson stated that the County was evaluating these intersections and had done some preliminary work and held meetings with MnDOT. He noted that it was separate from the improvements identified on Kettle River Boulevard, but there have been some discussions about alignment, and nothing had been decided. He stated that they are just trying to find the best solution, but noted that there was no easy solution there, and this situation was not helping, but reiterated that he felt this situation was separate from the other discussions happening. He stated that he was hopeful about internal operational plans for being able to queue internally on their site, the operational plan, and the traffic study information so they can understand the volumes, future operations, and what improvements can and should be made to Kettle River Boulevard, including being able to get emergency vehicles to the site, and neighbors being able to get in and out of their properties.

Commissioner Iverson asked what remedy the City had if the conditions of the CUP were not met by the applicant.

Zoning Administrator Weck explained that if the conditions were not met, the City would revoke their CUP, which would shut down the business.

Jeremy Hastings, representing the applicant, explained that he would like to make a few clarifications and also review the staff recommendations. He explained that their parking lot is striped and noted that they invested in a GPS-guided robot to paint striped parking spaces on grass fields, which has helped them become more efficient with their parking. He stated that the current CUP permits events from September 15 through November 15. He noted that the start time for the Haunted Hayride varies slightly throughout the season, based on sunset, but consistently opens between 6:00 and 7:00 p.m. on each operating night. He stated that they also wanted to clarify that the Pumpkin Trail closes 1 hour before the Haunted Hayride. He noted that they agreed with the proposed staff direction given in item #1 on page 5, regarding having police officers provide traffic control at Kettle River Boulevard and East Viking Boulevard. He stated that they had discussed this with staff last year and had intended to move forward, but for various reasons, found it wasn't feasible to do so at that time. He explained that they felt that was one of the major bottlenecks that was leading to much of the frustration with traffic backing up as people are leaving the site. He stated that they have been working with a consultant and believe they have come up with plans that will be able to alleviate a vast majority of the frustrations that

surround this traffic situation. He referenced the conditions recommended by staff and explained that he would like to respond to them one by one. He read aloud #1 and stated that they found the expectations of the City to be reasonable, but did have some questions. He asked if they used cones and flags to designate temporary driving lanes or stacking areas in their parking areas, and if they would require any additional permits.

Zoning Administrator Weck stated that kind of question would be more suitable for staff and not the Planning Commission.

Mr. Hastings referenced condition #2 and stated that they also found that to be reasonable, but would request that they be able to continue to use SRF Consulting, the traffic study consultant they were currently working with. He referenced condition #3 and stated that they agreed with that condition, but believe further clarification was needed regarding the scope of remediation. He explained that they wanted to make sure that any reasonable mitigation is proportionate to the temporary nature of the traffic patterns. He stated that they are willing to cooperate with traffic mitigation efforts that would be appropriate and manageable, and would request that they be directly involved in selecting any traffic study firms, and reiterated that SRF Consulting was already engaged and familiar with their site. He referenced condition #4 and explained that they had significant concerns with this proposed condition due to its open-ended nature and would respect clarification from the City on some of the details. He noted that obtaining a realistic cost estimate for this project was essential because the final price tag may make the project unattainable for a business of their size. He clarified that they were not, in principle, opposed to the condition, but could not fully commit to it without knowing the price, and taking it on with the proposed 2.5-year timeline would pose a serious challenge to their business and its future operations. He referenced condition #5 and stated that they request that this condition be revised to allow for reasonable growth and modifications to their existing business operation. He stated that the ability to evolve and adapt was critical in their industry for long-term sustainability and would like the language to be changed to relate to new events and not new activities. He referenced condition #6 and explained that the operating hours of the Haunted Hayride have consistently aligned with the 2004 CUP, which allowed the event to close at midnight. He noted that it typically takes about 1.5 hours to fully clear patrons off the property after closing. He explained that on Friday and Saturday nights, ticket sales close at 11:30 p.m., the event closes at midnight, and all patrons are off the property by 1:30 a.m. He noted that on Sunday through Thursday nights, they close at 10:30, by all patrons are off the site by midnight. He asked that the City update the language in this condition to reflect their established practices that are in line with the existing CUP. He referenced proposed condition #7 and noted that they were already working with SRF Consulting to implement a traffic management plan for the season before the formal traffic study was completed. He moved on to proposed condition #8 and stated that they were not opposed to contributing to the cost of additional road maintenance, but would ask that the condition also include language allowing them to work directly with the Public Works Department to develop and coordinate a maintenance plan that would include joint decision making about when maintenance was needed and when it should be scheduled. He shared examples where the timing of the use of calcium chloride would not be ideal and could make the road conditions work. He referenced condition #9 and asked that the language in this item be changed to revise and replace Holiday Event and Winter Event with 'any new events'. He explained that they didn't disagree with the intent of this condition, but felt the revised language would provide for greater flexibility and clarity. He stated that they were already in compliance with condition #10. He noted that they had no issues with condition #11. He referenced condition #12 and explained that, in accordance with the 2004 CUP, the Haunted Hayride had always operated within the approved timeframe of September 15 through November 15, while the event only runs for a total of 8 weeks, the exact start and end dates can shift a bit within that window, depending on the calendar, including when Halloween falls. He explained that, for example, if

Halloween falls mid-week, they typically continue their operations through the following Sunday. He stated that they are asking that this still be allowed to operate between September 15 and November 15, with an 8-week operation. He stated that they had no issues with the proposed condition #13.

Commissioner Iverson stated that he would agree that vehicles existing created a large problem, but for incoming parking, he asked how they would be able to double or triple the number of cars they can park in a minute.

Mr. Hastings stated that by limiting the number of turns that a car needed to make, they are able to bring cars in more strategically. He noted that when they implemented the robot to paint the lines on the grass field, it also increased efficiency. He stated that it would also be done with more and better-trained parking staff, more cones, and noted that he felt their consultation from SRF could outline many other strategies that could be utilized to get cars in and parking more quickly.

Commissioner Iverson stated that he has frequently seen a steady stream of cars along the roadway that are not moving.

Mr. Hastings stated that having a gravel road was kind of a self-regulating process, because it can get a washboard surface, which causes cars to slow down. He stated that finding a way to park cars faster was another challenge that they were ready to take on.

Commissioner Ortwerth referenced condition #8 and asked if they had tried anything besides calcium chloride on the roads.

