

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
NOVEMBER 18, 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 November 4, 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.

2. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of November 5, 2025 to November 18, 2025
3. To consider **Resolution 25-11-115** a resolution certifying the unpaid utility bills and City services invoices of certain residents and businesses contained on the attached list to property taxes for collection in 2026
4. To consider **Resolution 25-11-116** a resolution to approve payment for Freightliner repairs from Blaine Brothers in the amount of 11,707.42
5. To consider accepting a \$2,000 grant from the Minnesota Chiefs of Police Foundation

(MCPF)

6. To consider approving a Joint Powers Agreement between Metro I Net and the City of Wyoming
7. To consider **Resolution 25-11-117** a resolution accepting a donation from Connexus Energy for the 2025 Wyoming Tree Lighting
8. To consider **Resolution 25-11-118** a resolution accepting a donation from Forest Lake Area High School for the 2025 Wyoming Tree Lighting
9. To consider **Resolution 25-11-119** a resolution accepting a donation from Duke Rentals for the 2025 Wyoming Tree Lighting
10. To consider **Resolution 25-11-120** a resolution accepting a donation from WSB, Inc. for the 2025 Wyoming Tree Lighting
11. To consider approving **Resolution 25-11-121** a resolution approving the insurance of various On-Sale, Off-Sale, and Combination Liquor Licenses in the City of Wyoming for the year 2026
12. To consider **Resolution 25-11-122** a resolution approving the issuance of various Tobacco, Massage Therapist, and Waste Hauler licenses in the City of Wyoming for the year 2025

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

13. Report of the Public Safety Director, Neil Bauer, for November 12, 2025
14. Report of the City Attorney, Tom Loonan, for November 11, 2025
15. Report of City Engineer Mark Erichson, WSB for November 14, 2025
16. Report of the Report of the Public Works Superintendent, Steve Reeves, for November 10, 2025
17. Report of Abdo Financial - 3rd Quarter Report 2025

COMMUNICATIONS:

18. City of Wyoming 9th Annual Tree Lighting Event
19. Name the Snow Plow Contest 2025 Winner

OLD BUSINESS:

20. To consider **Resolution 25-11-104** a resolution denying a comprehensive plan land use map amendment and rezoning at 7745 Wyoming Trail. Property ID Number: 21.00358.00

NEW BUSINESS:

21. To consider the hiring of Matthew Paavola to the position of Wyoming Police Sergeant
22. To consider adopting a Minnesota Paid Leave (MPL) Policy as required by Minnesota State Statute and updating the Wyoming Personnel Policy
23. To consider **Resolution 25-11-123** a resolution approving an agreement between the City of Wyoming and Wold Achitects for the contract documents, bidding, and construction administration for City Facilities Project
24. To consider **Resolution 25-11-124** a resolution approving an amendment to the agreement between the City of Wyoming and Kraus Anderson for construction management services for the Wyoming Facilities Project

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
NOVEMBER 4, 2025
7:00 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for September 16, 2025, to order at 7:00 PM

CALL OF ROLL:

On a Call of the Roll, the following members of the Wyoming City Council were present: Councilmembers Lisa Iverson, Linda Nanko Yeager, Dennis Schilling, Brett Ohnstad, and Claire Luger

ABSENT: None

Also Present: Tom Loonan - Eckberg Lammers, Robb Linwood - City Administrator, Grant MacFarlane - Assistant City Administrator, Mark Erichson - WSB, Neil Bauer - Public Safety Director, Kim Lindquist - City Planner, and Steve Reeves - Public Works Superintendent

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Work Session Meeting” of the Wyoming, Minnesota City Council for October 21, 2025

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR OCTOBER 21, 2025, AS SUBMITTED.

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

Voting Nay: None

Abstain: None

Absent: None

2. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for October 21, 2025

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR OCTOBER 21, 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:

3. To consider **Resolution 25-10-108**, a resolution approving the Assessment Roll for the 2024 Improvement Project

City Engineer Erichson – Gave a presentation on the 2024 Street Improvement Project and the proposed assessment roll.

Mayor Iverson – Asked if the City’s assessment policy was unusual in comparison with other cities.

City Engineer Erichson – Explained that every city handles assessments a bit differently and noted that Wyoming’s assessment policy is the minimum they can assess. He noted that some communities assess 50%, 70% or 100% of the costs, so Wyoming is on the lower end of the assessment spectrum.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO OPEN THE PUBLIC HEARING.

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

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO CLOSE THE PUBLIC HEARING.

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

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 25-10-108, A RESOLUTION APPROVING THE ASSESSMENT ROLL FOR THE 2024 IMPROVEMENT PROJECT.

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

CONSENT AGENDA:

Items under the “Consent Agenda” will be adopted with one motion; however, council members may request individual items to be pulled from the consent agenda for discussion and action if they choose.

4. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period from October 22, 2025, to November 4, 2025
5. To consider advertising for seasonal Ice Rink and Warming House Attendants at a wage of \$16 - \$18/hr.
6. To consider **Resolution 25-11-114**, a resolution approving Pay Voucher #1 to Bituminous Roadways, Inc. for the 2025 Street Improvement Project in the amount of \$446,436.97

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE #4, #5, AND #6 OF THE WYOMING CITY COUNCIL CONSENT AGENDA

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

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

7. Report of the Public Safety Director, Neil Bauer, for October 28, 2025
8. Report of City Building Official, Fred Weck, IV, for October 30, 2025
9. Report of City Attorney Tom Loonan for October 30, 2025
10. Report of City Engineer Mark Erichson, WSB for October 30, 2025
11. Report of Public Works Superintendent, Steve Reeves, for October 28, 2025

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS

12. To consider **Resolution 25-11-104**, a resolution denying a Comprehensive Plan Land Use Map Amendment and Rezoning at 7745 Wyoming Trail, Property ID Number: 21-00358.00

City Planner Lindquist – Gave an overview of the request for a Comprehensive Plan Land Use Map amendment and rezoning for property located at 7745 Wyoming Trail. She reviewed the Planning Commission's discussion and explained that staff and the Planning Commission have recommended denial of the request.

Council Member Ohnstad – Stated that changing this from Rural Residential to Agricultural would be considered spot zoning and asked if that could set a precedent to go the other direction, for example, a situation where someone wanted to change their property to Commercial.

City Attorney Loonan – Explained that before the Council tonight was a rezoning application and reviewed the authority of the Council for this request as a quasi-legislative body. He stated that in relation to spot zoning, each situation should be taken on a case-by-case basis and would not establish a legal precedent, but if there were substantially similar circumstances for a future rezoning application, it may result in a situation where the applicant would have an equal protection claim, but reiterated that there would not be any blanket precedential authority established if this was approved.

Council Member Schilling – Asked if the property needed to be a certain size to be considered Agricultural.

City Planner Lindquist – Noted that it was generally at least 5 acres.

Council Member Nanko Yeager – Stated that something that has been brought up repeatedly was that the property owners were not given sufficient notice that the property was going to be rezoned back to R-1. She asked if there was anything in the Township minutes that specifically stated that the 1996 map would be done with just one vote, similar to what the City had recently attempted to do with the rezoning project.

City Attorney Loonan – Explained that his understanding was that in 1996, it was a full zoning map approval. He stated that the question about notice has been part of the discussion, but it wasn't necessarily relevant to the application in front of the Council. He reminded the Council that what they had in front of them was a property that was legally zoned R-1, and there had been a request to rezone the parcel to Agricultural. He clarified that questions about procedural things

that may have happened in the past may be relevant because of the correspondence received from the applicant's attorney, but that they are not necessarily things that the Council needed to take into consideration for the request before them tonight.

City Administrator Linwood – Noted that there were minutes from the 1996 hearing, but they do not have the actual publication for the public hearing. He stated that there was another public hearings that we have the appropriate notice documentation that were held approximately in 2005, 2009 another in 2022.

Council Member Schilling – Stated that the City had done this process publicly two times since the original rezone in 1996.

Council Member Nanko Yeager – Asked for confirmation that a proper public hearing was held in 1996.

City Administrator Linwood – Stated that, according to the minutes, there was a proper public hearing.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD TO APPROVE RESOLUTION 25-11-104, A RESOLUTION DENYING A COMPREHENSIVE PLAN LAND USE MAP AMENDMENT AND REZONING AT 7745 WYOMING TRAIL, PROPERTY ID NUMBER: 21-00358.00.

Motion failed for lack of a second.

Mayor Iverson – Asked what would happen if this motion did not move forward.

City Attorney Loonan – Explained that State Statute requires that the City take action on a land use application within 60 days of submittal and noted that he had confirmed with Zoning Administrator Weck that the City had until December to take action on this item. He noted that if the Council was so inclined, they could also make a motion to approve the rezoning request, but explained that if they fail to take action within 60 days, the application is deemed approved.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY MAYOR IVERSON, TO TABLE RESOLUTION 25-11-104, A RESOLUTION DENYING A COMPREHENSIVE PLAN LAND USE MAP AMENDMENT AND REZONING AT 7745 WYOMING TRAIL, PROPERTY ID NUMBER: 21-00358.00, UNTIL THE NEXT CITY COUNCIL MEETING.

Voting Aye: Schilling, Luger, Ohnstad, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

City Attorney Loonan – Stated that there was a letter submitted by the applicant's attorney that included threats of potential litigation. He suggested that the Council may want to have that Closed Session discussion following tonight's meeting, rather than trying to schedule it before the next City Council meeting.

There was a consensus of the Council to conduct the Closed Session meeting regarding this agenda item following tonight's regular meeting.

City Attorney Loonan – Gave a brief overview of what would be discussed at the Closed Session meeting and explained that no action would be taken by the Council tonight. He stated that this item would be picked back up at the November 18, 2025, City Council meeting.

13. To consider Resolution 25-11-109, a resolution approving a variance for Outlot A of Sunrise Riverbank Second Addition, V-25-005, Sunrise River Bank, Location: East Viking Boulevard,

City Planner Lindquist – Noted that the next few agenda items were all for the Sunrise Riverbank Second Addition project. She gave an overview of the variance requests, shared details from the Preliminary and Final Plats, and explained that staff and the Planning Commission recommend approval of all items.

Council Member Nanko Yeager – Referenced the Planning Commission minutes that indicated that there would be a trail from the residential and/or commercial part of the development through the wetlands and continue to Carlos Avery. She asked if the trail would be accessible to someone not within the development.

Jason Rud, E.G. Rud and Sons – Explained that the applicant intended to utilize the trail for the folks associated with the development. He noted that the approved Preliminary Plat also included a public park space.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 25-11-109 A RESOLUTION APPROVING A VARIANCE FOR OUTLOT A OF SUNRISE RIVERBANK SECOND ADDITION, V-25-005, SUNRISE RIVER BANK, LOCATION: EAST VIKING BOULEVARD, GREENWOOD GOLF COURSE SITE, APPLICANT RICHARD MORRIS OF NTD-COM, LLC, PROPERTY ID: 21-10302.31

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

Voting Nay: None

Abstain: None

Absent: None

- 14.** To consider **Resolution 25-11-110**, a resolution approving variances for Outlot B of Sunrise Riverbank Second Addition, V-25-005, Sunrise River Bank, Location: East Viking Boulevard, Greenwood Golf Course Site, Applicant: Richard Morris of NTD-COM, LLC, Property ID: 21-10302.31

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 25-11-110 A RESOLUTION APPROVING VARIANCES FOR OUTLOT B OF SUNRISE RIVERBANK SECOND ADDITION, V-25-005, SUNRISE RIVER BANK, LOCATION: EAST VIKING BOULEVARD, GREENWOOD GOLF COURSE SITE, APPLICANT: RICHARD MORRIS OF NTD-COM, LLC, PROPERTY ID: 21-10302.31

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

Voting Nay: None

Abstain: None

Absent: None

- 15.** To consider **Resolution 25-11-111**, a resolution approving the Preliminary Plat, D-25-007, Sunrise River Bank, Location: East Viking Boulevard, Greenwood Golf Course Site, Applicant: Richard Morris of NTD-COM, LLC, Property ID: 21-10302.31

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 25-11-111 A RESOLUTION APPROVING THE PRELIMINARY PLAT, D-25-007, SUNRISE RIVER BANK, LOCATION: EAST VIKING BOULEVARD, GREENWOOD GOLF COURSE SITE, APPLICANT: RICHARD MORRIS OF NTD-COM, LLC, PROPERTY ID: 21-10302.31

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

Voting Nay: None

Abstain: None

Absent: None

16. To consider **Resolution 25-11-112**, a resolution approving the Final Plat D-25-008, Sunrise River Bank, Location: East Viking Boulevard, Greenwood Golf Course Site, Applicant: Richard Morris of NTD-COM, LLC, Property ID: 21-10302.31

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 25-11-112 A RESOLUTION APPROVING THE FINAL PLAT D-25-008, SUNRISE RIVER BANK, LOCATION: EAST VIKING BOULEVARD, GREENWOOD GOLF COURSE SITE, APPLICANT: RICHARD MORRIS OF NTD-COM, LLC, PROPERTY ID: 21-10302.31

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

Voting Nay: None

Abstain: None

Absent: None

17. To consider **Resolution 25-11-113**, a resolution approving an Interim Conditional Use Permit for Cannabis Microbusiness: I-25-004, Location: 7978 269th Street, Applicant: David Klein of Kind Buds Cultivars, Owner: David Rodestvedt, Property ID Number: 21.10353.00

City Planner Lindquist – Reviewed the application for an Interim Conditional Use Permit for a cannabis microbusiness at 7978 269th Street and explained that a microbusiness allows for cultivation, manufacturing, and retailing. She noted that the applicant has obtained a license from the Office of Cannabis Management through the State. She stated that in addition to the existing home, there would also be two greenhouses on the west side of the site, along with a trailer to be used for processing. She noted that they were also planning to put up a fence around the cannabis operations for security and safety reasons. She briefly reviewed the plans to address the usual concerns about odors, lights, and security. She stated that staff and the Planning Commission are recommending approval with an additional condition that retail sales not be allowed on the site, and explained that the applicant does not have any interest in providing retail sales.

Council Member Nanko Yeager – Asked if they would need additional employees during harvest times.

Mr. Klein – Answered that he shouldn't need additional employees for the harvest.

Council Member Nanko Yeager – Asked about the hours for the security lighting.

Mr. Klein – Explained that they will be lit nonstop and stated that the lights they have to have are in front of the trailer and the entrance. He stated that the lights will be dark sky certified, and the cameras will be around the perimeter watching for motion, and those will be infrared.

Council Member Nanko Yeager – Asked if the existing well would be able to accommodate the existing residence as well as this proposed business.

Mr. Klein – Stated that he expected it would be able to accommodate both uses, but if not, they will look to establish another well.

Mayor Iverson – Asked where and how the cannabis would be going after it was harvested.

Mr. Klein – Explained that they were planning to have the product hang dry in the back of the trailer and stated that he was planning for the manufacturing to be pre-rolled joints. He noted that they would be packaging it on site and expects that there would be transport that comes about twice a week to pick up the product.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 25-11-113, A RESOLUTION APPROVING AN INTERIM CONDITIONAL USE PERMIT FOR CANNABIS MICROBUSINESS: I-25-004, LOCATION: 7978 269TH STREET, APPLICANT: DAVID KLEIN OF KIND BUDS CULTIVARS, OWNER: DAVID RODESTVEDT, PROPERTY ID NUMBER: 21.10353.00

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

Voting Nay: None

Abstain: None

Absent: None

18. To consider a City Council Work Session on November 18, 2025

City Administrator Linwood – Briefly outlined the proposed Work Session agenda items for November 18, 2025.

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE A CITY COUNCIL WORK SESSION ON NOVEMBER 18, 2025, AT 5:00 P.M.

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

Voting Nay: None

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Ohnstad – Attended the Park Advisory Commission meeting.

Council Member Nanko Yeager – No report.

Council Member Luger – No report.

Council Member Schilling – No report.

Mayor Iverson – Attended the Planning Commission meeting and noted that they would be heading to MnCAR later this week to talk about the City.

Mayor Iverson recessed the meeting at 8:08 p.m. and reconvened at 8:13 p.m.

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO MOVE INTO A CLOSED SESSION FOR DISCUSSION RELATED TO POTENTIAL LITIGATION REGARDING PROPERTY AT 7745 WYOMING TRAIL UNDER MN STATUTE 13D.05(subd. 3)(b)

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

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY MAYOR IVERSON, SECONDED BY COUNCILMEMBER SCHILLING, TO COME OUT OF CLOSED SESSION FOR DISCUSSION RELATED TO POTENTIAL LITIGATION REGARDING PROPERTY AT 7745 WYOMING TRAIL UNDER MN STATUTE 13D.05(subd. 3)(b)

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

Voting Nay: None

Abstain: None

Absent: None

City Attorney Loonan gave a summation of the closed session

The closed meeting was related to potential litigation matters of property located at 7745 Wyoming Trail, Wyoming, MN. The meeting was closed under MN State Statute 13D.05(sub. 3)(b). The closed meeting was attended by Mayor Lisa Iverson and City Council Members Linda Nanko Yeager, Claire Luger, Dennis Schilling, and Brett Ohnstad. Also in attendance was Assistant City Administrator - Grant MacFarlane, City Administrator - Robb Linwood, and City Attorney – Tom Loonan. The city council provided advice and direction to legal and city staff but made no formal votes or motions.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE NOVEMBER 4, 2025 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:28

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:
NOVEMBER 18, 2025
7:00 PM



Request for Council Action

Date: November 14, 2025

Presented to: Mayor Iverson and City Council Members

Department: Administration

Reference: Authorize City Claims

Method: Consent

Background Information:

Minnesota law provides that the city council has full authority over the city's financial affairs, including the disbursement of public funds. All written instruments must be executed by the mayor and clerk/administrator, pursuant to authority granted by the council.

City Staff has prepared a list of recommended bills, payroll, and journal entries (claims) for Council consideration. Claims may be inspected by the public at the Wyoming City Hall Building (26885 Forest Blvd.) upon request.

Recommended action: Authorize payment of recommended bills, payroll, and journal entries for the period of November 5, 2025 to November 18, 2025.

Request for Council Action

Date: November 14, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Jenny Olson, Utility Billing Clerk

Department: Administration

Reference: Delinquent Utility Bills & Escrows

Method: Consent

Background Information:

The City of Wyoming sends out quarterly and yearly utility bills for sewer, water and surface water management. On October 1, 2025, the City sent out delinquent letters to all residents who had a pending balance of \$25.00 or more and to all developers with pending overdue escrow balances as of 10/01/2025. Those that received these letters had until November 14, 2025 to pay their delinquent balance. The accounts included in the attached report are the ones that still have a delinquent balance of \$25.00 or more.

Staff will provide a final updated list for Council on Tuesday, November 18th, 2025.

Recommendation:

Certify the unpaid delinquent utility amounts and city services invoices on the attached list to 2026 property tax collection.



NAME
ADDRESS
WYOMING, MN 55092

October 1, 2025
Re: Delinquent City Services
Account #0000
Service Address - XXX ADDRESS
Parcel ID - 21.00000.00
Delinquent Amount: \$0.00

Please detach and return this upper portion with your payment

You are receiving this letter because your account has become delinquent. The City of Wyoming encourages its customers to remain up-to-date in the payment of their utility bills. When accounts are flagged as delinquent, they may be certified to Chisago County to be collected with your property taxes.

As of October 1, 2025, your city services account was flagged as delinquent. The eligible amount - **\$0.00** will be certified to your 2026 property taxes unless it is paid off by November 14, 2025. A \$15.00 administrative certification fee will be added to your delinquent balance if we do not receive this delinquent payment.

To see a breakdown of your delinquent balance, go to www.wyomingmn.org/utilitybilling, click on "View Your Utility Account Here", and search for your property via your account number - #0000

This letter serves as your final notice that if your delinquent balance is not paid in full by 4:30 pm on Friday, November 14, 2025, it will be sent to the County for collection with your 2026 property taxes.

The City Council will consider final action on all delinquent accounts during their regular Council meeting on November 18, 2025 at 7:00 pm. A written appeal may be made to the City Administrator. Please send your appeal to City Of Wyoming, Attn: City Administrator, PO Box 188, Wyoming, MN 55092.

We sincerely hope that you choose to make your delinquent payment in a timely manner. It is in the best interest of the City of Wyoming and its property owners to avoid the special assessment process. Please submit your payment to:

City of Wyoming	Make checks payable to City of Wyoming
Attn: Utility Billing	We accept cash, check, credit/debit cards*, checking/savings bank accounts*
PO Box 188	To pay online*, go to www.wyomingmn.org/utilitybilling
Wyoming, MN 55092	*Transaction fees are associated with these types of payments

If you have any questions, contact us at 651-462-0575 or wyoming@wyomingmn.org. If payment has recently been made, please disregard this letter. Thank you for your prompt attention to this matter.

Sincerely,
Jenny Olson
City Of Wyoming Utility Billing Clerk
651-462-0575
jolson@wyomingmn.org

Delinquent Tax List

11/17/2025 03:00 PM

Account #	Parcel Number	Service Address	Delq Tax Amount
3055	21.00003.00	27493 FOREST BLVD	\$705.98
2236	21.00009.20	27222 KETTLE RIVER BLVD	\$40.11
5684	21.00025.00	26542 FALLBROOK LN BLDG B	\$255.07
2556	21.00052.00	26467 FALLBROOK AVE	\$2,632.04
6159	21.00054.00	26443 FALLBROOK AVE	\$647.10
2901	21.00074.10	26764 FRIESLAND AVE	\$1,514.66
5534	21.00077.08	26612 FRONTIER AVE	\$410.59
3396	21.00083.10	5910 E VIKING BLVD	\$897.95
3462	21.00103.00	5484 E VIKING BLVD	\$272.59
3262	21.00109.20	26825 FENWICK AVE	\$1,598.86
4108	21.00124.00	26189 FOREST BLVD	\$1,089.14
4110	21.00128.00	26163 FOREST BLVD	\$583.58
2368	21.00134.10 & 21.00446.00	6233 WYOMING TRL	\$40.11
2346	21.00140.50	25577 GOODVIEW AVE	\$40.11
5425	21.00140.60		\$40.11
5466	21.00141.40	25494 GOODVIEW AVE	\$40.11
3059	21.00164.10	26939 FOREST BLVD	\$1,081.33
6131	21.00165.00	26918 FELTON AVE	\$780.35
3256	21.00177.00	26896 FENWICK AVE	\$360.37
4737	21.00180.00	26845 FELTON AVE	\$1,714.73
5828	21.00191.00	5410 E VIKING BLVD	\$1,864.60
2647	21.00230.00	26589 FOREST BLVD SUITE B	\$164.66
3245	21.00263.00	26648 FERIDAY AVE	\$734.08
3278	21.00269.00	26683 FENWICK AVE	\$855.91
3241	21.00276.00	26675 FERIDAY AVE	\$1,383.84
2745	21.00292.10	5521 WYOMING TRL	\$620.21
3227	21.00305.00	26362 FINLEY AVE	\$740.83
3233	21.00315.00	26337 FINLEY AVE	\$1,266.34
3224	21.00318.00	26395 FINLEY AVE	\$345.08
3747	21.00327.00	26437 FINLEY AVE	\$966.72
3518	21.00335.00	5595 266TH ST	\$1,034.21
3429	21.00346.00	5649 E VIKING BLVD	\$424.11
3097	21.00374.11	6184 267TH CT	\$1,140.90
4653	21.00399.17	26085 GOLDFINCH CT	\$244.37
4031	21.00399.22	6155 262ND ST	\$1,954.16
5441	21.00399.38	26335 GOLDEN AVE	\$1,066.33

Account #	Parcel Number	Service Address	Delq Tax Amount
4825	21.00399.40	26245 GOLDEN AVE	\$338.48
4201	21.00442.00	6060 264TH ST	\$694.07
4223	21.00447.02	6160 263RD ST	\$1,137.28
3965	21.00447.41	26050 GLEN OAK DR	\$513.31
5545	21.00447.87	5960 259TH ST	\$51.00
2887	21.00447.88	5845 259TH ST	\$1,770.56
3673	21.00452.00	5656 261ST ST	\$359.03
3012	21.00468.01	26471 FOXBORO AVE	\$1,367.62
3013	21.00468.07	26454 FOXBORO AVE	\$2,013.33
3019	21.00468.09	26418 FOXBORO AVE	\$433.32
3785	21.00468.74	25827 FINCH CT	\$860.62
3888	21.00468.77	25830 FINCH CT	\$927.30
3192	21.00488.00	27014 FLINTWOOD AVE	\$1,649.57
4573	21.00493.00	27040 FLINTWOOD CIR	\$1,219.63
3202	21.00503.00	26912 FINLEY AVE	\$698.65
3191	21.00515.00 & 21.00481.00	27015 FLINTWOOD CIR	\$328.53
2997	21.00531.00	26968 FOXBORO AVE	\$1,013.77
3008	21.00545.00	26911 FOXBORO AVE	\$1,164.09
2851	21.00570.01	5667 RAILROAD BLVD	\$339.71
5305	21.00570.43	5722 FLINT TRL	\$996.60
2892	21.00584.00	26857 FRIESLAND AVE	\$807.20
2896	21.00585.00	26841 FRIESLAND AVE	\$1,029.63
2676	21.00589.29	5460 260TH ST	\$985.25
3874	21.00589.65	5500 274TH ST	\$1,934.39
4258	21.00590.19	5645 273RD ST	\$353.40
4767	21.00590.32	5585 274TH ST	\$1,262.16
3582	21.00590.65	5345 273RD ST	\$1,521.47
3369	21.00596.00	26559 EVERTON CIR	\$776.02
5810	21.00599.00	26541 EVERTON CIR	\$1,857.82
3384	21.00603.00	26517 EVERTON CIR	\$733.67
3549	21.00625.00	4815 264TH CT	\$997.80
5297	21.00626.00	4976 263RD ST	\$1,116.11
3653	21.00698.00	4945 261ST LN	\$1,239.78
5841	21.00706.00	26474 GOODVIEW AVE	\$405.89
5588	21.00710.16	5820 FOXBORO LN	\$1,351.12
4353	21.00715.03	6038 259TH ST	\$1,816.41
2759	21.00715.14	25954 GLEN OAK DR	\$1,262.76
3115	21.00715.20	25967 GLEN OAK DR	\$962.10

Account #	Parcel Number	Service Address	Delq Tax Amount
3100	21.00715.26	6001 259TH ST	\$589.99
4576	21.00715.47	25736 FREEPORT AVE	\$500.00
4603	21.00715.53	5962 258TH ST	\$1,314.77
4480	21.00715.98	6071 258TH ST	\$824.97
5519	21.00716.00	6031 258TH ST	\$787.21
2739	21.00716.24	25679 FRIESLAND CT	\$258.04
3127	21.00716.34	5844 FOREST BOULEVARD TRL	\$1,662.52
3082	21.00716.38	5782 FOREST BOULEVARD TRL	\$548.70
3088	21.00716.40	5906 FOREST BOULEVARD TRL	\$644.46
4340	21.00716.63	6142 FOREST BOULEVARD TRL	\$1,775.52
3917	21.00716.67	6174 FOREST BOULEVARD TRL	\$414.31
3931	21.00716.76	25578 GOODVIEW AVE	\$2,043.05
4040	21.00716.82	6251 FOREST BOULEVARD TRL	\$590.95
5659	21.00716.83	6245 FOREST BOULEVARD TRL	\$343.32
3574	21.00717.08	5993 FOREST BOULEVARD TRL	\$1,454.36
3447	21.00717.12	25523 FREEPORT AVE	\$1,146.92
6160	21.00718.08	25659 FOREST BOULVARD CT	\$418.41
4445	21.00718.10	25663 FOREST BOULVARD CT	\$625.72
6041	21.00718.13	25671 FOREST BOULVARD CT	\$240.86
3326	21.00718.23	25644 FOREST BOULEVARD LN	\$678.83
4414	21.00718.56	25578 FOREST BOULEVARD LN	\$764.55
3081	21.00718.71	25563 FOREST BOULEVARD LN	\$987.48
5915	21.00719.28	25828 EUCLID AVE	\$771.95
5856	21.10031.00	29884 INNSBROOK AVE	\$56.91
0394	21.10032.20	29695 INNSBROOK AVE	\$40.11
1993	21.10033.10	29588 INNSBROOK AVE	\$40.11
0196	21.10034.00	7847 295TH ST	\$40.11
2047	21.10045.00	29875 HEMINGWAY AVE	\$40.11
1606	21.10053.00	7560 295TH ST	\$40.11
1648	21.10056.00	29470 HOMESTEAD AVE	\$40.11
1859	21.10067.00	7622 295TH ST	\$40.11
1437	21.10116.00		\$40.11
1435	21.10118.00	28186 KETTLE RIVER BLVD	\$40.11
1436	21.10128.00 & 21.10132.00		\$40.11
1135	21.10133.40	28361 FOREST BLVD	\$40.11
1793	21.10133.80		\$40.11
5710	21.10152.00		\$40.11
0388	21.10257.00	8218 275TH ST	\$40.11

Account #	Parcel Number	Service Address	Delq Tax Amount
0390	21.10258.00		\$40.11
0387	21.10259.00	8251 275TH ST	\$40.11
0389	21.10261.00		\$40.11
0879	21.10264.00	8004 275TH ST	\$40.11
0751	21.10267.10	7554 269TH ST	\$40.11
5557	21.10270.10	7704 269TH ST	\$40.11
5560	21.10302.31		\$40.11
5562	21.10302.32		\$40.11
5561	21.10302.33		\$40.11
0890	21.10311.00	4700 E VIKING BLVD	\$40.11
0819	21.10314.10	26551 HALITE CT	\$40.11
1513	21.10314.15	7266 WYOMING TRL	\$40.11
0971	21.10316.10	26919 GRAND AVE	\$40.11
0953	21.10320.20	7050 WYOMING TRL	\$40.11
0125	21.10327.00	26696 HALITE CT	\$40.11
0271	21.10331.00	7022 WYOMING TRL	\$40.11
5237	21.10334.11	26564 GRAND AVE	\$40.11
1071	21.10339.55		\$37.13
1070	21.10343.01		\$37.13
1219	21.10343.02		\$40.11
1214	21.10343.08	7225 WYOMING TRL	\$40.11
0211	21.10344.00	6903 WYOMING TRL	\$40.11
1362	21.10347.10	8095 WYOMING TRL	\$40.11
1198	21.10363.00	7790 PIONEER RD	\$40.11
0130	21.10368.00	7818 PIONEER RD	\$40.11
0272	21.10377.00	7724 PIONEER RD	\$40.11
5891	21.10378.00	7662 PIONEER RD	\$40.11
5415	21.10387.35	7870 265TH ST	\$40.11
1170	21.10498.00	25381 W COMFORT DR	\$40.11
5369	21.10501.10	7314 255TH ST	\$40.11
1711	21.10511.00	25444 IRIS AVE	\$40.11
0293	21.10534.00	25123 GOODVIEW AVE	\$40.11
0418	21.10540.12	5751 FRANKLIN CT	\$40.11
1537	21.10549.00	25401 FOREST BLVD	\$40.11
5668	21.10553.00	6086 250TH ST	\$40.11
1060	21.10556.00	6150 250TH ST	\$40.11
0249	21.10557.00	6130 250TH ST	\$40.11
0526	21.10559.00	25290 GOODVIEW AVE	\$40.11

Account #	Parcel Number	Service Address	Delq Tax Amount
1309	21.10561.00	6273 252ND ST	\$40.11
0514	21.10566.00	25159 FOREST BLVD	\$40.11
0250	21.10577.00	25235 FOREST BLVD	\$40.11
1657	21.10579.00	6200 250TH ST	\$40.11
5493	21.10582.57	25707 EUCLID AVE	\$320.63
6197	21.10582.60	25669 EUCLID AVE	\$377.94
1872	21.10589.03		\$40.11
5334	21.10605.00 & 21.10542.10		\$40.11
1271	21.10610.20	24898 FALLBROOK AVE	\$40.11
2174	21.10614.14	24785 ESQUIRE BLVD	\$40.11
1156	21.10617.00	24340 FALLBROOK AVE	\$40.11
1925	21.10621.00	24491 FALLBROOK AVE	\$40.11
5284	21.10622.30	24803 KETTLE RIVER BLVD	\$40.11
5892	21.10624.10	24645 KETTLE RIVER BLVD	\$39.56
1368	21.10625.00	4530 242ND ST	\$40.11
1061	21.10648.00	5526 240TH ST	\$40.11
1358	21.10648.10	5452 240TH ST	\$40.11
1063	21.10648.20	24191 FALLBROOK AVE	\$40.11
6083	21.10650.00	5382 240TH ST	\$40.11
0481	21.10651.00	5868 245TH ST	\$40.11
0237	21.10659.01	24738 HAMLET AVE	\$40.11
0183	21.10662.10	24607 GREENWAY AVE	\$40.11
0892	21.10662.30	24551 GREENWAY AVE	\$40.11
0195	21.10666.00	24493 GREENWAY AVE	\$40.11
0200	21.10673.00	7078 LAKE BLVD	\$40.11
0093	21.10674.01	24689 HAMLET AVE	\$40.11
0094	21.10674.02		\$40.11
0285	21.10676.30	24886 GREENWAY AVE	\$40.11
2140	21.10693.00 & 21.10694.00	7040 N SHORE TRL	\$40.11
0779	21.10695.00	7240 N SHORE TRL	\$40.11
0263	21.10698.00		\$40.11
1235	21.10710.10	24855 HAZEL AVE	\$38.15
1345	21.10711.00	24970 HAZEL AVE	\$45.99
5478	21.10712.10	24700 HAZEL AVE	\$663.81
0727	21.10717.13	24000 HELIUM CT	\$66.00
0709	21.10717.23	24100 HOLLAND CT	\$40.11
0655	21.10717.46	24314 HOLM OAK AVE	\$40.11
0625	21.10717.57	7814 242ND ST	\$40.11

Account #	Parcel Number	Service Address	Delq Tax Amount
0616	21.10717.59	24550 HEATH AVE	\$40.11
0611	21.10717.61	7790 244TH ST	\$40.11
0601	21.10717.64	24479 HOLM OAK AVE	\$40.11
0589	21.10717.68	24595 HOLM OAK AVE	\$40.11
0476	21.10717.74	24442 HOLM OAK AVE	\$40.11
0571	21.10717.78	7584 244TH ST	\$40.11
0550	21.10717.86	7611 244TH ST	\$40.11
0742	21.10717.90	24525 HEATH AVE	\$40.11
1223	21.10723.00	24108 HEATH AVE	\$40.11
5864	21.10775.00	25755 E COMFORT DR	\$57.34
2093	21.10778.00	8117 PIONEER RD	\$40.11
5292	21.10782.03	25782 INDIAN AVE	\$40.11
1167	21.10782.14	7749 PIONEER RD	\$40.11
1006	21.10788.91	6425 271ST ST	\$40.11
1207	21.10788.93	6441 271ST ST	\$40.11
1149	21.10821.02	6723 263RD ST	\$40.11
6082	21.10821.21	6615 263RD ST	\$40.11
2160	21.10821.28	6682 263RD ST	\$40.11
0973	21.10821.31	26462 GRANADA AVE	\$40.11
0798	21.10821.33	26370 GRANADA AVE	\$40.11
0792	21.10821.50	6578 260TH ST	\$40.11
0435	21.10821.66	6598 261ST ST	\$40.11
0383	21.10821.70	26047 GRANADA AVE	\$40.11
2038	21.10824.00	25920 E COMFORT DR	\$42.46
5424	21.10829.25	6406 258TH ST	\$40.11
1461	21.10829.26	6422 258TH ST	\$40.11
5610	21.10829.78	25612 IRIS AVE	\$40.11
1784	21.10830.03	25900 GRAFTON AVE	\$40.11
1249	21.10830.06	25804 GRAFTON AVE	\$40.11
2053	21.10830.10	25882 GRANADA AVE	\$40.11
1010	21.10830.30	25682 GRAMFORD AVE	\$40.11
0411	21.10830.66	7028 258TH ST	\$40.11
1280	21.10830.75	6989 258TH ST	\$40.11
1240	21.10839.00	4350 E VIKING CT	\$40.11
0483	21.10845.00 & 21.10841.00		\$40.11
0108	21.10845.35	24760 FIELD AVE	\$40.11
1827	21.10845.37	24817 FIELD AVE	\$40.11
1634	21.10847.00	25470 E COMFORT DR	\$40.11

Account #	Parcel Number	Service Address	Delq Tax Amount
5363	21.10854.03	25410 W COMFORT DR	\$40.11
5585	21.10908.51	6506 GOODWIN LN	\$40.11
1509	21.10967.25	4340 250TH ST	\$40.11
0431	21.10967.27	4428 250TH ST	\$40.11
0871	21.10967.84	25093 ETHAN AVE	\$40.11
2083	21.11029.46	24245 & 24249 GREENWAY AVE	\$159.32
0022	21.11029.56	24144 GREENWAY RD	\$600.47
0023	21.11029.57	24139 GREENWAY RD	\$547.64
0480	21.11034.56	4717 253RD ST	\$40.11
0978	21.11034.57	4735 253RD ST	\$40.11
0413	21.11034.64	25335 EUREKA AVE	\$40.11
2200	21.11034.67		\$40.11
0110	21.11034.68	4686 252ND ST	\$40.11
1729	21.11043.00	6584 272ND CT	\$40.11
1346	21.11045.07	6386 255TH ST	\$40.11
1742	21.11045.08	6414 255TH ST	\$40.11
1981	21.11069.10	6940 GREENWAY LN	\$40.11
1898	21.11069.18	6925 GREENWAY LN	\$40.11
1929	21.11069.21	6800 GREENWAY LN	\$40.11
1931	21.11069.22	6816 GREENWAY LN	\$40.10
0826	21.11084.12	7154 WYOMING TRL	\$40.11
5538	21.11084.59	5405 277TH ST	\$40.11
1289	21.11084.78		\$40.11
1287	21.11084.79	26093 GREENE AVE	\$40.11
5582	21.11120.00		\$40.11
2171	21.11125.23	4947 EVERGREEN RD	\$40.11
1306	21.11125.35	24890 FONDANT AVE	\$38.15
5704	21.11125.45		\$40.11
5674	21.11125.51	24654 FONDANT AVE	\$40.11
1542	21.11125.58	24583 FONDANT AVE	\$40.11
1900	21.11125.71	5708 245TH ST	\$40.11
0824	21.11125.74	5695 245TH ST	\$40.11
1564	21.11125.77	24434 FAWN TRL	\$40.11
5286	21.11125.79	24372 FAWN TRL	\$40.11
0222	21.11125.83	24316 FAWN TRL	\$40.11
5931	21.11125.86		\$40.11
2173	21.11126.01	24421 FALLBROOK AVE	\$40.11
5241	21.11127.01	5466 279TH ST	\$47.67
0180	21.11127.10	5457 279TH ST	\$47.92

Account #	Parcel Number	Service Address	Delq Tax Amount
1596	21.11128.09	25631 GUSTAVUS CT	\$40.11
2087	21.11128.15	25694 HAMLINE CT	\$40.11
0828	21.11128.29	6470 264TH ST	\$40.11
2060	21.11128.43	6366 263RD ST	\$40.11
5832	21.11130.02	6768 256TH ST	\$62.52
1728	21.11130.07	6872 256TH ST	\$40.11
2024	21.11130.13	7022 256TH ST	\$40.11
1743	21.11130.18	25415 GRAIL CT 26172	\$40.11
1220	21.11132.05	GOOD VALLEY RD 26136	\$40.11
5942	21.11132.06	GOOD VALLEY RD 26106	\$40.11
1321	21.11132.07	GOOD VALLEY RD 6326	\$40.11
0918	21.11132.10	260TH ST	\$40.11
0994	21.11150.09	25190 GALAXY AVE	\$40.11
	21.11125.86		\$123.67
	21.10605.00		\$9,592.00
	21.10674.02		\$580.24
Total: \$107,308.04			

RESOLUTION NO. 25-11-115

**A RESOLUTION CERTIFYING THE UNPAID UTILITY BILLS AND CITY SERVICES
INVOICES OF CERTAIN RESIDENTS AND BUSINESSES CONTAINED ON THE
ATTACHED LIST TO PROPERTY TAXES FOR COLLECTION IN 2026**

WHEREAS, Utility bills (water, sanitary sewer and surface water management utility) are sent quarterly to the residents and businesses in Wyoming; invoices for city services are billed as incurred; and

WHEREAS, A number of residents and businesses are delinquent in their utility payments of water, sanitary sewer, and storm surface water management as well as payments for city services; and,

WHEREAS, A letter was sent to those persons with delinquent accounts, Attachment A, and unpaid city service invoices as of October 1, 2025 and

WHEREAS, it is the City staff's recommendation if payment in full was not received by November 14, 2025 to certify the list of unpaid utilities (water, sanitary sewer and surface water management utility) and unpaid invoices for city services to the County Auditor for collection in 2026 along with current taxes. This would be in accordance with Minnesota State Statute 429.101, subd 2.