Mr. Hastings stated that he believed Public Works had tried a product called Beat Heat, but he believes all the products gather moisture from the air and hold it in the bed. He stated that they also partner with the City and use their tractors to put down water to help mitigate dust. He explained that they were working behind the scenes to ensure that their impact is as minimal as possible and noted that he felt water on the roadway has been a successful approach. He stated that there have been times in the past when a significant rain event has happened at the same time as a heavy traffic event, and the road conditions were scary.

Commissioner Ortwerth stated that he would question how they would be able to get a water tractor down the road when there are parked cars.

Mr. Hastings explained that they time the watering of the road when traffic is low, which is usually early to midday and also at night after the last Haunted Hayride guests have left.

Commissioner Iverson stated that Mr. Hastings had mentioned that it took 1.5 hours after closing to get the patrons off the site and asked what was happening during that time frame and what the delay was.

Mr. Hastings stated that customers were making their way through the rest of the attraction. He noted that it takes about 50 minutes to get through the attraction if there aren't any queue lines at the different stopping spots. He explained that they try not to rush guests through the attraction so they are able to get the full experience that they paid for. He stated that they take security staff through the entire area to ensure that nobody is left behind and gets them to their cars. He clarified that they were not actively kicking people out at midnight.

Chair Lobermeier stated that Mr. Hastings talked about Kettle River Boulevard being difficult, and asked what percentage he referenced was public versus private.

Mr. Hastings stated that, Kettle River Boulevard, the City's portion, was difficult and explained that they also water the private road because it can get dusty and also water lanes of traffic on their property to keep dust down. He stated that washboards are a significant issue when it comes

to how a dirt road is negatively affected, and speed leads to washboard conditions. He stated that when a washboard is there, Kettle River Boulevard is susceptible to, slows the cars down and creates more traffic conditions. He stated that they use a product out of Dresser, WI, called Trap Rock, on their roads, which seems to hold up well, and noted that they only need to grade their internal roads twice a season.

Chair Lobermeier asked if they had evaluated whether they could use buses to bring people in from remote parking locations in order to try to reduce the amount of traffic.

Mr. Hastings stated that buses were something that was definitely on the table for consideration, but did not think it would be the first or second option considered because he felt there were other lower-hanging fruit that could be implemented first.

Chair Lobermeier stated that the staff report indicated that their operations were currently not in compliance with the 2004 CUP and asked if Mr. Hastings agreed with that statement.

Mr. Hastings stated that he felt this came down to whether or not they see some of the events that they do as being agriculturally based. He explained that they have spent a lot of time traveling around the country to see other farms to look at how they have implemented strategies to make their farm viable for the next generation. He stated that the events have forged a path ahead for their family to be able to continue the farm into the 3rd generation. He explained that how they see agriculture appeared to be different than the City and explained that they see it as people coming out to the farm and getting acquainted with nature.

Chair Lobermeier stated that staff has recommended approval with the proposed conditions and stated that from Mr. Hastings' narrative, it appeared that he only agreed with 3 of the conditions, which concerned him. He asked if Mr. Hastings did not have enough time to meet with staff in order to work through some of the language concerns he had with the other conditions before the meeting.

Mr. Hastings stated that he would love to have more of an opportunity to be able to meet with staff and go over the conditions and some of the language. He stated that they received this information at the same time as it was made available to the public and the Commission, and would like to be able to talk to staff and try to find a win/win/win scenario for all sides.

MOTION BY COMMISSIONER WEST, SECONDED BY COMMISSIONER IVERSON, TO OPEN THE PUBLIC HEARING AT 8:04 P.M.

<i>Voting Aye:</i>	<i>Ortwerth, West, Iverson, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>Holl</i>

Jeff Johnson, 26850 Kettle River Boulevard, stated that he has been at this facility during off-peak hours and felt the demographics of people attending shows good use from the community by families. He explained that he believed there was value in having family-oriented activities like this available in the community. He noted that he had a question about paving Kettle River Boulevard because traditionally that would be levied against property taxes for the properties located on the roadway and asked if this would be levied based on the length of road that abuts the properties individually and if there would be a special assessment on the CUP for the paving of the road.

Chair Lobermeier explained that those were details that the City did not have right now.

Mr. Johnson asked if there were if there would be an opportunity for the applicant to do the projects, for example, in thirds, so instead of taking on the financial burden of the entire thing, they could do a portion of it at a time in order to keep the overall assessment costs down.

Chair Lobermeier stated that the answer to that will depend on the final conditions that would be adopted and reiterated that they did not have answers to Mr. Johnson's questions yet.

Meredith Hastings, 5226 280th Street, expressed her strong support for amending the CUP and asked the Commission to consider a reasonable and collaborative approach to the proposed conditions. She stated that Pinehaven Farm was not just a seasonal attraction but was also a cornerstone of the community and helped put Wyoming on the map as a premier fall destination. She stated that it was named 'Best Pumpkin Patch' in the Star and Tribune, and explained that she felt its contributions went beyond tourism because last year, Pinehaven created 486 seasonal jobs. She noted that she felt local businesses also benefited from the increased traffic to the City and explained that she had concerns about some of the proposed conditions, particularly those related to a reduction in parking capacity and the requirement for Pinehaven to shoulder the substantial costs of paving Kettle River Boulevard. She stated that those proposed conditions represent an undue hardship that could hinder the farm's ability to operate at its current scale and continue contributing to the community. She explained that they were asking the City to support reasonable amendments to the conditions that will allow them time to collaborate with State and County officials on a road improvement plan that would be fairly funded and sustainably implemented.

Richard Ihlenfeldt, 9021 167th Lane NE, Forest Lake, stated that his concerns were surrounding unsafe conditions last year with the traffic when they were unable to get out of their house and do things like go get an ice cream cone. He explained that he had a background in safety and had been around tragic situations in the past, so he was concerned that if something happened to a family member, either two-legged or four-legged, how they would be able to get out of there. He referenced a situation last year where he was confronted in his driveway by a big guy running towards him, which was scary because he just wanted to protect himself and his loved ones in the home. He noted that it turned out that this person had run out of gas and did not know he was there, but explained that it was a very scary situation for him. He noted that there had been damage to his home due to the conditions and asked at what point a human life is worth profit. He stated that this was a safety issue and asked when the City would figure out that this was an unsafe situation, and the traffic is too much. He explained that he liked what they were doing at the farm and had attended the Pumpkin Walk last year, and agreed that it was nice to see family things in the community, but felt that there needed to be control.

Don Waller, 2840 Forest Boulevard, stated that he understood that things like the school tours and the pumpkin patch were agriculturally based, but the Dead End Hayride was entertainment-based. He referenced the noise ordinances and nuisances and stated that running the tractors and harvesters at night for an agricultural purpose was different than the air cannon and lights. He stated that he lives across I-35 from this and sees the lights and hears the air cannon and has answered questions at home for many years. He stated that the City needed to look at the traffic load on a public street.