NOW, THEREFORE. BE IT RESOLVED the City of Wyoming City Council hereby directs the City Administrator to certify the list "Attachment A" of unpaid utilities (water, sanitary sewer and surface water management utility) and other charges for city services along with a \$15.00 per parcel administrative certification fee to the County Auditor for collection in 2026 along with the current taxes.

**THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF
WYOMING ON THE 18TH DAY OF NOVEMBER, 2025.**

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator



Date: November 4, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Steve Reeves, Public Works Superintendent

Department: Public Works

Reference: Repairs to 2011 Freightliner Dump Truck Asset #22916

Method: Consent Agenda

Background Information:

Our 2011 Freightliner dump truck went in for its annual service and DOT inspection in September. The truck was driven to Blaine Brothers in Columbus for a complete inspection.

During this inspection, deficiencies in the exhaust system and oil pan were discovered. In addition to this, the inspection also identified required minor repairs to the electrical and auger system for salt delivery. This repair was required immediately due to the vehicle's central role in snow and ice control as well as the hauling of salt, street sweepings, and other material in the general operation of the department. The winter season is right around the corner, so we needed to get repairs done in a timely manner.

Recommendation: To approve payment to Blaine Brothers in the amount of \$11,707.42

PUBLIC WORKS

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

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

RESOLUTION NO. 25-11-116

**A RESOLUTION TO APPROVE PAYMENT FOR FREIGHTLINER REPAIRS
FROM BLAINE BROTHERS IN THE AMOUNT OF \$11,707.42**

WHEREAS, the Wyoming Public Works Department utilizes a freightliner dump truck for a wide variety of departmental needs and activities; and,

WHEREAS, multiple deficiencies were discovered during a routine yearly DOT inspection; and,

WHEREAS, the freightliner dump truck is an essential piece of equipment that requires immediate repair to ensure the Public Works Department can continue its daily operations; and,

WHEREAS, Blaine Brothers was able to repair the freightliner dump truck for \$11,707.42; and,

THEREFORE, BE IT RESOLVED, the City of Wyoming approves payment for freightliner dump truck repairs to Blaine Brothers in the amount of \$11,707.42.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 18TH
DAY OF NOVEMBER, 2025.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Date: November 4, 2025

To: Mayor Iverson and City Council Members

From: Neil Bauer, Public Safety Director

Subject: Consent Agenda Item for Receipt of Grant from Minnesota Chiefs of Police Foundation (MCPF)

Background Information:

An application was submitted to the Minnesota Chiefs of Police Foundation (MCPF) for a community partnership grant.

The Minnesota Chiefs of Police Foundation (MCPF) is a 501(c)3 nonprofit organization that works in direct partnership with the Minnesota Chiefs of Police Association. Established in 2009, the Foundation is governed by a Board of Directors comprised of corporate leaders, business executives, and supportive citizens. MCPF believes strong community partnerships should be a core principle in modern-day policing practices. They proudly offer grants to Minnesota police departments to help them advance community partnerships and deepen their trust with the public, including strong relationships with the business community, residents, youth, and community organizations.

Community trust-building programs require funding and resources that many police departments do not have. MCPF is stepping in to fill that gap. With the support and generosity of many businesses and individuals, MCPF helps local police departments engage through community relations projects, surveys, programs, and initiatives that build trust, transparency, and strong relationships.

Today, I received official notification that the Wyoming Police Department has been awarded a \$2,000.00 grant to fund a community engagement event in 2026 with the Wyoming Police Multicultural Advisory Committee (WYPMAC) to fund another Multicultural Food Truck event at our 2026 Night to Unite event.

Recommendation:

I recommend that the City of Wyoming accept a \$2,000.00 grant from the Minnesota Chiefs of Police Foundation to fund a community engagement event to be held in 2026, with the Wyoming Police Multicultural Advisory Committee.

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



MINNESOTA CHIEFS OF POLICE FOUNDATION

Advancing high quality, effective policing and strengthening police-community relations in Minnesota through training, outreach, grants and scholarships

COMMUNITY PARTNERSHIPS GRANT PROGRAM GRANT APPROVAL NOTIFICATION

Project Name: **Wyoming Police Multicultural Advisory Committee Food Truck Expo**

Grant Amount Requested: **\$2,500**

Grant Amount Approved: **\$2,000**

Dear Wyoming Police Department:

The Minnesota Chiefs of Police Foundation (MCPF) is pleased to offer this grant check in the amount of \$2,000 to support Wyoming Police Department's Multicultural Advisory Committee Food Truck Expo project.

The **MCPF Community Partnerships Grant Program** supports MN police departments in their efforts to build trust and strong relationships with their community. We hope this grant will provide an opportunity for your department to make a difference and continue to cultivate a mutually respectful and strong working relationship with your constituents.

The Foundation is proud to be able to offer grants and make a difference. Together, we will advance high quality, effective policing and strengthen police community relations in our state.

Thank you for your dedication to keeping our communities safe.

Sincerely,

Chief Jay Henthorne
Board President
Minnesota Chiefs of Police Foundation

Jeff Potts
Executive Director
Minnesota Chiefs of Police Association

Minnesota Chiefs of Police Foundation is a tax-exempt organization,
as described in Section 501(c)(3) of the Internal Revenue Code.
Federal Tax ID #27-0833763

www.mnchiefsfoundation.org



WWW.MNCHIEFSFOUNDATION.ORG



651-457-0677



803 OLD HIGHWAY 8 NW, STE 1 NEW BRIGHTON, MN 55112



Request for Council Action

Date: November 12, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Joint Powers Agreement (JPA) City of Wyoming and Metro I Net – IT Services

Method: Consent Agenda

Background Information:

On October 28, 2025 the City of Wyoming was approved for membership in Metro I Net for information technology services. Wyoming is the first new member admitted since 2018 and the first city outside the metropolitan area to join. This is a significant regional partnership opportunity that will support citywide technology operations and strengthen public safety information systems. The City Council is now asked to approve the Joint Powers Agreement to finalize membership.

Metro I Net is a collaborative of Minnesota local government units formed to provide shared information technology services under a Joint Powers Agreement. The agreement allows members to utilize pooled staff, secure network infrastructure, cybersecurity resources, and multi-jurisdictional support. Membership is open to any Minnesota local government unit subject to approval by the Metro I Net Board.

Police departments in Minnesota must comply with strict Bureau of Criminal Apprehension and Criminal Justice Information Services standards for data security, system access controls, encryption, audit logging, and network monitoring. These standards apply to every component that handles criminal justice information. Metro I Net is already structured to support member agencies with these requirements and provides an environment that meets the technical and administrative controls needed for BCA and CJIS compliance. This partnership will significantly strengthen long-term security for the Wyoming Police Department.

Joining Metro I Net provides Wyoming access to a dedicated information technology team that specializes in municipal operations. Key benefits include secure system management, improved cybersecurity posture, coordinated disaster recovery planning, enhanced reliability, and predictable long-term budgeting for technology services. Membership also provides access to governance and collaboration opportunities with peer cities and public safety agencies.

To complete the membership, process the City Council must approve the Metro I Net Joint Powers Agreement. The JPA establishes the governance structure, cost sharing model, representation on the Metro I Net Board, and the terms under which services are delivered. Approval will allow staff to move forward with onboarding and technology integration steps.

Recommendation:

Staff recommend approval of the Joint Powers Agreement between Metro I Net and the City of Wyoming

JOINT POWERS AGREEMENT
FOR THE ESTABLISHMENT OF
THE NORTH EAST METROPOLITAN AREA MUNICIPAL
INTERNETWORKING COLLABORATIVE, TO BE KNOWN AS
“METRO-INET”

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I GENERAL PURPOSE	1
Section 1.1 Purpose	1
ARTICLE II DEFINITION OF TERMS	1
Section 2.1 Definitions	1
Section 2.1.1 Metro-INET	1
Section 2.1.2 IT Services	1
Section 2.1.3 Board	1
Section 2.1.4 LGU	1
Section 2.1.5 Member	1
Section 2.1.6 Associate	1
Section 2.1.7 Data	2
ARTICLE III MEMBERSHIP.....	2
Section 3.1 Eligibility	2
Section 3.2 Execution of JPA and Payment of Member Charges.....	2
Section 3.3 Initial Members	2
Section 3.4 Transition of Initial Member IT Services Agreements	2
Section 3.5 Effective Date	2
Section 3.6 New Members	2
Section 3.7 Conditions of Membership	2
Section 3.8 Appointment of Directors	3
ARTICLE IV BOARD OF DIRECTORS	3
Section 4.1 Governing Body.....	3
Section 4.2 Appointment of Alternate Directors	3
Section 4.3 No Proxy Voting	3
Section 4.4 Notice of Change of Director or Alternate Director	3
Section 4.5 Compensation of Directors and Alternate Directors	3
Section 4.6 Number of Votes of Directors	3
Section 4.7 Quorum	4
Section 4.8 Motions	4
Section 4.9 Suspension of Vote	4
Section 4.10 Bylaws	4
Section 4.11 Remuneration of Director Expenses	4
Section 4.12 Removal of Directors	4
Section 4.13 Director Vacancies	4
ARTICLE V MEETINGS AND OFFICERS	4
Section 5.1 Special Meetings.....	4
Section 5.2 Regular Meetings.....	5

46	Section 5.3	Notice of Regular Meetings	5
47	Section 5.4	Public Meetings	5
48	Section 5.5	Officers	5
49	Section 5.6	Chair and Vice Chair	5
50	Section 5.7	Secretary	5
51	Section 5.8	Officer Vacancies	5
52			
53	ARTICLE VI	POWERS AND DUTIES OF THE BOARD.....	6
54	Section 6.1	Powers and Duties.....	6
55	Section 6.2	General Purpose	6
56	Section 6.3	Governance	6
57	Section 6.4	Membership Dues	6
58	Section 6.5	Service Charges	6
59	Section 6.6	Gifts, Loans and Grants	6
60	Section 6.7	Annual Audit	6
61	Section 6.8	Annual Budget	6
62	Section 6.9	Delegation to Executive Committee	7
63	Section 6.10	Accumulation and Maintenance of Capital	7
64	Section 6.11	Data, Data Processing and Management Information Systems	7
65	Section 6.12	PERA	7
66	Section 6.13	Necessary and Incidental Powers	7
67			
68	ARTICLE VII	FISCAL AND OPERATIONAL SERVICES; EXECUTIVE DIRECTOR ...	7
69	Section 7.1	Fiscal and Operations Agent	7
70	Section 7.2	Executive Director	7
71	Section 7.3	Term of Executive Director	8
72			
73	ARTICLE VIII	EXECUTIVE COMMITTEE	8
74	Section 8.1	Membership of Executive Committee	8
75	Section 8.2	Bylaws of Executive Committee	8
76	Section 8.3	Quorum	8
77	Section 8.4	Regular Meetings	8
78	Section 8.5	Special Meetings	8
79	Section 8.6	Notice of Meetings	8
80	Section 8.7	Duties and Responsibilities	8
81	Section 8.8	Preparation and Modification of Charges	9
82			
83	ARTICLE IX	FINANCIAL MATTERS	9
84	Section 9.1	Fiscal Year	9
85	Section 9.2	Adoption of Annual Budget	9
86	Section 9.3	Cost Sharing Charges	9
87	Section 9.4	Invoices to Members	9
88	Section 9.5	Classification of Cost Sharing Charges	10
89	Section 9.6	Special Financial Assistance from Members	10
90	Section 9.7	Expenditures	11

91	Section 9.8	Contracts	11
92			
93	ARTICLE X	WITHDRAWAL	11
94	Section 10.1	Notice of Withdrawal	11
95	Section 10.2	Claim to Assets upon Withdrawal	11
96	Section 10.3	Financial Obligations upon Withdrawal	11
97	Section 10.4	Financial Obligations prior to Withdrawal	12
98			
99	ARTICLE XI	ASSOCIATES	12
100	Section 11.1	Associates	12
101	Section 11.2	Admission of Associates	12
102	Section 11.3	Confirmation of Associate Status	12
103	Section 11.4	Appointment of Director and Alternate Director	12
104	Section 11.5	Charges	12
105	Section 11.6	Application to Become a Member	12
106	Section 11.7	Notice of Withdrawal as Associate	12
107			
108	ARTICLE XII	DISSOLUTION	12
109	Section 12.1	Dissolution	12
110	Section 12.2	Effectuation of Dissolution	13
111	Section 12.3	Distribution of Assets and Payment of Outstanding Obligations	13
112	Section 12.4	Allocation of Deficit	13
113	Section 12.5	Distribution of Computer Software	13
114			
115	ARTICLE XIII	INDEMNIFICATION	13
116	Section 13.1	Cooperative Activity of Single Governmental Unit	13
117	Section 13.2	Indemnification	13
118			
119	ARTICLE XIV	AMENDMENT	14
120	Section 14.1	Amendment of JPA	14
121			
122	ARTICLE XV	MISCELLANEOUS	14
123	Section 15.1	Data Practices	14
124	Section 15.2	Audit	14
125	Section 15.3	Counterparts	14
126	Section 15.4	Headings	14
127	Section 15.5	Severability	14
128	Section 15.6	Applicable Law	14
129			
130	ARTICLE XVI	DURATION	15
131	Section 16.1	Term	15

**JOINT POWERS AGREEMENT FOR THE ESTABLISHMENT OF
THE NORTH EAST METROPOLITAN AREA MUNICIPAL
INTERNETWORKING COLLABORATIVE**

The parties to this joint powers agreement (“JPA”) are local governmental units (“LGUs”) of the State of Minnesota authorized to enter into this JPA. This JPA is made and entered into pursuant to Minnesota Statutes, Section 471.59.

**ARTICLE I
GENERAL PURPOSE**

Section 1.1. Purpose. The general purpose of this JPA is to provide for an organization that the participating Members may jointly and cooperatively provide for the development and operation of IT Services for the use and benefit of the Members, and others. To the extent permitted by law, the Members will support the establishment of the IT Services and seek to expand the number of participating agencies either as Members or as non-Member LGUs receiving services from Metro-INET.

**ARTICLE II
DEFINITION OF TERMS**

Section 2.1. Definitions. The terms defined in this Article shall have the meanings given them for the purposes of this JPA.

Section 2.1.1. Metro-INET. “Metro-INET” means the “North East Metropolitan Area Municipal Internetworking Collaborative,” the organization created by this JPA.

Section 2.1.2. IT Services. “IT Services” means the development, operation and maintenance of advanced internet networking and data services through ownership or lease of any and all systems, equipment, technology or means and methods necessary to provide competitive, up-to-date IT services to Members and non-Member LGUs.

Section 2.1.3. Board. “Board” means the Board of Directors of Metro-INET, consisting of one Director from each LGU participating as a Member of Metro-INET pursuant to this JPA.

Section 2.1.4. LGU. “LGU” means any city, township, independent public safety organization, watershed management organization, watershed district, cable commission or other political subdivision of the State of Minnesota that is qualified to enter into joint powers agreements as defined in Minnesota Statutes, Section 471.59, and as it may be amended from time to time.

Section 2.1.5. Member. “Member” means an LGU that enters into this JPA and is at the time involved, a Member in good standing.

Section 2.1.6. Associate. “Associate” means an LGU that is not a Member but has agreed to affiliate with Metro-INET in accordance with Article XI and other applicable JPA provisions.

177 **Section 2.1.7. Data.** “Data” means all information in digital form that can be transmitted
178 or processed.

179
180 **ARTICLE III**
181 **MEMBERSHIP**

182
183 **Section 3.1. Eligibility.** Any Minnesota LGU is eligible to be a Member of Metro-INET.
184

185 **Section 3.2. Execution of JPA and Payment of Member Charges.** An LGU desiring to
186 be a Member shall execute a copy of this JPA and shall pay all Member charges, prorated if
187 appropriate, under Article IX.
188

189 **Section 3.3. Initial Members.** The initial Members of Metro-INET shall be the City of
190 Roseville (“Roseville”) and those LGUs that are parties to a joint powers agreement or an
191 otherwise existing contractual arrangement for IT Services from Roseville, on or prior to
192 December 31, 2020. Upon the execution of this JPA by an initial Member, the clerk or other
193 corresponding officer shall file with the Roseville City Manager a copy of the executed JPA,
194 together with a certified copy of the authorizing resolution or other action. The resolution
195 authorizing the execution of this JPA shall also designate the Member’s Director and Alternate
196 Director (“Alternate”).
197

198 **Section 3.4 Transition of Initial Member IT Services Agreements.** Any joint powers
199 agreement or contract for IT Services between two or more Metro-INET Members that has not
200 been terminated prior to the Effective Date of this JPA shall be terminated by the affected parties
201 at the earliest possible date, without disrupting the delivery of IT Services to the affected parties.
202 After the Effective Date, any term of an earlier agreement for IT Services still in force shall be
203 interpreted not to conflict with this JPA, which shall supersede the earlier agreement if the earlier
204 agreement and this JPA cannot be reconciled. The Board shall have authority to take any action it
205 deems reasonable and prudent to facilitate the transition to Metro-INET by any initial Member,
206 including the creation of a committee authorized to assist affected parties in the termination of
207 earlier agreements and to seek Board approval of action necessary to facilitate the transition.
208

209 **Section 3.5. Effective Date.** This JPA shall become effective on January 1, 2021 [[or other
210 date agreed upon by the initial Members]] (“Effective Date”). Within thirty (30) days after the
211 Effective Date, the Roseville City Manager shall call the first meeting of the Board, which shall
212 be held not later than fifteen (15) days after the notice has been delivered to each Director and
213 Alternate.
214

215 **Section 3.6. New Members.** LGUs that do not qualify for initial membership under
216 Section 3.3 and seek to join Metro-INET shall be admitted by a vote of the Board as it determines
217 at its organizational meeting, or as soon thereafter as the Board may decide and adopt in the
218 bylaws.
219

220 **Section 3.7. Conditions of Membership.** The Board may impose additional conditions
221 upon the admission of new Members.
222

223 **Section 3.8. Appointment of Directors.** Directors and Alternates shall be appointed by
224 the Member governing body to serve until their successors are appointed and qualified. Directors
225 shall be the chief administrative officer of the Member.

226
227 **ARTICLE IV**
228 **BOARD OF DIRECTORS**
229

230 **Section 4.1. Governing Body.** Metro-INET shall be governed by a Board of Directors
231 consisting of a Director and Alternate from each Member. At the organizational meeting and
232 annually thereafter, the Board shall elect an executive committee that may advise or act for the
233 Board as the Board may delegate to the executive committee as necessary, upon meetings duly
234 called, as provided in Article VIII.

235
236 **Section 4.2. Appointment of Alternate Directors.** Each Member shall appoint one
237 Alternate to the Director. The Alternate shall be entitled to attend all meetings of the Board and
238 may vote in the absence of the Director.

239
240 **Section 4.3. No Proxy Voting.** There shall be no voting by proxy. All votes must be cast
241 in person at Board meetings by the Director or Alternate, unless the meeting is duly conducted in
242 accordance with Minnesota Statutes, Sections 13D.02 (interactive TV) or 13D.021 (telephone or
243 other electronic means allowed if health pandemic or emergency).

244
245 **Section 4.4. Notice of Change of Director or Alternate Director.** When the Member
246 changes its designated Director or Alternate the Member shall provide written notice to Metro-
247 INET with the name, email address and mailing address of the person so appointed.

248
249 **Section 4.5. Compensation of Directors and Alternate Directors.** Directors and
250 Alternates shall serve without compensation from Metro-INET, but it shall not prevent a Member
251 from providing compensation for its Director or Alternate if such compensation is lawfully
252 authorized by such Member.

253
254 **Section 4.6. Number of Votes Held by Directors.** Unless otherwise expressly provided
255 herein, each Director shall have the number of votes equivalent to the Member's share of Metro-
256 INET's annual budget, as established by the Board and calculated as follows: Each Member's
257 percentage share of Metro-INET's annual budget shall be determined by Member use of Metro-
258 INET IT Services. Said Member share shall be rounded up to the nearest whole number, and that
259 number shall be the Member's total number of votes in any vote of the Board. Members shall have
260 at least one vote. The number of votes for initial Members, and the total votes of the Directors for
261 the initial Board, shall be as set forth in the attached Exhibit A, and is subject to change annually
262 with the addition or subtraction of Members. The number of votes for each Director shall be
263 recalculated annually upon the adoption by the Board of the next fiscal year budget. Upon the
264 addition of a new Member, the Board shall estimate the new Member's share of Metro-INET's
265 annual budget for the period prior to adoption of the succeeding year's budget and assign the
266 proportionate number of votes to the new Member for the remainder of that fiscal year. The number
267 of votes of existing Members shall not change during the year that new Member or Members join
268 Metro-INET.

269 **Section 4.7. Quorum.** The presence of at least ten (10) Directors of Members in good
270 standing at a regular or special meeting shall constitute a quorum of the Board allowing it to
271 transact business, provided that the ten Directors hold at least a majority of the total Member votes.
272

273 **Section 4.8. Motions.** A majority of the Member vote totals represented by those Directors
274 present at a meeting is required to pass all motions, unless a greater majority is provided in this
275 JPA.
276

277 **Section 4.9. Suspension of Vote.** A Director, or Alternate shall not be eligible to vote
278 during the time the Member they represent has been notified by Metro-INET that it is in default
279 on any required assessment, contract or other contribution to Metro-INET or regarding security
280 breaches or other acts deemed by the Board to materially impair the quality of IT Services provided
281 by Metro-INET. During the existence of such default, the vote(s) of such Member shall not be
282 counted for the purposes of a meeting quorum or majority on a Board meeting vote. If a Member
283 remains in default for a period of more than forty-five (45) days after written notice on failure to
284 pay any billing from Metro-INET or notice of other default referenced above, the Board may act
285 to terminate the Member from Metro-INET by a majority vote of the Board at a regular meeting
286 or special meeting called for that purpose.
287

288 **Section 4.10. Bylaws.** At the Metro-INET organizational meeting the Board shall adopt
289 bylaws governing its procedures, including but not limited to, the time, place and frequency of its
290 regular meetings or procedures and voting majorities required for certain votes. Such bylaws may
291 be amended from time to time pursuant to Section 4.8 of this JPA.
292

293 **Section 4.11. Remuneration of Director or Alternate Expenses.** The Board shall have no
294 obligation to pay remuneration of Director or Alternate expenses, which shall be subject to the policies of
295 Member appointing them. The Board may, however, in its sole discretion, pay the reasonable and
296 necessary expenses of officers, Directors and Alternates incurred in connection with special duties
297 they undertake on behalf of Metro-INET, but such reimbursement shall not include the expenses
298 incurred solely for attending meetings of Metro-INET within the seven-county Twin Cities
299 metropolitan area.
300

301
302 **Section 4.12. Removal of Directors.** Any Director or Alternate shall be subject to removal
303 by the governing body of the Member.
304

305 **Section 4.13. Director Vacancies.** A vacancy on the Board shall be promptly filled by the
306 governing body of the Member whose position on the Board is vacant.
307

308 **ARTICLE V** 309 **MEETINGS AND OFFICERS** 310

311 **Section 5.1. Special Meetings.** Special meetings of the Board may be called: (a) by the
312 chair; (b) by the executive committee; or (c) upon the written request of a majority of the Directors.
313 Subject to an emergency exception, as defined by statute, at least three (3) days' written notice of

special meetings shall be published and given to all Directors and Alternates. Such notice shall include the agenda for the special meeting and the time, date and location of the meeting.

Section 5.2. Regular Meetings. The specific date, time and location of regular meetings of the Board shall be determined by the Board as provided in the Bylaws. The Board shall be required to meet at least four (4) times a year. Its regular meetings shall be held on the dates and at times of each January, April, July and October as determined by the Board at the October meeting and duly published to establish the four regular meetings.

Section 5.3. Notice of Regular Meetings. Notice of regular meetings of the Board shall be given to the Directors and Alternates by the secretary at least fifteen (15) days in advance of the meeting and the agenda for such meetings shall accompany the notice. However, business at regular meetings of the Board need not be limited to matters set forth in the agenda.

Section 5.4. Public Meetings. Meetings of the Board and of the executive committee shall be considered “public” meetings. Notices, agendas, and schedules of such meetings shall be given, maintained and distributed pursuant to the Open Meeting Law, Minnesota Statutes, Section 13D.01, et seq.

Section 5.5. Officers. The officers of the Board shall consist of the chair, vice-chair, secretary and two (2) officers-at-large, who shall be elected by the Directors at the organizational meeting of the Board. The chair and vice-chair shall be elected to three-year (3) terms, commencing at the organizational meeting of the Board and every three (3) years thereafter. The secretary shall be elected to a two-year (2) term, commencing at the organizational meeting of the Board, and shall be elected to three-year (3) terms following the completion of the initial term every three (3) years thereafter. The officers-at-large shall be elected to a one-year (1) term, commencing at the organizational meeting of the Board, and shall be elected to three-year (3) terms following the completion of the initial term every three (3) years thereafter. The intent of the election of officers is to ultimately establish three-year (3), staggered terms of officers with the chair and vice-chair being elected in the same year. Other than the organizational meeting of the Board, new officers shall take office at the adjournment of the meeting of the Board at which they are elected.

Section 5.6. Chair and Vice Chair. The chair shall preside at all meetings of the Board and the executive committee. The vice-chair shall act as chair in the absence of the chair.

Section 5.7. Secretary. The secretary shall be responsible for keeping a record of all of the proceedings of the Board and the executive committee.

Section 5.8. Officer Vacancies. A vacancy shall immediately occur in the office of any officer upon his or her resignation, death or upon ceasing to be an employee of the Member. Upon a vacancy occurring in any office, the Alternate shall serve until the Member appoints a new Director.

358 **ARTICLE VI**
359 **POWERS AND DUTIES OF THE BOARD**
360

361 **Section 6.1. Powers and Duties.** The powers and duties of the Board shall include the
362 powers set forth in this Article.
363

364 **Section 6.2. General Purpose.** The Board shall take such action as it deems necessary and
365 appropriate to accomplish the general purposes of the organization including, but not limited to,
366 the establishment of data processing and information systems, engaging in the development and
367 implementation of the necessary programs therefor, acquiring any necessary site, purchasing any
368 necessary supplies, equipment and machinery, employing any necessary personnel and operating
369 and maintaining any systems for the handling of data processing and management information for
370 the Members and for others. Any of the foregoing activities, or any other activities authorized by
371 the JPA, may be accomplished by entering into contracts, leases or other agreements with others,
372 whenever the Board shall deem this to be advisable.
373

374 **Section 6.3. Governance.** The Board shall have full supervisory control and management
375 of the affairs of Metro-INET including the power to make contracts as it deems necessary to make
376 effective any power to be exercised by Metro-INET pursuant to this JPA; to provide for the
377 prosecution and defense or other participation in actions or proceedings at law in which it may
378 have an interest; to employ such persons as it deems necessary to accomplish its duties and powers
379 on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems
380 necessary on any matter related to or affecting the general purposes of the organization; to acquire,
381 hold and dispose of property both real and personal as the Board deems necessary; and to contract
382 for space, materials, supplies and personnel with a Member or Members or with others.
383

384 **Section 6.4. Membership Dues.** The Board may establish and collect membership dues.
385

386 **Section 6.5. Service Charges.** The Board may establish and collect charges for its services
387 to Members and to others.
388

389 **Section 6.6. Gifts, Loans and Grants.** The Board may accept gifts, apply for and use
390 grants or loans of money or other property from the state, or any other governmental units or
391 organizations and may enter into agreements required in connection therewith and may hold, use
392 and dispose of such moneys or property in accordance with the terms of the gift, grant, loan or
393 agreement relating thereto.
394

395 **Section 6.7. Annual Audit.** The Board shall cause an annual independent audit of the
396 books to be made and shall make an annual financial accounting and report in writing to the
397 Members. Its books and records shall be available for and open to examination by its Members at
398 all reasonable times.
399

400 **Section 6.8. Annual Budget.** The Board shall establish the annual budget for the
401 organization as provided in this JPA.
402

Section 6.9. Delegation to Executive Committee. The Board may delegate authority to the executive committee of the Board, between Board meetings. Such delegation of authority shall be by resolution of the Board and may be conditioned in such manner as the Board may determine.

Section 6.10. Accumulation and Maintenance of Capital. The Board may accumulate and maintain reasonable working capital reserves and may invest and reinvest funds not currently needed for the purposes of the organization. Such investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of city funds.

Section 6.11. Data, Data Processing and Management Information Systems. The Board shall make Metro-INET data processing and management information systems available to its Members, subject to reasonable charges for the development and processing thereof. Metro-INET shall not own Member Data, which shall be returned to the Member upon its withdrawal made pursuant to this JPA or upon dissolution.

Section 6.12. PERA. The Board may provide for any of its employees to be members of the Public Employees Retirement Association and may make any required employer contributions to that organization and any other employer contributions which municipalities are authorized or required by law to make.

Section 6.13. Necessary and Incidental Powers. The Board may exercise any other power necessary and incidental to the implementation of its aforementioned powers and duties.

ARTICLE VII
FISCAL AND OPERATIONAL SERVICES; EXECUTIVE DIRECTOR

Section 7.1. Fiscal and Operations Agent. The Board shall designate a Member to serve as the fiscal and operations agent of Metro-INET (“Fiscal Agent”). The Fiscal Agent shall provide services as set forth in the JPA and on additional matters as may be determined by the Board through authorization for services by contract with Metro-INET. The Fiscal Agent shall be responsible for management of all of Metro-INET’s funds, for the keeping and storing of Metro-INET’s financial records, recommending to the Board and maintaining adequate insurance coverage of Metro-INET consistent with municipal liability limitations under Minnesota law, and to provide for the annual financial audit and accounting of all Metro-INET related activities. The Fiscal Agent shall be responsible for collecting and preserving all Metro-INET records and data pursuant to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. The Fiscal Agent shall post a fidelity bond or other insurance against loss of organization funds in an amount approved by the Board, at the expense of Metro-INET.

Section 7.2. Executive Director. The Board shall hire an executive director to be responsible for the management of the day-to-day operations of Metro-INET, executing the policy directives of the Board, including, the power to implement contracts authorized by the Board, the prosecution and defense or other participation in actions or proceedings in law; to employ personnel or retain as consultants such persons as he or she may deem necessary to carry out Metro-INET functions; to conduct such research and investigation as necessary on any matter related to or affecting the general purposes of Metro-INET; to manage real and personal property

449 acquired by Metro-INET; and to investigate, advise the Board regarding contracts for space,
450 materials, supplies and personnel either with a Member or Members or with third parties and
451 coordinating with Members for the implementation of internet connection, system maintenance
452 and data processing. The executive director shall prepare a report to the Board regarding the
453 operations of Metro-INET for each quarterly and annual meeting of the Board.

454
455 **Section 7.3. Term of Executive Director.** The executive director shall serve for an
456 indefinite period as defined by the contract, which may be terminated and the director removed by
457 a vote of a two-thirds majority of the total votes of the Board.

458 459 **ARTICLE VIII** 460 **EXECUTIVE COMMITTEE** 461

462 **Section 8.1. Membership of Executive Committee.** The Board shall establish an
463 executive committee consisting of five (5) voting members. Its members shall consist of the five
464 (5) officers of the Board as defined in Article V, Section 5.5. The Fiscal Agent and Executive
465 Director shall serve as *ex officio* members of the executive committee in an advisory and non-
466 voting capacity.

467
468 **Section 8.2. Bylaws of Executive Committee.** The executive committee may adopt
469 bylaws governing its own procedures, which shall be subject to this JPA, the bylaws of the Board,
470 and any resolutions or other directives of the Board.

471 **Section 8.3. Quorum.** Three (3) members of the executive committee shall constitute a
472 quorum and a majority of the executive committee members present at a meeting where a quorum
473 exists may act, notwithstanding the number of votes held by each member in accordance with
474 Article IV, Section 4.6.

475 **Section 8.4. Regular Meetings.** The specific date, time and location of regular meetings
476 of the executive committee shall be determined by the executive committee. The executive
477 committee shall meet at least four (4) times a year. Notice of regular meetings of the executive
478 committee shall be given to the members of the executive committee and the executive director at
479 least seven (7) days in advance and the agenda for such meetings shall accompany the notice.

480 **Section 8.5. Special Meetings.** Special meetings of the executive committee may be called
481 by the chair or upon the call of any two other members of the executive committee. The date, time
482 and location of the special meeting shall be fixed by the person or persons calling it. At least three
483 (3) days advance written notice of such special meeting shall be given to all members of the
484 executive committee by the person or persons calling the meeting.

485
486 **Section 8.6. Notice of Meetings.** Pursuant to the Open Meeting Law, all meetings of the
487 executive committee shall be noticed and published at least three (3) days prior to the meeting.

488
489 **Section 8.7. Duties and Responsibilities.** The executive committee shall have the
490 following duties and responsibilities: (a) to exercise the powers and perform the duties delegated
491 to it by the Board and subject to such conditions and limitations as may be imposed by the Board;
492 (b) to cause to be prepared a proposed annual budget each year which shall be submitted to the

Board at least thirty (30) days before the annual meeting for the Board's review and ratification; and (c) to present a full report of its activities at each regular meeting of the Board.

Section 8.8. Preparation and Modification of Charges. The executive committee shall have the responsibility to prepare and modify charges for the use of the programs and facilities of Metro-INET, both as to Members and non-members, subject to Board approval.

ARTICLE IX FINANCIAL MATTERS

Section 9.1. Fiscal Year. The fiscal year of Metro-INET shall be the calendar year.

Section 9.2. Adoption of Annual Budget. The annual budget of Metro-INET must be adopted in the following manner:

- (a) prior to May 1 the Board will supply each member with a proposed preliminary budget for the coming fiscal year;
- (b) prior to the meeting of the Board in July the Board will supply each Member with a proposed budget adjusted for withdrawal notifications received pursuant to Article XI;
- (c) the annual budget for the coming fiscal year shall be adopted at the July Board meeting.

Promptly after adoption of the budget, the Board must mail copies of the budget to the chief administrative officer of each Member. Upon adoption of the budget each Member is obligated to Metro-INET for the budgeted revenues and cost sharing charges fixed by the Board for the ensuing fiscal year in accordance with this Article.

Section 9.3. Cost Sharing Charges. The Board shall have authority to fix cost sharing charges for all Members in an amount sufficient to provide the funds required by the budgets of the organization. The Board shall notify the chief administrative officer of each Member of the amounts of such charges, on or before May 1 of each year. The Board shall prepare, and may amend, a document setting forth the cost sharing charges and policies for Members and rates for services provided to non-members. Such document(s) and policies shall be made available to Members for review and comment upon request.

Section 9.4. Invoices to Members. Invoices for all charges shall be sent to the Members by the Fiscal Agent and shall be due when rendered. Any Member whose charges have not been paid within forty-five (45) days after the date of the invoice may be declared in default by the Board or executive committee and shall not be entitled to further voting privileges nor to have its Director hold any office nor to use any Metro-INET facilities or programs until such time as the default is cured and Metro-INET has been paid in full. Additionally, in the event that such charges have not been paid within forty-five (45) days of the date of the invoice, and such default remains uncured after a reasonable time following notice to cure, the membership of such Member may be

terminated by a majority vote of the Board. In the event of a dispute between the Member and the Board as to the amount which is due and payable, the Member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice with respect to the Member's right to dispute the amount of the charge and to pursue any legal remedies available to it.

Section 9.5. Classification of Cost Sharing Charges. The charges to the Members of Metro-INET shall be divided, for cost sharing purposes, into three different classes, as further described in Exhibit A to this JPA and incorporated herein:

- (a) Core Services ("*Class 1 Charges*"). Class 1 Charges shall cover all of Metro-INET's general administrative and operational expenses for core services in having a member participate as a domain member of Metro-INET. Core services are generally defined as services provided by Metro-INET that provides IT support to the Member and its employees to conduct the Member's business. These core services may change over time upon Board approval based on different needs of Members. Changes in the delivery of Class 1 Charges shall be paid by each Member as fixed monthly, quarterly or annual membership dues, as determined by the Board. The amount of Class 1 Charges required to be paid by each Member shall be determined annually by the executive committee, upon approval by the Board. Class 1 Charges shall be prorated to new Members and not retroactively applied to them.
- (b) Supplemental Services ("*Class 2 Charges*"). Class 2 Charges shall cover the costs of design and development of computer programs and systems and other capital costs for services requested by the Member. Supplemental services are generally defined as services provided by Metro-INET at the request of the Member to meet its specific needs. These supplemental services may change over time upon Board approval based on different needs of Members and changes in the delivery of such services. Class 2 Charges shall be paid by each Member as fixed monthly, quarterly or annual membership dues, as determined by the Board. The amount of Class 2 Charges required to be paid by each Member shall be determined annually by the executive committee, upon approval by the Board. Class 2 Charges shall not be retroactively applied to new Members.
- (c) Necessary Additional Charges ("*Class 3 Charges*"). Class 3 Charges shall cover the costs of system operation and maintenance in serving non-members, on an "as requested" basis as determined by the Board when it deems such charges necessary. The amount of such charges that are applicable to each non-member shall be determined by the Board. The amount of the charges shall cover all costs incurred by Metro-INET in providing these services to the non-member. The Board shall have authority to negotiate and enter into contracts with non-members receiving Class 3 Charges.

Section 9.6. Special Financial Assistance from Members. It is anticipated that certain Members may be in a position to extend special financial assistance to Metro-INET in the form of grants, or other in-kind payments including use of facilities or other infrastructure deemed beneficial to Metro-INET. The Board shall credit any such in-kind payment against any charges

which the granting Member would otherwise have to pay. The Board may also enter into an agreement, as a condition to any such grant, that it will credit all or a portion of such grant towards charges which have been made or in the future may be made against one or more specified Members.

Section 9.7. Expenditures. Board funds may be expended by the Board in accordance with procedures established by law for the expenditure of funds by cities. Orders, checks, drafts and other legal instruments shall be signed by the chair or vice-chair and countersigned by the secretary or such other person as shall be designated by the Board.

Section 9.8. Contracts. Contracts shall be let and purchases shall be made in accordance with the legal requirements applicable to contracts and purchases by Minnesota cities.

ARTICLE X WITHDRAWAL

Section 10.1. Notice of Withdrawal. Any Member may at any time prior to June 1 of a given year, give written notice of withdrawal from Metro-INET. Written notice of withdrawal submitted prior to June 1 shall be a timely withdrawal and the Member shall not be responsible for its share of the next year's budget not already made the obligation of the Member by a prior, multi-year budget commitment approved by the Board. The withdrawing Member's financial obligation prior to withdrawal upon timely notice will be based on the Class 1, 2 and 3 Charges outstanding for the remainder of the calendar year and additional years for which the Board committed Metro-INET to such financial obligation while the Member was with Metro-INET as a Member. In such case the Member shall be responsible for the net present value of its a pro rata share of such commitment. Written notice of withdrawal after June 1, shall be untimely for purposes of withdrawal prior to the next calendar year but shall serve as notice for withdrawal effective the year following. A Member's nonpayment of charges as set forth herein or its failure to comply with Metro-INET operational security requirements or other policy prescribed by the Board, without cure after written notice and a reasonable time to cure, shall constitute the Member's notice of withdrawal from Metro-INET as determined by the Board pursuant to Section 4.8 at a regular or special meeting. All Member withdrawals shall take effect at the end of the applicable fiscal year, unless otherwise provided by the Board.

Section 10.2. Claim to Assets upon Withdrawal. A Member's withdrawal from Metro-INET at a time when such withdrawal does not result in dissolution of the organization shall forfeit the Member's claim to any assets of the organization except that it shall have access to any software developed for its use while it was a Member in accordance with and subject to the provisions of Article XIII, Section 13.5(b).

Section 10.3. Financial Obligations upon Withdrawal. Upon withdrawal the Member shall continue to be responsible (1) for all of its prorated share of any unpaid Class 2 Charges; (2) for its share of Class 1 Charges to the effective date of withdrawal; (3) for its share of any Class 3 Charges to the effective date of withdrawal; and (4) for any contractual obligations it has separately incurred with Metro-INET.

629 **Section 10.4. Financial Obligations prior to Withdrawal.** A Member who has not given
630 notice of withdrawal on or before June 1 of a given year is obligated for the budgeted revenues
631 and the cost sharing charges fixed by the Board for the ensuing fiscal year in accordance with
632 Article IX.

633
634 **ARTICLE XI**
635 **ASSOCIATES**
636

637 **Section 11.1. Associates.** It is understood that certain LGUs may desire to enter into a
638 contractual arrangement with Metro-INET for limited IT Services. Such LGUs may affiliate with
639 Metro-INET as “Associates.”

640
641 **Section 11.2. Admission of Associates.** An LGU desiring to become an Associate may do
642 so in the same manner as is applicable to becoming a Member, except as otherwise provided in
643 this Article.

644
645 **Section 11.3. Confirmation of Associate Status.** At the time of joining Metro-INET as
646 an Associate, the LGU shall indicate in writing that it is not joining as a Member but as an
647 Associate.

648
649 **Section 11.4. Appointment of Director and Alternate Director.** An Associate may
650 appoint a Director and an Alternate Director to the Board but such Director (or Alternate) shall be
651 without voting power, shall not be eligible to serve as an officer and shall not be counted for
652 quorum purposes.

653
654 **Section 11.5. Charges.** The Board shall establish the charges to be paid by Associates and
655 for that purpose it may classify Associates in accordance with their varying circumstances.

656
657 **Section 11.6. Application to Become a Member.** An Associate may apply for
658 membership status and become a Member upon the requisite vote as required in Article III, Section
659 3.5.

660
661 **Section 11.7. Notice of Withdrawal as Associate.** An Associate may discontinue its
662 association with Metro-INET at any time by giving written notice of withdrawal to the secretary.
663 Withdrawal shall not relieve such withdrawing Associate from its obligation to pay any charges
664 which the Associate has incurred up to the time of withdrawal.

665
666 **ARTICLE XII**
667 **DISSOLUTION**
668

669 **Section 12.1. Dissolution.** Metro-INET shall be dissolved whenever: (1) the total number
670 of remaining Members is less than five; or (2) by two-thirds of the votes represented by all
671 Members of the Board.

673 **Section 12.2. Effectuation of Dissolution.** In the event of dissolution, the Board shall
674 determine the measures necessary to effectuate the dissolution and shall provide for the taking of
675 such measures as promptly as circumstances permit and subject to the provisions of this JPA.
676

677 **Section 12.3. Distribution of Assets and Payment of Outstanding Obligations.** Upon
678 dissolution, the remaining assets of Metro-INET and payment of all of its outstanding obligations,
679 the remaining assets of Metro-INET shall be distributed among the then existing Members in
680 proportion to their contributions, as determined by the Board.
681

682 **Section 12.4. Allocation of Deficit.** If, upon dissolution, there is an organizational deficit,
683 such deficit shall be charged to and paid by the Members on a pro rata basis, based upon the Class
684 1 and 2 Charges incurred by such Members during the two years preceding the event which gave
685 rise to the dissolution.
686

687 **Section 12.5. Distribution of Computer Software.** In the event of dissolution the
688 following provisions shall govern the distribution of computer software owned by or licensed to
689 Metro-INET:
690

- 691 (a) All such software shall be an asset of Metro-INET.
- 692
- 693 (b) A Member or former Member may use (but may not authorize reuse by others) any
694 software developed during its membership upon (1) paying any unpaid sums due
695 Metro-INET; (2) paying the costs of taking such software; and (3) complying with
696 reasonable rules and regulations of the Board relating to the taking and use of such
697 software. Such rules and regulations may include a reasonable time within which
698 such software must be taken by any Member or former Member desiring to do so.
699

700 **ARTICLE XIII** 701 **INDEMNIFICATION** 702

703 **Section 13.1. Cooperative Activity of Single Governmental Unit.** Metro-INET shall be
704 considered a separate and distinct public entity to which the Members have transferred all
705 responsibility and control for actions taken pursuant to this JPA. To the fullest extent permitted by
706 law, actions by the Members pursuant to this JPA are intended to be and shall be construed as a
707 “cooperative activity” and it is the intent of the Members that they shall be deemed a “single
708 governmental unit” for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59,
709 subdivision 1a (a); provided further that for purposes of that statute, each Member expressly
710 declines responsibility for the acts or omissions of the other party. The Members are not liable for
711 the acts or omissions of the other Members except to the extent to which they have agreed in
712 writing to be responsible.

713 **Section 13.2. Indemnification.** Metro-INET shall defend, indemnify and hold harmless
714 the Members against all claims, losses, liabilities, suits, judgments, costs and expenses arising out
715 of action or inaction of the Board, its Directors or Alternates, the Fiscal Agent, the executive
716 director and other employees or agents of Metro-INET pursuant to this JPA. Metro-INET shall
717 defend and indemnify the employees of any Member acting pursuant to the JPA except for any act
718 or omission for which the Member’s employee is guilty of malfeasance, willful neglect of duty or

bad faith. A Member shall defend, indemnify and hold harmless Metro-INET against all claims, losses, liabilities, suits, judgments, costs, and expenses arising out of action or inaction of the Member regarding the Member's Data. This JPA to defend and indemnify does not constitute a waiver by Metro-INET or any Member of the limitations on liability provided by Minnesota Statutes, Chapter 466.

ARTICLE XIV AMENDMENT

Section 14.1. Amendment of JPA. This JPA sets forth all understandings of the Members. All prior agreements, understandings, representations whether consistent or inconsistent, verbal or written, concerning this JPA, are merged into and superseded by this written JPA. No modification or amendment to the JPA shall be binding unless all Members agree in writing to the proposed change or amendment.

ARTICLE XV MISCELLANEOUS

Section 15.1. Data Practices. The Members agree to comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data created, collected, received, stored, used, maintained or disseminated by Metro-INET. If a Member receives a request to release the data referred to in this section, it must immediately notify the executive director. The executive director will give the Member who has received the data request instructions concerning the release of the data to the requester before the data is released.

Section 15.2. Audit. The books, records and documents relevant to this JPA are subject to audit by the Members and the State of Minnesota at reasonable times upon written notice.

Section 15.3. Counterparts. This JPA may be executed simultaneously in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

Section 15.4. Headings. The subject headings of the sections and subsections of the JPA are included for purposes of convenience only, and shall not affect the construction of interpretation of any of its provisions.

Section 15.5. Severability. In case any one or more of the provisions of this JPA shall be invalid, illegal, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this JPA will not in any way be affected or impaired thereby.

Section 15.6. Applicable Law. This JPA shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this JPA shall be heard in Minnesota state district or courts with the venue being in Ramsey County, and the Members waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

757 **ARTICLE XVI**
758 **DURATION**

759
760 **Section 16.1. Term.** This JPA shall continue in effect indefinitely until terminated in
761 accordance with its terms.
762

IN WITNESS WHEREOF, the undersigned local governmental unit has caused this JPA
to be signed and delivered on its behalf.

(Name of LGU)

By: _____

Its: _____

By: _____

Its: _____

Dated: _____, 20____.

RESOLUTION NO. 25-11-117

A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM CONNEXUS ENERGY FOR A DONATION TO THE 9TH ANNUAL TREE LIGHTING CEREMONY AT RAILROAD PARK ON DECEMBER 6TH, 2025

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

WHEREAS, the following persons and entities have offered to donate \$500 to the City of Wyoming 9th Annual Tree Lighting Ceremony.

<u>Name of Donor</u>	<u>Value</u>
Connexus Energy	\$500.00

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

THEREFORE, BE IT RESOLVED, the City of Wyoming accepts the donation from Connexus Energy and acknowledge the value of the donation at \$500.00.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 18TH DAY OF NOVEMBER, 2025.

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator

RESOLUTION NO. 25-11-118

A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM FOREST LAKE AREA HIGH SCHOOL OF MR AND MRS KLAUS CHAIRS AT THE 9TH ANNUAL TREE LIGHTING CEREMONY AT RAILROAD PARK IN AN ESTIMATED VALUE AMOUNT OF \$200.00

WHEREAS, The City of Wyoming is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to donate two large chairs for the Tree lighting Ceremony at Railroad Park:

<u>Name of Donor</u>	<u>Amount</u>
Forest Lake Area High School	\$200.00

WHEREAS, All such donations have been contributed to assist in enhancing the city's establishments and recreational facilities; and

WHEREAS, The City of Wyoming values the value of the chair rentals at \$200.00.

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

THEREFORE, BE IT RESOLVED, The City of Wyoming accepts the donation from Forest Lake Area High School and acknowledge the value of the donation at \$200.00

HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 18TH DAY OF NOVEMBER, 2025.

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator

RESOLUTION NO. 25-11-119

**A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM DUKE RENTALS
FOR A DONATION TO THE 9TH ANNUAL TREE LIGHTING CEREMONY AT
RAILROAD PARK ON DECEMBER 6TH, 2025**

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

WHEREAS, the following persons and entities have offered the use of their boom truck for a week without charge for the City of Wyoming 9th Annual Tree Lighting Ceremony.

<u>Name of Donor</u>	<u>Value</u>
Duke Rentals	\$2,490.00

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

THEREFORE, BE IT RESOLVED, the City of Wyoming accepts the donation from Duke Rentals and acknowledge the value of the donation at \$2,490.00.

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 18TH DAY OF NOVEMBER, 2025.**

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator

RESOLUTION NO. 25-11-120

**A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM WSB
ENGINEERING FOR A DONATION TO THE 9TH ANNUAL TREE LIGHTING
CEREMONY AT RAILROAD PARK ON DECEMBER 6th, 2025**

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

WHEREAS, the following persons and entities have offered to donate \$500 to the City of Wyoming 9th Annual Tree Lighting Ceremony.

<u>Name of Donor</u>	<u>Value</u>
WSB Engineering	\$500.00

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

THEREFORE, BE IT RESOLVED, the City of Wyoming accepts the donation from WSB Engineering and acknowledge the value of the donation at \$500.00.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 18th DAY
OF NOVEMBER, 2025.**

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator



Request for Council Action

Date: November 14, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: 2026 Licenses

Method: Consent

Background Information:

The Minnesota Department of Public Safety Alcohol and Gambling Enforcement and the City of Wyoming requires that each establishment wishing to sell alcohol On-Sale and Off-Sale within the City renew their license on an annual basis. Additionally, the City of Wyoming requires that establishments wishing to sell tobacco products and tobacco related items, waste hauling providers, and massage therapists/occupancies within the City renew their license on an annual basis.

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

Recommended action: Conditionally approve **Resolution 25-11-121** a resolution conditionally approving the issuance of various On-sale and Off-sale Liquor Licenses and **Resolution 25-11-122** a resolution conditionally approving the issuance of various Tobacco, Waste Hauler, and Massage Therapist/Occupancy licenses in the City of Wyoming for the year 2026.

BUSINESS	LICENSE
THE LIQUOR WORKS	Liquor/Tobacco
COUNTY LINE LIQUOR	Liquor/Tobacco
RICK'S LIQUOR	Liquor/Tobacco
CORNERSTONE PUB & PRIME	Liquor/Tobacco
SPEEDWAY SUPER AMERICA	Liquor/Tobacco
HOLIDAY #3550	Liquor/Tobacco
SPLITROCKS	Liquor
BRUCES FOODS	Tobacco
CASEY'S GENERAL STORE	Tobacco
WYOMING SMOKE SHOP	Tobacco
HOLIDAY #294	Tobacco
GENE'S DISPOSAL SERVICE	Waste Hauler
ACE SOLID WASTE	Waste Hauler
LEPAGE & SONS	Waste Hauler
WASTE MANAGEMENT	Waste Hauler
CHISAGO LAKES SANITATION, LLC	Waste Hauler

RESOLUTION NO. 25-11-121

RESOLUTION CONDITIONALLY APPROVING THE ISSUANCE OF VARIOUS ON-SALE, OFF-SALE, AND COMBINATION LIQUOR LICENSES IN THE CITY OF WYOMING FOR THE YEAR 2026.

WHEREAS, the Minnesota Department of Public Safety Alcohol and Gambling Enforcement and the City of Wyoming requires that each establishment wishing to sell liquor On-Sale and Off-Sale within the City renew their license on an annual basis; and

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

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

THEREFORE, BE IT RESOLVED that the Wyoming City Council approve Liquor license renewal for one year for the following businesses to operate as follows:

1. County Line Liquor, Inc. (dba **County Line Liquor**) 6589 Lake Blvd., Forest Lake, MN 55025
Off-Sale License
2. Split Rocks, LLC. (dba **Split Rocks**) 5063 – 273rd Street, Wyoming, MN 55092
On-Sale License – Sunday
3. Wyoming Liquors Store, LLC. (dba **Rick's Liquor**) 26687 Forest Blvd, Wyoming, MN 55092
Off-Sale License
4. Whittaker, LLC. (dba **Liquor Works**) 26713 Faxon Ave, Wyoming, MN 55092
Off-Sale License
5. Jokama, Inc. (dba **Wyoming Holiday #3550**) 26720 Kettle River Blvd, Wyoming, MN 55092
Off-Sale License
6. Northern Tier Retail, LLC, (dba **Speedway #4543**) 24203 Greenway Ave, Forest Lake, MN 55025
Off Sale License

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

THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE 18TH DAY OF NOVEMBER, 2025.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

RESOLUTION NO. 25-11-122

**RESOLUTION CONDITIONALLY APPROVING THE ISSUANCE OF VARIOUS
TOBACCO, WASTE HAULER, AND MASSAGE OCCUPANCY LICENSES IN THE
CITY OF WYOMING FOR THE YEAR 2026**

WHEREAS, the City of Wyoming requires that each establishment wishing to sell Tobacco Products and Tobacco related items, Waste Haulers, and Massage Occupancy/Therapists within the City renew their license on an annual basis; and

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

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

THEREFORE, BE IT RESOLVED that the Wyoming City Council conditionally approve Vendor license renewal for the year 2024 for the businesses to operate as follows on the attached sheet once they have submitted all necessary payment and forms.

BE IT FURTHER RESOLVED that the City Administrator is hereby directed to complete the applications and submit them for processing.

**THIS RESOLUTION WAS ADOPTED BY THE CITY COUNCIL OF THE CITY OF
WYOMING ON THE 18TH DAY OF NOVEMBER, 2025.**

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

Business	Address	License Type
Ace Solid Waste	6601 McKinley St. NW Ramsey, MN 55303	Waste Hauler
Chisago lakes Sanitation, LLC	9689 Stacy Trail, Chisago City, MN 55013	Waste Hauler
Curbside Waste	18150 118 th Ave N. Dayton, MN 55369	Waste Hauler
Gene's Disposal	5661 152 nd Street N. Hugo, MN 55038	Waste Hauler
LePage & Sons	23602 University Avenue NW. Bethel, MN 55005	Waste Hauler
Republic Services	8661 Rendova St NE. Blaine, MN 55014	Waste Hauler
Casey's	5321 Wyoming Trail, Wyoming, MN 55092	Tobacco
County Line Liquor	6589 Lake Blvd. Forest Lake, MN 55025	Tobacco
Holiday #3550	26720 Kettle River Blvd, Wyoming, MN 55092	Tobacco
Liquor Works	26713 Faxton Ave, Wyoming, MN 55092	Tobacco
Rick's Liquor	26687 Forest Blvd, Wyoming, MN 55092	Tobacco
Speedway #4543	24203 Greenway Ave, Forest Lake, MN 55025	Tobacco
Wyoming Smoke Shop	5211 East Viking Blvd. Wyoming, MN 55092	Tobacco
Danielle Engbrecht	26699 Faxton Ave. Wyoming, MN 55092	Massage Therapist
Healing Touch	26338 Finley Ave. Wyoming, MN 55092	Massage Therapist
His & Her's Hair Co	26699 Faxton Ave. Wyoming, MN 55092	Massage Occupancy
Lisa Hast	26699 Faxton Ave. Wyoming, MN 55092	Massage Therapist
Silver Pine Body Works	24700 Hazel Ave. Forest Lake, MN 5025	Massage Therapist



November 12, 2025

Re: Public Safety Activity Report – November 18, 2025, City Council Meeting

Police Update

Stuff the Squad

We are planning to hold our annual “Stuff the Squad” fundraiser for Family Pathways, pending council approval at the next meeting. This community event is held the day before Thanksgiving (one of the busiest grocery shopping days of the year) and helps collect food donations for our local food shelf. The event will once again be hosted at Bruce’s Foods, and we greatly appreciate their continued partnership and support in making this effort a success for families in need.

Fire Update

Firefighter Applications Increased

We currently have 11 applications pending for the paid-on-call firefighter positions. Deputy Chief Hastings has been coordinating the marketing and hiring efforts for this recruitment cycle. This represents the highest number of applicants we’ve received in several years. We’re reviewing the campaign to identify which outreach strategies contributed to this success, to help guide future recruitment efforts.

Upcoming Community Outreach Events

November 26, 2025 – Stuff the Squad @ Bruce’s Food for Family Pathways

December 6, 2025 – Anonymous Santa Event with Wyoming Fire Department

January 21, 2026, from 8:00 AM – 10:00 AM – Coffee with a Cop, McDonalds

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

www.eckberglammers.com

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

Writer's Email:
tloonan@eckberglammers.com

November 11, 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 – October 31 - November 11

Dear Robb:

Our office continues our role as general counsel, answering questions, addressing legal concerns, and reviewing items for the City as requested. We are assisting the city with land use disputes and advising related to on going real estate and zoning matters.

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

.....
November 14, 2025

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

Re: November 18, 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

The project is substantially complete. The assessment hearing was held on October 21st. A second and final pay voucher with corresponding contract closeout documents will be brought to the City when punch list items are complete. Property owners have a short amount of time to pay off their assessment prior to City staff certifying the assessment roll with Chisago County.

2024 Street Improvement Project

The project is substantially complete. The contractor will need to complete punch list items prior to contract closeout. The assessment hearing was held on November 4th. Excessive weed growth along 258th Street and a couple of other spots has been completed. Dormant seeding along 258th and other areas has been completed. Once the 30-day assessment payment period ends, city staff will certify the assessment roll with Chisago County.

2026 Street Improvement Project

After receiving authorization to proceed with the feasibility study, staff have sent a letter notifying residents and school district of the project, we met with public works to discuss scope, complete aerial drone survey and pavement coring, and hiring a company to televise the sanitary sewer and storm sewer. Once we have all of the information gathering portions of the project complete, we set up our first neighborhood informational meeting. A tentative schedule is shown below:

Wyoming - 2026 Street Improvement Project	
Task	Action Dates
Feasibility Study Ordered	October 7, 2025
1st Public Informational Meeting	December 10, 2025
Receive Feasibility Study / Set Hearing	December 16, 2025
2nd Public Informational Meeting	January 7, 2026
Public Hearing -Order Plans and Specifications	January 20, 2026
Approve Plans and Specifications and Order Ad for Bid	March 3, 2026
Receive Bids	April 1, 2026
Award Contract	April 7, 2026
Begin Construction	Summer 2026
Final Completion	Fall 2026
Public Hearing - Assessment Hearing	Fall 2026

Katies Glen

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

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)

The residential portion of the development is on hold. The property owners we have been working with have submitted different ideas on how to serve the property and how they would access the commercial portion of the site. The County has also developed another East Viking Boulevard and Kettle River Boulevard concept based on these new considerations. This concept has been submitted to MNDOT to get their feedback.

Summer Fields Development

A preconstruction meeting was held for grading only. This is consistent with previously approved preliminary plat with the developer posting a letter of credit for this work. This work is intended to be completed later fall early winter. The applicant will be applying for final plat in the coming weeks and will begin utility and street construction in the spring. We are designing the lift station and installation of a generator at lift station 9. Plans are at 90% with public works staff currently reviewing.

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



November 10, 2025

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

RE: November 18, 2025 City Council Meeting

Public Works Department Activity

- Fall Street Sweeping is ongoing as weather allows
- Late season pothole patching in problem areas
- Continued maintenance activities on Kettle River Blvd as result of Pinehaven/Great Pumpkin Walk/Dead End Hayride. Activities should be greatly reduced now that these events have ended.
- Pumped out non-draining fire hydrants in preparation for freezing weather
- 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
- Sign maintenance is underway, daylighting signage that was previously blocked by tree limbs or branches, installing new cross walk signs at newly installed cross walks & replacing signposts/blade holders that had met their useful life
- Responded to resident contacts
- Ongoing work order completion
- Routine safety checks were conducted throughout the department including eye wash stations, fire extinguishers and climbing equipment

Streets:

- Final grading of the season is underway on our gravel roads

Utilities:

The crew completed utility locates in the city. Meter installs as they come through. Fall has arrived and we are beginning to see a slowdown in locate requests, meter drop offs, and inspections.

- **Sanitary Sewer**

Staff continue to check lift stations & generators during daily rounds. Lift station equipment

PUBLIC WORKS

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

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

inspections and maintenance is ongoing. Replaced out-of-date batteries at lift station generators as we head into cold season and need the generators to start when needed

- **Water:**

Continued water testing and monitoring the city's water distribution system. Continued exercising of Well 3. Hydrant painting for 2025 is complete. Fluoride report was completed and submitted.

Surface/Storm Water:

Fall Street Sweeping is underway. Working with Comfort Lake Forest Lake Watershed District on an Enhanced Street Sweeping program for 2026. Restoration of storm sewer outfall adjacent to Hawk Meadows Park is complete.

Parks:

Trash pick-up as needed. Installed accessible tables at Lion's & Goodview parks. Playground inspections and maintenance are ongoing. Sealing dasher boards at Swenson Park hockey rink has been completed. This will help with flooding operations and warmer days.

Fleet:

Regular maintenance of vehicles is ongoing. Disposed of 2008 Mack dump truck with snow and ice control equipment for \$37,500. Our 2014 Ford F-350 utility truck equipped with a crane did not meet reserve again and has been brought back to town pending further assessment. All vehicles & equipment are receiving regularly scheduled maintenance at manufacturers' recommended intervals. Snowplow equipment has had annual maintenance and commercial vehicle inspection completed.

Respectfully submitted,
Steve Reeves
Public Works Superintendent



3rd Quarter Report

City of Wyoming
Wyoming, Minnesota

As of September 30, 2025



Edina Office
5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

October 30, 2025

ACCOUNTANT'S COMPILATION REPORT

Honorable Mayor and City Council
City of Wyoming
Wyoming, Minnesota

We have compiled the accompanying statement of revenues and expenditures for the General Fund and statements of revenues and expenses for the enterprise funds of the City of Wyoming as of September 30, 2025 for the quarter then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the City's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sincerely,

Abdo Financial Solutions

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

October 30, 2025

Honorable Mayor and City Council
City of Wyoming
Wyoming, Minnesota

Dear Honorable Mayor and City Council:

We have reconciled all bank accounts through September 30, 2025 and reviewed activity in all funds. The following is a summary of our observations. All information presented is unaudited.

Cash and Investments

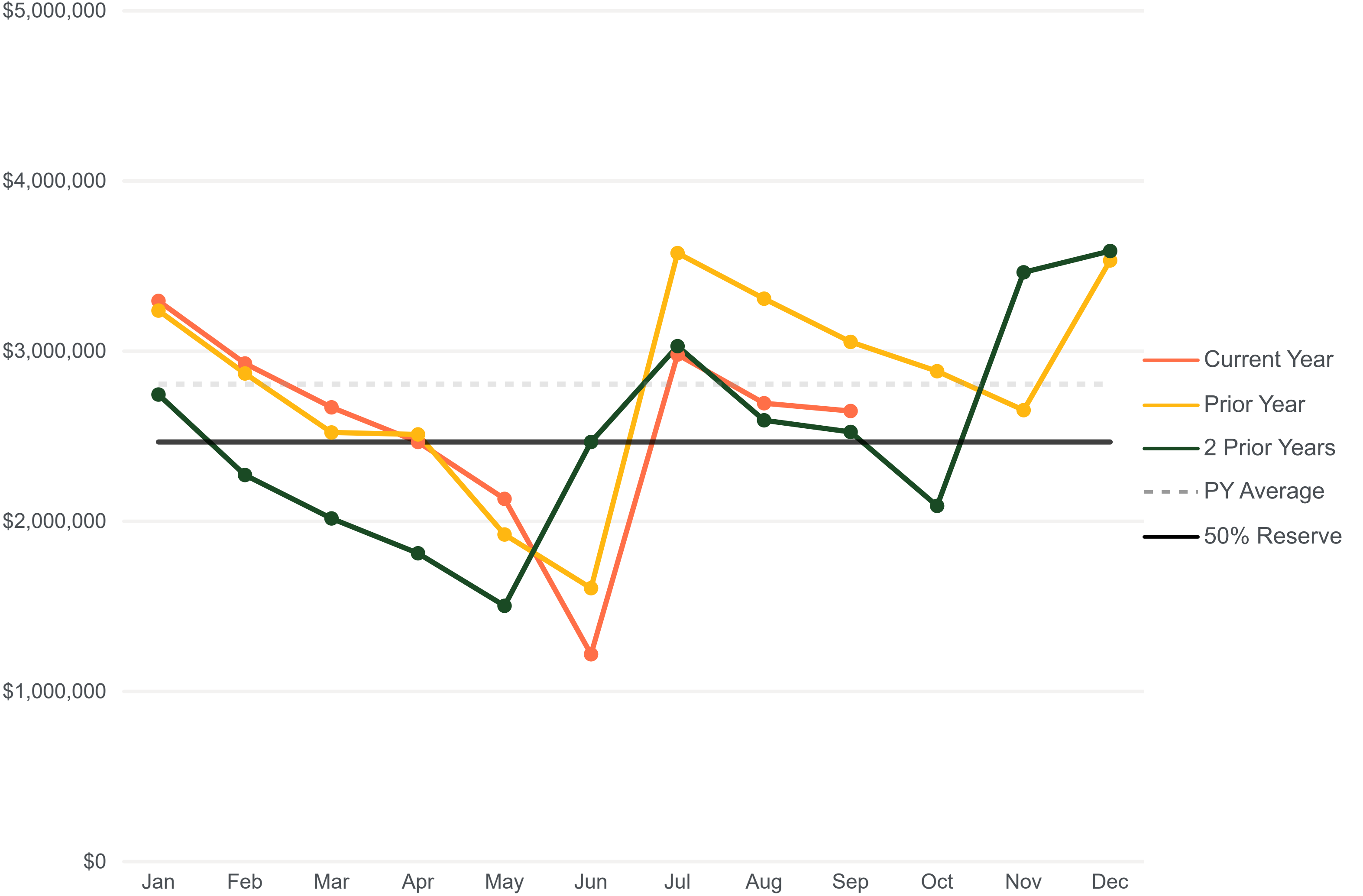
The City's cash and investment balances are as follows:

	09/30/2025	12/31/2024	Increase/ (Decrease)
Checking and Savings	\$ 3,744,215	\$ 5,296,439	\$ (1,552,224)
Investments (at Market Value)	12,012,820	11,748,828	263,992
Total Cash and Investments	\$ 15,757,035	\$ 17,045,267	\$ (1,288,232)

The investment type is as follows:

	09/30/2025	12/31/2024	Increase/ (Decrease)
Checking and Savings	\$ 3,246,163	\$ 4,802,395	\$ (1,556,232)
Money Market	2,197,787	2,252,454	(54,667)
Bank CD	498,052	494,044	4,008
Government Securities	9,398,767	8,722,839	675,928
Municipal Securities	416,266	773,535	(357,269)
Total Investments	\$ 15,757,035	\$ 17,045,267	\$ (1,288,232)

General Fund Cash Balances



Current short-term rates being offered by financial institutions have increased over the last two years as evidenced by the table of U.S. Treasury rates below. The U.S. Treasury rates provide a benchmark perspective for rate of return.

Treasury Yield

	1 mo	3 mo	6 mo	1 yr	2 yr	3 yr	5 yr	7 yr	10 yr
6/28/2019	2.18	2.12	2.09	1.92	1.75	1.71	1.76	1.87	2.00
9/30/2019	1.91	1.88	1.83	1.75	1.63	1.56	1.55	1.62	1.68
12/31/2019	1.48	1.55	1.60	1.59	1.58	1.62	1.69	1.83	1.92
3/31/2020	0.05	0.11	0.15	0.17	0.23	0.29	0.37	0.55	0.70
6/30/2020	0.13	0.16	0.18	0.16	0.16	0.18	0.29	0.49	0.66
9/30/2020	0.08	0.10	0.11	0.12	0.13	0.16	0.28	0.47	0.69
12/31/2020	0.08	0.08	0.09	0.09	0.10	0.13	0.17	0.36	0.65
3/31/2021	0.01	0.01	0.03	0.05	0.07	0.16	0.35	0.92	1.40
6/30/2021	0.05	0.05	0.06	0.07	0.25	0.46	0.87	1.21	1.45
9/30/2021	0.07	0.04	0.05	0.09	0.28	0.53	0.98	1.32	1.52
12/31/2021	0.06	0.06	0.19	0.39	0.73	0.97	1.26	1.44	1.52
3/31/2022	0.17	0.52	1.06	1.63	2.28	2.45	2.42	2.40	2.32
6/30/2022	1.28	1.72	2.51	2.80	2.92	2.99	3.01	3.04	2.98
9/30/2022	2.79	3.33	3.92	4.05	4.22	4.25	4.06	3.97	3.83
12/30/2022	4.12	4.42	4.76	4.73	4.41	4.22	3.99	3.96	3.88
3/31/2023	4.74	4.85	4.94	4.64	4.06	3.81	3.60	3.55	3.48
6/30/2023	5.24	5.43	5.47	5.40	4.87	4.49	4.13	3.97	3.81
9/30/2023	5.55	5.55	5.53	5.46	5.03	4.80	4.60	4.61	4.59
12/31/2023	5.60	5.40	5.26	4.79	4.23	4.01	3.84	3.88	3.88
3/31/2024	5.49	5.46	5.38	5.03	4.59	4.40	4.21	4.20	4.20
6/30/2024	5.47	5.48	5.33	5.09	4.71	4.53	4.33	4.33	4.36
9/30/2024	4.93	4.73	4.38	3.98	3.66	3.58	3.58	3.67	3.81
12/31/2024	4.40	4.37	4.24	4.16	4.25	4.27	4.38	4.48	4.58
3/31/2025	4.38	4.32	4.23	4.03	3.89	3.89	3.96	4.09	4.23
6/30/2025	4.28	4.41	4.29	3.96	3.72	3.68	3.79	3.98	4.24
9/30/2025	4.20	4.02	3.83	3.68	3.60	3.61	3.74	3.93	4.16

* * * * *

This information is unaudited and is intended solely for the information and use of management and City Council and is not intended and should not be used by anyone other than these specified parties.