Jerry Sampson, 25201 280th Street, explained that his biggest concern was the road and stated that the dust is terrible when it gets hot. He stated that the dust travels through the trees to his home, and he is not able to open his windows. He stated that to get good gravel that has some 'bind' in it, you need to travel to the other side of the St. Croix River. He asked if the roadway was ever going to be tarred.

Chair Lobermeier confirmed that it was one of the things they were discussing as part of a recommendation from staff.

Mr. Sampson stated that if the roadway was tarred, he felt that tax-wise, it should be equal for everyone who lives on the road and not just because the Sampsons have frontage, because it is all swampland. He stated that he would love to see the Hastings family have an entrance built to their farm on the north end, across the freeway. He noted that his wife has breathing problems, and the dust from this activity does not help, so something needed to be done. He stated that the last few weekends in October are when the farm is the busiest, people in the area cannot get in or out, and asked what would happen if any of them had a medical emergency.

Aspen Kurtz, 27464 Kettle River Boulevard, stated that she was frustrated and explained that the hayride did not close at midnight because there is heavy traffic from this event traveling down their road at 3:00 a.m. on some nights. She explained that she supported the business, but believed that things needed to change. She stated that if the number of people that attended the hayride continued year-round it would affect the surrounding properties and the residents in the area. She stated that, as an athlete, she has a much longer ride home due to the 'dead end season', which adds over an hour and cuts into her time in the evenings for homework. She cannot imagine having this much traffic stretch out over more months of the year. She explained that her social life has also been affected by 'dead end season' because no parent, in their right mind, would be interested in driving their child down a road that is this busy with people going in and out of the farm. She stated that if they add more events, this type of traffic would persist throughout the year and cause a larger effect on her social life and commute times. She reiterated that she supported the local business but felt this could not continue. She stated that having the deadline for the road improvement being 2028 was a bit of a stretch and explained that her father, who also owns a business, was given just 3 months to fix an issue.

Brad Bays, 543 East Kentucky Street, St. Croix Falls, WI, explained that he moved here from Florida to work with the Dead End Hayride. He stated that the amount of passion and care he has experienced from the Hastings family has been overwhelming. He noted that he had heard comments made about the amount of money being made at this business, but noted that the family was not living in a mansion or driving Lamborghinis. He stated that they are not doing this purely for profit and noted that he thinks they have been successful because they care and have passion. He stated that they were constantly thinking about safety and the community and noted that the events that are held are something that they have a burning passion for. He noted that there are 8 full-time employees who rely on this business, but are not just doing it to collect a paycheck, and are doing it because they care about the events and the community. He asked the City to consider the tradition that this farm and its events have built for the community for multiple generations.

Kenny Rutford, 4700 East Viking Boulevard, stated that his property abuts the old golf course and noted that one of the factors that he felt was being forgotten was all the houses that the developer wanted to put in there. He stated that there have been road studies done, and now they were talking about redoing another road, which he felt created a lot of loopholes and potential problems. He explained that he was in support of Mr. Hastings and his family to have a business and run their farm, but felt the Haunted Hayride was not agricultural. He stated that he supported the business, but they also needed to support what was going on outside. He noted that he also belonged to the Almelund Threshing Show and explained that they hire their own police. He stated that here he sees issues on a daily basis when he comes home from work, including headaches getting in and out, and noted that it was a headache in this location year-round, and felt it was just a matter of time before someone is killed here. He stated that in addition to worrying about traffic, he also worries about the dust that goes onto County Road 22 for motorcyclists and noted there are a lot of 'fun runs' for motorcyclists held in October. He explained that he had sent an e-mail to the City that shared his concerns about who would pay for traffic outside at all times. He stated that there were comments made about off-peak times and asked when those were

because he comes through the area at different times of the day. He stated that the local police do not have time for this because they are already trying to protect the community and cannot place someone on site from 3:00 p.m. to 2:00 a.m. and noted that he agreed that sometimes these people do not get out of here until 3:30 a.m. because he can see it through his woods. He stated that before this moves forward, he would ask the City to consider the new development because they still don't know how they are going to manage traffic for the 350 new homes. He explained that he supported this farm, but also supported the community and safety.

Cassie Kurtz, 27464 Kettle River Boulevard, stated that traffic is there on weekends or weekdays and explained that it took her an hour to get her daughter to an event during the week that took place during daylight hours around 4:00 p.m. She noted that there is about a 2-month period where they cannot even walk the road, and it also limits their use of the yard because of the dust. She stated that there was also anger among the drivers on the road, excessive speeds, and explained that she has lost days at work due to traumatic experiences. She explained that they have incidents captured on camera of people urinating in their yard. She noted that her boyfriend has recurring nightmares from an instance where he was charged by someone on their property. She stated that the CUP talks about welfare and safety, but they had an actor injured who had to be taken to the hospital in a side-by-side because it was too slow to take a regular vehicle or get emergency support down the road. She stated that they have been seeing year-round traffic issues, including semis and other truck traffic. She stated that capping the visitors at the 2024 levels was already disastrous, and now they are looking at adding more events. She noted that if a store, like Walmart, closes at midnight, they are not open until 1:30 a.m., and if road improvements were needed, Walmart would also have to foot the bill for those improvements. She stated that the CUP talks about not interfering with traffic, but the events are causing major traffic problems. She acknowledged that it was a neat event and they had attended it, but it was being held in someplace that could not handle the volume of people that were coming.

Diane Blair, 27222 Kettle River Boulevard, stated that she was 76 years old and would like to be able to have emergency folks get to her when they need to and noted that she was still active and wanted to be able to get out of her house, even if it was just to run down to Target to grab something. She stated that cars are driving past at 3:00 a.m., and there are dust issues. She asked what the next step would be and stated that they have been talking about moving forward and improving the CUP for 2025, but asked what would actually change.

Chair Lobermeier stated that what had been presented by staff was the 13 new conditions that would be added to the CUP. He encouraged residents to follow this process as it moved through the City and explained that the Planning Commission would make a recommendation to the City Council, which would be the ones who made the actual decision about this application.

Zoning Administrator Weck explained that if the City amended the CUP or revoked the CUP, the City would hold another public hearing.

Jen Winiecki-Rowe, 5633 277th Street, referenced the light pollution and felt the City was right on the cusp of not being able to see the stars and the northern lights. She stated that if they add more things during the winter months, the light will reflect much more, and asked if the City had anything on the books about taking a look at light pollution later in the process. She asked about the noise and the possibility of restricting the pumpkin cannons a bit more and stated that her dogs bark at them every hour or so, because even though she lives over a mile away, they can still hear them.