If you have any questions or wish to discuss any of the items contained in this letter or the attachments, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

Sincerely,

ABDO FINANCIAL SOLUTIONS

City of Wyoming, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
General Fund (Unaudited)
For the Nine Months Ended September 30, 2025

	2025 Annual Budget	YTD Budget 9/30/2025	YTD Actual Thru 9/30/2025	Variance - Favorable (Unfavorable)	Percent Received or Expended Based on Budget Thru September	
☐ Revenues						
☐ Taxes	\$ 4,457,133	\$ 3,342,850	\$ 2,432,276	\$ (910,574)	72.76%	↓ ①
☐ Cable Franchise Fees	40,000	30,000	30,767	767	102.56%	→
☐ Licenses and Permits	158,500	118,875	244,637	125,762	205.79%	↑ ②
☐ Intergovernmental	162,500	121,875	255,490	133,615	209.63%	↑ ③
☐ Charges for Services	9,000	6,750	3,753	(2,997)	55.60%	↓
☐ Fines and Forfeitures	10,000	7,500	7,916	416	105.55%	→
☐ Interest on Investments	40,000	30,000	105,713	75,713	352.38%	↑ ④
☐ Miscellaneous	45,000	33,750	54,191	20,441	160.57%	↑ ⑤
Total Revenues	\$ 4,922,133	\$ 3,691,600	\$ 3,134,743	\$ (556,857)	84.92%	↓
☐ Expenditures						
☐ General Government	\$ 7,060	\$ 5,295	\$ 3,388	\$ 1,907	63.98%	↑
☐ City Clerk Office	571,301	428,476	393,613	34,863	91.86%	→
☐ Financial Administration	176,110	132,083	142,891	(10,808)	108.18%	→
☐ Planning and Zoning	61,065	45,799	48,561	(2,762)	106.03%	→
☐ Police	2,092,851	1,569,636	1,598,124	(28,488)	101.81%	→
☐ Building Inspection	270,658	202,994	160,655	42,339	79.14%	↑ ⑥
☐ Streets and Highways	968,997	726,748	762,821	(36,073)	104.96%	→
☐ Parks	218,335	163,751	154,255	9,496	94.20%	→
☐ Library	45,150	33,863	30,665	3,198	90.56%	→
☐ Fire	510,606	382,955	310,931	72,024	81.19%	↑
Total Expenditures	\$ 4,922,133	\$ 3,691,600	\$ 3,605,904	\$ 85,696	97.68%	→
☐ Other Financing Sources (Uses)						
☐ Transfer In	\$	\$	\$ (14,974)	\$ 14,974	0.00%	→
☐ Transfer Out			561,994	(561,994)	0.00%	→ ⑦
Other Financing Sources (Uses) Total	\$	\$	\$ 547,020	\$ (547,020)	0.00%	→
Total	\$ 0	\$ 0	\$ (1,018,181)	\$ (1,018,181)		

Arrows represent the variance as a % of YTD Budget: Red: < -10%, Yellow: -10% to 10%, Green > 10%

Explanation of Items Percentage Received/Expended Less than
80% or Greater than 120% and \$ Variance Greater than \$15,000.

Number Comment
▲

①	Variance due to property taxes typically received in July and December.
②	Favorable variance due to increase in building and driveway permits, including a larger receipt of \$44,000.
③	Favorable variance due to receiving more Police State Aid and Fire State Aid than budgeted for.
④	Favorable variance due to investment market for 2025.
⑤	Claim on Vac Con in current year for \$27K.
⑥	Variance due to demand for building inspections and wage distribution coding
⑦	Transfer of funds from general fund to capital fund per Resolution 25-06-49.

City of Wyoming, Minnesota
Unaudited Cash Balances by Fund
September 30, 2024, December 31, 2024 and September 30, 2025

	PY Quarter Balance 9/30/2024	PY Ending Balance 12/31/2024	Quarter Ending Balance 9/30/2025	YTD Change 9/30/2025	YTD Change % 9/30/2025	
⊕ 101 General Fund	\$ 3,078,913	\$ 3,367,927	\$ 2,672,380	\$ (695,547)	-20.65%	①
⊕ 201 Police Forfeiture	23,163	22,678	23,514	836	3.69%	
⊕ 202 Police Impounds & Tows	30,536	32,044	34,320	2,276	7.10%	
⊕ 205 Police Department Donations	9,092	9,089	10,446	1,357	14.93%	
⊕ 206 Administrative Fines	1,173	270	703	433	160.37%	
⊕ 207 Ordinance Violation	25,093	25,087	22,834	(2,253)	-8.98%	
⊕ 208 Supplemental Police Fund	5,973	5,948	10,698	4,750	79.86%	
⊕ 280 EDA	192,365	195,324	203,300	7,976	4.08%	
⊕ 285 Xccent	23,392	23,386	24,470	1,084	4.64%	
⊕ 337 2009A GO Bonds	448,451	545,894	198,010	(347,884)	-63.73%	②
⊕ 338 2015A GO Bonds	404,728	546,254	325,480	(220,774)	-40.42%	②
⊕ 339 2016A GO Bonds	119,305	169,259	104,254	(65,005)	-38.41%	②
⊕ 340 2018A GO Bonds	67,699	129,767	67,736	(62,031)	-47.80%	②
⊕ 341 2020A GO Bonds	454,968	610,088	489,074	(121,014)	-19.84%	②
⊕ 342 2024A GO Bonds	0	0	(83,023)	(83,023)	0.00%	②
⊕ 370 1999C/1999D TIF	21,765	435	(7,724)	(8,159)	-1875.63%	
⊕ 401 Capital Equipment	146,865	325,520	137,935	(187,585)	-57.63%	③
⊕ 403 Equipment Fund	7,150	7,148	7,479	331	4.63%	
⊕ 404 Park Development Fund	239,940	80,654	142,162	61,508	76.26%	④
⊕ 405 Park Trail Fund	5,704	5,703	5,967	264	4.63%	
⊕ 407 MSA Funds	1,158,868	1,125,996	1,349,577	223,581	19.86%	⑤
⊕ 408 Street Replacement Fund	292,062	2,941,436	3,170,836	229,400	7.80%	⑥
⊕ 409 Capital Revolving Fund	2,344,294	2,320,455	1,915,904	(404,551)	-17.43%	⑦
⊕ 490 Gambling Proceeds	160,567	175,342	140,042	(35,300)	-20.13%	
⊕ 601 Water Fund	1,341,955	685,119	647,154	(37,965)	-5.54%	
⊕ 602 Sewer Fund	2,632,399	2,481,634	2,794,394	312,760	12.60%	⑧
⊕ 651 Surface/Storm Water Fund	716,439	793,177	894,471	101,294	12.77%	⑨
⊕ 800 Projects and Developments	352,968	379,836	414,845	35,009	9.22%	
⊕ 801 Escrow Funds (TWP)	39,797	39,797	39,797	0	0.00%	
Total	\$ 14,345,624	\$ 17,045,267	\$ 15,757,035	\$ (1,288,232)	-7.56%	

Explanation of Changes with a \$ Variance Greater than \$50,000.

Number	Comment
①	Variance due to increase in payroll expenses due to prior year vacancies and repairs/maintenance required throughout the year. Increase from prior quarter due to timing of grant and tax revenue.
②	Debt payments were made in first quarter. Offsetting revenue from property taxes will be received in December.
③	Variance due to timing of expenses: squad cars, guardian fleet, laptops, Western Star, and Veteran’s Park monument, Ford 150 purchase.
④	Variance due to Railroad Park Improvement donations.
⑤	Variance due to the receipt of Municipal State Aid (MSA) of \$83,000 in quarter 1 and favorable investment interest in 2025.
⑥	Variance due to timing of 2024 Street Project Improvement costs.
⑦	Variance due to timing of internal transfer per Resolution 25-05-40.
⑧	Variance due to collection of sewer utility revenue in Q3. Additional explanation provided on Sewer Statement of Revenues and Expenditures.
⑨	Variance due to an increase in service connections than prior year and favorable interest earnings. Additional explanation provided on Storm Water Statement of Revenues and Expenditures.

City of Wyoming, Minnesota
Schedule of Investments
For the Month Ending September 30, 2025

ATTACHMENT C

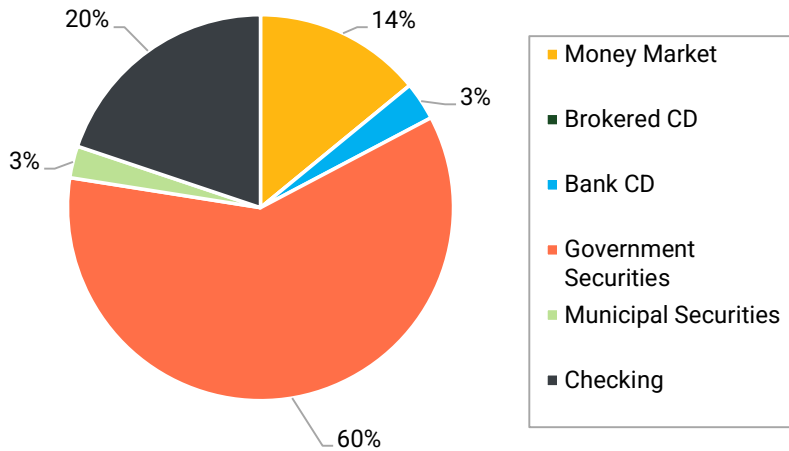
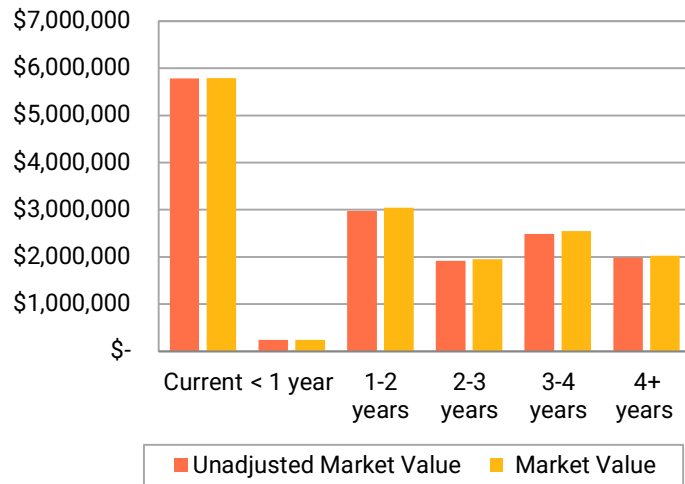
(CUSIP or Acct #)	Institution	Description	Type	Maturity Date	Market Value 1/1/2025	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted Market Value 9/30/2025	Market Value 9/30/2025	Unrealized Gain / Loss
34540-101	4M	4M General Fund	Money Market	Current	\$ 237,400.48	\$ 1,423,000.00	\$ (1,660,994.74)	\$ -	\$ 1,365.05	\$ 770.79	\$ 770.79	\$ (0.00)
34540-101	4M	4MP General Fund	Money Market	Current	2.03	-	-	-	2.03	2.03	2.03	-
35410-203	4M	203 2024A GO Improvement Bonds	Money Market	Current	1,966,702.44	-	-	-	63,561.72	2,030,264.16	2,030,264.16	-
					2,204,104.95	1,423,000.00	(1,660,994.74)	-	64,926.77	2,031,036.98	2,031,036.98	(0.00)
31846V443	PMA	First American Government - Oblig Fd Cl V #3698	Money Market	Current	48,349.58	2,088,304.38	(2,200,554.78)	228,396.37	2,254.48	166,750.03	166,750.03	0.00
	PMA	Cash	Cash	Current	-	-	-	-	-	-	-	-
3137FPJ55	PMA	F H L M C Multiclass Mtg Partn	Government Securities	07/25/25	80,238.77	73,099.18	(154,312.43)	(1,077.46)	1,077.46	(974.48)	-	974.48
3138LCU22	PMA	F N M A Partn Cert	Government Securities	01/01/26	91,948.84	-	(1,402.43)	2,174.34	2,174.34	90,546.41	91,509.74	963.33
91282CJH8	PMA	US Treasury Note	Government Securities	08/15/26	150,277.50	-	(205.04)	6,699.21	6,699.21	150,072.46	150,780.00	707.54
3138LFXK9	PMA	F N M A Partn Cert	Government Securities	10/01/26	81,368.12	-	(1,746.98)	(1,598.47)	1,598.47	79,621.14	81,029.19	1,408.05
3140LD356	PMA	F N M A Partn Cert	Government Securities	10/01/26	135,246.23	-	(1,557.07)	(1,111.90)	1,111.90	133,689.16	137,761.48	4,072.32
91282CJ66	PMA	US Treasury Note	Government Securities	10/15/26	176,071.00	-	(4,046.88)	4,046.88	4,046.88	176,071.00	176,618.75	547.75
91282CL58	PMA	US Treasury Note	Government Securities	10/31/26	99,772.00	-	(2,062.50)	2,062.50	99,772.00	100,430.00	658.00	
3137BLX60	PMA	F H L M C Multiclass Mtg Partn	Government Securities	12/25/26	97,874.00	-	(2,559.78)	2,559.78	97,874.00	99,322.00	1,448.00	
91282CM58	PMA	US Treasury Note	Government Securities	12/31/26	-	199,914.06	-	(3,756.91)	3,756.91	199,914.06	201,290.00	1,375.94
91282CZ78	PMA	US Treasury Note	Government Securities	01/31/27	141,856.50	-	(2,250.00)	2,250.00	141,856.50	145,758.00	3,901.50	
3138L8K52	PMA	F N M A Partn Cert #Am7515	Government Securities	02/01/27	194,596.00	-	(5,084.22)	5,084.22	194,596.00	198,986.00	3,790.00	
3138L6X99	PMA	Federal Natl Mtge Assn Pool #An4293	Government Securities	02/01/27	146,100.00	-	(3,721.81)	3,721.81	146,100.00	148,812.00	2,712.00	
3136AV768	PMA	F N M A Gtd R E M I C Pass Thru	Government Securities	02/25/27	78,463.78	-	(4,370.58)	(1,756.39)	74,093.20	75,778.48	1,685.28	
91282CZ89	PMA	US Treasury Note	Government Securities	02/28/27	159,137.00	-	(1,912.50)	1,912.50	159,137.00	164,063.60	4,926.60	
91282CZ53	PMA	US Treasury Note	Government Securities	08/31/27	92,325.00	-	(6,625.00)	6,625.00	92,325.00	95,609.00	3,284.00	
3137F1G44	PMA	F H L M C Multiclass Mtg Partn	Government Securities	04/25/27	150,487.95	-	(3,770.01)	3,770.01	150,487.95	153,357.00	2,869.05	
91282CZ83	PMA	US Treasury Note	Government Securities	04/30/27	91,728.00	-	(250.00)	250.00	91,728.00	95,207.00	3,479.00	
91282CZ52	PMA	US Treasury Note	Government Securities	05/31/27	114,293.75	-	(312.50)	312.50	114,293.75	118,701.25	4,407.50	
3137FAWS3	PMA	F H L M C Multiclass Mtg Partn	Government Securities	07/25/27	144,949.50	-	(3,593.34)	3,593.34	144,949.50	148,042.50	3,093.00	
3137FBAJ5	PMA	F H L M C Multiclass Mtg Partn	Government Securities	08/25/27	48,274.00	-	(1,230.39)	1,230.39	48,274.00	49,358.00	1,084.00	
91282CA44	PMA	US Treasury Note	Government Securities	09/01/27	54,360.00	-	(800.00)	800.00	54,360.00	56,551.20	2,191.20	
3138LJ73	PMA	F N M A Partn Cert	Government Securities	09/01/27	94,453.27	-	(1,386.33)	(2,119.25)	93,066.94	95,284.63	2,217.69	
3137F7Z80	PMA	F H L M C Multiclass Mtg Partn	Government Securities	09/25/27	138,121.50	-	(1,653.75)	1,653.75	138,121.50	143,082.00	4,960.50	
3137FMD74	PMA	F H L M C Multiclass Mtg Partn	Government Securities	09/25/27	65,938.68	-	(19,815.20)	(1,268.02)	46,123.48	47,533.83	1,410.35	
3137FBU79	PMA	F H L M C Multiclass Mtg Partn	Government Securities	09/25/27	95,638.96	-	(1,516.83)	(2,353.79)	94,122.13	96,239.81	2,117.68	
3135G05Y5	PMA	F N M A	Government Securities	10/08/27	45,377.50	-	(187.50)	187.50	45,377.50	47,250.00	1,872.50	
91282CFU0	PMA	US Treasury Note	Government Securities	10/31/27	199,210.00	-	(4,125.00)	4,125.00	199,210.00	202,032.00	2,822.00	
3137FCJ11	PMA	F H L M C Multiclass Mtg Partn	Government Securities	11/25/27	144,810.00	-	(3,696.75)	3,696.75	144,810.00	148,092.00	3,272.00	
3137FCLD4	PMA	F H L M C Multiclass Mtg Partn	Government Securities	11/25/27	144,621.00	-	(3,715.92)	3,715.92	144,621.00	148,044.00	3,423.00	
3137FEBQ2	PMA	F H L M C Multiclass Mtg Partn	Government Securities	12/25/27	96,745.00	-	(728.69)	(2,583.00)	96,016.31	98,986.00	2,969.69	
91282CMF5	PMA	US Treasury Note	Government Securities	01/15/28	-	149,232.42	-	(3,152.28)	3,152.28	149,232.42	152,044.50	2,812.08
91282CGH8	PMA	US Treasury Note	Government Securities	01/31/28	195,416.00	-	(7,000.00)	7,000.00	195,416.00	199,468.00	4,052.00	
91282CGP0	PMA	US Treasury Note	Government Securities	02/29/28	173,409.25	-	(7,000.00)	7,000.00	173,409.25	176,545.25	3,136.00	
90376PDF5	PMA	Int Development Fin Corp	Government Securities	04/15/28	45,988.50	-	-	45,988.50	47,603.50	47,603.50	1,615.00	
91282CH42	PMA	US Treasury Note	Government Securities	04/30/28	-	153,468.16	-	(209.81)	209.81	153,468.16	154,552.05	1,083.89
91282CHE4	PMA	US Treasury Note	Government Securities	05/31/28	-	124,692.38	-	(371.41)	371.41	124,692.38	125,020.00	327.62
3132XGUG9	PMA	FHLMC Multiclass Mtg Partn #Wn2382	Government Securities	06/01/28	148,042.50	-	(4,394.23)	4,394.23	148,042.50	149,800.50	1,758.00	
3138LNRU7	PMA	Federal Natl Mtge Assn Pool #An498	Government Securities	06/01/28	88,178.98	-	(1,390.47)	(2,483.54)	86,788.51	88,883.64	2,095.13	
91282CHK2	PMA	US Treasury Note	Government Securities	08/31/28	100,080.00	-	(4,935.58)	4,935.58	100,080.00	102,035.00	1,955.00	
3137HAST4	PMA	F H L M C Multiclass Mtg Partn	Government Securities	09/25/28	110,443.30	-	(4,001.22)	4,001.22	110,443.30	112,525.60	2,082.30	
91282CJF9	PMA	US Treasury Note	Government Securities	10/31/28	152,697.00	-	(3,656.25)	3,656.25	152,697.00	156,344.50	3,647.50	
91282S5M8	PMA	US Treasury Note	Government Securities	11/15/28	177,024.65	-	(2,890.63)	2,890.63	177,024.65	182,182.45	5,157.80	
3137HBCF9	PMA	F H L M C Multiclass Mtg Partn	Government Securities	11/25/28	100,876.00	-	(3,815.73)	3,815.73	100,876.00	102,569.00	1,693.00	
3137FKSH0	PMA	F H L M C Multiclass Mtg Partn	Government Securities	11/25/28	-	148,066.41	-	(1,654.75)	1,654.75	148,066.41	149,679.00	1,612.59
91282CJN2	PMA	US Treasury Note	Government Securities	11/30/28	120,049.20	-	(2,625.00)	2,625.00	120,049.20	122,992.00	2,942.80	
3137HBFY5	PMA	F H L M C Multiclass Mtg Partn	Government Securities	12/25/28	149,841.00	-	(5,314.50)	5,314.50	149,841.00	152,841.00	3,000.00	
3137HBLV4	PMA	F H L M C Multiclass Mtg Partn	Government Securities	12/25/28	99,311.00	-	(3,429.00)	3,429.00	99,311.00	101,464.00	2,153.00	
3137FKZ22	PMA	F H L M C Multiclass Mtg Partn	Government Securities	01/25/29	144,508.50	-	(4,151.25)	4,151.25	144,508.50	148,938.00	4,429.50	
3140NUUL1	PMA	Federal Natl Mtge Assn Pool #B20586	Government Securities	03/01/29	73,796.25	-	(2,431.78)	2,431.78	73,796.25	75,599.25	1,803.00	
3137HCKV3	PMA	F H L M C Multiclass Mtg Partn	Government Securities	03/25/29	126,882.50	-	(4,856.22)	4,856.22	126,882.50	129,305.00	2,422.50	
3137FLYV0	PMA	F H L M C Multiclass Mtg Partn	Government Securities	04/25/29	104,027.00	-	(2,720.88)	2,720.88	104,027.00	107,680.10	3,653.10	
3140NVDF1	PMA	F N M A Partn Cert #BZ1001	Government Securities	05/01/29	153,352.50	-	(6,142.19)	6,142.19	153,352.50	156,552.50	3,200.00	
3137HFEK9	PMA	F H L M C Multiclass Mtg Partn	Government Securities	05/25/29	100,044.00	-	(3,586.50)	3,586.50	100,044.00	102,407.00	2,363.00	
91282CKT7	PMA	US Treasury Note	Government Securities	05/31/29	150,717.00	-	(3,375.00)	3,375.00	150,717.00	154,207.00	3,490.00	
91282CEV9	PMA	US Treasury Note	Government Securities	06/30/29	57,253.80	-	(975.00)	975.00	57,253.80	59,102.40	1,848.60	
91282CKX8	PMA	US Treasury Note	Government Securities	06/30/29	198,892.00	-	(4,250.00)	4,250.00	198,892.00	203,976.00	5,084.00	
3137HDLN3	PMA	F H L M C Multiclass Mtg Partn	Government Securities	07/25/29	148,545.50	-	(5,110.83)	5,110.83	148,545.50	152,541.00	3,995.50	
3137HD071	PMA	F H L M C Multiclass Mtg Partn	Government Securities	09/25/29	139,807.50	-	(3,375.00)	3,375.00	139,807.50	144,949.50	5,142.00	
91282CLN9	PMA	US Treasury Note	Government Securities	09/30/29	144,328.50	-	(5,250.00)	5,250.00	144,328.50	148,939.50	4,611.00	
3140NWEQ4	PMA	F N M A Partn Cert	Government Securities	10/01/29	97,823.00	-	(3,249.91)	3,249.91	97,823.00	100,591.00	2,768.00	
3137HHUN9	PMA	F H L M C Multiclass Mtg Partn	Government Securities	10/25/29	89,415.00	-	(3,125.25)	3,125.25	89,415.00	91,835.10	2,420.10	
3137FQ3Z4	PMA	F H L M C Multiclass Mtg Partn	Government Securities	10/25/29	90,593.00	-	(1,892.97)	1,892.97	90,593.00	94,651.00	4,058.00	
91282CTF8	PMA	US Treasury Note	Government Securities	10/31/29	73,737.75	-	(1,500.00)	1,500.00	73,737.75	75,843.75	2,106.00	
3137HHW23	PMA	F H L M C Multiclass Mtg Partn	Government Securities	12/25/29	-	97,415.90	-	(2,643.75)	2,643.75	100,383.00	1,167.10	
3137HKQC1	PMA	FHLMC Remic Series K-538	Government Securities	01/25/30	-	100,691.10	-	(1,753.90)	1,753.90	100,691.10	101,534.00	842.90
91282CMG3	PMA	US Treasury Note	Government Securities	01/31/30	-	149,238.28	-	(2,958.56)	2,958.56	149,238.28	153,175.50	3,937.22
3137HKPF5	PMA	F H L M C Multiclass Mtg Partn	Government Securities	02/25/30	-	79,999.12	-	(1,584.94)	1,584.94	79,999.12	81,088.00	1,088.88
3137HLJA1	PMA	F H L M C Multiclass Mtg Partn	Government Securities	02/25/30	-	124,996.50	-	(1,441.64)	1,441.64	124,996.50	127,087.50	2,091.00
91282CGQ8	PMA	US Treasury Note	Government Securities	02/28/30	-	149,976.56	-	(2,902.17)	2,902.17	149,976.56	151,740.00	1,763.44
3137F6Y11	PMA	F H L M C Multiclass Mtg Partn	Government Securities	04/25/30	155,740.12	-	(8,981.75)	(1,080.33)	146,758.37	150,997.84	6,339.47	
3136RB630	PMA	F N M A Gtd R E M I C Pass Thru	Government Securities	04/25/30	16,986.11	-	(4,357.04)	(94.49)	94.49	12,629.07	13,205.00	575.93
3136BV412	PMA	F M M A Remic Trust	Government Securities	04/25/30	-	151,875.00	-	(1,232.00)	1,232.00	151,875.00	152,742.00	867.00
91282CMZ1	PMA	US Treasury Note	Government Securities	04/30/30	-	100,109.38	-	-	-	100,109.38	100,633.00	523.62
3137HLXV9	PMA	F H L M C Multiclass Mtg Partn	Government Securities	05/25/30	-	149,355.47	-	(1,413.10)	1,413.10	149,355.47	151,551.00	2,195.53
3137HMC65	PMA	F H L M C Multiclass Mtg Partn	Government Securities	06/25/30	-	124,997.62	-	(661.38)	661.38	124,997.62	126,207.00	1,209.38
3137F7J71	PMA	F H L M C Multiclass Mtg Partn	Government Securities	09/25/30	62,495.58	-	(5,666.58)	(1,127.18)	56,829.00	58,719.57	1,890.57	
3133WM7C5	PMA	F H L M C Multiclass Mtg Partn	Government Securities	12/01/30	-	98,122.07	-	(6,200.35)	2,095.00	91,921.72	91,578.84	(342.88)
3137FGZ11	PMA	F H L M C Multiclass Mtg Partn	Government Securities	06/15								

(CUSIP or Acct #)	Institution	Description	Type	Maturity Date	Market Value	Deposits -	Expenditures -	Transfers	Interest	Unadjusted	Market Value	Unrealized
					1/1/2025	Purchases	Sales			Market Value	9/30/2025	Gain / Loss
51089	FSB of Wyoming	Certificates of Deposit	Bank CD	11/02/24	53,034.01	-	-	-	397.65	53,431.66	53,431.66	-
51090	FSB of Wyoming	Certificates of Deposit	Bank CD	06/02/25	37,648.79	-	-	-	283.33	37,932.12	37,932.12	-
51590	FSB of Wyoming	Certificates of Deposit	Bank CD	08/29/25	20,768.28	-	-	-	155.73	20,924.01	20,924.01	-
51591	FSB of Wyoming	Certificates of Deposit	Bank CD	10/29/24	51,617.68	-	-	-	387.03	52,004.71	52,004.71	-
51592	FSB of Wyoming	Certificates of Deposit	Bank CD	10/29/24	5,001.37	-	-	-	37.50	5,038.87	5,038.87	-
52148	FSB of Wyoming	Certificates of Deposit	Bank CD	10/29/24	25,232.98	-	-	-	189.20	25,422.18	25,422.18	-
52899	FSB of Wyoming	Certificates of Deposit	Bank CD	12/05/24	28,521.49	-	-	-	214.65	28,736.14	28,736.14	-
53700	FSB of Wyoming	Certificates of Deposit	Bank CD	10/29/24	116,223.30	-	-	-	871.46	117,094.76	117,094.76	-
53701	FSB of Wyoming	Certificates of Deposit	Bank CD	10/29/24	5,717.24	-	-	-	42.87	5,760.11	5,760.11	-
60118	FSB of Wyoming	Certificates of Deposit	Bank CD	12/27/24	63,808.36	-	-	-	480.20	64,288.56	64,288.56	-
60119	FSB of Wyoming	Certificates of Deposit	Bank CD	12/27/24	34,111.90	-	-	-	256.71	34,368.61	34,368.61	-
23299	FSB of Wyoming	Certificates of Deposit	Bank CD	09/15/25	2,815.70	-	-	-	21.18	2,836.88	2,836.88	-
					494,044.44	-	-	-	4,007.19	498,051.63	498,051.63	-
1701456	FSB of Wyoming	General Fund	Checking	Current	4,763,001.70	6,480,655.11	(8,286,890.17)	-	44,074.59	3,000,841.23	3,000,841.23	-
172671	FSB of Wyoming	Police	Checking	Current	363.26	500.00	(598.27)	-	0.10	265.09	265.09	-
3004998	FSB of Wyoming	Waste Water Treatment	Checking	Current	64,009.33	-	-	-	167.78	64,177.11	64,177.11	-
1720536	FSB of Wyoming	EDA Revolving Loan	Checking	Current	217.39	-	-	-	0.09	217.48	217.48	-
1717011	FSB of Wyoming	EDA	Checking	Current	3,002.57	-	-	-	2.23	3,004.80	3,004.80	-
1895440	FSB of Wyoming	Comm Center Building Fund	Checking	Current	29,086.64	-	-	-	54.44	29,141.08	29,141.08	-
					4,859,680.89	6,481,155.11	(8,287,488.44)	-	44,299.23	3,097,646.79	3,097,646.79	-
Total Cash and Investments					\$ 17,102,553.55	\$ 12,167,709.10	\$ (14,223,951.39)	\$ (0.00)	\$ 343,884.04	\$ 15,390,195.30	\$ 15,608,519.13	\$ 218,323.83
										Deposits in Transit	\$ 198,657.60	
										Outstanding Checks	(83,938.53)	
										Timing Difference	\$ 33,797.18	
										Reconciled Balance	\$ 15,757,035.38	

City of Wyoming, Minnesota
Schedule of Investments
For the Month Ending September 30, 2025

ATTACHMENT C

Maturities



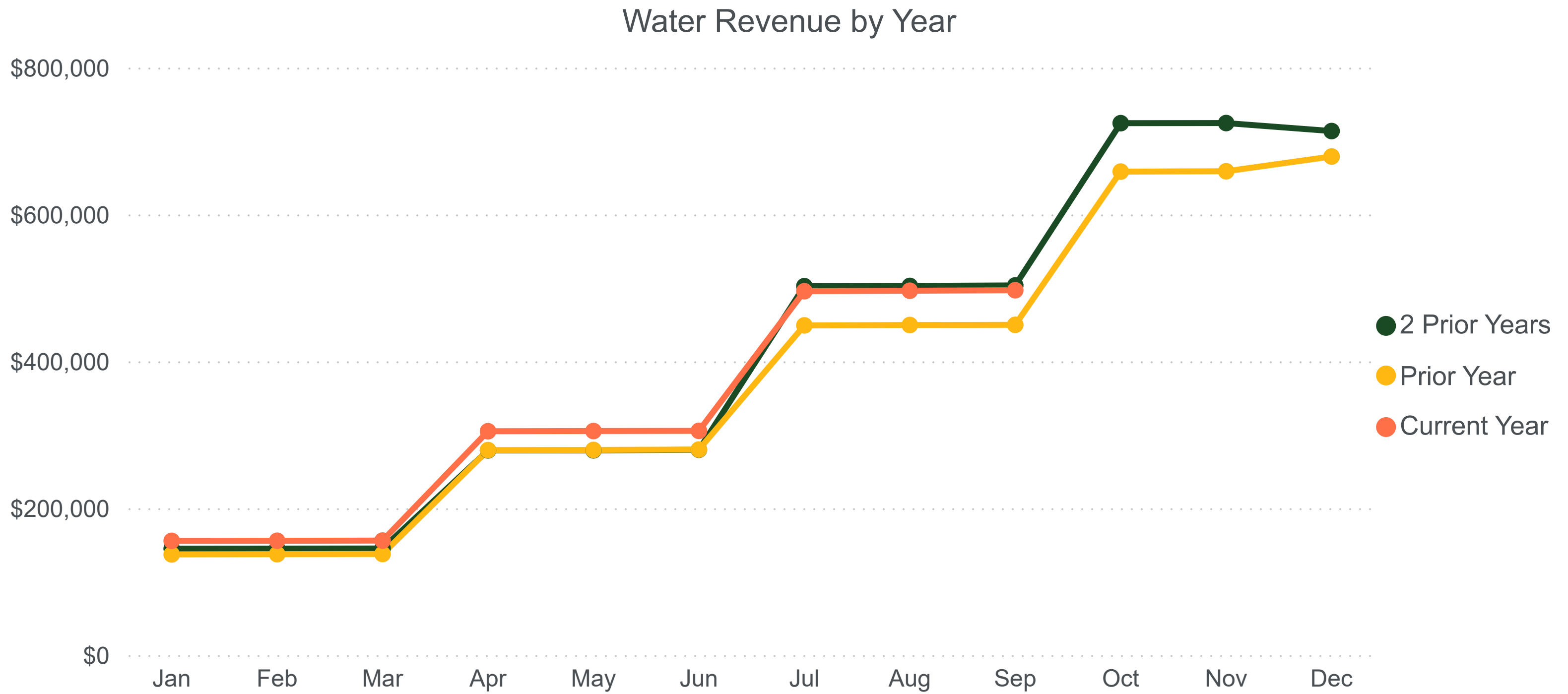
Maturity	Unadjusted Market Value 9/30/2025	Market Value 9/30/2025	Variance 9/30/2025
Current	\$ 5,782,373.34	\$ 5,793,485.43	\$ 11,112.09
< 1 year	240,618.87	242,289.74	1,670.87
1-2 years	2,974,148.11	3,044,487.62	70,339.51
2-3 years	1,917,604.83	1,952,882.04	35,277.21
3-4 years	2,490,018.31	2,550,336.70	60,318.39
4+ years	1,985,431.84	2,025,037.60	39,605.76
	<u>\$ 15,390,195.30</u>	<u>\$ 15,608,519.13</u>	<u>\$ 218,323.83</u>

Weighted average Rate of return	2.19%	9/30/2025
Average Maturity (years)	1.17	9/30/2025

Investment Type	Market Value 9/30/2025
Money Market	\$ 2,197,787.01
Brokered CD	-
Bank CD	498,051.63
Government Securities	9,398,767.80
Municipal Securities	416,265.90
Checking	3,097,646.79
	<u>\$ 15,608,519.13</u>
Operating Account	
O/S Deposits	\$ 198,657.60
O/S Checks	(83,938.53)
Timing Difference	33,797.18
	<u>\$ 15,757,035.38</u>

City of Wyoming, Minnesota
Statement of Revenues and Expenses -
Budget and Actual -
Water Fund (Unaudited)
For the Nine Months Ended September 30, 2025

	2025 Annual Budget	Amount YTD PY 9/30/2024	Amount YTD 9/30/2025	YOY Variance 9/30/2025	CY as a Percent of PY 9/30/2025
☐ Revenues					
☐ Charges for Services	\$ 739,825	\$ 453,915	\$ 501,964	\$ 48,049	110.59%
☐ Connection Charges	64,000	58,885	83,880	24,995	142.45% ①
☐ Interest Earnings	25,000	48,107	38,320	(9,787)	79.66%
☐ Miscellaneous	0	512	19,366	18,854	3782.42% ②
Total Revenues	\$ 828,825	\$ 561,419	\$ 643,530	\$ 82,111	114.63%
☐ Expenses					
☐ Salaries and Benefits	\$ 308,907	\$ 221,174	\$ 212,551	\$ 8,623	96.10%
☐ Supplies	57,725	17,838	48,202	(30,364)	270.22% ③
☐ Other Service and Charges	3,000	2,895	979	1,916	33.82%
☐ Repair and Maintenance	204,845	119,218	133,704	(14,486)	112.15%
☐ Improvements	40,000	5,270	24,560	(19,290)	466.03% ④
☐ Depreciation	219,071	164,304	195,861	(31,557)	119.21%
☐ Bond Interest	49,241	53,214	49,241	3,973	92.53%
Total Expenses	\$ 882,789	\$ 583,913	\$ 665,098	\$ (81,185)	\$ 113.90%
☐ Total	\$ (53,964)	\$ (22,494)	\$ (21,568)	\$ 926	\$ 95.88%



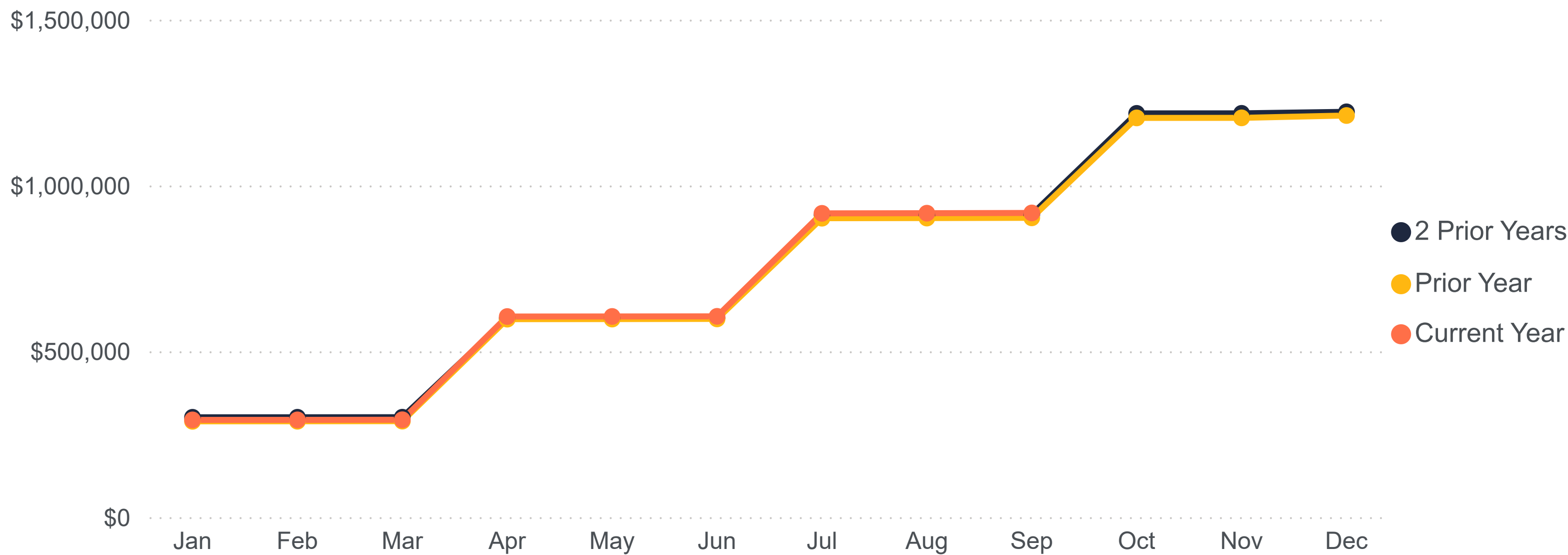
Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$10,000.

Number	Comment
①	Favorable variance due to an increase in connection charges in 2025 compared to 2024.
②	Van Con truck reimbursement in 2025.
③	Variance due to Scada System software upgrades.
④	Variance due to the purchase of a 2024 Ford F-350.

City of Wyoming, Minnesota
Statement of Revenues and Expenditures -
Budget and Actual -
Sewer Fund (Unaudited)
For the Nine Months Ended September 30, 2025

	2025 Annual Budget	Amount YTD PY 9/30/2024	Amount YTD 9/30/2025	YOY Variance 9/30/2025	CY as a Percent of PY 9/30/2025	
☐ Revenues						
☐ Charges for Services	\$ 1,297,880	\$ 907,473	\$ 934,458	\$ 26,985	102.97%	
☐ Connection Charges	65,000	59,150	70,513	11,363	119.21%	
☐ Interest Income	35,000	94,155	120,524	26,369	128.01%	①
Revenues Total	\$ 1,397,880	\$ 1,060,778	\$ 1,125,495	\$ 64,717	106.10%	
☐ Expenses						
☐ Supplies	\$ 50,260	\$ 47,254	\$ 66,515	\$ (19,261)	140.76%	②
☐ Bond Interest	7,997	26,211	27,316	(1,105)	104.22%	
☐ Repair and Maintenance	71,300	58,054	40,251	17,803	69.33%	③
☐ Utilities	15,000	6,015	10,048	(4,033)	167.05%	
☐ Depreciation	393,634	295,226	302,188	(6,962)	102.36%	
☐ Other Service and Charges	368,262	207,601	247,925	(40,324)	119.42%	
☐ Salaries and Benefits	251,190	176,964	177,551	(587)	100.33%	
☐ Improvements	30,000	86,234	48,998	37,236	56.82%	④
☐ Bond Principal	13,914	7,630	32,126	(24,496)	421.05%	⑤
Expenses Total	\$ 1,201,557	\$ 911,189	\$ 952,918	\$ (41,729)	\$ 104.58%	
☐ Total	\$ 196,323	\$ 149,589	\$ 172,577	\$ 22,988	\$ 115.37%	

Sewer Revenue by Year



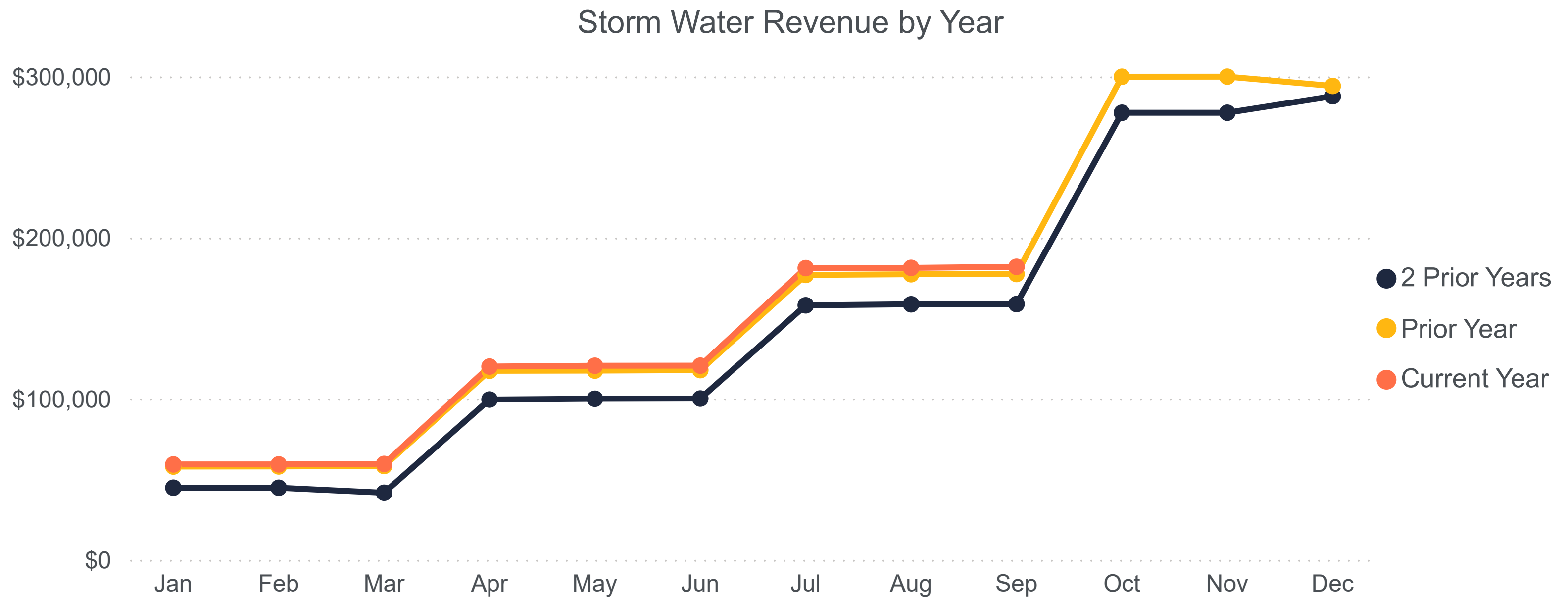
Explanation of Items Percentage Received/Expended Less than 80% or
Greater than 120% and \$ Variance Greater than \$10,000.

Number Comment
▲

①	Favorable variance due to increase and net unrealized gain on investments through third quarter.
②	Variance due to Scada System software upgrades.
③	Variance due to repairs on the Vac Con.
④	Variance due to the purchase of a 2024 Ford F-350.
⑤	Due to timing of CLJSTC principal payments.

City of Wyoming, Minnesota
Statement of Revenues and Expenses -
Budget and Actual -
Storm Water Fund (Unaudited)
For the Nine Months Ended September 30, 2025

	2025 Annual Budget	Amount YTD PY 9/30/2024	Amount YTD 9/30/2025	YOY Variance 9/30/2025	CY as a Percent of PY 9/30/2025	
☐ Revenues						
☐ Charges for Services	\$ 250,000	\$ 183,167	\$ 198,823	\$ 15,656	108.55%	
☐ Interest Earnings	15,000	24,948	39,022	14,074	156.41%	①
Revenues Total	\$ 265,000	\$ 208,115	\$ 237,845	\$ 29,730	114.29%	
☐ Expenses						
☐ Salaries and Benefits	\$ 59,220	\$ 23,106	\$ 40,247	\$ (17,141)	174.18%	②
☐ Supplies	3,000	412	1,881	(1,469)	456.55%	
☐ Other Services and Charges	13,700	5,748	11,068	(5,320)	192.55%	
☐ Repair and Maintenance	103,900	37,000	47,524	(10,524)	128.44%	③
☐ Depreciation	52,533	39,400	41,897	(2,497)	106.34%	
☐ MS4	10,300	5,163	33,618	(28,455)	651.13%	④
Expenses Total	\$ 242,653	\$ 110,829	\$ 176,235	\$ (65,406)	\$ 159.02%	
☐ Total	\$ 22,347	\$ 97,286	\$ 61,610	\$ (35,676)	\$ 63.33%	



Explanation of Items Percentage Received/Expended Less than 80% or
Greater than 120% and \$ Variance Greater than \$10,000.

Number Comment
▲

①	Favorable variance due to increase and net unrealized gain on investments through third quarter.
②	Variance due to reclassification for Public Works Superintendent position.
③	Variance due to Vac-Con vehicle maintenance repairs.
④	Variance due to timing of 2024 service fees being paid in 2025 and WSB engineering expenses in current year.

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 0000						
101-0000-31000	GENERAL PROPERTY TAXES	4,422,733.00	2,380,569.75	0.00	2,042,163.25	53.83
101-0000-31005	PROPERTY TAXES (DEBT LEVY)	0.00	0.00	0.00	0.00	0.00
101-0000-31015	FAIRVIEW PILOT	34,400.00	36,622.24	0.00	(2,222.24)	106.46
101-0000-31016	POLARIS TAX ABATEMENT	0.00	0.00	0.00	0.00	0.00
101-0000-31050	TAX INCREMENTS	0.00	15,083.67	0.00	(15,083.67)	100.00
101-0000-32100	BUSINESS LICENSES/PERMITS	10,500.00	3,425.00	100.00	7,075.00	32.62
101-0000-32180	OTHER LICENSES/PERMITS	0.00	0.00	0.00	0.00	0.00
101-0000-32210	BUILDING PERMITS	135,000.00	187,114.94	28,124.62	(52,114.94)	138.60
101-0000-32220	FEES ETC.	8,000.00	6,975.00	930.00	1,025.00	87.19
101-0000-32240	ANIMAL LICENSES	0.00	0.00	0.00	0.00	0.00
101-0000-33150	FEDERAL POLICE GRANTS	0.00	0.00	0.00	0.00	0.00
101-0000-33160	FEDERAL GRANT FUNDS	0.00	0.00	0.00	0.00	0.00
101-0000-33180	FEDERAL GRANTS-CARES	0.00	0.00	0.00	0.00	0.00
101-0000-33190	FEDERAL GRANT-ARPA COVID19	0.00	0.00	0.00	0.00	0.00
101-0000-33400	STATE GRANTS AND AIDS	2,500.00	47,076.82	1,800.00	(44,576.82)	1,883.07
101-0000-33401	LOCAL GOVERNMENT AID	0.00	0.00	0.00	0.00	0.00
101-0000-33402	HOMESTEAD CREDIT	4,000.00	0.00	0.00	4,000.00	0.00
101-0000-33404	PERA AID	0.00	0.00	0.00	0.00	0.00
101-0000-33423	POLICE STATE AID	90,000.00	117,797.37	117,797.37	(27,797.37)	130.89
101-0000-33424	FIRE STATE AID	56,000.00	79,661.66	79,661.66	(23,661.66)	142.25
101-0000-33426	OTHER STATE PUBLIC SAFETY AID	5,000.00	10,954.35	0.00	(5,954.35)	219.09
101-0000-34100	GENERAL GOVERNMENT	0.00	0.00	0.00	0.00	0.00
101-0000-34101	CITY HALL RENT REVENUE	0.00	0.00	0.00	0.00	0.00
101-0000-34102	LIBRARY FEES	0.00	0.00	0.00	0.00	0.00
101-0000-34103	SPECIAL EVENT SECURITY	5,000.00	2,142.84	0.00	2,857.16	42.86
101-0000-34107	ASSESSMENT SEARCH FEES	500.00	300.00	100.00	200.00	60.00
101-0000-34111	ENGINEER FEE	0.00	0.00	0.00	0.00	0.00
101-0000-34112	FIRE INSPECTION	0.00	0.00	0.00	0.00	0.00
101-0000-34122	STAGECOACH/EASTER - REVENUE	0.00	0.00	0.00	0.00	0.00
101-0000-34125	DONATIONS	0.00	0.00	0.00	0.00	0.00
101-0000-34204	PROTECTIVE INSPECTION FEES	0.00	0.00	0.00	0.00	0.00
101-0000-34205	PUBLIC SAFETY GRANTS	5,000.00	0.00	0.00	5,000.00	0.00
101-0000-34208	DARE PROGRAM	0.00	0.00	0.00	0.00	0.00
101-0000-34215	FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
101-0000-34220	POLICE DEPARTMENT	500.00	500.00	0.00	0.00	100.00
101-0000-34230	PARK & RECREATION DEDICATION	0.00	0.00	0.00	0.00	0.00
101-0000-34301	STREET, SIDEWALK AND CURB FEES	0.00	0.00	0.00	0.00	0.00
101-0000-34302	DRIVEWAY PERMIT	5,000.00	47,122.40	150.00	(42,122.40)	942.45
101-0000-34780	PARK FEES	3,000.00	810.00	315.00	2,190.00	27.00
101-0000-35000	FINES AND FORFEITS	10,000.00	7,915.88	845.13	2,084.12	79.16
101-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
101-0000-36200	MISCELLANEOUS REVENUES	0.00	3,447.32	327.93	(3,447.32)	100.00
101-0000-36210	INTEREST EARNINGS	40,000.00	105,713.11	9,419.94	(65,713.11)	264.28
101-0000-36211	INTERFUND LOAN INTEREST	0.00	0.00	0.00	0.00	0.00
101-0000-36220	RENT	45,000.00	22,667.35	4,573.88	22,332.65	50.37
101-0000-36240	REIMBURSEMENTS	0.00	28,076.32	7,098.55	(28,076.32)	100.00
101-0000-38050	CABLE TV REVENUES	40,000.00	30,766.92	3,108.92	9,233.08	76.92
101-0000-38060	STREET UTILITY FRANCHISE FEES	0.00	0.00	0.00	0.00	0.00
101-0000-39200	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00
101-0000-39203	TRANSFER FROM OTHER FUND	0.00	14,973.73	14,973.73	(14,973.73)	100.00
101-0000-39400	PROCEEDS FROM SALE	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		4,922,133.00	3,149,716.67	269,326.73	1,772,416.33	63.99

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
TOTAL REVENUES		4,922,133.00	3,149,716.67	269,326.73	1,772,416.33	63.99
Expenditures						
Dept 1110 - COUNCIL						
101-1110-41000	SALARIES & WAGES	21,000.00	15,749.91	1,749.99	5,250.09	75.00
101-1110-41210	PERA	200.00	150.03	16.67	49.97	75.02
101-1110-41220	FICA	1,610.00	1,204.88	133.88	405.12	74.84
101-1110-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-1110-41500	WORKER S COMP (GENERAL)	80.00	72.46	0.00	7.54	90.58
101-1110-42000	SUPPLIES - OFFICE/COPY/COMPUTR	250.00	0.00	0.00	250.00	0.00
101-1110-42080	TRAINING AND INSTRUCTION	3,000.00	1,505.26	0.00	1,494.74	50.18
101-1110-44180	UNIFORMS	500.00	0.00	0.00	500.00	0.00
101-1110-44330	DUES & SUBSCRIPTIONS	30.00	8.00	0.00	22.00	26.67
Total Dept 1110 - COUNCIL		26,670.00	18,690.54	1,900.54	7,979.46	70.08
Dept 1330 - BOARDS AND COMMISSIONS						
101-1330-41000	SALARIES & WAGES	6,000.00	2,850.00	150.00	3,150.00	47.50
101-1330-41010	FULL TIME - REGULAR	0.00	0.00	0.00	0.00	0.00
101-1330-41220	FICA	460.00	218.04	11.47	241.96	47.40
101-1330-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-1330-41500	WORKER S COMP (GENERAL)	0.00	0.00	0.00	0.00	0.00
101-1330-42080	TRAINING AND INSTRUCTION	300.00	65.00	0.00	235.00	21.67
101-1330-42100	OPERATING SUPPLIES	300.00	255.41	0.00	44.59	85.14
Total Dept 1330 - BOARDS AND COMMISSIONS		7,060.00	3,388.45	161.47	3,671.55	48.00
Dept 1400 - CITY CLERK OFFICE						
101-1400-41010	FULL TIME - REGULAR	210,260.00	159,752.91	17,063.66	50,507.09	75.98
101-1400-41020	FULL TIME - OVERTIME	0.00	0.00	0.00	0.00	0.00
101-1400-41030	PART TIME EMPLOYEES REGULAR	0.00	0.00	0.00	0.00	0.00
101-1400-41210	PERA	15,770.00	11,981.56	1,279.79	3,788.44	75.98
101-1400-41220	FICA	16,080.00	11,644.86	1,247.05	4,435.14	72.42
101-1400-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-1400-41300	EMPLOYER PAID IN (GENERAL)	30,450.00	12,390.57	1,330.95	18,059.43	40.69
101-1400-41310	LIFE INSURANCE	2,380.00	2,002.05	199.15	377.95	84.12
101-1400-41400	UNEMPLOYMENT COMP (GENERAL)	0.00	0.00	0.00	0.00	0.00
101-1400-41500	WORKER S COMP (GENERAL)	2,761.00	2,486.96	0.00	274.04	90.07
101-1400-42000	SUPPLIES - OFFICE/COPY/COMPUTR	7,000.00	2,919.49	671.76	4,080.51	41.71
101-1400-42050	SOFTWARE UPGRADES	0.00	0.00	0.00	0.00	0.00
101-1400-42080	TRAINING AND INSTRUCTION	8,000.00	5,580.84	84.24	2,419.16	69.76
101-1400-42090	NETWORK MUNICIPAL COMPUTERS	55,000.00	43,716.62	5,155.53	11,283.38	79.48
101-1400-42100	OPERATING SUPPLIES	6,500.00	3,870.72	118.30	2,629.28	59.55
101-1400-42150	COPIER	5,000.00	3,279.29	837.06	1,720.71	65.59
101-1400-42170	CITY NEWSLETTER	3,500.00	952.17	0.00	2,547.83	27.20
101-1400-42180	COMPUTER MAINT/REPAIR	5,000.00	1,904.00	0.00	3,096.00	38.08
101-1400-42270	COVID-19	0.00	0.00	0.00	0.00	0.00
101-1400-42310	CONTRACTED SERVICES	45,000.00	11,967.04	1,433.32	33,032.96	26.59
101-1400-43000	PROFESSIONAL SERVICE (GENERAL)	10,500.00	2,248.43	2,248.43	8,251.57	21.41
101-1400-43030	ENGINEERING	25,000.00	31,274.00	5,891.00	(6,274.00)	125.10
101-1400-43040	ATTORNEY FEES	25,000.00	22,072.50	2,518.50	2,927.50	88.29
101-1400-43120	FEE (GOVERNMENT-STATE)	0.00	354.92	0.00	(354.92)	100.00
101-1400-43210	TELEPHONE	4,500.00	1,054.37	121.72	3,445.63	23.43
101-1400-43220	POSTAGE	3,000.00	2,019.14	0.00	980.86	67.30

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-1400-43510	LEGAL NOTICE PUBLICATION	1,000.00	514.28	143.35	485.72	51.43
101-1400-43600	CLEANING SERVICE	8,700.00	7,783.40	652.14	916.60	89.46
101-1400-43610	CLEANING SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-1400-43630	GENERAL LIABILITY INSURANCE	3,380.00	5,485.36	0.00	(2,105.36)	162.29
101-1400-43800	UTILITIES-GAS/ELEC/SEWER/WATER	12,500.00	6,580.62	69.58	5,919.38	52.64
101-1400-43840	REFUSE	1,750.00	30.00	0.00	1,720.00	1.71
101-1400-44010	REPAIRS & MAINT. - BUILDINGS	5,000.00	905.47	73.52	4,094.53	18.11
101-1400-44180	UNIFORMS	600.00	0.00	0.00	600.00	0.00
101-1400-44290	REIMBURSEMENTS & REFUNDS	0.00	0.00	0.00	0.00	0.00
101-1400-44330	DUES & SUBSCRIPTIONS	31,000.00	20,151.17	23.99	10,848.83	65.00
101-1400-49500	CONTINGENCY (LGA)	0.00	0.00	0.00	0.00	0.00
Total Dept 1400 - CITY CLERK OFFICE		544,631.00	374,922.74	41,163.04	169,708.26	68.84
Dept 1410 - ELECTIONS						
101-1410-41000	SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
101-1410-41210	PERA	0.00	0.00	0.00	0.00	0.00
101-1410-41220	FICA	0.00	0.00	0.00	0.00	0.00
101-1410-41300	EMPLOYER PAID IN (GENERAL)	0.00	0.00	0.00	0.00	0.00
101-1410-42100	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
101-1410-43310	TRAVEL EXPENSES	0.00	0.00	0.00	0.00	0.00
Total Dept 1410 - ELECTIONS		0.00	0.00	0.00	0.00	0.00
Dept 1500 - FINANCIAL ADMINISTRATION						
101-1500-41010	FULL TIME - REGULAR	36,630.00	26,572.51	2,820.02	10,057.49	72.54
101-1500-41020	FULL TIME - OVERTIME	0.00	0.00	0.00	0.00	0.00
101-1500-41210	PERA	2,750.00	1,992.98	211.52	757.02	72.47
101-1500-41220	FICA	2,800.00	1,691.79	178.62	1,108.21	60.42
101-1500-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-1500-41300	EMPLOYER PAID IN (GENERAL)	12,480.00	9,169.48	1,035.27	3,310.52	73.47
101-1500-41310	LIFE INSURANCE	250.00	0.00	0.00	250.00	0.00
101-1500-41320	PCORI TAX	0.00	0.00	0.00	0.00	0.00
101-1500-41500	WORKER S COMP (GENERAL)	0.00	0.00	0.00	0.00	0.00
101-1500-42080	TRAINING AND INSTRUCTION	300.00	1,214.30	28.08	(914.30)	404.77
101-1500-43000	PROFESSIONAL SERVICE (GENERAL)	72,650.00	65,128.55	7,000.21	7,521.45	89.65
101-1500-43010	AUDITING AND ACCOUNTING	45,000.00	33,765.00	1,000.00	11,235.00	75.03
101-1500-43510	LEGAL NOTICE PUBLICATION	750.00	867.50	0.00	(117.50)	115.67
101-1500-44330	DUES & SUBSCRIPTIONS	2,500.00	2,489.00	0.00	11.00	99.56
101-1500-47140	TAX ABATEMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 1500 - FINANCIAL ADMINISTRATION		176,110.00	142,891.11	12,273.72	33,218.89	81.14
Dept 1910 - PLANNING AND ZONING						
101-1910-41010	FULL TIME - REGULAR	34,220.00	24,832.08	2,635.66	9,387.92	72.57
101-1910-41210	PERA	2,570.00	1,862.39	197.67	707.61	72.47
101-1910-41220	FICA	2,620.00	1,650.13	174.60	969.87	62.98
101-1910-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-1910-41300	EMPLOYER PAID IN (GENERAL)	9,200.00	5,501.72	621.17	3,698.28	59.80
101-1910-41310	LIFE INSURANCE	430.00	762.29	76.23	(332.29)	177.28
101-1910-41500	WORKER S COMP (GENERAL)	0.00	0.00	0.00	0.00	0.00
101-1910-42310	CONTRACTED SERVICES	4,721.00	2,918.25	212.50	1,806.75	61.76
101-1910-43030	ENGINEERING	2,000.00	9,055.00	166.25	(7,055.00)	452.75

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-1910-43040	ATTORNEY FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-1910-43120	FEE (GOVERNMENT-STATE)	0.00	0.00	0.00	0.00	0.00
101-1910-43150	PLANNER (COMP PLAN)	3,000.00	1,916.00	0.00	1,084.00	63.87
101-1910-43510	LEGAL NOTICE PUBLICATION	250.00	62.70	62.70	187.30	25.08
101-1910-43540	OTHER PRINTING & BINDING	1,050.00	0.00	0.00	1,050.00	0.00
Total Dept 1910 - PLANNING AND ZONING		61,065.00	48,560.56	4,146.78	12,504.44	79.52
Dept 2000 - PUBLIC SAFETY						
101-2000-33427-PSAID	OTHER STATE PUBLIC SAFETY AID	0.00	33,239.88	2,731.15	(33,239.88)	100.00
Total Dept 2000 - PUBLIC SAFETY		0.00	33,239.88	2,731.15	(33,239.88)	100.00
Dept 2110 - POLICE DEPARTMENT						
101-2110-41010	FULL TIME - REGULAR	1,075,120.00	848,954.18	73,828.05	226,165.82	78.96
101-2110-41020	FULL TIME - OVERTIME	20,000.00	46,141.84	5,809.73	(26,141.84)	230.71
101-2110-41030	PART TIME EMPLOYEES REGULAR	6,740.00	0.00	0.00	6,740.00	0.00
101-2110-41040	POLICE O.T. - PARTTIME	0.00	0.00	0.00	0.00	0.00
101-2110-41050	NIGHT DIFFERENTIAL	2,500.00	4,181.36	1,038.97	(1,681.36)	167.25
101-2110-41060	POLICE O.T. - GRANT	8,000.00	412.47	0.00	7,587.53	5.16
101-2110-41070	POLICE O.T. - COURT	4,000.00	575.16	0.00	3,424.84	14.38
101-2110-41080	FIRE WAGES	0.00	0.00	0.00	0.00	0.00
101-2110-41090	OVERTIME-SPECIAL EVENT SECURITY	0.00	2,801.57	274.98	(2,801.57)	100.00
101-2110-41100	HOLIDAY	73,610.00	11,729.92	1,134.61	61,880.08	15.94
101-2110-41210	PERA	194,390.00	136,893.63	13,452.98	57,496.37	70.42
101-2110-41220	FICA	30,300.00	18,484.69	1,773.05	11,815.31	61.01
101-2110-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-2110-41300	EMPLOYER PAID IN (GENERAL)	224,680.00	119,505.84	13,265.24	105,174.16	53.19
101-2110-41310	LIFE INSURANCE	7,650.00	8,612.23	786.57	(962.23)	112.58
101-2110-41400	UNEMPLOYMENT COMP (GENERAL)	0.00	0.00	0.00	0.00	0.00
101-2110-41500	WORKER S COMP (GENERAL)	77,425.00	81,000.27	0.00	(3,575.27)	104.62
101-2110-42000	SUPPLIES - OFFICE/COPY/COMPUTR	3,500.00	1,525.17	204.46	1,974.83	43.58
101-2110-42070	RECRUITMENT	3,000.00	195.87	0.00	2,804.13	6.53
101-2110-42080	TRAINING AND INSTRUCTION	29,600.00	25,456.27	4,253.65	4,143.73	86.00
101-2110-42100	OPERATING SUPPLIES	12,000.00	10,293.56	686.46	1,706.44	85.78
101-2110-42110	MEDICAL SUPPLIES AND EQUIPMENT	800.00	16.50	0.00	783.50	2.06
101-2110-42120	MOTOR FUELS	42,000.00	24,271.71	2,847.99	17,728.29	57.79
101-2110-42200	COMPLIANCE CHECKS	250.00	0.00	0.00	250.00	0.00
101-2110-42230	CRIME PREVENTION	4,000.00	1,060.75	0.00	2,939.25	26.52
101-2110-42240	MAINTENANCE CONTRACTS	65,610.00	17,299.61	200.94	48,310.39	26.37
101-2110-42300	SAFETY EQUIPMENT	0.00	0.00	0.00	0.00	0.00
101-2110-42310	CONTRACTED SERVICES	11,245.00	9,637.30	455.92	1,607.70	85.70
101-2110-42350	RESERVES	5,000.00	1,524.84	0.00	3,475.16	30.50
101-2110-43000	PROFESSIONAL SERVICE (GENERAL)	2,550.00	6,255.00	0.00	(3,705.00)	245.29
101-2110-43010	AUDITING AND ACCOUNTING	2,800.00	2,381.36	0.00	418.64	85.05
101-2110-43040	ATTORNEY FEES	4,000.00	1,590.00	52.50	2,410.00	39.75
101-2110-43200	COMMUNICATIONS (GENERAL)	32,000.00	20,208.54	1,474.68	11,791.46	63.15
101-2110-43210	TELEPHONE	5,000.00	3,723.72	413.94	1,276.28	74.47
101-2110-43220	POSTAGE	2,500.00	1,111.97	77.08	1,388.03	44.48
101-2110-43600	CLEANING SERVICE	5,040.00	2,695.10	265.50	2,344.90	53.47
101-2110-43630	GENERAL LIABILITY INSURANCE	38,780.00	62,914.52	0.00	(24,134.52)	162.23
101-2110-43700	INSPECTIONS	0.00	0.00	0.00	0.00	0.00
101-2110-43800	UTILITIES-GAS/ELEC/SEWER/WATER	15,000.00	8,703.76	500.47	6,296.24	58.03
101-2110-43840	REFUSE	100.00	0.00	0.00	100.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-2110-43900	VEHICLE MAINTENANCE	20,000.00	31,779.45	601.91	(11,779.45)	158.90
101-2110-43910	SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
101-2110-44010	REPAIRS & MAINT. - BUILDINGS	2,000.00	5,446.18	0.00	(3,446.18)	272.31
101-2110-44040	REPAIRS & MAINT. - EQUIPMENT	1,600.00	1,550.00	0.00	50.00	96.88
101-2110-44080	UNIFORMS	14,000.00	14,750.09	264.30	(750.09)	105.36
101-2110-44330	DUES & SUBSCRIPTIONS	5,000.00	4,407.59	0.00	592.41	88.15
101-2110-44350	WELLNESS	12,500.00	3,130.00	1,978.00	9,370.00	25.04
101-2110-44360	INVESTIGATIONS	3,700.00	2,317.08	218.69	1,382.92	62.62
101-2110-44370	COLLABORATIVE PARTNERSHIPS	5,500.00	5,135.40	0.00	364.60	93.37
101-2110-45800	OTHER EQUIPMENT	19,361.00	16,211.79	371.56	3,149.21	83.73
Total Dept 2110 - POLICE DEPARTMENT		2,092,851.00	1,564,886.29	126,232.23	527,964.71	74.77
Dept 2200 - FIRE DEPARTMENT						
101-2200-41080	FIRE WAGES	208,130.00	128,641.66	16,333.04	79,488.34	61.81
101-2200-41210	PERA	14,660.00	9,779.30	1,032.04	4,880.70	66.71
101-2200-41220	FICA	11,230.00	6,399.81	886.32	4,830.19	56.99
101-2200-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-2200-41240	FIRE PENSION CONTRIBUTIONS	56,000.00	0.00	0.00	56,000.00	0.00
101-2200-41300	EMPLOYER PAID IN (GENERAL)	41,260.00	2,738.91	305.40	38,521.09	6.64
101-2200-41310	LIFE INSURANCE	1,000.00	0.00	0.00	1,000.00	0.00
101-2200-41500	WORKER S COMP (GENERAL)	17,378.00	15,652.94	0.00	1,725.06	90.07
101-2200-42000	SUPPLIES - OFFICE/COPY/COMPUTR	0.00	221.02	0.00	(221.02)	100.00
101-2200-42070	RECRUITMENT	2,500.00	0.00	0.00	2,500.00	0.00
101-2200-42080	TRAINING AND INSTRUCTION	12,000.00	10,054.36	262.50	1,945.64	83.79
101-2200-42100	OPERATING SUPPLIES	7,000.00	4,934.28	394.30	2,065.72	70.49
101-2200-42110	MEDICAL SUPPLIES AND EQUIPMENT	3,000.00	506.75	0.00	2,493.25	16.89
101-2200-42120	MOTOR FUELS	8,000.00	4,542.77	685.64	3,457.23	56.78
101-2200-42200	COMPLIANCE CHECKS	0.00	0.00	0.00	0.00	0.00
101-2200-42230	CRIME PREVENTION	0.00	0.00	0.00	0.00	0.00
101-2200-42240	MAINTENANCE CONTRACTS	650.00	352.80	0.00	297.20	54.28
101-2200-42300	SAFETY EQUIPMENT	26,000.00	28,290.01	0.00	(2,290.01)	108.81
101-2200-42310	CONTRACTED SERVICES	12,510.00	8,267.66	441.50	4,242.34	66.09
101-2200-43000	PROFESSIONAL SERVICE (GENERAL)	4,500.00	4,831.44	32.00	(331.44)	107.37
101-2200-43010	AUDITING AND ACCOUNTING	0.00	0.00	0.00	0.00	0.00
101-2200-43040	ATTORNEY FEES	500.00	168.00	0.00	332.00	33.60
101-2200-43200	COMMUNICATIONS (GENERAL)	16,000.00	9,153.36	368.66	6,846.64	57.21
101-2200-43630	GENERAL LIABILITY INSURANCE	9,220.00	14,958.33	0.00	(5,738.33)	162.24
101-2200-43700	INSPECTIONS	12,000.00	1,323.00	0.00	10,677.00	11.03
101-2200-43900	VEHICLE MAINTENANCE	25,000.00	45,586.76	2,259.54	(20,586.76)	182.35
101-2200-43910	SPECIAL PROJECTS	0.00	0.00	0.00	0.00	0.00
101-2200-44010	REPAIRS & MAINT. - BUILDINGS	2,200.00	3.59	0.00	2,196.41	0.16
101-2200-44040	REPAIRS & MAINT. - EQUIPMENT	3,000.00	1,684.57	0.00	1,315.43	56.15
101-2200-44080	UNIFORMS	5,500.00	4,362.65	0.00	1,137.35	79.32
101-2200-44330	DUES & SUBSCRIPTIONS	800.00	290.00	0.00	510.00	36.25
101-2200-44350	WELLNESS	500.00	0.00	0.00	500.00	0.00
101-2200-44360	INVESTIGATIONS	0.00	0.00	0.00	0.00	0.00
101-2200-44370	COLLABORATIVE PARTNERSHIPS	0.00	0.00	0.00	0.00	0.00
101-2200-45800	OTHER EQUIPMENT	10,068.00	8,186.94	0.00	1,881.06	81.32
Total Dept 2200 - FIRE DEPARTMENT		510,606.00	310,930.91	23,000.94	199,675.09	60.89
Dept 2400 - BUILDING INSPECTION						
101-2400-41010	FULL TIME - REGULAR	174,520.00	108,002.27	12,039.50	66,517.73	61.89

User: ssaxe

DB: Wyoming

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-2400-41210	PERA	13,090.00	8,100.22	902.97	4,989.78	61.88
101-2400-41220	FICA	13,350.00	7,679.89	858.04	5,670.11	57.53
101-2400-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-2400-41300	EMPLOYER PAID IN (GENERAL)	34,260.00	12,837.26	1,449.36	21,422.74	37.47
101-2400-41310	LIFE INSURANCE	1,640.00	1,544.60	160.18	95.40	94.18
101-2400-41500	WORKER S COMP (GENERAL)	1,578.00	1,421.30	0.00	156.70	90.07
101-2400-42000	SUPPLIES - OFFICE/COPY/COMPUTR	2,000.00	121.82	0.00	1,878.18	6.09
101-2400-42050	SOFTWARE UPGRADES	1,000.00	0.00	0.00	1,000.00	0.00
101-2400-42080	TRAINING AND INSTRUCTION	2,000.00	4,430.64	56.16	(2,430.64)	221.53
101-2400-42100	OPERATING SUPPLIES	2,100.00	442.90	0.00	1,657.10	21.09
101-2400-42120	MOTOR FUELS	1,750.00	586.22	120.90	1,163.78	33.50
101-2400-42310	CONTRACTED SERVICES	2,000.00	112.00	0.00	1,888.00	5.60
101-2400-43030	ENGINEERING	300.00	0.00	0.00	300.00	0.00
101-2400-43040	ATTORNEY FEES	300.00	0.00	0.00	300.00	0.00
101-2400-43210	TELEPHONE	1,200.00	653.74	77.16	546.26	54.48
101-2400-43220	POSTAGE	800.00	200.62	0.00	599.38	25.08
101-2400-43310	TRAVEL EXPENSES	2,000.00	1,296.53	0.00	703.47	64.83
101-2400-43630	GENERAL LIABILITY INSURANCE	2,270.00	3,685.19	0.00	(1,415.19)	162.34
101-2400-43900	VEHICLE MAINTENANCE	6,000.00	327.50	0.00	5,672.50	5.46
101-2400-44180	UNIFORMS	1,000.00	217.91	0.00	782.09	21.79
101-2400-44330	DUES & SUBSCRIPTIONS	7,500.00	8,994.33	394.73	(1,494.33)	119.92
Total Dept 2400 - BUILDING INSPECTION		270,658.00	160,654.94	16,059.00	110,003.06	59.36
Dept 3100 - HWYS, STREETS, AND ROADS						
101-3100-41010	FULL TIME - REGULAR	364,730.00	280,006.15	33,198.38	84,723.85	76.77
101-3100-41020	FULL TIME - OVERTIME	14,000.00	8,208.43	0.00	5,791.57	58.63
101-3100-41030	PART TIME EMPLOYEES REGULAR	10,690.00	1,988.94	0.00	8,701.06	18.61
101-3100-41210	PERA	29,210.00	21,616.07	2,489.88	7,593.93	74.00
101-3100-41220	FICA	29,790.00	21,901.27	2,506.67	7,888.73	73.52
101-3100-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-3100-41300	EMPLOYER PAID IN (GENERAL)	79,240.00	55,486.06	7,365.06	23,753.94	70.02
101-3100-41310	LIFE INSURANCE	2,660.00	2,984.26	342.10	(324.26)	112.19
101-3100-41500	WORKER S COMP (GENERAL)	28,892.00	26,024.24	0.00	2,867.76	90.07
101-3100-42000	SUPPLIES - OFFICE/COPY/COMPUTR	2,000.00	5,921.49	0.99	(3,921.49)	296.07
101-3100-42050	SOFTWARE UPGRADES	7,500.00	(4,309.64)	0.00	11,809.64	(57.46)
101-3100-42080	TRAINING AND INSTRUCTION	6,000.00	4,892.36	1,729.74	1,107.64	81.54
101-3100-42100	OPERATING SUPPLIES	5,000.00	6,260.15	134.20	(1,260.15)	125.20
101-3100-42120	MOTOR FUELS	25,000.00	13,559.56	759.24	11,440.44	54.24
101-3100-42130	CULVERTS	0.00	0.00	0.00	0.00	0.00
101-3100-42190	SEASONAL ACTIVITIES	0.00	0.00	0.00	0.00	0.00
101-3100-42250	LANDSCAPING MATERIALS	2,000.00	1,313.16	0.00	686.84	65.66
101-3100-42260	SIGN MATERIAL/REPLACEMENT	5,000.00	9,323.22	1,265.29	(4,323.22)	186.46
101-3100-42300	SAFETY EQUIPMENT	6,000.00	1,424.71	329.75	4,575.29	23.75
101-3100-42310	CONTRACTED SERVICES	7,875.00	23,419.69	2,533.53	(15,544.69)	297.39
101-3100-42400	SMALL TOOLS/MINOR EQUIPMENT	10,000.00	10,167.58	0.00	(167.58)	101.68
101-3100-42910	EQUIPMENT REPAIR	10,000.00	29,651.47	199.98	(19,651.47)	296.51
101-3100-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	125.00	125.00	(125.00)	100.00
101-3100-43030	ENGINEERING	0.00	0.00	0.00	0.00	0.00
101-3100-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
101-3100-43060	PERSONNEL TESTING	2,500.00	2,281.04	251.00	218.96	91.24
101-3100-43090	HAZARDOUS WASTE DISPOSAL	0.00	0.00	0.00	0.00	0.00
101-3100-43120	FEE (GOVERNMENT-STATE)	0.00	10.00	0.00	(10.00)	100.00
101-3100-43210	TELEPHONE	1,200.00	2,142.60	232.90	(942.60)	178.55
101-3100-43520	GENERAL NOTICE PUBLICATION	2,700.00	0.00	0.00	2,700.00	0.00