Zoning Administrator Weck stated that the City does have a lighting ordinance and does have regulations related to light leaving the property lines, but did not think that would affect the dark sky situation.

Ms. Winiecki-Rowe stated that she would like to see this tested seasonally and not just one season, for example, when there was leaf cover there.

Trevor Osterbauer, 5004 280th Street N, stated that his family has been neighbors of the Hastings family for his whole life and was proud of what they have been able to do with this land. He stated that he has heard a lot about public safety and agreed that it was #1, and he felt he heard Mr. Hastings indicate that they would do their best to be in compliance and help the neighbors on the road. He stated that he lives next door and has front row seats to the pumpkin walk and suggested that they add some new songs to their playlist. He explained that his life and use of his property have not been restricted by this business.

Lindsay Farris Martin, 25305 West Comfort Drive, stated that she was here to share her strong support for the CUP amendment. She stated that she realized that there were things that had been called out for further clarification, and that staff had also called out some things for further discussion, for things like traffic and access improvements. She noted that she understands that the residents have also shared some valid concerns, but felt the conversation was not just about one property and about how the City can continue to support reasonable, community-driven businesses. She stated that the Dead End Hayride is part of Pinehaven, which is a 3rd generation family farm, which has been part of the City for 75 years. She stated that they have been welcoming the public to the farm for over 30 years, and for the last 17 years, the hayride has grown into one of the region's most recognized fall experiences. She stated that this was not a corporate attraction, which she felt they needed to keep in mind, because this was a firefighter/first responder-owned business, and the same people running the hayride are the same ones responding when someone calls 911. She noted that the ripple effect of what they have built here reaches far beyond their property lines because they give back to the community, and other businesses benefit from the seasonal traffic. She stated that she did not think the Hastings family was asking to grow at the community's expense, but were asking how they could contribute in a way that works for everybody.

Dawn Westberg, 4677 252nd Street, stated that she has been a neighbor of the Hastings family for the last 33 years and was very proud of the business they had grown. She stated that she would appreciate it if their business were allowed to stay open and noted that she also works for them by driving a hay wagon. She stated that in that role, she has seen many families come from all over Minnesota, but also from Wisconsin and South Dakota to be together as a family. She noted that she also drove for the Haunted Hayride, which has been an amazing experience. She explained that when she drives home after her shift, she has not heard the loud noise that people have complained about. She noted that if her windows are open, she can faintly hear it, but it is just background noise.

MOTION BY COMMISSIONER ORTWERTH, SECONDED BY COMMISSIONER IVERSON, TO CLOSE THE PUBLIC HEARING AT 8:34 P.M.

<i>Voting Aye:</i>	<i>Ortwerth, West, Iverson, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>Holl</i>

Commissioner West stated that she appreciated the amount of public comment they have gotten on this issue and agrees that the road and traffic issues need to be addressed.

Chair Lobermeier stated that this was a good and interesting business that has changed a lot since the 2004 permit and felt that it needed to be factored in, along with the additional changes

being proposed. He stated that he had asked his earlier questions because it was clear that the proposed conditions had not been set yet, and some needed to have more discussion and negotiations between the applicant and City staff. He stated that based on what they had heard tonight, there may need to be additional conditions added as well. He explained that he planned to make a motion to table this item to give staff time to speak with the applicant about the language and conditions, so the Commission could make a decision based on conditions that were agreeable to all parties.

MOTION BY COMMISSIONER LOBERMEIER, SECONDED BY COMMISSIONER WEST, TO TABLE CONSIDERATION OF THE CONDITIONAL USE PERMIT AMENDMENT C-25-001 – DEAD END HAYRIDE, LOCATED AT 28186 KETTLE RIVER BOULEVARD FOR JOHN B. HASTINGS FAMILY LIMITED PARTNERSHIP, PROPERTY ID NUMBERS: 21.10118.00, 21.10128.00, 21.10132.00, AND 21.10116.00, UNTIL THE JUNE 24, 2025 PLANNING COMMISSION MEETING.

<i>Voting Aye:</i>	<i>Ortwerth, West, Iverson, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>Holl</i>

**ABRIDGED APPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
AUGUST 12, 2025
7:00 PM**

OLD BUSINESS:

1. Conditional Use Permit Amendment – Dead End Hayride: C-25-001
Location: 28186 Kettle River Boulevard
Applicant and Owner: John B. Hastings Family Limited Partnership
Property ID Numbers: 21.10118.00, 21.1-128.00, and 21.19116.00

City Planner Lindquist gave a brief overview of the request for a CUP amendment and noted that the staff report in the packet provided an update of where things were in June, which was the last time the Commission had considered this item. She explained that the main issues are the 3 fall activities that have higher use impacts, including the Farm Festival and Pumpkin Patch, the Dead End Hayride, and the Haunted House/Great Pumpkin Trail. She stated that the applicant had wanted to look at other possible opportunities for additional activities at other times of the year. She explained that staff felt the current operation was out of compliance due to traffic volumes, concerns about emergency vehicle access, accessibility for existing residents, street maintenance, costs to the City, and nuisance concerns. She noted that the staff recommended included slightly modified conditions, but had much of the same tone and flavor as what was presented in June, and reviewed the request for an operational plan to address traffic concerns and keep the queuing off of Kettle River Boulevard. She noted that the City has held several meetings with the property owner and their consultant and had received a draft operational plan on August 10, 2025. She explained that the staff report was sent out before they received the draft operational plan, so it did not reflect the most recent information. She briefly reviewed some of the other conditions that staff were recommending be adopted and compared them with the conditions that had been recommended in June. She explained that the applicant had given staff some feedback on the conditions, and they did make some adjustments to address some of their concerns. She stated that the City and the applicant have not been able to come to a full resolution because there are still diverging interests on both sides. She stated that because of this staff felt it was time to move things along enough to have the Planning Commission and City Council weigh in and determine the appropriate course of action.

Chair Lobermeier stated that he appreciated the effort from both sides that had gone into trying to come to a consensus. He referenced the letter in the packet from July 9, 2025, from the applicant and explained that from the letter, he ascertained that the discussion regarding the conditions was down to #4 and #6, and the others are okay, and asked if he was oversimplifying things.

City Planner Lindquist explained that some of the conditions, such as #13, were fairly new, so they would not have responded to those in the letter he was referring to.

Chair Lobermeier asked City Engineer Erichson what type of road improvement he would like to see and if it would be rural or urban.