User: ssaxe

DB: Wyoming

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-3100-43630	GENERAL LIABILITY INSURANCE	15,010.00	24,351.67	0.00	(9,341.67)	162.24
101-3100-43800	UTILITIES-GAS/ELEC/SEWER/WATER	29,000.00	17,303.32	1,445.31	11,696.68	59.67
101-3100-43840	REFUSE	1,500.00	1,434.88	153.41	65.12	95.66
101-3100-43860	STREET LIGHTS	90,000.00	58,379.33	7,202.46	31,620.67	64.87
101-3100-43900	VEHICLE MAINTENANCE	10,000.00	19,603.30	375.36	(9,603.30)	196.03
101-3100-44010	REPAIRS & MAINT. - BUILDINGS	9,000.00	6,137.40	364.90	2,862.60	68.19
101-3100-44030	REP & MAIN. - OTHER THAN BLDGS	0.00	11,689.50	0.00	(11,689.50)	100.00
101-3100-44040	REPAIRS & MAINT. - EQUIPMENT	48,000.00	58,773.96	9,179.85	(10,773.96)	122.45
101-3100-44100	RENTALS (EQUIPMENT)	0.00	7,760.58	1,090.74	(7,760.58)	100.00
101-3100-44180	UNIFORMS	6,500.00	6,108.15	394.39	391.85	93.97
101-3100-44330	DUES & SUBSCRIPTIONS	3,000.00	1,866.13	0.00	1,133.87	62.20
101-3100-44400	SALT & SAND	50,000.00	6,797.38	0.00	43,202.62	13.59
101-3100-44410	STREET MAINT MATERIALS	55,000.00	18,217.88	0.00	36,782.12	33.12
101-3100-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 3100 - HWYS, STREETS, AND ROADS		968,997.00	762,821.29	73,670.13	206,175.71	78.72
Dept 3160 - Street Lighting						
101-3160-43800	UTILITIES-GAS/ELEC/SEWER/WATER	0.00	0.00	0.00	0.00	0.00
Total Dept 3160 - Street Lighting		0.00	0.00	0.00	0.00	0.00
Dept 5200 - PARKS						
101-5200-41010	FULL TIME - REGULAR	41,830.00	28,710.60	3,228.84	13,119.40	68.64
101-5200-41020	FULL TIME - OVERTIME	2,000.00	3,396.16	746.83	(1,396.16)	169.81
101-5200-41030	PART TIME EMPLOYEES REGULAR	17,590.00	7,105.33	0.00	10,484.67	40.39
101-5200-41210	PERA	4,090.00	2,408.02	298.18	1,681.98	58.88
101-5200-41220	FICA	4,700.00	2,946.93	298.59	1,753.07	62.70
101-5200-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
101-5200-41300	EMPLOYER PAID IN (GENERAL)	9,240.00	4,621.17	446.88	4,618.83	50.01
101-5200-41310	LIFE INSURANCE	300.00	0.00	0.00	300.00	0.00
101-5200-41500	WORKER S COMP (GENERAL)	2,625.00	2,364.18	0.00	260.82	90.06
101-5200-42080	TRAINING AND INSTRUCTION	2,500.00	1,499.75	0.00	1,000.25	59.99
101-5200-42100	OPERATING SUPPLIES	1,250.00	4,562.72	1,564.44	(3,312.72)	365.02
101-5200-42120	MOTOR FUELS	2,500.00	609.27	18.78	1,890.73	24.37
101-5200-42190	SEASONAL ACTIVITIES	2,000.00	2,488.93	0.00	(488.93)	124.45
101-5200-42250	LANDSCAPING MATERIALS	3,000.00	4,531.10	1,257.53	(1,531.10)	151.04
101-5200-42310	CONTRACTED SERVICES	55,000.00	49,255.71	10,121.44	5,744.29	89.56
101-5200-42400	SMALL TOOLS/MINOR EQUIPMENT	2,500.00	2,148.89	0.00	351.11	85.96
101-5200-42600	TRAIL MAINTENANCE	2,500.00	2,202.34	0.00	297.66	88.09
101-5200-42910	EQUIPMENT REPAIR	1,000.00	0.00	0.00	1,000.00	0.00
101-5200-43210	TELEPHONE	0.00	0.00	0.00	0.00	0.00
101-5200-43520	GENERAL NOTICE PUBLICATION	0.00	249.90	0.00	(249.90)	100.00
101-5200-43630	GENERAL LIABILITY INSURANCE	6,910.00	11,212.24	0.00	(4,302.24)	162.26
101-5200-43800	UTILITIES-GAS/ELEC/SEWER/WATER	4,500.00	2,547.62	324.58	1,952.38	56.61
101-5200-43840	REFUSE	1,800.00	4,784.35	484.01	(2,984.35)	265.80
101-5200-43900	VEHICLE MAINTENANCE	0.00	0.00	0.00	0.00	0.00
101-5200-44010	REPAIRS & MAINT. - BUILDINGS	6,000.00	0.00	0.00	6,000.00	0.00
101-5200-44030	REP & MAIN. - OTHER THAN BLDGS	0.00	1,666.25	415.00	(1,666.25)	100.00
101-5200-44040	REPAIRS & MAINT. - EQUIPMENT	22,000.00	1,450.40	0.00	20,549.60	6.59
101-5200-44050	SATALLITE RENTAL	7,500.00	11,730.65	2,654.00	(4,230.65)	156.41
101-5200-44180	UNIFORMS	0.00	0.00	0.00	0.00	0.00
101-5200-44760	TREE PLANTING	15,000.00	1,762.88	0.00	13,237.12	11.75
101-5200-45500	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-5200-49000	2004 CHEVY PICKUP	0.00	0.00	0.00	0.00	0.00
101-5200-49120	POLARIS RANGER	0.00	0.00	0.00	0.00	0.00
101-5200-49220	DUMPSTER TRAILER	0.00	0.00	0.00	0.00	0.00
Total Dept 5200 - PARKS		218,335.00	154,255.39	21,859.10	64,079.61	70.65
Dept 5500 - LIBRARY						
101-5500-41210	PERA	0.00	0.00	0.00	0.00	0.00
101-5500-41220	FICA	0.00	0.00	0.00	0.00	0.00
101-5500-41300	EMPLOYER PAID IN (GENERAL)	0.00	0.00	0.00	0.00	0.00
101-5500-42000	SUPPLIES - OFFICE/COPY/COMPUTR	0.00	116.28	0.00	(116.28)	100.00
101-5500-42100	OPERATING SUPPLIES	0.00	693.15	0.00	(693.15)	100.00
101-5500-43600	CLEANING SERVICE	19,000.00	11,391.65	1,000.00	7,608.35	59.96
101-5500-43800	UTILITIES-GAS/ELEC/SEWER/WATER	23,000.00	17,730.25	2,132.64	5,269.75	77.09
101-5500-43840	REFUSE	150.00	204.29	27.23	(54.29)	136.19
101-5500-44010	REPAIRS & MAINT. - BUILDINGS	3,000.00	529.61	75.16	2,470.39	17.65
Total Dept 5500 - LIBRARY		45,150.00	30,665.23	3,235.03	14,484.77	67.92
Dept 9360 - TRANSFER OUT						
101-9360-47210	TRANSFER	0.00	561,994.00	0.00	(561,994.00)	100.00
Total Dept 9360 - TRANSFER OUT		0.00	561,994.00	0.00	(561,994.00)	100.00
TOTAL EXPENDITURES		4,922,133.00	4,167,901.33	326,433.13	754,231.67	84.68
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		4,922,133.00	3,149,716.67	269,326.73	1,772,416.33	63.99
TOTAL EXPENDITURES		4,922,133.00	4,167,901.33	326,433.13	754,231.67	84.68
NET OF REVENUES & EXPENDITURES		0.00	(1,018,184.66)	(57,106.40)	1,018,184.66	100.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 201 - POLICE FORFEITURE						
Revenues						
Dept 0000						
201-0000-36200	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00
201-0000-36210	INTEREST EARNINGS	469.00	1,046.12	87.05	(577.12)	223.05
201-0000-39400	PROCEEDS FROM SALE	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 0000		10,469.00	1,046.12	87.05	9,422.88	9.99
TOTAL REVENUES		10,469.00	1,046.12	87.05	9,422.88	9.99
Expenditures						
Dept 2110 - POLICE DEPARTMENT						
201-2110-42000	SUPPLIES - OFFICE/COPY/COMPUTR	0.00	0.00	0.00	0.00	0.00
201-2110-42100	OPERATING SUPPLIES	445.00	210.00	0.00	235.00	47.19
201-2110-42300	SAFETY EQUIPMENT	0.00	0.00	0.00	0.00	0.00
201-2110-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
201-2110-44290	REIMBURSEMENTS & REFUNDS	0.00	0.00	0.00	0.00	0.00
201-2110-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
201-2110-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 2110 - POLICE DEPARTMENT		445.00	210.00	0.00	235.00	47.19
TOTAL EXPENDITURES		445.00	210.00	0.00	235.00	47.19
Fund 201 - POLICE FORFEITURE:						
TOTAL REVENUES		10,469.00	1,046.12	87.05	9,422.88	9.99
TOTAL EXPENDITURES		445.00	210.00	0.00	235.00	47.19
NET OF REVENUES & EXPENDITURES		10,024.00	836.12	87.05	9,187.88	8.34

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 202 - POLICE IMPOUNDS & TOWS						
Revenues						
Dept 0000						
202-0000-32220	FEES ETC.	0.00	1,091.00	930.00	(1,091.00)	100.00
202-0000-36210	INTEREST EARNINGS	250.00	1,398.44	123.61	(1,148.44)	559.38
202-0000-39400	PROCEEDS FROM SALE	12,484.00	0.00	0.00	12,484.00	0.00
Total Dept 0000		12,734.00	2,489.44	1,053.61	10,244.56	19.55
TOTAL REVENUES		12,734.00	2,489.44	1,053.61	10,244.56	19.55
Expenditures						
Dept 2110 - POLICE DEPARTMENT						
202-2110-42100	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
202-2110-42310	CONTRACTED SERVICES	9,831.00	(159.94)	0.00	9,990.94	(1.63)
202-2110-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	0.00	0.00	0.00	0.00
202-2110-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
202-2110-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 2110 - POLICE DEPARTMENT		9,831.00	(159.94)	0.00	9,990.94	(1.63)
TOTAL EXPENDITURES		9,831.00	(159.94)	0.00	9,990.94	(1.63)
Fund 202 - POLICE IMPOUNDS & TOWS:						
TOTAL REVENUES		12,734.00	2,489.44	1,053.61	10,244.56	19.55
TOTAL EXPENDITURES		9,831.00	(159.94)	0.00	9,990.94	1.63
NET OF REVENUES & EXPENDITURES		2,903.00	2,649.38	1,053.61	253.62	91.26

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 205 - POLICE DEPARTMENT DONATIONS						
Revenues						
Dept 0000						
205-0000-34220	POLICE DEPARTMENT	0.00	1,000.00	0.00	(1,000.00)	100.00
205-0000-36210	INTEREST EARNINGS	0.00	445.39	38.67	(445.39)	100.00
Total Dept 0000		0.00	1,445.39	38.67	(1,445.39)	100.00
TOTAL REVENUES		0.00	1,445.39	38.67	(1,445.39)	100.00
Expenditures						
Dept 2110 - POLICE DEPARTMENT						
205-2110-42100	OPERATING SUPPLIES	0.00	5.49	0.00	(5.49)	100.00
205-2110-42230	CRIME PREVENTION	0.00	83.70	0.00	(83.70)	100.00
205-2110-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
205-2110-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 2110 - POLICE DEPARTMENT		0.00	89.19	0.00	(89.19)	100.00
TOTAL EXPENDITURES		0.00	89.19	0.00	(89.19)	100.00
Fund 205 - POLICE DEPARTMENT DONATIONS:						
TOTAL REVENUES		0.00	1,445.39	38.67	(1,445.39)	100.00
TOTAL EXPENDITURES		0.00	89.19	0.00	(89.19)	100.00
NET OF REVENUES & EXPENDITURES		0.00	1,356.20	38.67	(1,356.20)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 206 - ADMINISTRATIVE FINE						
Revenues						
Dept 0000						
206-0000-32220	FEES ETC.	0.00	420.00	0.00	(420.00)	100.00
206-0000-36210	INTEREST EARNINGS	0.00	13.08	2.60	(13.08)	100.00
Total Dept 0000		0.00	433.08	2.60	(433.08)	100.00
TOTAL REVENUES		0.00	433.08	2.60	(433.08)	100.00
Expenditures						
Dept 2110 - POLICE DEPARTMENT						
206-2110-42100	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
206-2110-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 2110 - POLICE DEPARTMENT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 206 - ADMINISTRATIVE FINE:						
TOTAL REVENUES		0.00	433.08	2.60	(433.08)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	433.08	2.60	(433.08)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 207 - ORDINANCE VIOLATION						
Revenues						
Dept 0000						
207-0000-32220	FEES ETC.	0.00	125.00	0.00	(125.00)	100.00
207-0000-36210	INTEREST EARNINGS	0.00	1,122.75	84.53	(1,122.75)	100.00
Total Dept 0000		0.00	1,247.75	84.53	(1,247.75)	100.00
TOTAL REVENUES		0.00	1,247.75	84.53	(1,247.75)	100.00
Expenditures						
Dept 2110 - POLICE DEPARTMENT						
207-2110-42100	OPERATING SUPPLIES	0.00	3,500.00	0.00	(3,500.00)	100.00
207-2110-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 2110 - POLICE DEPARTMENT		0.00	3,500.00	0.00	(3,500.00)	100.00
TOTAL EXPENDITURES		0.00	3,500.00	0.00	(3,500.00)	100.00
Fund 207 - ORDINANCE VIOLATION:						
TOTAL REVENUES		0.00	1,247.75	84.53	(1,247.75)	100.00
TOTAL EXPENDITURES		0.00	3,500.00	0.00	(3,500.00)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(2,252.25)	84.53	2,252.25	100.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 208 - SUPPLEMENTAL POLICE FUND						
Revenues						
Dept 0000						
208-0000-32220	FEES ETC.	0.00	7,201.00	0.00	(7,201.00)	100.00
208-0000-36210	INTEREST EARNINGS	0.00	341.02	39.60	(341.02)	100.00
208-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	7,542.02	39.60	(7,542.02)	100.00
TOTAL REVENUES		0.00	7,542.02	39.60	(7,542.02)	100.00
Expenditures						
Dept 2110 - POLICE DEPARTMENT						
208-2110-42000	SUPPLIES - OFFICE/COPY/COMPUTR	0.00	0.00	0.00	0.00	0.00
208-2110-42230	CRIME PREVENTION	0.00	2,792.27	0.00	(2,792.27)	100.00
208-2110-42310	CONTRACTED SERVICES	0.00	0.00	0.00	0.00	0.00
208-2110-44290	REIMBURSEMENTS & REFUNDS	0.00	0.00	0.00	0.00	0.00
208-2110-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 2110 - POLICE DEPARTMENT		0.00	2,792.27	0.00	(2,792.27)	100.00
TOTAL EXPENDITURES		0.00	2,792.27	0.00	(2,792.27)	100.00
Fund 208 - SUPPLEMENTAL POLICE FUND:						
TOTAL REVENUES		0.00	7,542.02	39.60	(7,542.02)	100.00
TOTAL EXPENDITURES		0.00	2,792.27	0.00	(2,792.27)	100.00
NET OF REVENUES & EXPENDITURES		0.00	4,749.75	39.60	(4,749.75)	100.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 280 - EDA						
Revenues						
Dept 0000						
280-0000-31000	GENERAL PROPERTY TAXES	15,000.00	7,500.00	0.00	7,500.00	50.00
280-0000-33400	STATE GRANTS AND AIDS	0.00	0.00	0.00	0.00	0.00
280-0000-34125	DONATIONS	0.00	0.00	0.00	0.00	0.00
280-0000-36200	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00
280-0000-36210	INTEREST EARNINGS	0.00	8,836.13	741.17	(8,836.13)	100.00
280-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
280-0000-39400	PROCEEDS FROM SALE	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		15,000.00	16,336.13	741.17	(1,336.13)	108.91
TOTAL REVENUES		15,000.00	16,336.13	741.17	(1,336.13)	108.91
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
280-1000-43000	PROFESSIONAL SERVICE (GENERAL)	4,050.00	4,863.48	125.12	(813.48)	120.09
280-1000-43030	ENGINEERING	0.00	0.00	0.00	0.00	0.00
280-1000-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
280-1000-45150	LAND TAXES	0.00	0.00	0.00	0.00	0.00
280-1000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
280-1000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		4,050.00	4,863.48	125.12	(813.48)	120.09
Dept 1330 - BOARDS AND COMMISSIONS						
280-1330-41000	SALARIES & WAGES	0.00	210.00	30.00	(210.00)	100.00
280-1330-41220	FICA	0.00	16.07	2.30	(16.07)	100.00
280-1330-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
280-1330-42080	TRAINING AND INSTRUCTION	0.00	0.00	0.00	0.00	0.00
Total Dept 1330 - BOARDS AND COMMISSIONS		0.00	226.07	32.30	(226.07)	100.00
Dept 1500 - FINANCIAL ADMINISTRATION						
280-1500-43000	PROFESSIONAL SERVICE (GENERAL)	1,750.00	3,600.00	0.00	(1,850.00)	205.71
Total Dept 1500 - FINANCIAL ADMINISTRATION		1,750.00	3,600.00	0.00	(1,850.00)	205.71
TOTAL EXPENDITURES		5,800.00	8,689.55	157.42	(2,889.55)	149.82
Fund 280 - EDA:						
TOTAL REVENUES		15,000.00	16,336.13	741.17	(1,336.13)	108.91
TOTAL EXPENDITURES		5,800.00	8,689.55	157.42	(2,889.55)	149.82
NET OF REVENUES & EXPENDITURES		9,200.00	7,646.58	583.75	1,553.42	83.12

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 285 - XCCEM						
Revenues						
Dept 0000						
285-0000-36210	INTEREST EARNINGS	0.00	1,084.90	90.59	(1,084.90)	100.00
285-0000-36505	REVOLVING LOANS RETAINED	0.00	0.00	0.00	0.00	0.00
285-0000-39999	PRIOR PERIOD ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	1,084.90	90.59	(1,084.90)	100.00
TOTAL REVENUES		0.00	1,084.90	90.59	(1,084.90)	100.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
285-1000-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 6500 - ECONOMIC DEVELOPMENT						
285-6500-44040	REPAIRS & MAINT. - EQUIPMENT	0.00	0.00	0.00	0.00	0.00
285-6500-44060	LOAN DISBURSEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 6500 - ECONOMIC DEVELOPMENT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 285 - XCCEM:						
TOTAL REVENUES		0.00	1,084.90	90.59	(1,084.90)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	1,084.90	90.59	(1,084.90)	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 331 - 2007A GO BONDS						
Revenues						
Dept 0000						
331-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
331-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
331-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
331-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 7000 - DEBT SERVICE						
331-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
331-7000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 331 - 2007A GO BONDS:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 333 - 2006A GO BONDS						
Revenues						
Dept 0000						
333-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
333-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
333-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 7000 - DEBT SERVICE						
333-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
333-7000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
333-7000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 333 - 2006A GO BONDS:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 335 - 2001A GO Improvement Bonds						
Revenues						
Dept 0000						
335-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Fund 335 - 2001A GO Improvement Bonds:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 336 - 2004A GO BONDS						
Revenues						
Dept 0000						
336-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
336-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
336-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 7000 - DEBT SERVICE						
336-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
336-7000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 336 - 2004A GO BONDS:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 337 - 2009A GO BONDS						
Revenues						
Dept 0000						
337-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
337-0000-33160	FEDERAL GRANT FUNDS	0.00	3,213.49	0.00	(3,213.49)	100.00
337-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
337-0000-36210	INTEREST EARNINGS	0.00	8,526.91	733.05	(8,526.91)	100.00
Total Dept 0000		0.00	11,740.40	733.05	(11,740.40)	100.00
TOTAL REVENUES		0.00	11,740.40	733.05	(11,740.40)	100.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
337-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 7000 - DEBT SERVICE						
337-7000-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	0.00	0.00	0.00	0.00
337-7000-46010	DEBT SRV BOND PRINCIPAL	350,000.00	350,000.00	0.00	0.00	100.00
337-7000-46110	BOND INTEREST	9,625.00	9,625.00	0.00	0.00	100.00
337-7000-46200	FISCAL AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		359,625.00	359,625.00	0.00	0.00	100.00
TOTAL EXPENDITURES		359,625.00	359,625.00	0.00	0.00	100.00
Fund 337 - 2009A GO BONDS:						
TOTAL REVENUES		0.00	11,740.40	733.05	(11,740.40)	100.00
TOTAL EXPENDITURES		359,625.00	359,625.00	0.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		(359,625.00)	(347,884.60)	733.05	(11,740.40)	96.74

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 338 - 2015A GO BONDS						
Revenues						
Dept 0000						
338-0000-31000	GENERAL PROPERTY TAXES	233,777.00	116,888.50	0.00	116,888.50	50.00
338-0000-36100	SPECIAL ASSESSMENTS	0.00	29,159.79	0.00	(29,159.79)	100.00
338-0000-36210	INTEREST EARNINGS	0.00	9,838.66	1,204.95	(9,838.66)	100.00
338-0000-39300	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		233,777.00	155,886.95	1,204.95	77,890.05	66.68
TOTAL REVENUES		233,777.00	155,886.95	1,204.95	77,890.05	66.68
Expenditures						
Dept 7000 - DEBT SERVICE						
338-7000-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	0.00	0.00	0.00	0.00
338-7000-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
338-7000-46010	DEBT SRV BOND PRINCIPAL	360,000.00	360,000.00	0.00	0.00	100.00
338-7000-46110	BOND INTEREST	16,500.00	16,500.00	0.00	0.00	100.00
338-7000-46200	FISCAL AGENT FEES	0.00	750.00	0.00	(750.00)	100.00
Total Dept 7000 - DEBT SERVICE		376,500.00	377,250.00	0.00	(750.00)	100.20
TOTAL EXPENDITURES		376,500.00	377,250.00	0.00	(750.00)	100.20
Fund 338 - 2015A GO BONDS:						
TOTAL REVENUES		233,777.00	155,886.95	1,204.95	77,890.05	66.68
TOTAL EXPENDITURES		376,500.00	377,250.00	0.00	(750.00)	100.20
NET OF REVENUES & EXPENDITURES		(142,723.00)	(221,363.05)	1,204.95	78,640.05	155.10

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 339 - 2016A GO BONDS						
Revenues						
Dept 0000						
339-0000-31000	GENERAL PROPERTY TAXES	104,191.00	52,095.50	0.00	52,095.50	50.00
339-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
339-0000-36210	INTEREST EARNINGS	0.00	2,990.01	385.95	(2,990.01)	100.00
339-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		104,191.00	55,085.51	385.95	49,105.49	52.87
TOTAL REVENUES		104,191.00	55,085.51	385.95	49,105.49	52.87
Expenditures						
Dept 7000 - DEBT SERVICE						
339-7000-46010	DEBT SRV BOND PRINCIPAL	115,000.00	115,000.00	0.00	0.00	100.00
339-7000-46110	BOND INTEREST	5,091.00	5,091.25	0.00	(0.25)	100.00
339-7000-46200	FISCAL AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		120,091.00	120,091.25	0.00	(0.25)	100.00
TOTAL EXPENDITURES		120,091.00	120,091.25	0.00	(0.25)	100.00
Fund 339 - 2016A GO BONDS:						
TOTAL REVENUES		104,191.00	55,085.51	385.95	49,105.49	52.87
TOTAL EXPENDITURES		120,091.00	120,091.25	0.00	(0.25)	100.00
NET OF REVENUES & EXPENDITURES		(15,900.00)	(65,005.74)	385.95	49,105.74	408.84

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 340 - 2018A GO BOND						
Revenues						
Dept 0000						
340-0000-31000	GENERAL PROPERTY TAXES	101,599.00	50,799.50	0.00	50,799.50	50.00
340-0000-36100	SPECIAL ASSESSMENTS	0.00	8,013.04	0.00	(8,013.04)	100.00
340-0000-36210	INTEREST EARNINGS	0.00	1,550.78	250.76	(1,550.78)	100.00
340-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		101,599.00	60,363.32	250.76	41,235.68	59.41
TOTAL REVENUES		101,599.00	60,363.32	250.76	41,235.68	59.41
Expenditures						
Dept 1500 - FINANCIAL ADMINISTRATION						
340-1500-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	0.00	0.00	0.00	0.00
Total Dept 1500 - FINANCIAL ADMINISTRATION		0.00	0.00	0.00	0.00	0.00
Dept 7000 - DEBT SERVICE						
340-7000-46010	DEBT SRV BOND PRINCIPAL	90,000.00	90,000.00	0.00	0.00	100.00
340-7000-46110	BOND INTEREST	31,644.00	31,643.76	0.00	0.24	100.00
340-7000-46200	FISCAL AGENT FEES	0.00	750.00	0.00	(750.00)	100.00
Total Dept 7000 - DEBT SERVICE		121,644.00	122,393.76	0.00	(749.76)	100.62
TOTAL EXPENDITURES		121,644.00	122,393.76	0.00	(749.76)	100.62
Fund 340 - 2018A GO BOND:						
TOTAL REVENUES		101,599.00	60,363.32	250.76	41,235.68	59.41
TOTAL EXPENDITURES		121,644.00	122,393.76	0.00	(749.76)	100.62
NET OF REVENUES & EXPENDITURES		(20,045.00)	(62,030.44)	250.76	41,985.44	309.46

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 341 - 2020A GO BONDS						
Revenues						
Dept 0000						
341-0000-31000	GENERAL PROPERTY TAXES	224,636.00	112,318.00	0.00	112,318.00	50.00
341-0000-36100	SPECIAL ASSESSMENTS	0.00	18,894.55	0.00	(18,894.55)	100.00
341-0000-36210	INTEREST EARNINGS	0.00	17,877.38	1,810.59	(17,877.38)	100.00
341-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		224,636.00	149,089.93	1,810.59	75,546.07	66.37
TOTAL REVENUES		224,636.00	149,089.93	1,810.59	75,546.07	66.37
Expenditures						
Dept 7000 - DEBT SERVICE						
341-7000-46010	DEBT SRV BOND PRINCIPAL	215,000.00	215,000.00	0.00	0.00	100.00
341-7000-46110	BOND INTEREST	55,350.00	55,350.00	0.00	0.00	100.00
341-7000-46200	FISCAL AGENT FEES	0.00	575.00	0.00	(575.00)	100.00
Total Dept 7000 - DEBT SERVICE		270,350.00	270,925.00	0.00	(575.00)	100.21
TOTAL EXPENDITURES		270,350.00	270,925.00	0.00	(575.00)	100.21
Fund 341 - 2020A GO BONDS:						
TOTAL REVENUES		224,636.00	149,089.93	1,810.59	75,546.07	66.37
TOTAL EXPENDITURES		270,350.00	270,925.00	0.00	(575.00)	100.21
NET OF REVENUES & EXPENDITURES		(45,714.00)	(121,835.07)	1,810.59	76,121.07	266.52

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 342 - 2024A GO BOND						
Revenues						
Dept 0000						
342-0000-31000	GENERAL PROPERTY TAXES	63,000.00	31,500.00	0.00	31,500.00	50.00
342-0000-36100	SPECIAL ASSESSMENTS	0.00	(2,190.60)	0.00	2,190.60	100.00
342-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
342-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		63,000.00	29,309.40	0.00	33,690.60	46.52
TOTAL REVENUES		63,000.00	29,309.40	0.00	33,690.60	46.52
Expenditures						
Dept 7000 - DEBT SERVICE						
342-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
342-7000-46110	BOND INTEREST	0.00	62,932.23	0.00	(62,932.23)	100.00
342-7000-46200	FISCAL AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	62,932.23	0.00	(62,932.23)	100.00
TOTAL EXPENDITURES		0.00	62,932.23	0.00	(62,932.23)	100.00
Fund 342 - 2024A GO BOND:						
TOTAL REVENUES		63,000.00	29,309.40	0.00	33,690.60	46.52
TOTAL EXPENDITURES		0.00	62,932.23	0.00	(62,932.23)	100.00
NET OF REVENUES & EXPENDITURES		63,000.00	(33,622.83)	0.00	96,622.83	53.37

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 370 - 1999C/1999D TIF						
Revenues						
Dept 0000						
370-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
370-0000-31050	TAX INCREMENTS	0.00	20,376.99	0.00	(20,376.99)	100.00
370-0000-36210	INTEREST EARNINGS	0.00	757.70	0.00	(757.70)	100.00
370-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	21,134.69	0.00	(21,134.69)	100.00
TOTAL REVENUES		0.00	21,134.69	0.00	(21,134.69)	100.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
370-1000-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
370-1000-46200	FISCAL AGENT FEES	0.00	0.00	0.00	0.00	0.00
370-1000-47150	TAX INCREMENT	0.00	14,320.60	0.00	(14,320.60)	100.00
370-1000-47220	INTERFUND INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	14,320.60	0.00	(14,320.60)	100.00
Dept 7000 - DEBT SERVICE						
370-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
370-7000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
370-7000-46200	FISCAL AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Dept 9360 - TRANSFER OUT						
370-9360-47210	TRANSFER	0.00	14,973.73	14,973.73	(14,973.73)	100.00
Total Dept 9360 - TRANSFER OUT		0.00	14,973.73	14,973.73	(14,973.73)	100.00
TOTAL EXPENDITURES		0.00	29,294.33	14,973.73	(29,294.33)	100.00
Fund 370 - 1999C/1999D TIF:						
TOTAL REVENUES		0.00	21,134.69	0.00	(21,134.69)	100.00
TOTAL EXPENDITURES		0.00	29,294.33	14,973.73	(29,294.33)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(8,159.64)	(14,973.73)	8,159.64	100.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 385 - TIF 3-3						
Revenues						
Dept 0000						
385-0000-31050	TAX INCREMENTS	0.00	0.00	0.00	0.00	0.00
385-0000-33402	HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00
385-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
385-1000-47150	TAX INCREMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 9360 - TRANSFER OUT						
385-9360-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 9360 - TRANSFER OUT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 385 - TIF 3-3:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 390 - 1999C GO BONDS						
Revenues						
Dept 0000						
390-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
390-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
390-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 7000 - DEBT SERVICE						
390-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
390-7000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
390-7000-46200	FISCAL AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 390 - 1999C GO BONDS:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 401 - CAPITAL EQUIPMENT FUND						
Revenues						
Dept 0000						
401-0000-31000	GENERAL PROPERTY TAXES	100,400.00	50,200.00	0.00	50,200.00	50.00
401-0000-33401	LOCAL GOVERNMENT AID	388,238.00	194,118.50	0.00	194,119.50	50.00
401-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
401-0000-36200	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00
401-0000-36210	INTEREST EARNINGS	4,944.00	3,207.98	510.65	1,736.02	64.89
401-0000-36231	TREE REPLACEMENT	0.00	11,500.00	0.00	(11,500.00)	100.00
401-0000-36240	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
401-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
401-0000-39400	PROCEEDS FROM SALE	0.00	36,750.00	36,750.00	(36,750.00)	100.00
Total Dept 0000		493,582.00	295,776.48	37,260.65	197,805.52	59.92
Dept 3100 - HWYS, STREETS, AND ROADS						
401-3100-33160	FEDERAL GRANT FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 3100 - HWYS, STREETS, AND ROADS		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		493,582.00	295,776.48	37,260.65	197,805.52	59.92
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
401-1000-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	2,950.00	0.00	(2,950.00)	100.00
401-1000-45000	CAPITAL OUTLAY	0.00	3,099.00	0.00	(3,099.00)	100.00
401-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	6,049.00	0.00	(6,049.00)	100.00
Dept 2110 - POLICE DEPARTMENT						
401-2110-45000	CAPITAL OUTLAY	217,000.00	151,561.69	0.00	65,438.31	69.84
Total Dept 2110 - POLICE DEPARTMENT		217,000.00	151,561.69	0.00	65,438.31	69.84
Dept 2200 - FIRE DEPARTMENT						
401-2200-45000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
401-2200-47220	INTERFUND INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 2200 - FIRE DEPARTMENT		0.00	0.00	0.00	0.00	0.00
Dept 3100 - HWYS, STREETS, AND ROADS						
401-3100-45000	CAPITAL OUTLAY	260,000.00	280,778.66	2,288.96	(20,778.66)	107.99
Total Dept 3100 - HWYS, STREETS, AND ROADS		260,000.00	280,778.66	2,288.96	(20,778.66)	107.99
Dept 6231 - TREE REPLACEMENT PROGRAM						
401-6231-44840	TREES	0.00	0.00	0.00	0.00	0.00
Total Dept 6231 - TREE REPLACEMENT PROGRAM		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 401 - CAPITAL EQUIPMENT FUND						
Expenditures						
TOTAL EXPENDITURES		477,000.00	438,389.35	2,288.96	38,610.65	91.91
Fund 401 - CAPITAL EQUIPMENT FUND:						
TOTAL REVENUES		493,582.00	295,776.48	37,260.65	197,805.52	59.92
TOTAL EXPENDITURES		477,000.00	438,389.35	2,288.96	38,610.65	91.91
NET OF REVENUES & EXPENDITURES		16,582.00	(142,612.87)	34,971.69	159,194.87	860.05

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 402 - BUILDING FUND						
Revenues						
Dept 0000						
402-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
402-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 402 - BUILDING FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 403 - EQUIPMENT FUND						
Revenues						
Dept 0000						
403-0000-36210	INTEREST EARNINGS	0.00	331.60	27.69	(331.60)	100.00
403-0000-36240	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	331.60	27.69	(331.60)	100.00
TOTAL REVENUES		0.00	331.60	27.69	(331.60)	100.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
403-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 3100 - HWYS, STREETS, AND ROADS						
403-3100-44250	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 3100 - HWYS, STREETS, AND ROADS		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 403 - EQUIPMENT FUND:						
TOTAL REVENUES		0.00	331.60	27.69	(331.60)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	331.60	27.69	(331.60)	100.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 404 - PARK DEVELOPMENT FUND						
Revenues						
Dept 0000						
404-0000-31000	GENERAL PROPERTY TAXES	30,000.00	15,000.00	0.00	15,000.00	50.00
404-0000-33400	STATE GRANTS AND AIDS	0.00	2,999.00	0.00	(2,999.00)	100.00
404-0000-34125	DONATIONS	0.00	100.00	0.00	(100.00)	100.00
404-0000-34126	RAILROAD PARK IMPROVEMENTS	0.00	99,900.00	400.00	(99,900.00)	100.00
404-0000-34127	SWENSON PARK IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
404-0000-34230	PARK & RECREATION DEDICATION	0.00	0.00	0.00	0.00	0.00
404-0000-36210	INTEREST EARNINGS	3,709.00	6,682.17	525.93	(2,973.17)	180.16
404-0000-36550	GAMBLING PROCEEDS	0.00	0.00	0.00	0.00	0.00
404-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		33,709.00	124,681.17	925.93	(90,972.17)	369.88
TOTAL REVENUES		33,709.00	124,681.17	925.93	(90,972.17)	369.88
Expenditures						
Dept 5200 - PARKS						
404-5200-43030	ENGINEERING	0.00	0.00	0.00	0.00	0.00
404-5200-45300	IMPROVEMENTS OTHER THAN BLDGS	0.00	0.00	0.00	0.00	0.00
404-5200-45350	IMPROVEMENTS	0.00	2,999.00	0.00	(2,999.00)	100.00
404-5200-45400	IMPROVEMENTS SWENSON PARK	0.00	0.00	0.00	0.00	0.00
404-5200-45450	IMPROVEMENTS RAILROAD PARK	0.00	59,667.60	0.00	(59,667.60)	100.00
404-5200-45800	OTHER EQUIPMENT	25,000.00	0.00	0.00	25,000.00	0.00
404-5200-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 5200 - PARKS		25,000.00	62,666.60	0.00	(37,666.60)	250.67
TOTAL EXPENDITURES		25,000.00	62,666.60	0.00	(37,666.60)	250.67
Fund 404 - PARK DEVELOPMENT FUND:						
TOTAL REVENUES		33,709.00	124,681.17	925.93	(90,972.17)	369.88
TOTAL EXPENDITURES		25,000.00	62,666.60	0.00	(37,666.60)	250.67
NET OF REVENUES & EXPENDITURES		8,709.00	62,014.57	925.93	(53,305.57)	712.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 405 - TRAIL DEVELOPMENT FUND						
Revenues						
Dept 0000						
405-0000-34780	PARK FEES	0.00	0.00	0.00	0.00	0.00
405-0000-36210	INTEREST EARNINGS	198.00	264.57	22.09	(66.57)	133.62
Total Dept 0000		198.00	264.57	22.09	(66.57)	133.62
TOTAL REVENUES		198.00	264.57	22.09	(66.57)	133.62
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
405-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 5200 - PARKS						
405-5200-45350	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 5200 - PARKS		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 405 - TRAIL DEVELOPMENT FUND:						
TOTAL REVENUES		198.00	264.57	22.09	(66.57)	133.62
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		198.00	264.57	22.09	(66.57)	133.62

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 407 - MSA FUNDS						
Revenues						
Dept 0000						
407-0000-33400	STATE GRANTS AND AIDS	0.00	0.00	0.00	0.00	0.00
407-0000-33418	MUNICIPAL STATE AID FOR STREET	0.00	0.00	0.00	0.00	0.00
407-0000-33419	MUNICIPAL STATE AID FOR MAINT	0.00	166,862.00	0.00	(166,862.00)	100.00
407-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
407-0000-36210	INTEREST EARNINGS	0.00	56,718.46	4,996.23	(56,718.46)	100.00
407-0000-39200	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	223,580.46	4,996.23	(223,580.46)	100.00
TOTAL REVENUES		0.00	223,580.46	4,996.23	(223,580.46)	100.00
Expenditures						
Dept 3100 - HWYS, STREETS, AND ROADS						
407-3100-43030	ENGINEERING	0.00	0.00	0.00	0.00	0.00
407-3100-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
407-3100-45000	CAPITAL OUTLAY	177,000.00	0.00	0.00	177,000.00	0.00
Total Dept 3100 - HWYS, STREETS, AND ROADS		177,000.00	0.00	0.00	177,000.00	0.00
TOTAL EXPENDITURES		177,000.00	0.00	0.00	177,000.00	0.00
Fund 407 - MSA FUNDS:						
TOTAL REVENUES		0.00	223,580.46	4,996.23	(223,580.46)	100.00
TOTAL EXPENDITURES		177,000.00	0.00	0.00	177,000.00	0.00
NET OF REVENUES & EXPENDITURES		(177,000.00)	223,580.46	4,996.23	(400,580.46)	126.32

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 408 - STREET REPLACEMENT FUND						
Revenues						
Dept 0000						
408-0000-31000	GENERAL PROPERTY TAXES	500,000.00	250,000.00	0.00	250,000.00	50.00
408-0000-33400	STATE GRANTS AND AIDS	0.00	2,223.00	0.00	(2,223.00)	100.00
408-0000-33418	MUNICIPAL STATE AID FOR STREET	0.00	(2,405.62)	0.00	2,405.62	100.00
408-0000-36100	SPECIAL ASSESSMENTS	81,391.00	84,015.93	7,791.17	(2,624.93)	103.23
408-0000-36210	INTEREST EARNINGS	34,383.00	28,861.74	4,514.48	5,521.26	83.94
408-0000-36240	REIMBURSEMENTS	0.00	18,000.00	18,000.00	(18,000.00)	100.00
408-0000-38060	STREET UTILITY FRANCHISE FEES	293,137.00	224,323.95	0.00	68,813.05	76.53
408-0000-39200	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00
408-0000-39203	TRANSFER FROM OTHER FUND	0.00	1,000,000.00	0.00	(1,000,000.00)	100.00
408-0000-39300	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
408-0000-39320	BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		908,911.00	1,605,019.00	30,305.65	(696,108.00)	176.59
TOTAL REVENUES		908,911.00	1,605,019.00	30,305.65	(696,108.00)	176.59
Expenditures						
Dept 0000						
408-0000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
Dept 1000 - GENERAL GOVERNMENT						
408-1000-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	6,030.78	0.00	(6,030.78)	100.00
408-1000-46120	BOND DISCOUNT AMORTIZATION	0.00	0.00	0.00	0.00	0.00
408-1000-46130	ISSUANCE COSTS AND DISCOUNTS	0.00	0.00	0.00	0.00	0.00
408-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	6,030.78	0.00	(6,030.78)	100.00
Dept 3100 - HWYS, STREETS, AND ROADS						
408-3100-43030	ENGINEERING	0.00	192,435.25	32,998.50	(192,435.25)	100.00
408-3100-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
408-3100-43510	LEGAL NOTICE PUBLICATION	0.00	1,713.15	0.00	(1,713.15)	100.00
408-3100-45350	IMPROVEMENTS	0.00	893,345.58	0.00	(893,345.58)	100.00
Total Dept 3100 - HWYS, STREETS, AND ROADS		0.00	1,087,493.98	32,998.50	(1,087,493.98)	100.00
Dept 7000 - DEBT SERVICE						
408-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Dept 9425 - SEWER/WATER MAINTENANCE						
408-9425-45350	IMPROVEMENTS	0.00	34,651.21	0.00	(34,651.21)	100.00
Total Dept 9425 - SEWER/WATER MAINTENANCE		0.00	34,651.21	0.00	(34,651.21)	100.00
		55				

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 408 - STREET REPLACEMENT FUND						
Expenditures						
TOTAL EXPENDITURES		0.00	1,128,175.97	32,998.50	(1,128,175.97)	100.00
Fund 408 - STREET REPLACEMENT FUND:						
TOTAL REVENUES		908,911.00	1,605,019.00	30,305.65	(696,108.00)	176.59
TOTAL EXPENDITURES		0.00	1,128,175.97	32,998.50	(1,128,175.97)	100.00
NET OF REVENUES & EXPENDITURES		908,911.00	476,843.03	(2,692.85)	432,067.97	52.46

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 409 - CAPITAL REVOLVING FUND						
Revenues						
Dept 0000						
409-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
409-0000-36210	INTEREST EARNINGS	0.00	99,253.18	7,092.82	(99,253.18)	100.00
409-0000-39203	TRANSFER FROM OTHER FUND	0.00	561,994.00	0.00	(561,994.00)	100.00
Total Dept 0000		0.00	661,247.18	7,092.82	(661,247.18)	100.00
TOTAL REVENUES		0.00	661,247.18	7,092.82	(661,247.18)	100.00
Expenditures						
Dept 0000						
409-0000-47210	TRANSFER	0.00	1,000,000.00	0.00	(1,000,000.00)	100.00
Total Dept 0000		0.00	1,000,000.00	0.00	(1,000,000.00)	100.00
Dept 1000 - GENERAL GOVERNMENT						
409-1000-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	27,778.75	2,925.00	(27,778.75)	100.00
409-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	27,778.75	2,925.00	(27,778.75)	100.00
TOTAL EXPENDITURES		0.00	1,027,778.75	2,925.00	(1,027,778.75)	100.00
Fund 409 - CAPITAL REVOLVING FUND:						
TOTAL REVENUES		0.00	661,247.18	7,092.82	(661,247.18)	100.00
TOTAL EXPENDITURES		0.00	1,027,778.75	2,925.00	(1,027,778.75)	100.00
NET OF REVENUES & EXPENDITURES		0.00	(366,531.57)	4,167.82	366,531.57	100.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 420 - FALLBROOK AVE. CONST.						
Revenues						
Dept 0000						
420-0000-33418	MUNICIPAL STATE AID FOR STREET	0.00	0.00	0.00	0.00	0.00
420-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
420-0000-39200	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
420-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 3100 - HWYS, STREETS, AND ROADS						
420-3100-43030	ENGINEERING	0.00	0.00	0.00	0.00	0.00
420-3100-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
420-3100-43510	LEGAL NOTICE PUBLICATION	0.00	0.00	0.00	0.00	0.00
420-3100-45000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
420-3100-45500	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
Total Dept 3100 - HWYS, STREETS, AND ROADS		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 420 - FALLBROOK AVE. CONST.:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

10/24/2025 03:18 PM		REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING			Page: 41/64	
User: ssaxe		PERIOD ENDING 09/30/2025				
DB: Wyoming						
GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 437 - 2009 IMPROVEMENTS						
Revenues						
Dept 0000						
437-0000-39200	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1500 - FINANCIAL ADMINISTRATION						
437-1500-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	0.00	0.00	0.00	0.00
Total Dept 1500 - FINANCIAL ADMINISTRATION		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 437 - 2009 IMPROVEMENTS:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 465 - SELVIG						
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
465-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 465 - SELVIG:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 490 - GAMBLING PROCEEDS						
Revenues						
Dept 0000						
490-0000-36210	INTEREST EARNINGS	1,825.00	7,479.61	518.44	(5,654.61)	409.84
490-0000-36550	GAMBLING PROCEEDS	48,090.00	28,317.17	3,816.69	19,772.83	58.88
Total Dept 0000		49,915.00	35,796.78	4,335.13	14,118.22	71.72
TOTAL REVENUES		49,915.00	35,796.78	4,335.13	14,118.22	71.72
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
490-1000-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
490-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 5200 - PARKS						
490-5200-45300	IMPROVEMENTS OTHER THAN BLDGS	0.00	71,097.00	0.00	(71,097.00)	100.00
490-5200-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 5200 - PARKS		0.00	71,097.00	0.00	(71,097.00)	100.00
TOTAL EXPENDITURES		0.00	71,097.00	0.00	(71,097.00)	100.00
Fund 490 - GAMBLING PROCEEDS:						
TOTAL REVENUES		49,915.00	35,796.78	4,335.13	14,118.22	71.72
TOTAL EXPENDITURES		0.00	71,097.00	0.00	(71,097.00)	100.00
NET OF REVENUES & EXPENDITURES		49,915.00	(35,300.22)	4,335.13	85,215.22	70.72

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 601 - WATER FUND						
Revenues						
Dept 0000						
601-0000-32210	BUILDING PERMITS	0.00	158.14	(29.77)	(158.14)	100.00
601-0000-33160	FEDERAL GRANT FUNDS	0.00	0.00	0.00	0.00	0.00
601-0000-33400	STATE GRANTS AND AIDS	0.00	0.00	0.00	0.00	0.00
601-0000-33439	PERA PENSION OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
601-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
601-0000-36200	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00
601-0000-36210	INTEREST EARNINGS	25,000.00	38,320.41	2,370.32	(13,320.41)	153.28
601-0000-36211	INTERFUND LOAN INTEREST	0.00	0.00	0.00	0.00	0.00
601-0000-36240	REIMBURSEMENTS	0.00	19,365.80	0.00	(19,365.80)	100.00
601-0000-37125	UTILITY CHARGES	730,310.00	496,761.68	656.30	233,548.32	68.02
601-0000-37126	UTILITY PENALTIES	8,458.00	3,433.92	1,138.04	5,024.08	40.60
601-0000-37130	UTILITY DEPARTMENT	0.00	0.00	0.00	0.00	0.00
601-0000-37155	UTILITY INSPECTION	1,057.00	1,610.00	490.00	(553.00)	152.32
601-0000-37160	CONNECTION CHARGES	64,000.00	83,879.50	17,801.00	(19,879.50)	131.06
601-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
601-0000-39320	BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
601-0000-39350	TRANSFER OF CAPITAL ASSETS	0.00	0.00	0.00	0.00	0.00
601-0000-39400	PROCEEDS FROM SALE	0.00	0.00	0.00	0.00	0.00
601-0000-39999	PRIOR PERIOD ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		828,825.00	643,529.45	22,425.89	185,295.55	77.64
TOTAL REVENUES		828,825.00	643,529.45	22,425.89	185,295.55	77.64
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
601-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 2400 - BUILDING INSPECTION						
601-2400-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
Total Dept 2400 - BUILDING INSPECTION		0.00	0.00	0.00	0.00	0.00
Dept 7000 - DEBT SERVICE						
601-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
601-7000-46110	BOND INTEREST	49,241.00	49,241.19	0.00	(0.19)	100.00
601-7000-46130	ISSUANCE COSTS AND DISCOUNTS	0.00	0.00	0.00	0.00	0.00
601-7000-46200	FISCAL AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		49,241.00	49,241.19	0.00	(0.19)	100.00
Dept 9400 - CLJSTC						
601-9400-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 9400 - CLJSTC		0.00	0.00	0.00	0.00	0.00
Dept 9415 - SEWER/WATER UTILITY EXPENSE						

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 601 - WATER FUND						
Expenditures						
601-9415-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
601-9415-44290	REIMBURSEMENTS & REFUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 9415 - SEWER/WATER UTILITY EXPENSE		0.00	0.00	0.00	0.00	0.00
Dept 9425 - SEWER/WATER MAINTENANCE						
601-9425-41010	FULL TIME - REGULAR	202,680.00	145,999.36	15,791.72	56,680.64	72.03
601-9425-41020	FULL TIME - OVERTIME	6,000.00	2,803.22	0.00	3,196.78	46.72
601-9425-41030	PART TIME EMPLOYEES REGULAR	2,500.00	1,988.98	0.00	511.02	79.56
601-9425-41210	PERA	15,840.00	11,160.20	1,184.34	4,679.80	70.46
601-9425-41220	FICA	16,160.00	11,068.66	1,160.02	5,091.34	68.49
601-9425-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
601-9425-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
601-9425-41300	EMPLOYER PAID IN (GENERAL)	52,550.00	27,382.09	3,021.24	25,167.91	52.11
601-9425-41310	LIFE INSURANCE	1,180.00	1,341.64	163.28	(161.64)	113.70
601-9425-41390	OPEB EXPENSE	0.00	0.00	0.00	0.00	0.00
601-9425-41500	WORKER S COMP (GENERAL)	11,997.00	10,806.45	0.00	1,190.55	90.08
601-9425-42000	SUPPLIES - OFFICE/COPY/COMPUTR	2,500.00	1,462.20	301.62	1,037.80	58.49
601-9425-42050	SOFTWARE UPGRADES	5,000.00	14,987.50	0.00	(9,987.50)	299.75
601-9425-42080	TRAINING AND INSTRUCTION	3,000.00	979.24	84.24	2,020.76	32.64
601-9425-42100	OPERATING SUPPLIES	500.00	3,443.58	0.00	(2,943.58)	688.72
601-9425-42120	MOTOR FUELS	10,000.00	5,391.54	389.01	4,608.46	53.92
601-9425-42160	CHEMICALS/CHEMICAL PRODUCTS	15,225.00	7,634.14	0.00	7,590.86	50.14
601-9425-42290	METERS	10,000.00	9,283.79	200.00	716.21	92.84
601-9425-42300	SAFETY EQUIPMENT	3,000.00	786.60	0.00	2,213.40	26.22
601-9425-42310	CONTRACTED SERVICES	7,500.00	18,272.02	105.07	(10,772.02)	243.63
601-9425-42400	SMALL TOOLS/MINOR EQUIPMENT	10,000.00	2,577.59	748.49	7,422.41	25.78
601-9425-42910	EQUIPMENT REPAIR	5,000.00	0.00	0.00	5,000.00	0.00
601-9425-42950	SCADA SYSTEM	7,500.00	405.00	0.00	7,095.00	5.40
601-9425-43000	PROFESSIONAL SERVICE (GENERAL)	30,125.00	5,561.33	1,464.21	24,563.67	18.46
601-9425-43030	ENGINEERING	0.00	0.00	0.00	0.00	0.00
601-9425-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
601-9425-43060	PERSONNEL TESTING	0.00	0.00	0.00	0.00	0.00
601-9425-43110	LAB COSTS	2,800.00	2,225.50	177.50	574.50	79.48
601-9425-43120	FEE (GOVERNMENT-STATE)	5,000.00	0.00	0.00	5,000.00	0.00
601-9425-43210	TELEPHONE	5,000.00	6,104.14	724.39	(1,104.14)	122.08
601-9425-43220	POSTAGE	2,000.00	922.02	122.29	1,077.98	46.10
601-9425-43510	LEGAL NOTICE PUBLICATION	0.00	876.48	0.00	(876.48)	100.00
601-9425-43620	GENERAL PROPERTY INSURANCE	0.00	0.00	0.00	0.00	0.00
601-9425-43630	GENERAL LIABILITY INSURANCE	12,670.00	20,553.69	0.00	(7,883.69)	162.22
601-9425-43700	INSPECTIONS	0.00	450.00	0.00	(450.00)	100.00
601-9425-43800	UTILITIES-GAS/ELEC/SEWER/WATER	41,200.00	27,123.09	3,192.25	14,076.91	65.83
601-9425-43840	REFUSE	0.00	0.00	0.00	0.00	0.00
601-9425-43900	VEHICLE MAINTENANCE	0.00	18,703.79	0.00	(18,703.79)	100.00
601-9425-44010	REPAIRS & MAINT. - BUILDINGS	4,500.00	4,363.00	0.00	137.00	96.96
601-9425-44030	REP & MAIN. - OTHER THAN BLDGS	0.00	0.00	0.00	0.00	0.00
601-9425-44040	REPAIRS & MAINT. - EQUIPMENT	12,000.00	2,643.04	0.00	9,356.96	22.03
601-9425-44100	RENTALS (EQUIPMENT)	0.00	0.00	0.00	0.00	0.00
601-9425-44180	UNIFORMS	0.00	0.00	0.00	0.00	0.00
601-9425-44200	DEPRECIATION	219,071.00	195,860.97	21,762.33	23,210.03	89.41
601-9425-44250	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	0.00
601-9425-44290	REIMBURSEMENTS & REFUNDS	0.00	0.00	0.00	0.00	0.00
601-9425-44320	NSF CHECKS	0.00	0.00	0.00	0.00	0.00
601-9425-44330	DUES & SUBSCRIPTIONS	1,500.00	2,635.05	0.00	(1,135.05)	175.67
601-9425-44390	REPAIRS & MAINT. - WELLS	20,000.00	539.00	0.00	19,461.00	2.70

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 601 - WATER FUND						
Expenditures						
601-9425-44490	WATERMAIN BREAK	25,750.00	17,408.14	0.00	8,341.86	67.60
601-9425-44650	LOCATES (GOPHER STATE)	1,800.00	554.19	82.35	1,245.81	30.79
601-9425-44850	EMERGENCY EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00
601-9425-44950	SAFETY EQUIPMENT	2,000.00	0.00	0.00	2,000.00	0.00
601-9425-45210	WATER TOWERS	20,000.00	7,000.00	0.00	13,000.00	35.00
601-9425-45350	IMPROVEMENTS	40,000.00	24,559.90	0.00	15,440.10	61.40
601-9425-49050	2014 FORD F350	0.00	0.00	0.00	0.00	0.00
Total Dept 9425 - SEWER/WATER MAINTENANCE		833,548.00	615,857.13	50,674.35	217,690.87	73.88
TOTAL EXPENDITURES		882,789.00	665,098.32	50,674.35	217,690.68	75.34
Fund 601 - WATER FUND:						
TOTAL REVENUES		828,825.00	643,529.45	22,425.89	185,295.55	77.64
TOTAL EXPENDITURES		882,789.00	665,098.32	50,674.35	217,690.68	75.34
NET OF REVENUES & EXPENDITURES		(53,964.00)	(21,568.87)	(28,248.46)	(32,395.13)	39.97

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 602 - SEWER FUND						
Revenues						
Dept 0000						
602-0000-33439	PERA PENSION OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
602-0000-33600	OTHER LOCAL INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00
602-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
602-0000-36200	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00
602-0000-36210	INTEREST EARNINGS	35,000.00	120,523.53	10,076.49	(85,523.53)	344.35
602-0000-36211	INTERFUND LOAN INTEREST	0.00	0.00	0.00	0.00	0.00
602-0000-36240	REIMBURSEMENTS	0.00	10,959.48	0.00	(10,959.48)	100.00
602-0000-36255	CAPITAL CONTRIBUTIONS FROM DEV	0.00	0.00	0.00	0.00	0.00
602-0000-37125	UTILITY CHARGES	1,297,880.00	917,051.27	763.40	380,828.73	70.66
602-0000-37126	UTILITY PENALTIES	0.00	6,447.31	1,945.13	(6,447.31)	100.00
602-0000-37155	UTILITY INSPECTION	0.00	0.00	0.00	0.00	0.00
602-0000-37160	CONNECTION CHARGES	65,000.00	70,513.10	11,970.00	(5,513.10)	108.48
602-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
602-0000-39320	BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
602-0000-39350	TRANSFER OF CAPITAL ASSETS	0.00	0.00	0.00	0.00	0.00
602-0000-39400	PROCEEDS FROM SALE	0.00	0.00	0.00	0.00	0.00
602-0000-39999	PRIOR PERIOD ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		1,397,880.00	1,125,494.69	24,755.02	272,385.31	80.51
TOTAL REVENUES		1,397,880.00	1,125,494.69	24,755.02	272,385.31	80.51
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
602-1000-43030	ENGINEERING	0.00	0.00	0.00	0.00	0.00
602-1000-43040	ATTORNEY FEES	0.00	0.00	0.00	0.00	0.00
602-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 7000 - DEBT SERVICE						
602-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
602-7000-46110	BOND INTEREST	5,611.00	5,612.26	0.00	(1.26)	100.02
602-7000-46130	ISSUANCE COSTS AND DISCOUNTS	0.00	0.00	0.00	0.00	0.00
602-7000-46200	FISCAL AGENT FEES	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		5,611.00	5,612.26	0.00	(1.26)	100.02
Dept 9400 - CLJSTC						
602-9400-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
602-9400-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 9400 - CLJSTC		0.00	0.00	0.00	0.00	0.00
Dept 9415 - SEWER/WATER UTILITY EXPENSE						
602-9415-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
602-9415-46400	CLJSTC PRINCIPAL	13,914.00	32,126.13	0.00	(18,212.13)	230.89
602-9415-46450	CLJSTC INTEREST	2,386.00	21,703.75	0.00	(19,317.75)	909.63
Total Dept 9415 - SEWER/WATER UTILITY EXPENSE		16,300.00	53,829.88	0.00	(37,529.88)	330.24

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 602 - SEWER FUND						
Expenditures						
Dept 9425 - SEWER/WATER MAINTENANCE						
602-9425-41010	FULL TIME - REGULAR	161,420.00	126,996.88	13,444.61	34,423.12	78.67
602-9425-41020	FULL TIME - OVERTIME	14,000.00	3,500.87	0.00	10,499.13	25.01
602-9425-41030	PART TIME EMPLOYEES REGULAR	2,500.00	1,989.04	0.00	510.96	79.56
602-9425-41210	PERA	13,340.00	9,787.30	1,008.36	3,552.70	73.37
602-9425-41220	FICA	13,610.00	9,705.18	984.47	3,904.82	71.31
602-9425-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
602-9425-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
602-9425-41300	EMPLOYER PAID IN (GENERAL)	45,410.00	24,230.31	2,634.04	21,179.69	53.36
602-9425-41310	LIFE INSURANCE	910.00	1,341.62	163.28	(431.62)	147.43
602-9425-41390	OPEB EXPENSE	0.00	0.00	0.00	0.00	0.00
602-9425-41500	WORKER S COMP (GENERAL)	0.00	0.00	0.00	0.00	0.00
602-9425-42000	SUPPLIES - OFFICE/COPY/COMPUTR	1,000.00	1,316.28	220.80	(316.28)	131.63
602-9425-42050	SOFTWARE UPGRADES	5,000.00	14,997.50	0.00	(9,997.50)	299.95
602-9425-42080	TRAINING AND INSTRUCTION	1,500.00	3,664.24	84.24	(2,164.24)	244.28
602-9425-42100	OPERATING SUPPLIES	750.00	621.18	0.00	128.82	82.82
602-9425-42120	MOTOR FUELS	8,000.00	5,084.08	389.00	2,915.92	63.55
602-9425-42300	SAFETY EQUIPMENT	1,500.00	544.71	0.00	955.29	36.31
602-9425-42310	CONTRACTED SERVICES	12,000.00	8,216.65	105.07	3,783.35	68.47
602-9425-42400	SMALL TOOLS/MINOR EQUIPMENT	1,500.00	3,283.78	1,826.69	(1,783.78)	218.92
602-9425-42650	SEWER PONDS	0.00	0.00	0.00	0.00	0.00
602-9425-42910	EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00
602-9425-42950	SCADA SYSTEM	7,500.00	1,153.72	0.00	6,346.28	15.38
602-9425-43000	PROFESSIONAL SERVICE (GENERAL)	30,125.00	5,561.30	1,464.21	24,563.70	18.46
602-9425-43060	PERSONNEL TESTING	0.00	0.00	0.00	0.00	0.00
602-9425-43120	FEE (GOVERNMENT-STATE)	0.00	0.00	0.00	0.00	0.00
602-9425-43210	TELEPHONE	3,000.00	6,094.80	722.22	(3,094.80)	203.16
602-9425-43220	POSTAGE	1,500.00	906.42	106.70	593.58	60.43
602-9425-43620	GENERAL PROPERTY INSURANCE	0.00	0.00	0.00	0.00	0.00
602-9425-43630	GENERAL LIABILITY INSURANCE	17,710.00	28,733.13	0.00	(11,023.13)	162.24
602-9425-43800	UTILITIES-GAS/ELEC/SEWER/WATER	15,000.00	10,048.17	1,113.01	4,951.83	66.99
602-9425-43840	REFUSE	0.00	0.00	0.00	0.00	0.00
602-9425-43890	SEWER PLANT FEES	334,137.00	236,269.10	59,745.31	97,867.90	70.71
602-9425-43900	VEHICLE MAINTENANCE	0.00	17,169.24	0.00	(17,169.24)	100.00
602-9425-44010	REPAIRS & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00
602-9425-44030	REP & MAIN. - OTHER THAN BLDGS	0.00	0.00	0.00	0.00	0.00
602-9425-44040	REPAIRS & MAINT. - EQUIPMENT	31,000.00	8,557.64	0.00	22,442.36	27.61
602-9425-44100	RENTALS (EQUIPMENT)	1,000.00	0.00	0.00	1,000.00	0.00
602-9425-44180	UNIFORMS	0.00	0.00	0.00	0.00	0.00
602-9425-44200	DEPRECIATION	393,634.00	302,188.23	33,576.47	91,445.77	76.77
602-9425-44250	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	0.00
602-9425-44330	DUES & SUBSCRIPTIONS	800.00	598.00	0.00	202.00	74.75
602-9425-44380	LIFT STATIONS MAINTENANCE	23,000.00	11,382.60	0.00	11,617.40	49.49
602-9425-44650	LOCATES (GOPHER STATE)	1,800.00	536.66	82.35	1,263.34	29.81
602-9425-44800	SEWER MAIN MAINTENANCE	5,000.00	0.00	0.00	5,000.00	0.00
602-9425-44850	EMERGENCY EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00
602-9425-44950	SAFETY EQUIPMENT	2,000.00	0.00	0.00	2,000.00	0.00
602-9425-45350	IMPROVEMENTS	30,000.00	48,998.14	0.00	(18,998.14)	163.33
602-9425-49050	2014 FORD F350	0.00	0.00	0.00	0.00	0.00
602-9425-49200	TANDEM GENERATOR TRAILER	0.00	0.00	0.00	0.00	0.00
Total Dept 9425 - SEWER/WATER MAINTENANCE		1,179,646.00	893,476.77	117,670.83	286,169.23	75.74
TOTAL EXPENDITURES		1,201,566.00	952,918.91	117,670.83	248,638.09	79.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 602 - SEWER FUND						
Fund 602 - SEWER FUND:						
TOTAL REVENUES		1,397,880.00	1,125,494.69	24,755.02	272,385.31	80.51
TOTAL EXPENDITURES		1,201,557.00	952,918.91	117,670.83	248,638.09	79.31
NET OF REVENUES & EXPENDITURES		196,323.00	172,575.78	(92,915.81)	23,747.22	87.90

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 651 - SURFACE/STORM WATER FUND						
Revenues						
Dept 0000						
651-0000-33439	PERA PENSION OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
651-0000-34111	ENGINEER FEE	0.00	1,300.00	0.00	(1,300.00)	100.00
651-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
651-0000-36210	INTEREST EARNINGS	15,000.00	39,022.25	3,305.39	(24,022.25)	260.15
651-0000-36240	REIMBURSEMENTS	0.00	15,647.48	0.00	(15,647.48)	100.00
651-0000-37125	UTILITY CHARGES	250,000.00	181,875.99	662.79	68,124.01	72.75
651-0000-39200	INTERFUND OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00
651-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
651-0000-39320	BOND PREMIUM	0.00	0.00	0.00	0.00	0.00
651-0000-39350	TRANSFER OF CAPITAL ASSETS	0.00	0.00	0.00	0.00	0.00
651-0000-39400	PROCEEDS FROM SALE	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		265,000.00	237,845.72	3,968.18	27,154.28	89.75
TOTAL REVENUES		265,000.00	237,845.72	3,968.18	27,154.28	89.75
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
651-1000-43030	ENGINEERING	0.00	324.00	127.00	(324.00)	100.00
651-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	324.00	127.00	(324.00)	100.00
Dept 3100 - HWYS, STREETS, AND ROADS						
651-3100-44000	REPAIRS & MAINT CONTR.	0.00	0.00	0.00	0.00	0.00
651-3100-45350	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 3100 - HWYS, STREETS, AND ROADS		0.00	0.00	0.00	0.00	0.00
Dept 7000 - DEBT SERVICE						
651-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
651-7000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
651-7000-46130	ISSUANCE COSTS AND DISCOUNTS	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Dept 9425 - SEWER/WATER MAINTENANCE						
651-9425-41010	FULL TIME - REGULAR	40,580.00	30,222.81	3,220.84	10,357.19	74.48
651-9425-41030	PART TIME EMPLOYEES REGULAR	2,500.00	0.00	0.00	2,500.00	0.00
651-9425-41210	PERA	3,230.00	2,266.67	241.56	963.33	70.18
651-9425-41220	FICA	3,300.00	2,312.08	246.39	987.92	70.06
651-9425-41225	MN PAID LEAVE	0.00	0.00	0.00	0.00	0.00
651-9425-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
651-9425-41300	EMPLOYER PAID IN (GENERAL)	9,490.00	5,445.24	603.56	4,044.76	57.38
651-9425-41310	LIFE INSURANCE	120.00	0.00	0.00	120.00	0.00
651-9425-42080	TRAINING AND INSTRUCTION	2,500.00	850.00	0.00	1,650.00	34.00
651-9425-42100	OPERATING SUPPLIES	1,000.00	1,668.74	15.19	(668.74)	166.87
651-9425-42120	MOTOR FUELS	0.00	0.00	0.00	0.00	0.00
651-9425-42300	SAFETY EQUIPMENT	2,000.00	212.58	0.00	1,787.42	10.63
651-9425-42310	CONTRACTED SERVICES	8,500.00	9,894.44	53.00	(1,394.44)	116.41

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 651 - SURFACE/STORM WATER FUND						
Expenditures						
651-9425-42400	SMALL TOOLS/MINOR EQUIPMENT	2,500.00	498.37	0.00	2,001.63	19.93
651-9425-42910	EQUIPMENT REPAIR	0.00	0.00	0.00	0.00	0.00
651-9425-43000	PROFESSIONAL SERVICE (GENERAL)	8,050.00	2,703.28	1,339.12	5,346.72	33.58
651-9425-43100	MS4 PERMIT - ENGINEERING	10,300.00	33,617.75	2,798.50	(23,317.75)	326.39
651-9425-43210	TELEPHONE	2,700.00	0.00	0.00	2,700.00	0.00
651-9425-43800	UTILITIES-GAS/ELEC/SEWER/WATER	0.00	0.00	0.00	0.00	0.00
651-9425-43840	REFUSE	1,000.00	1,322.56	0.00	(322.56)	132.26
651-9425-43900	VEHICLE MAINTENANCE	0.00	11,973.74	0.00	(11,973.74)	100.00
651-9425-44010	REPAIRS & MAINT. - BUILDINGS	0.00	0.00	0.00	0.00	0.00
651-9425-44030	REP & MAIN. - OTHER THAN BLDGS	55,050.00	19,075.11	8,699.61	35,974.89	34.65
651-9425-44040	REPAIRS & MAINT. - EQUIPMENT	27,000.00	11,950.62	0.00	15,049.38	44.26
651-9425-44180	UNIFORMS	0.00	0.00	0.00	0.00	0.00
651-9425-44200	DEPRECIATION	52,533.00	41,896.89	4,655.21	10,636.11	79.75
651-9425-44290	REIMBURSEMENTS & REFUNDS	0.00	0.00	0.00	0.00	0.00
651-9425-44330	DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00	0.00
651-9425-44410	STREET MAINT MATERIALS	8,500.00	0.00	0.00	8,500.00	0.00
651-9425-44430	MS4 PERMIT - IMPLEMENTATION	0.00	0.00	0.00	0.00	0.00
651-9425-44650	LOCATES (GOPHER STATE)	1,800.00	0.00	0.00	1,800.00	0.00
Total Dept 9425 - SEWER/WATER MAINTENANCE		242,653.00	175,910.88	21,872.98	66,742.12	72.49
TOTAL EXPENDITURES		242,653.00	176,234.88	21,999.98	66,418.12	72.63
Fund 651 - SURFACE/STORM WATER FUND:						
TOTAL REVENUES		265,000.00	237,845.72	3,968.18	27,154.28	89.75
TOTAL EXPENDITURES		242,653.00	176,234.88	21,999.98	66,418.12	72.63
NET OF REVENUES & EXPENDITURES		22,347.00	61,610.84	(18,031.80)	(39,263.84)	275.70