City Engineer Erichson stated that they had discussed the concerns from the applicant about there being no limit on costs. He noted that he believed they could commit more to the type of nature of improvement, because they do not know what the costs are. He explained that they can commit to trying to minimize costs and stated that they would be widening their entrance, changing their internal operations, and developing an event management plan, which are all

positive things that have come from these discussions. He stated that he did not believe they would be looking at widening the roadway and would be a rural stretch of roadway, not urban, or adding storm sewer.

Commissioner Iverson stated that City Planner Lindquist had mentioned 4 tax parcels for this property and confirmed that this was taxed as Agricultural. He stated that the packet looked like it had included a traffic study from June.

City Planner Lindquist stated that the information he was referencing was the beginning of the operational plan and explained that the traffic study would be taking literal traffic counts during the next season.

Commissioner Iverson stated that he can understand concerns about dust for the people who live in the area, but what he read was that 75% of the accidents that occur on Kettle River Boulevard and Viking happen in October, which he felt shed a bit of light on what was happening. He stated that what he would like to see improved right away would be to have some kind of traffic control there, and there was information in the packet about some type of temporary semaphore lighting.

City Planner Lindquist acknowledged that it was something that the City was looking into and asked Public Safety Director Bauer to address that.

Public Safety Director Bauer explained that one of the things they had discussed was that this was a difficult intersection to provide traffic control for because it is 6 lanes wide and would require the assistance of 3 or 4 officers, which he cannot staff. He stated that finding some other type of temporary traffic control would be much better than the City trying to provide traffic control.

Commissioner Iverson clarified that he was not suggesting that they have people or officers out there directing traffic, but some type of stop-and-go lighting system, and possibly some signage on the bridge that there was a traffic change ahead.

Commissioner West asked about the status of the discussion with MnDOT on the intersection.

City Engineer Erichson stated that they held an event management plan meeting with the applicant's consultant, where they brainstormed some ideas, including a temporary traffic control signal that they would lease, which can be integrated and timed with the adjacent signal, so they would work in unison and not in opposition to one another. He stated that there was currently support from MnDOT, Chisago County, and he also supported this idea.

Chair Lobermeier asked if this idea may be implementable for this year's events.

City Engineer Erichson stated that they do believe it would be able to be implemented for this year's events and noted that he could see the applicant nodding their head from the audience.

Chair Lobermeier stated that one of the changes added to condition #4 was added by the applicant, related to delays in the installation of the paved road and paying for the costs of the road by January 1, 2028. He asked if the road was under construction, for example, in 2026, and if that meant that they would not have to pay for it until January 1, 2028.

City Planner Lindquist stated that this was potentially what the result could be. She noted that they would have to pay for the costs by January 1, 2028.

Chair Lobermeier noted that he believed the intent would be that the applicant would be asked to pay for the roadway when it was completed and that the January 1, 2028 date was there because they had to put in an end date. He stated that it could be done earlier, but wanted to make it clear that the City would not be extending 2 years of credit, and suggested that they may want to clarify that with some different language.

Commissioner West stated that they were also not being asked to pay \$1,000,000 tomorrow

either. She asked if the roadway could be phased to allow them to break up the potential costs for the total project.

City Engineer Erichson stated that the intent of the payment date was that it would be constructed in time for the 2027 events, which would allow the applicant time to find the means to pay for those improvements. He stated that Chair Lobermeier's point was fair related to payment upon completion of the project.

Chair Lobermeier reiterated that he felt they should make some clarifications to this language so it was clear to everyone what the intent and expectations were. He moved the discussion onto condition #6 and noted that he did not think this had changed since they saw it in June.

City Planner Lindquist explained that this was a condition in the 2004 CUP that operations could cease at midnight, and they had just stuck with that language.

Jeremy Hastings read aloud a prepared statement that expressed appreciation to City staff for the continued conversations and collaboration, for the business to operate successfully. He explained that they still had significant concerns related to conditions #4 and #6 and noted that, as written, they felt they moved the goal post to a point where they may not be able to achieve them. He would like the City to revisit and refine those conditions to ensure that their business was not put into a major financial setback. He outlined their concerns with #4, including: it was completely open-ended and would put their businesses in a place of financial uncertainty; no cost cap outlined; potential roadway rerouting with the new development; compressed timelines; and their seasonal usage. He outlined some possibilities of securing funding at the State level. He moved on to share concerns with condition #6, including their belief that they were abiding by the midnight closure hours by not allowing anyone into the event after 11:30 p.m. He noted that they felt the current wording of #6 was very rigid in that it stated very strictly that people needed to be off the property by midnight. He asked that this condition be rewritten to state that on Fridays and Saturday nights in October that they have until 1:30 a.m. to get customers off the property. He noted that they would be willing to lower or shut off all outside noise devices by midnight.

Chair Lobermeier referenced condition #13 and asked Mr. Hastings if they felt this condition would be acceptable.

Mr. Hastings stated that he believed it would be acceptable to them.

Commissioner West asked about the City's noise ordinance rules for her neighborhood.

City Administrator Linwood explained that the current noise ordinance was unclearly written at the moment and should be updated because, for noise in general, it was not specific regarding a timeline.

Commissioner West stated that she is a resident of the City and someone who has been to Pinehaven, but was also a mother to 4 kids. She stated that they have early morning hockey practice sometimes, and if she lived next to Pinehaven, having this noise would be very disruptive to them. She stated that asking them to shut down by a certain time was because of their neighbors, and it was not only due to the issues with the noises from the attraction itself, but also with the traffic and visitors' urinating in people's yards because they had been waiting for so long.

Commissioner Iverson stated that when the last hayride was over and the guests got off, he asked what they did before they headed to their vehicles.

Mr. Hastings stated that it takes about an hour for people to get through the entire attraction if there aren't any lines and explained that the Haunted Hayride is spread into 3 attractions. He noted that if the last ticket time is at 11:30 p.m., they would get on the hayride wagon at about 11:45-11:50, which means they are getting out of that attraction by about 12:50 p.m. He stated that then they may use the bathroom or grab a bottle of water, but noted that the majority of their

food stands are shut down at that time, and it would just be security staff following people to make sure nobody is still on the grounds. He noted that the whole process takes about 1.5 hours, so if #6 stays in its current form, they would have to move the 11:30 p.m. time slot to 10:30 p.m.

Chair Lobermeier stated that the Commission had gotten a lot of information tonight and noted that he was pleased that there were 12 conditions that both sides generally agreed upon. He admitted to being somewhat befuddled on the process of getting to an acceptable language for the other 2 conditions. He stated that he believed that this would involve a back-and-forth conversation between the Commission and staff because the Commission did not have the engineering, safety, or legal knowledge that staff has. He stated that Mr. Hastings had made suggestions about what they would like to see included for those 2 conditions and suggested that the Commission schedule time at their next meeting to specifically work on those 2 conditions and try to come up with agreeable language. He stated that he would like to see the Commission table action on this item until that discussion can take place and noted that he would like to see the operational plan that the applicant had put together.

Mr. Hastings stated that there was one other issue that he had breezed over was that the road paving would not be a silver bullet that would fix all the concerns that have been raised. He stated that the \$1,000,000 ask would only solve concerns raised by neighbors related to dust and road maintenance. He explained that they already pay for extra road grading during the Halloween season. He stated that he believed that the temporary traffic signal option for the intersection will be able to have a much larger impact than paving the road.

Commissioner Iverson stated that he knew that Mr. Hastings cared for his customers, but they also complained about getting in and out of this facility and the dust that accumulates on their cars in the parking lot. He stated that paving the road would have a great benefit for their customer base.

Commissioner West stated that Mr. Hastings can work with City staff to come to a better understanding of what the price would be for paving the road.

Commissioner Ortwerth stated that he had a concern about paving the road and stated that he didn't think anybody was looking at this from a long-term perspective. He noted that asphalt did not last very long and asked if, after 2 years, the paved road didn't look very good, if they would go back to the applicant and ask them for another million dollars. He stated that it did not make sense to him that they were talking about a \$1,000,000 road project when there was no study done on the bituminous, how long they expect it to last, or whose responsibility it would be after construction.

City Planner Lindquist explained that the roadway will be a public road constructed to rural standards. She clarified that the City was not asking them to pave the area that would be their private driveway. She noted that it would be part of the City's public road system that they would be maintaining, just as they do now, but as a gravel road.

Commissioner Ortwerth stated that they were talking about residential pavement and not commercial pavement.

Commissioner Holl stated that it would be like a township road, like the other roads in the area.

Commissioner Ortwerth stated that the City was asking a private business to pave the road.

City Planner Lindquist agreed that the City was asking a private business to pave the road and explained that the reason they were was that if that business wasn't there, there would not be this amount of traffic on the road, because they were talking about thousands of people.

Commissioner Ortwerth stated that he understood that, but did not think there were enough parameters in place, and as Mr. Hastings stated, there was no limit right now. He asked if the

City has the standards and a projected price for Mr. Hastings to go by.

City Engineer Erichson stated that they do have standards and shared what the improvement standards would be earlier in tonight's meeting. He noted that his preliminary cost estimates for that were around \$1,000,000 and stated that the City would be responsible for the ongoing maintenance of the roadway. He noted that if there was success in getting outside funding for the roadway improvements, the overall cost would come down.

City Planner Lindquist explained that part of the situation here was that there is a problem that they are trying to address without knowing which solutions would be beneficial, until they try them. She stated that in the meantime, there are residents who are looking for some changes. She noted that the City only had the CUP, so they needed to be more conservative to look out for the residents in the neighborhood by having these conditions in place. She stated that the applicant can come to the City at any time and ask for an amendment to the CUP, so things can be removed later, but explained that the City cannot make those changes unless they feel the applicant was in violation, which is where they were right now. She clarified that the City wanted to be fair and reasonable, but also wanted to do their projections with a more conservative eye, because this was their only avenue.

City Engineer Erichson stated that he wanted to highlight that the traffic volumes were really what was dictating this, despite only being a percentage of the year. He noted that on peak days, they were looking at about 8,000 vehicles per day, and noted that studies recommend that roadways be paved when there are 250-500 vehicles/day on a roadway.

**MOTION BY COMMISSIONER LOBERMEIER, SECONDED BY COMMISSIONER HOLL, TO
TABLE DISCUSSION OF A CONDITIONAL USE PERMIT AMENDMENT – DEAD END
HAYRIDE: C-25-001, LOCATED AT 28186 KETTLE RIVER BOULEVARD, FOR APPLICANT
AND OWNER: JOHN B. HASTINGS FAMILY LIMITED PARTNERSHIP, PROPERTY ID
NUMBERS: 21.10118.00, 21.10128.00, AND 21.19116.00**

<i>Voting Aye:</i>	<i>Ortwerth, West, Holl, Iverson, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>None</i>

**ABRIDGED UNAPPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
AUGUST 26, 2025
7:00 PM**

OLD BUSINESS:

1. Conditional Use Permit Amendment C-25-001 – Dead End Hayride
Location: 28186 Kettle River Boulevard
Applicant: John B. Hastings Family Limited Partnership
Property ID Numbers: 21.10118.00, 21.10128.00, 21.10132.00, and 21.10116.00

City Planner Lindquist reminded the Commission that there was a presentation done at the last meeting, and following discussion at the meeting, they continued this item in order to allow staff to continue to work with the applicant on the remaining concerns. She noted that staff had received information from the applicant that resulted in some modifications to the previously recommended conditions of approval. She briefly reviewed the modifications staff was recommending for items #4 and #6. She reviewed the proposed modification suggested by the applicant for #6 to allow the operation hours for October to go until 1:00 a.m. and all other times stay at midnight. She stated that the applicant had also mentioned the idea of reducing the volume of the sound at midnight, which had been incorporated into the conditions, along with language that any bands on site would also have to cease at midnight. She stated that this was saying that all public customers should be off the site by these times, but staff recognized that there would still be workers doing clean-up on the site after that time, but there should not be customers there at that time. She stated that for condition #4, there have been modifications, but clarified that it had not been modified to give it a limit for the costs, except for providing more clarity that this would be a rural-designed section. She noted that there was also more verbiage included on how this process would unfold, related to design and payment. She explained that the reason for this detailed condition was that the staff is not in a position to support City funds going to this road, and this condition would be consistent with other developments in the community that had to install infrastructure associated with their project. She stated that staff did not want to make any commitments to picking up responsibility for any portion of the road, for design, or construction. She noted that this point may be at a stalemate tonight, but was recommending that this be sent forward to the Council for their decision on whether or not the City should facilitate some financing for the roadway. She noted that staff felt this was a reasonable solution and reiterated that this would be no different than other developments that have also had to pay to get their site access via a public road. She stated that staff were continuing to work with the applicant's consultant on some of the operational issues. She noted that she believes that the City will see some changes this fall that will help mitigate some concerns and stated that the applicant can come back to the City in the future and ask to modify their CUP. She explained that staff had spent a lot of time talking through these conditions and trying to make sure that they capture the concerns that were shared by residents and some of the operational issues that exist. She stated that the City was not trying to negatively impact the applicant or their business, but did want to make sure that there were some changes made.

Jeremy Hastings, applicant, stated that they were still opposed to condition #4, but thanked City staff for the time they have put into this application. He explained that he did not believe that condition #4 was reasonable and believes that there could still be some solutions between them and the City to try to mitigate the dust and maintenance. He noted that he was hopeful that the changes they were putting into place with the event management plan would work even better

than expected.

Commissioner West stated that with condition #4, the applicant had time to figure out the funding.

MOTION BY COMMISSIONER LOBERMEIER, SECONDED BY COMMISSIONER WEST, TO RECOMMEND APPROVAL OF THE CONDITIONAL USE PERMIT AMENDMENT C-25-001 – DEAD END HAYRIDE, LOCATED AT 28186 KETTLE RIVER BOULEVARD, FOR APPLICANT: JOHN B. HASTINGS FAMILY LIMITED PARTNERSHIP, PROPERTY ID NUMBERS: 21.10118.00, 21.10128.00, 21.10132.00, AND 21.10116.00, SUBJECT TO THE CONDITIONS AS OUTLINED IN THE STAFF REPORT.

<i>Voting Aye:</i>	<i>Ortwerth, West, Holl, Iverson, and Lobermeier</i>
<i>Voting Nay:</i>	<i>None</i>
<i>Abstain:</i>	<i>None</i>
<i>Absent:</i>	<i>None</i>

RESERVED FOR RECORDING DATA

RESOLUTION NO. 25-09-89

**RESOLUTION APPROVING AN AMENDMENT OF THE CONDITIONAL USE PERMIT
FOR A COMMERCIAL OUTDOOR RECREATION AREA ACTIVITY**

AT

28186 KETTLE RIVER BOULEVARD

PROPERTY ID NUMBERS: 21.10116.00, 21.10118.00, 21.10128.00, and 21.10132.00

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

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

WHEREAS, John B. Hastings Family Limited Partnership has applied for an amendment to their Conditional Use Permit for a commercial outdoor recreation area activity.

The property is legally described as:

EXHIBIT A

WHEREAS, on June 10, 2025, the Planning Commission held a public hearing in accordance with the Ordinance and laws of the State of Minnesota; and,

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

1. The use is in conformity with the Comprehensive Plan and development policies of the City.
2. The use will not create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

3. The use will be sufficiently compatible or separated by distance or screening from adjacent development or land so that existing development will not be depreciated in value and there will be no deterrence to development of vacant land.
4. The structure and site will have an appearance that will not have an adverse effect upon adjacent properties.
5. The use in the opinion of the City is reasonably related to the overall needs of the City and to the existing land use.
6. The use will be consistent with the purpose of this and other City Ordinances.
7. The use will be located, designed, maintained, and operated to be compatible with the existing or intended character of the zoning district in which it is to be located.
8. The use will generate only minimal vehicular traffic on local streets and shall not create traffic hazards or unsafe access or parking needs.
9. Existing businesses nearby will not be adversely affected because of the curtailment of customer trade brought about by intrusion of noise, glare, or general unsightliness.
10. The establishment or maintenance of the use shall not be detrimental to the public, health, safety, or general welfare.
11. The use will not be hazardous, detrimental, or disturbing to present and potential surrounding land use due to water pollution, odor, fumes, general unsightliness or other nuisances.
12. The use will preserve and incorporate the site's important natural and scenic features into the development design.
13. The use will cause minimal adverse environmental effects.

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

1. The property owner shall expand the entrance drive or similar site changes that will increase stacking of automobiles off of the public Kettle River Blvd right of way. Stacking areas should be installed to significantly reduce potential car stacking on city streets. A plan including grading, tree removal, and stormwater standards is required, if additional grading, and tree removal are needed. If the applicant is using the existing site development as is, additional permits may not be required. A final plan for the stacking changes is required prior to any site modifications for staff review and approval. These recommendations may be part of the final traffic operational plan. The increased stacking area shall be implemented prior to the 2025 Fall Festival season begins.
2. A traffic study shall be conducted by SRF, after the 2025 fall season, with data collection during the Fall Events to address traffic generation associated with the events and activities currently being implemented including the current and future

conditions analysis and the timing of the traffic on the streets to be paid for by the property owner with the city as the client. The report should provide potential mitigation measures as necessary. Thereafter, the City may collect data regarding traffic volume to the Property every odd year and in the event such data indicates a volume increase of at least 10% of the peak day traffic or a 20% increase in the ADT as compared to the previous study the City may require an updated traffic study be completed and paid for by the property owner.

3. Upon completion of any traffic study, completed pursuant to condition 2, the property owner shall be responsible for completing the remediation requirements identified in the traffic study to mitigate the impacts caused by the uses on the property owner's Property.
4. The property owner shall be solely responsible for the cost of paving and expanding the existing public gravel road to a rural section roadway consistent with City design standards, the stretch of Kettle River Boulevard North beginning from property owner's property extending south along the boulevard up to the existing paved surface near East Viking Boulevard. Such paving of the road shall be completed in accordance with all City and state requirements and managed, designed and constructed and maintained by the City, or their designated representative, in the same manner as any other public road improvement project within the City except that the property owner and applicant shall bear sole responsibility for the cost of the improvement. Improvement of the road must be completed by September 1, 2027. Delays in the installation of the paved road, through no fault of the applicant, shall not constitute non-compliance with the conditions of approval. The applicant shall enter into an agreement with the City of Wyoming to initiate design of the project. The applicant will be required to place in escrow all estimated costs related to the design and public bidding of the project. The applicant will have an opportunity to review the proposed design and bid results, and the City shall award the project to the lowest responsible bidder. As part of the agreement, the applicant will be required to make payment to the City prior to the award of contract for the project.
5. Due to the traffic impacts associated with the use and the adverse effects impacting neighboring residents and the City, the number of visitors are capped at the number provided by the property owner in their 2025 application for average daily and peak attendance: the Pumpkin Trail, the Pinehaven Fall Festival, and the Haunted Hayride. Upon the paving and expansion of the road as provided in condition 4 and satisfaction of the remaining conditions regarding traffic and patron queuing, the property owner may request the City amend the conditional use permit to allow an increase in visitors which may be granted by approval of the City in its sole discretion.
6. The latest operating time for the Haunted Hayride and all site events proposed at the site is 12 midnight Sunday through Thursday in October and all dates in September and November. All customers shall be removed by midnight. On Fridays and Saturdays in October, the operations shall close at 1am. All customers shall be removed by 1:00 am. It is understood that employees will be on-site after the permitted closing time for clean-up. All outdoor sound effects shall be shut off

or turned down so that significant noise or sound cannot be heard at the property line at 12 midnight. All outdoor bands shall cease playing at 12 midnight. In the event taxi or rideshare services (such as Uber, Lyft, or similar platforms) are unavailable or inaccessible for a patron who is unable to safely transport themselves away from the Property, the property owner shall make reasonable efforts to assist in securing safe transportation. In any event, if property owner is aware rideshare services will not be available for patrons the property owner must make commercially reasonable efforts to notify patrons that such services will not be available for departure from the Property and patrons should arrange other transportation.

7. The property owner shall design and implement a site traffic operational plan which addresses operational traffic concerns including changes to address traffic, roadway maintenance and emergency vehicles, and local resident access concerns. Such traffic operational plans shall include commercially reasonable means to prevent queuing of vehicles onto Kettle River Boulevard North. The applicant shall reimburse the City's police department for 10 hours based upon fee schedule in compensation for administrative time associated with organizing and managing the use of off-duty officers for traffic control by various agencies. The property owner shall comply with the traffic plan upon city approval of the operational plan starting in 2025 and during the time period of the Conditional Use Permit unless this condition is modified in the future. The plan shall be submitted at least by August 1, 2025, and prior to commencement of the Fall Events. The applicants and City staff shall meet prior to each fall season starting in 2026 to discuss operations and traffic control for the upcoming events.
8. The property owner will pay the city for up to two city contracted calcium chloride-based treatments per year and reimburse the City for additional grading costs along the gravel roadway above and beyond what would be deemed typical maintenance on a gravel road due to the unusually high volume of traffic on Kettle River Boulevard, north of Viking Blvd. The City will work with the property owner to time road maintenance so that it meets the needs of the city and the operations of the applicant's business.
9. The City has approved the three fall Events listed in Condition 5. Prior to hosting any new Events at the property, including but not limited to the proposed Holiday Event and Winter Event Series, the property owner must submit detailed information regarding the Event and activities proposed at the Event for City Council approval. In the event the City Council determines a proposed Event will increase the intensity of use on the property beyond that of the three fall Events, Council may deny the Event or approve with additional conditions. For any new Event, the property owner shall have a neighborhood meeting and invite all residents along Kettle River Blvd, north of Viking Blvd so they can see what events and individual activities are proposed and how the business will operate. In no case will the hours of operation or the anticipated traffic counts be greater than what is experienced at the site for the Fall events. Lighting information and an illumination plan is required and must comply with ordinance standards. The

property owner is not permitted to host any stand-alone concerts or other stage performances that are not associated with a larger Event.

10. Each year, prior to the opening of the Haunted Hayride and Haunted House event, an operational permit per the state fire code is granted by the City Building Official or Fire Marshal.
11. Any new construction on the site is subject to review and approval of building permits prior to any construction occurring.
12. The Haunted Hayride and Haunted House event shall operate between the dates of September 15 and November 15 annually.
13. The property owner is permitted to host Events on twenty separate weeks during the months of September through March. An "Event" shall include any organized, scheduled gathering or happening on the property available for public attendance for which the public attendees are required to pay admission or otherwise have a ticket or seasonal pass to attend; but Event shall not include tours by schools or non-profits or other small group tours which are permitted on the property and not subject to the restrictions in this condition. The Event may be hosted on however many days of the week the property owner chooses, but an Event held on at least one day during a given week shall count toward the twenty-week limit. No Events shall be held between the months of April through August.
14. The property needs to comply with all applicable local, state and federal regulations including meeting all zoning ordinance requirements.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 2ND DAY OF SEPTEMBER, 2025.

Lisa Iverson, Mayor

ATTEST:

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

55092

Robb Linwood, City Administrator

Exhibit A

Parcel 21.10116.00

Section Seven (7), Township Thirty-Three (33) North, Range Twenty-One (21) West. The Southeast Quarter of the Northeast Quarter.

Parcel 21.10118.00

Section Seven (7), Township Thirty-Three (33) North, Range Twenty-One (21) West. The North one-half of the Southeast Quarter (N1/2 of SE 1/4), and the Southeast Quarter of the Southeast Quarter (SE 1/4 of SE 1/4) except that part deeded to the State of Minnesota for road purposes. Also, except that part of the Southeast Quarter of the Southeast Quarter (SE 1/4 of SE 1/4) described in Document No. 214678 on file and recorded at the Office of the County Recorder, Chisago County, on the 29th day of December, 1988 A.D. at 1:00 o'clock p.m., consisting of 10.00 acres more or less, described as follows:

Beginning at the Southeast corner of said Section 7; thence west along the south line of Section 7 a distance of 865.9 feet to the point of beginning; thence north at right angles 630 feet; thence east parallel with the south line of Section 7 a distance of 738.75 feet, more or less, to the point of intersection with a line drawn parallel with and distant 250 feet westerly of the center line of the north-bound lane of Interstate 35; thence southwesterly along said parallel line 637 feet, more or less, the south line of Section 7; thence west along said south line 645.75 feet, more or less, to the point of beginning. Except that part included in Interstate 35 right-of-way. Subject to 280th Street North along the south line. Together with a 66-foot easement lying easterly of and abutting the most easterly line of said tract. Subject to and together with other valid easements, restrictions and reservations.

Parcel 21.10128.00

Section Eight (8), Township Thirty-Three (33) North, Range Twenty-One (21) West, all that part of the Southwest Quarter of the Northwest Quarter of Section 8 which lies westerly of Highway 35.

Parcel 21.10132.00

Section Eight (8), Township Thirty-Three (33) North, Range Twenty-One (21) West, all that part of the Southwest Quarter of the Southwest Quarter of Section 8 that lies westerly of Highway 35.



Request for Council Action

Date: August 29, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: City Council Work Session Request

Method: New Business

Background Information:

As part of the City's continued due diligence on the potential acquisition of 26263 Forest Boulevard and the possible remodel of City Hall, staff recommends holding a work session with the City's municipal financial advisor, Baker Tilly. During this session, Baker Tilly will present potential bond structures for consideration, outlining financing options for both the property acquisition and the remodel. This discussion will provide the Council with information on available structures, repayment considerations, and how these options align with the City's long-term financial planning.

Recommendation: The City Council schedule a work session for September 16, 2025 at 5:30PM to continue diligence on property located at 26263 Forest Blvd and the potential remodel of the city hall building.



CITY OF WYOMING

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