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 700 - WYOMING REVOLVING LOAN FUND						
Revenues						
Dept 0000						
700-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 7000 - DEBT SERVICE						
700-7000-47200	OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 700 - WYOMING REVOLVING LOAN FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 800 - PROJECTS AND DEVELOPMENTS						
Revenues						
Dept 0000						
800-0000-32220	FEEES ETC.	0.00	0.00	0.00	0.00	0.00
800-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
800-1000-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 1400 - CITY CLERK OFFICE						
800-1400-43000	PROFESSIONAL SERVICE (GENERAL)	0.00	0.00	0.00	0.00	0.00
Total Dept 1400 - CITY CLERK OFFICE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 800 - PROJECTS AND DEVELOPMENTS:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 830 - FIRE DEPARTMENT CIP						
Revenues						
Dept 0000						
830-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
830-0000-33401	LOCAL GOVERNMENT AID	0.00	0.00	0.00	0.00	0.00
830-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
830-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 2110 - POLICE DEPARTMENT						
830-2110-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
Total Dept 2110 - POLICE DEPARTMENT		0.00	0.00	0.00	0.00	0.00
Dept 2200 - FIRE DEPARTMENT						
830-2200-45250	VEHICLE	0.00	0.00	0.00	0.00	0.00
830-2200-45350	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
830-2200-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
830-2200-47220	INTERFUND INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 2200 - FIRE DEPARTMENT		0.00	0.00	0.00	0.00	0.00
Dept 7000 - DEBT SERVICE						
830-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
830-7000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
830-7000-47000	PRINCIPAL	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 830 - FIRE DEPARTMENT CIP:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 840 - POLICE DEPARTMENT CIP						
Revenues						
Dept 0000						
840-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
840-0000-33401	LOCAL GOVERNMENT AID	0.00	0.00	0.00	0.00	0.00
840-0000-33620	OTHER COUNTY GRANTS & AIDS	0.00	0.00	0.00	0.00	0.00
840-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
840-0000-36240	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
840-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
840-0000-39400	PROCEEDS FROM SALE	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 2110 - POLICE DEPARTMENT						
840-2110-45350	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
840-2110-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
840-2110-45900	VEHICLE	0.00	0.00	0.00	0.00	0.00
840-2110-47200	OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00
Total Dept 2110 - POLICE DEPARTMENT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 840 - POLICE DEPARTMENT CIP:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
 PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 850 - PARKS DEPARTMENT CIP						
Revenues						
Dept 0000						
850-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
850-0000-34125	DONATIONS	0.00	0.00	0.00	0.00	0.00
850-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
850-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
850-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 5200 - PARKS						
850-5200-45350	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 5200 - PARKS		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 850 - PARKS DEPARTMENT CIP:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 860 - WATER-SEWER CIP						
Revenues						
Dept 0000						
860-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
860-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
860-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
860-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 860 - WATER-SEWER CIP:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 870 - GENERAL ADMINISTRATION CIP						
Revenues						
Dept 0000						
870-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
870-0000-33401	LOCAL GOVERNMENT AID	0.00	0.00	0.00	0.00	0.00
870-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
870-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
870-1000-42090	NETWORK MUNICIPAL COMPUTERS	0.00	0.00	0.00	0.00	0.00
870-1000-42220	OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
870-1000-45350	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
870-1000-45900	VEHICLE	0.00	0.00	0.00	0.00	0.00
870-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 870 - GENERAL ADMINISTRATION CIP:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 880 - STREETS DEPARTMENT CIP						
Revenues						
Dept 0000						
880-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
880-0000-33401	LOCAL GOVERNMENT AID	0.00	0.00	0.00	0.00	0.00
880-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
880-0000-36240	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
880-0000-39203	TRANSFER FROM OTHER FUND	0.00	0.00	0.00	0.00	0.00
880-0000-39311	CAPITAL LEASE PROCEEDS	0.00	0.00	0.00	0.00	0.00
880-0000-39400	PROCEEDS FROM SALE	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
880-1000-47210	TRANSFER	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 3100 - HWYS, STREETS, AND ROADS						
880-3100-42750	TRUCK PAYMENT	0.00	0.00	0.00	0.00	0.00
880-3100-42900	STREET SIGN REPAIR	0.00	0.00	0.00	0.00	0.00
880-3100-44250	EQUIPMENT REPLACEMENT	0.00	0.00	0.00	0.00	0.00
880-3100-44270	LOADER REPLACEMENT	0.00	0.00	0.00	0.00	0.00
880-3100-44500	CRACK FILLING	0.00	0.00	0.00	0.00	0.00
880-3100-44550	SEAL COATING	0.00	0.00	0.00	0.00	0.00
880-3100-44570	GRAVEL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
880-3100-44580	CALCIUM CHLORIDE	0.00	0.00	0.00	0.00	0.00
880-3100-44600	POTHoles/PATCHING	0.00	0.00	0.00	0.00	0.00
880-3100-45350	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
880-3100-45800	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00
880-3100-46000	BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
880-3100-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
880-3100-47200	OPERATING TRANSFERS	0.00	0.00	0.00	0.00	0.00
880-3100-47220	INTERFUND INTEREST EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 3100 - HWYS, STREETS, AND ROADS		0.00	0.00	0.00	0.00	0.00
Dept 7000 - DEBT SERVICE						
880-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
880-7000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 880 - STREETS DEPARTMENT CIP:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	AMENDED	2025	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
			BUDGET	09/30/2025	MONTH 09/30/2025		
Fund 880 - STREETS DEPARTMENT CIP							
NET OF REVENUES & EXPENDITURES			0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 900 - INVESTMENT						
Revenues						
Dept 0000						
900-0000-36210	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00
900-0000-39720	TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Fund 900 - INVESTMENT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 999 - GASB 34 CONVERSION FUND						
Revenues						
Dept 0000						
999-0000-31000	GENERAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
999-0000-33439	PERA PENSION OTHER REVENUE	0.00	0.00	0.00	0.00	0.00
999-0000-36100	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
999-0000-36255	CAPITAL CONTRIBUTIONS FROM DEV	0.00	0.00	0.00	0.00	0.00
999-0000-36505	REVOLVING LOANS RETAINED	0.00	0.00	0.00	0.00	0.00
999-0000-39230	BOND PREMIUM REVENUE	0.00	0.00	0.00	0.00	0.00
999-0000-39300	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00
999-0000-39999	PRIOR PERIOD ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
Total Dept 0000		0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
Expenditures						
Dept 1000 - GENERAL GOVERNMENT						
999-1000-41000	SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
999-1000-41010	FULL TIME - REGULAR	0.00	0.00	0.00	0.00	0.00
999-1000-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
999-1000-41390	OPEB EXPENSE	0.00	0.00	0.00	0.00	0.00
999-1000-44200	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
999-1000-45000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 1000 - GENERAL GOVERNMENT		0.00	0.00	0.00	0.00	0.00
Dept 1400 - CITY CLERK OFFICE						
999-1400-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
Total Dept 1400 - CITY CLERK OFFICE		0.00	0.00	0.00	0.00	0.00
Dept 2000 - PUBLIC SAFETY						
999-2000-41000	SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
999-2000-41010	FULL TIME - REGULAR	0.00	0.00	0.00	0.00	0.00
999-2000-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00
999-2000-41390	OPEB EXPENSE	0.00	0.00	0.00	0.00	0.00
999-2000-44200	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
999-2000-45000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
999-2000-47300	LOSS OF SALE OF CAP	0.00	0.00	0.00	0.00	0.00
Total Dept 2000 - PUBLIC SAFETY		0.00	0.00	0.00	0.00	0.00
Dept 2110 - POLICE DEPARTMENT						
999-2110-41010	FULL TIME - REGULAR	0.00	0.00	0.00	0.00	0.00
Total Dept 2110 - POLICE DEPARTMENT		0.00	0.00	0.00	0.00	0.00
Dept 3000 - PUBLIC WORKS						
999-3000-41000	SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
999-3000-41010	FULL TIME - REGULAR	0.00	0.00	0.00	0.00	0.00
999-3000-41290	PENSION EXPENSE	0.00	0.00	0.00	0.00	0.00

PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 999 - GASB 34 CONVERSION FUND						
Expenditures						
999-3000-41390	OPEB EXPENSE	0.00	0.00	0.00	0.00	0.00
999-3000-44200	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
999-3000-45000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
999-3000-47300	LOSS OF SALE OF CAP	0.00	0.00	0.00	0.00	0.00
Total Dept 3000 - PUBLIC WORKS		0.00	0.00	0.00	0.00	0.00
Dept 3100 - HWYS, STREETS, AND ROADS						
999-3100-41010	FULL TIME - REGULAR	0.00	0.00	0.00	0.00	0.00
999-3100-45000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 3100 - HWYS, STREETS, AND ROADS		0.00	0.00	0.00	0.00	0.00
Dept 5000 - CULTURE-RECREATION						
999-5000-44200	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
999-5000-45000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
Total Dept 5000 - CULTURE-RECREATION		0.00	0.00	0.00	0.00	0.00
Dept 5200 - PARKS						
999-5200-41000	SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
Total Dept 5200 - PARKS		0.00	0.00	0.00	0.00	0.00
Dept 7000 - DEBT SERVICE						
999-7000-46010	DEBT SRV BOND PRINCIPAL	0.00	0.00	0.00	0.00	0.00
999-7000-46100	CAPITAL LEASE PRINCIPAL	0.00	0.00	0.00	0.00	0.00
999-7000-46110	BOND INTEREST	0.00	0.00	0.00	0.00	0.00
999-7000-46120	BOND DISCOUNT AMORTIZATION	0.00	0.00	0.00	0.00	0.00
Total Dept 7000 - DEBT SERVICE		0.00	0.00	0.00	0.00	0.00
Dept 9000 - MISCELLANEOUS						
999-9000-47250	TRANSFER OF CAPITAL ASSETS	0.00	0.00	0.00	0.00	0.00
Total Dept 9000 - MISCELLANEOUS		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
Fund 999 - GASB 34 CONVERSION FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF WYOMING
PERIOD ENDING 09/30/2025

GL NUMBER	DESCRIPTION	2025 AMENDED BUDGET	YTD BALANCE 09/30/2025	ACTIVITY FOR MONTH 09/30/2025	AVAILABLE BALANCE	% BDGT USED
TOTAL REVENUES - ALL FUNDS		9,665,559.00	8,617,518.80	411,965.13	1,048,040.20	89.16
TOTAL EXPENDITURES - ALL FUNDS		9,192,418.00	10,047,893.75	570,121.90	(855,475.75)	109.31
NET OF REVENUES & EXPENDITURES		473,141.00	(1,430,374.95)	(158,156.77)	1,903,515.95	302.31



Council Communication

Date: November 12, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Tree Lighting Ceremony

Method: Communications

Background Information:

The Wyoming Tree Lighting Ceremony is an annual event held on the first Saturday of December in the City of Wyoming. This event creates a positive experience for families to come together and celebrate the holiday season. This year the Tree Lighting Ceremony will be held at Railroad Park on Saturday, December 6th from 4:30pm to 5:30pm. The City is still finalizing donors and entertainment that will be present at the event, however some of the participants include the The Dance Factory, Sunrise Apple Farm, Chisago County Anonymous Santa Program, and a special appearance from Santa.



CITY OF WYOMING

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



Council Communication

Date: November 13, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Steve Reeves, Public Works Superintendent

Department: Administration

Reference: Name the Plow 2025

Method: Communications

Background Information:

In 2025, the City of Wyoming conducted its first Name the Plow Contest. This contest invited residents to propose creative names for the City's newest snowplow. The contest generated 26 submissions. City staff reviewed all entries and selected ten finalists, which were then presented to the community for a public vote. Residents were permitted to select up to three preferred names. The voting process drew strong engagement, with 95 participants submitting a total of 245 votes.

The City is pleased to announce that "Plow Bunyan" received the highest number of votes and has been selected as the official name of the 2025 snowplow. The City extends its congratulations to Melissa Justice, who submitted the winning entry. City staff are currently coordinating with a graphics vendor to produce and install a decal on the snowplow displaying its new name.



CITY OF WYOMING

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

**CITY OF WYOMING
PLANNING AND ZONING**

TO:	City Council
DATE	10/16/2025
MEETING DATE:	11/18/2025
FROM:	Kim Lindquist, City Planner
	Fred Weck, Zoning Administrator
RE:	Rezoning from R-1 to Agriculture
	Reguiding from Single Family Residential
	Neighborhood to Agriculture
APPLICANT:	David and Kelly Wosika
PROPERTY OWNER:	David and Kelly Wosika
PROPERTY:	7745 Wyoming Trail
FILE NO.:	Z-25-002

OVERVIEW

The property is approximately 5 acres and contains a residence and several outbuildings that support residential and agricultural uses. The applicant is requesting a reguiding and rezoning to change the existing R-1 rural residential zoning designation to agriculture. It is assumed that the applicant is interested in rezoning and reguiding the property to facilitate the cannabis uses previously requested and denied by the City in August 2025. The property owners have provided an application which indicates that the site was previously zoned agricultural in 1992 and sometime after that it was rezoned to R-1, although they indicate the site has been used as an agricultural use since purchase in 1990.

The zoning ordinance in Section 40-141, directs the Planning Commission to consider the possible effects of the proposed amendment. Specifically, the ordinance lists five criteria for evaluation of a zoning amendment request, although additional, other criteria may also be considered. The code indicates: “the City may adopt amendments to the zoning ordinance and zoning map in relation both land uses within a particular district or to the location of the district lines. Such amendment shall not be issued indiscriminately but shall only be used as a means to reflect changes in the goals and policies of the community as reflected in the Comprehensive Plan or changes in conditions in the City.” The following factors shall also be considered:

1. Whether the amendment will create an excessive demand on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.
2. Whether the amendment is sufficiently compatible so that existing development will not be depreciated in value and there will be no deterrence to development of vacant land.
3. The amendment in the opinion of the City is reasonably related to the overall needs of the City.
4. The amendment is consistent with the intent and purposes of the zoning ordinance.
5. The amendment will not cause traffic hazards or congestion.

STAFF REVIEW

The applicant provided several reasons for the rezoning and reguiding request. They indicate that the property has operated in an agricultural capacity since purchased in 1990, and that the site was zoned Agriculture when purchased. (they indicate the rezoning occurred sometime after 1992). It is noted that properties to the east and north are zoned agricultural and that the hobby farm has remained agricultural with occasional community engagements celebrating the agricultural use of the site.

The property is currently zoned R1, Rural Residential 1, along with the properties immediately to the west, and south of County Road 22 (Wyoming Trail). Properties to the east are zoned a combination of R-2 and Agriculture, with the property immediately adjacent to the site in the east, R-2, Rural Residential 2. North of County Road 22, there are several sites zoned Agriculture; but rezoning would mean that this is the only parcel that would be zoned agriculture on the south side of the roadway, within the immediate area.



Using the criteria for evaluation of a zoning amendment, the change should not create an excessive demand on public facilities or utilities, and it does not appear that the amendment would cause a traffic hazard or congestion. However, the amendment request does not appear compatible with existing surrounding development and the change does not seem to be reasonably related to the overall needs of the City or consistent with the intent and purposes of the zoning ordinance. Rezoning and reguiding the 5-acre parcel would appear to be spot zoning given the zoning of the immediately adjacent properties, and the surrounding neighborhood, which is not consistent with the city's zoning code.

STAFF RECOMMENDATION

The application for a rezoning to A-Agriculture and reguiding the property to Agriculture does not meet the criteria for zoning amendments Section 40-141 (4) as contained in the city of Wyoming

Ordinance. Therefore, Staff is recommending denial of the applications for a zoning ordinance amendment and reguiding of the site to Agriculture based upon the following findings of fact:

1. The property is zoned R-1 Rural Residential which is consistent with the majority of the surrounding land uses, primarily to the south and west.
2. Rezoning of the site to Agriculture would be considered spot zoning since the only properties in close proximity to the site that are zoned agriculture are to the north, across Wyoming Trail, which is a designated Minor Arterial.

Planning Commission September 23, 2025 Meeting

The Planning Commission tabled the applicant's request in order to receive more information about the prior zoning of the property. The applicant also made a Data Practices request for the same information.

The Town of Wyoming adopted a zoning ordinance in 1992, the property was zoned Urban Residential, which is the equivalent to today's Rural Residential I. In 1994 the property was rezoned to the Agricultural District at the owner's request. The Township adopted a new zoning ordinance and zoning map in 1996 and 2005. The applicant's property is not specifically mentioned in the Planning Commission or Town Board minutes.

The Town Board and Planning Commission held a joint public hearing on May 14, 1996. Item #9c in those meeting minutes reads as follows: *Our current Ag zones are not in agricultural uses and they should all be rezoned to rural residential uses, or when Ag land is contiguous to RR zones, the residential zone should be extended through rezoning rather than have a separate subdivision requirement for those Ag zones.*

In 2009 the City and Town zoning ordinances were merged and new zoning map was also adopted. The 1996, 2005, and 2009 zoning maps have the property in the Urban Residential or Rural Residential I district.

Staff could find no records that specifically targeted the applicant's property for a rezoning after 1994. It appears that it was rezoned with other properties in 1996, and retained the UR or R1 classification through subsequent zoning map adoptions.

1996



2005



2009



Planning Commission Recommendation

On October 14, 2025 the Planning Commission publicly heard the petitioner's request. After hearing testimony and discussion, the Planning Commission voted 2-1 to recommend Denial of the request based on the following findings of fact.

1. The property is zoned R-1 Rural Residential which is consistent with the majority of the surrounding land uses, primarily to the south and west.
2. Rezoning of the site to Agriculture would be considered spot zoning since the only properties in close proximity to the site that are zoned agriculture are to the north, across Wyoming Trail, which is a designated Minor Arterial.



wsb

Understanding Spot Zoning

by Daniel Shapiro, Esq.

Editor's note: We're pleased to continue offering articles providing an overview of some of the key zoning and land use law issues planners and planning commissioners face. As with all such articles, we encourage you to consult with your municipal attorney as laws and legal practice vary from state to state.

Occasionally, planning boards or commissions are faced with a petitioner's request to re-zone property only to be challenged with an objector's claim that doing so would constitute illegal spot zoning. The plan commission often has a quandary; approve the development and risk making an improper, if not illegal decision, or deny the development which would have financially improved the community. To better assist with this difficult decision, it is beneficial for the commission to understand exactly what "spot zoning" is.

What Constitutes Spot Zoning

The "classic" definition of spot zoning is **"the process of singling out a small parcel of land for a use classification totally different from that of the surrounding area for the benefit of the owner of such property and to the detriment of other owners."** [ref]Anderson's American Law of Zoning, 4th Edition, § 5.12 (1995).[/ref]

Spot zoning is, in fact, often thought of as the very antithesis of plan zoning. [ref]See, e.g., Jones v Zoning Board of Adjustment of Township of Long Beach, 32 N.J. Super 397, 108 A.2d 498, 502 (1954).[/ref] When considering spot zoning, courts will generally determine whether the zoning relates to the compatibility of the zoning of surrounding uses. Other factors may include; the characteristics of the land, the size of the parcel, and the degree of the "public benefit." **Perhaps the most important criteria in determining spot zoning is the extent to which the disputed zoning is consistent with the municipality's comprehensive plan.**

Counties and municipalities both adopt comprehensive plans for the purposes of stating their long term planning objectives, and addressing the needs of the community in one comprehensive document that can be referred to in making many zoning decisions over time.

Comprehensive plans also typically map out the types (and locations) of future land use patterns which the municipality (or county) would like see — again, these provide guidance for changes in the zoning ordinance and zoning district maps.

The key point: rezonings should be consistent with the policies and land use designations set out in the comprehensive plan.

Importantly, each claim of spot zoning must be considered based upon its own factual scenario. Indeed, some courts engage in a cost/benefit analysis to determine whether the challenged zoning is spot zoning.

For instance, in *Griswold v. Homer*, [ref]Griswold v. Homer, 926 P.2d 1015 (Alaska 1996)[/ref] the Alaska Supreme Court found spot zoning to exist by considering a cost benefit analysis, as well as the size of the parcel in question and the rezoning in relationship to the comprehensive plan. Critically, it found that the spot zoning was absent because, among other things, the underlying ordinance resulted in genuine benefits to the City of Homer as a whole, and not just to the particular land owner.

Although courts often find spot zoning where the challenged zone is surrounded by other incompatible zones, spot zoning is less likely to occur when the rezoning has “slopped over” by the extension of the perimeter of an existing zone to include the rezoned area.

Additionally, improper spot zoning is less likely when the disputed area is characterized by mixed uses or transitional areas. In other words, spot zoning is more frequently found in residential than in commercial neighborhoods.

When holding that spot zoning is invalid, some courts will couch their ruling in in terms of substantive due process — in other words, that the rezoning was not “reasonably related” to a legitimate state interest. Other courts will frame a ruling upon equal protection principles.[ref]See, e.g., *Rando v. Town of N. Attleborough*, 692 N.E.2d 544 (Mass. App. Ct. 1998).[/ref]

Regardless, when courts declare such rezoning invalid they must base their declaration on: (1) the lack of connection of the rezoning to a legitimate power or purpose; (2) the lack of the rezoning’s conformity to the comprehensive plan; or (3) the rezoning’s representing an unreasonable inequality in the treatment of similarly situated lands. See, e.g., *Hanna v. City of Chicago*[ref] *Hanna v. City of Chicago* 771 N.E.2d 13 (2002)[/ref] (spot zoning occurs when a relatively small parcel or area is rezoned to a classification out of harmony with the comprehensive plan).

Rebutting Spot Zoning

Spot zoning, however, may be rebutted when the challenged zoning is found to be consistent with a municipality’s recent zoning trends in the area, not just with the present surrounding uses.[ref]See e.g., 1350 *Lakeshore Associates v. Casalino*, 352 Ill.App.3d 1027, 816 N.E.2d 675 (1st Dist. 2004).[/ref] To illustrate the importance that each factual scenario must be closely addressed, rather than merely labeled, it should be noted that one Illinois court found that the rezoning of small parcels inconsistent with the zoning of surrounding areas is not necessarily unlawful.[ref]See, e.g., *Goffinet v. County of Christian*, 65 Ill.2d 40 357 N.E.2d 442 (1976).[/ref] The size of a parcel is just one factor to be considered in determining spot zoning.

A claim of spot zoning may also lack merit, for instance, when the zoning or planning regulations consider the boundaries of the property in dispute to contain a line of demarcation between zoning districts which would appropriately separate one zoning district from another.[ref]See, e.g., *LaSalle National Bank v. City of Highland Park*, 344 Ill.App.3d 259, 799 N.E.2d 781 (2nd Dist. 2003).[/ref]

Most importantly though, if the zoning is enacted in accordance with a comprehensive plan, it is typically not “spot zoning.”[ref]See, e.g., *Jones v. Zoning Board of Adjustment of Township of Long Beach*, 32 N.J. Super. 397, 108 A.2d 498, 502 (1954).[/ref]

What's a Planning Commission to Do?

When considering zoning map amendments, the planning commission or board must not only determine whether the petitioner has satisfactorily responded to the traditional standards in support of his or her application, but it should also closely scrutinize whether a potential exists for spot zoning. In doing so, the commission should look at the comprehensive plan and the surrounding uses to the property at issue.

While the commission is not qualified to make legal determinations of spot zoning, it is nonetheless the gatekeeper of identifying that such an issue may exist. It is therefore appropriate for the commission to defer its decision and consult with its municipal attorney *before* voting to approve the rezoning and referring it to the governing body for adoption.

Summing Up:

Spot zoning must be addressed upon the facts and circumstances of each case. As such, when faced with allegations of spot zoning, the courts will closely look at factors such as the size of the parcel; the anticipated public benefit; the consistency with the community's comprehensive plan; and the consistency with surrounding zoning, and uses, to make a determination of the validity of the rezoning.

Understanding Spot Zoning

by Robert C. Widner, Esq.

Most planning commissioners have heard the impassioned cry that a particular rezoning decision will constitute an invalid "spot zoning." This allegation typically arises where the community is considering the rezoning of a single lot or small parcel of property held by a single owner and the rezoning will permit land uses not available to the adjacent property.

Because spot zoning often focuses on the single parcel without considering the broader context, that is, the area and land uses surrounding the parcel, it is commonly considered the antithesis of planned zoning. While rezoning decisions that only affect a single parcel or small amount of land are most often the subject of spot zoning claims (as opposed to rezonings of larger areas), a locality *can* lawfully rezone a single parcel if its action is shown to be consistent with the community's land use policies. As I will discuss shortly, courts look to the community's comprehensive plan, or to other planning studies, in determining whether the rezoning is, in fact, consistent with local land use policies.

Of course, whether a particular rezoning constitutes an unlawful spot zoning depends largely upon the facts surrounding the zoning decision and upon the judicial decisions of each state. However, courts commonly note that the underlying question is whether the zoning decision advances the health, safety, and welfare of the community. A zoning decision that merely provides for individual benefit without a relationship to public benefit cannot be legally supported. Where a particular zoning decision is not supported by a public purpose, the zoning decision is arbitrary and may be subject to invalidation as unlawful spot zoning.

Although courts throughout the nation differ in their specific approaches when

reviewing spot zoning claims, the majority consider: (1) the size of the parcel subject to rezoning, (2) the zoning both prior to and after the local government's decision; (3) the existing zoning and use of the adjacent properties; (4) the benefits and detriments to the landowner, neighboring property owners, and the community resulting from the rezoning, and (5) the relationship between the zoning change

A ZONING DECISION
THAT MERELY PROVIDES
FOR INDIVIDUAL BENEFIT
WITHOUT A RELATION-
SHIP TO PUBLIC BENEFIT
CANNOT BE LEGALLY
SUPPORTED.

and the local government's stated land use policies and objectives.

This last factor — the relationship of the rezoning decision to the community's land use policies and objectives — is perhaps the most important one. As a result, when a planning commission (or governing body) initially considers a rezoning request it should determine whether the request is consistent with the comprehensive or master plan. Many communities' zoning codes also require a separate planning study that examines the merits of the proposed rezoning. This further ensures that any rezoning is consistent with the community's land use objectives, and not a case of spot zoning. The bottom line is that courts will give considerable weight to evidence that the locality's rezoning decision reflects thoughtful consideration of planning factors.  "Consistency With the Plan."

It should be noted that there is one situation where a rezoning decision that does not conform to the comprehensive plan

may nevertheless be upheld. That is where there is evidence showing significant changes in the community since the adoption of the plan that would justify a rezoning of the property. This is especially true where a review of other factors, such as benefit to the community and the size of the rezoned parcel, indicate that the rezoning was not merely intended to confer a benefit to the property owner. ♦

Robert (Bob) Widner is an assistant city attorney for the City of Arvada, Colorado. Bob serves as legal counsel to the Arvada Planning Commission and is principally responsible for land use and planning issues for the City. He also holds a master's degree in urban and regional planning and is an adjunct faculty member at the University of Colorado Graduate School of Architecture and Planning in Denver. Bob also wants to remind you that if you're confronted with a claim that a particular rezoning may constitute spot zoning, seek the opinion of your commission's attorney — it might avoid litigation later on.



Consistency With the Plan

When a rezoning decision is in conformance with the municipal plan, courts will uphold the decision *even though* it may adversely affect surrounding land uses. For example, in *Pollock v. Zoning Board of Adjustment*, 342 A.2d 815 (1975) a Pennsylvania court upheld the rezoning from residential to commercial/ industrial of a tract less than one acre in area which was surrounded on three sides by residentially zoned land. The parcel, however, fronted on a major boulevard, and, as the court noted, "the comprehensive plan for the city is to encourage commercial development along the properties fronting on the boulevard ... the rezoning of the instant tract was but another action in conformity with that pattern of development."



October 16, 2025

Dave & Kelly Wosika
7745 Wyoming Trail
Chisago City, MN 55013

VIA U.S. MAIL & EMAIL

RE: Minnesota Statute 15.99; Time Deadline for Agency Action on Rezoning Application

Dear Mr. & Mrs. Wosika:

Pursuant to Minnesota State Statute 15.99, the City of Wyoming must make a decision on your Rezoning and Comprehensive Plan Map Amendment application within sixty (60) days of a complete application being received (which was on August 29, 2025) unless the City extends the time limit in accordance with Subdivision 3, (f).

The Wyoming Planning Commission tabled your request in order to receive historical information about your property. This action, and the calendar, have brought the City Council meeting on October 21, 2025 to within one week of the 60-day deadline of October 28, 2025

In accordance with Minnesota Statute 15.99, Subdivision 3, (f), the City of Wyoming is extending the deadline for action on your request an additional 60 days to December 27, 2025. I do not anticipate that the City Council will use the entire period before a decision is made.

If you have any further questions I can be reached at (651) 462-4947 between the hours of 8:00 a.m. & 4:30 p.m., Monday through Friday.

Sincerely,

Frederick E. Weck, IV
Zoning Administrator
Building Official #1825
City of Wyoming

Enclosure: MN Statute 15.99.



DEPARTMENT OF BUILDING SAFETY

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

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



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

LAND USE APPLICATION: ORDINANCE AMENDMENT

This application initiates a request to change the text of a city ordinance or to change the boundaries of a zoning district (rezoning). Any person owning real estate within the city may initiate an ordinance amendment request.

Property Address: 7745 Wyoming Tr

Applicant(s): Name(s) Dave & Kelly Wosika

Address 7745 Wyoming Tr

City Chicago City State MN Zip 55013

Phone Number [REDACTED] Email [REDACTED]

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

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

Owners(s) Signature(s) Dave Wosika Kelly Wosika Date 8-27-25

Legal description of property (if rezoning) OR proposed text amendment (attach additional pages if necessary):

Present use of property: Green house Farming crops livestock

Property Identification Number(s): R.21

Present Zoning District: R-1 Proposed Zoning District: Ag

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

1. Stated reason for requested change
2. Statement of compatibility to the City Comprehensive Plan
3. Text of the portion of the existing ordinance to be amended (If applicable)
4. Proposed amended text and statements outlining any other effects that the amendment may have on other areas of this ordinance
5. Additional information as may be requested by the Planning Commission - Rezoning requests will require a map of the area to be rezoned
6. The application fee and escrow must be paid at the time of application.

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

Applicant(s) Signature(s) Dave & Kelly Wosika Date 8-27-25

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. Article V, Division 9, Zoning Amendments, is attached to this application. By signing this application, the applicant acknowledges that it has been read and understood.

OFFICE USE ONLY

Application # 2-25-002

Date Complete Application Received 8/29/25

Fee: \$220.00 + Escrow \$750.00

Revised 01/24/23

Date Application Received 8/29/25

60 Days 10/28/25

Date Paid 8/29/25

By: [Signature]
Official

Check # CC

Dave and Kelly Wosika
7745 Wyoming Trail
Chisago City, MN 55013

August 29, 2025

City of Wyoming
Planning Commission
26885 Forest Blvd
Wyoming, MN, 55092

Greeting,

We respectfully request that the City of Wyoming formally recognize our property at **7745 Wyoming Trail, Chisago City** as zoned **Agricultural**, and amend the City's **Comprehensive Plan Map** to reflect this designation.

Justification

This adjustment would align the current zoning and the City's Comprehensive Plan, ensuring the property is consistently identified as agricultural in both planning and regulatory frameworks.

Background

- According to the Town Board meeting minutes from **December 22, 1992**, the property was zoned Agricultural.
- At some later point, the zoning was switched to Residential (R-1), though we have continued agricultural operations since purchasing the property in 1990.
- Adjacent parcels to the north and east remain zoned Agricultural, reinforcing the cohesion of land use in the vicinity.
- The property's use and character have remained agricultural throughout this period and should be accurately reflected in the zoning designation.
- We regularly host community engagement events centered on agriculture—for instance, Wyoming Elementary first graders visited multiple times as a field trip to meet the animals and construct terrariums, and several Girl Scout troops have visited and earned badges on-site.
- Our farm and garden activities were featured in *The Peach* newspaper.

Request

1. **Zoning Recognition:** Officially designate **7745 Wyoming Trail** as **Agricultural**.

2. **Comprehensive Plan Map Amendment:** Update the City's Comprehensive Plan Map to reflect an agricultural future land use designation for this parcel, bringing planning intent into alignment with actual and historical usage.

Long-Term Zoning Stability

We also request assurance of zoning stability moving forward. Any future reclassification without our involvement or consent would create unnecessary uncertainty and administrative burden. We hope to avoid such recurring applications and ensure the property remains permanently recognized as Agricultural—consistent with its history, surrounding land uses, and practical reality of operations.

Next Steps

Thank you for your time and consideration of this request. We are happy to provide any further documentation, answer questions, and attend a meeting to discuss this matter in detail.

Sincerely,

The image shows two handwritten signatures in black ink. The signature on the left is 'Kelly Wosika' and the signature on the right is 'Dave Wosika'. Both are written in a cursive, flowing style.

Dave and Kelly Wosika

Property Owners

WYOMING TOWNSHIP
7645 WYOMING TRAIL
WYOMING, MN 55092

December 22, 1992

WYOMING TOWNSHIP BOARD REGULAR MEETING

Present: Tom Hume, Jerrell Larson, Ed Salokar, Ron Swenson, Norm Tolzmann, Gail Hazledine, Norma Olson, Byron Olson, Cheryl Bengtson, Tom Borchardt.

Absent: None

1. The meeting was called to order at 8:00 PM by Chair, Tom Hume at the Wyoming Town Hall. Minutes of Dec. 8, 1992 were approved as read.
2. The Wosika rezoning request at 7745 Wyoming Trail from UR to Ag was considered. It was discussed that the Planning Commission recommended denial primarily because there is a danger in becoming involved in the rezoning of individual small parcels. Following discussion it was decided that in this instance there is no buffer between urban and ag property, and neighbors favor the action. Moved by Tolzmann, Second by Swenson, and passed to approve the request and to permit the rezoning from UR to AG for the five acres located in part of SE 1/4 of NW 1/4 of Sec. 22 and designated as Parcel B at the above address

Aye: Hume, Tolzmann, Salokar, and Swenson No: Larson

3. Myron Zaruba and Scott Wordelman met with the Board to discuss actions taken and proposed to be taken by the two hospital boards. Following a lengthy discussion there was general agreement by both sides that communication is desirable and important and problems should be dealt with in a cooperative spirit to prevent further misunderstandings.

4. Moved by Larson, Second by Salokar and unanimously passed to approve the joint powers agreement for purchase of a pumper fire truck with the City of Wyoming.

5. Moved by Swenson, Second by Salokar and unanimously passed to approve a change in the Forest Lake Fire Dep't budget to \$5,000. for administrative costs, with the amount to be reconsidered in the fourth quarter if this amount proves upon audit to be inadequate.

6. The clerk was asked to publish notice for applications for the Planning Commission.

7. Moved, seconded and passed to adjourn.

Respectfully submitted,


Norma Olson, Clerk

6. Moved by Tolzmann, Second by Larson and passed to include the 300 ft. of blacktop on Jeffrey Ave with the petitioned blacktopping in the plat Glenwater Estates and assess the costs back to the property owners.

7. Bengtson relayed a complaint against animals on a 6.2 acre parcel in the urban residential zone at 7745 Wyoming Trail.

A. Mr. Schultz, who registered the complaint explained that he has objection only to the pigs, and did not mean his complaint to extend beyond that. He and the owner have reached agreement.

B. Many neighbors spoke favorably about the clean operation being maintained by the current owner, that historically animals have been on the parcel, and land adjoining the parcel is zoned Ag. which would permit any animals to be kept.

C. Moved by Salokar, Second by Tolzmann and passed to proceed with a hearing to rezone the parcel from UR to AG which would allow the animals to be kept on the parcel, and to allow the operation to continue in the interim.

8. Objection was stated by a resident of Jason Ave. in Glenhaven Estates to a letter she received from the zoning office requiring that she reduce the number of dogs on her lot to 2. She explained that her dogs are contained or controlled and do not run free.

A. Bengtson explained that our ordinance requires a dog owner to obtain a kennel license if more than 2 dogs over 6 months of age are kept. However, kennels are not allowed in the UR zone, so this residence does not qualify for a kennel license, and thus the number must be reduced.

B. When Sup. Salokar asked to see a written complaint against these dogs, the building inspector stated that he had complained after making a building inspection at the site and being frightened by the dogs barking and lunging at the basement window inside the house.

C. In the absence of any complaints from neighbors, it was deemed inappropriate to take action at this time and to discuss the issue further at a later date. The zoning office will invite this resident to any further discussions.

9. Bengtson reported a junk yard complaint on 242nd St. No health hazzard exists as the problem is primarily pop can litter following a garage sale. She was instructed to send a letter from the Town Board giving until Dec. 8 to clean it up or further action will be taken.

10. Bengtson was further instructed to send a letter to the owner of a parcel on Esquire Ct. which has excess accumulated material on the lot and request that he appear before the Board on Dec. 8th.

11. Bengtson requested guidance in enforcing the horse ordinance and was told that she should enforce it as written. A given operation is to be considered grandfathered only to the volume that preexisted and cannot be expanded. If violations occur, they should be referred to the Town board if they will not cooperate with the zoning officer.

12. The clerk was asked to check with our attorney if the Lacy property exchange as discussed at our last meeting will stand up if tested in court.

13. Board members were asked to review a copy of a proposed Special Events Ordinance for consideration at the next meeting.

5. Hearing for Wosika request to rezone 7745 Wyoming Trail, a parcel of approx. 6 acres from UR to Ag was considered.

A. Rick Hewson, who owns the parcel to the north spoke in favor of granting the request stating that it has always been treated as an ag parcel, and the current owner has maintained animals in a very neat manner.

B. Mr. Wosika wishes to maintain the animals he has on the parcel which is surrounded by Ag zoning on two sides and UR zoning on two sides.

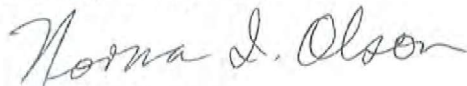
C. There was a great deal of discussion about rezoning such a small parcel, whether there is any difference if Wosika moves his animals onto the neighboring parcel which is Ag, or keeps them on his own lot, and defining grandfathering. It was determined that a use is grandfathered as long as it is maintained without a one year break in use even if ownership changes. There was also agreement that the keeping of animals is considered a crop. Thus, if a farmer sells his animals but maintains his field crops, he may repurchase animals even if a one year break occurs.

D. Moved by Hyatt, Second by DuCharme, and passed to recommend denial of the rezoning, but if a problem or complaint occurs in the future because of continued maintenance of animals on the parcel, the filing fee will be waived for a new hearing for either a CUP or rezoning.

AYE: Diehl, DuCharme, Fandel, Hyatt NO: Winnick Abstain: Peterson

6. The meeting adjourned at 9:00 PM.

Respectfully submitted,



Norma Olson, Clerk

WYOMING TOWNSHIP
7645 WYOMING TRAIL
WYOMING, MN 55092

December 15, 1992

WYOMING TOWNSHIP PLANNING COMMISSION

Present: Richard Diehl, Cheryl DuCharme, Pat Fandel, Loyal Hyatt,
Richard Peterson, Joyce Winnick, Cheryl Bengtson, Norma Olson,
Absent: Ron Swenson

1. A regular meeting of the Planning Commission was called to order at 7:30 PM at the Wyoming Town Hall by Chairman, Richard Diehl. Minutes of Dec. 1, 1992 were approved as read.

2. Terrance Bergeron presented plans for a minor subdivision in part of the SE 1/4 of the NW 1/4 of Sec. 35 to divide one parcel into two on the west side of Itasca Ave. Bengtson questioned whether there is a 20 ft. setback for the current house. Hult Surveyors will be asked to verify the side setbacks and septic location.

Moved by Peterson, Second by Hyatt and passed to approved subject to verification of setback for the house on Parcel B and payment of park fees for the new lot.

3. Jerry Parent presented a sketch plan of 5 lots in the HB zone in part of the SW 1/4 of the SW 1/4 of Sec 33 proposed to be named Parent Park.

- A. Mr Tetrault was informed that he should apply to Chisago County to amend their zoning ordinance to allow mini storage as a second tier business behind a primary business on the L shaped lot he proposes to purchase in this park prior to making final purchase.
- B. No other problems were discussed for the plat and the developer was told he could proceed as proposed.

4. Projects to be completed during the shorter winter meetings were discussed and outlined as follows.

- A. Review Comprehensive Plan.
- B. Complete Ghost Plan of Roads
 - 1. We will start this at the next meeting.
 - 2. The Town was divided into sections for detailed study.
 - A. NE 1/4 will be platted by Peterson and DuCharme
 - B. SE 1/4 will be platted by Swenson and Diehl.
 - C. West 1/2 will be platted by Fandel and Hyatt.
- C. Begin initial thinking for revision of the zoning ordinance.

Wosika Farm and Garden

7745 Wyoming Trail
Chicago City, MN 55013

The Farm 651-462-1005
Kelly's cell 651-357-3735

WosikaFarms.com

Hours of Operation

Day	Hours
Monday	10:00am - 6:00pm
Tuesday	10:00am - 6:00pm
Wednesday	10:00am - 6:00pm
Thursday	10:00am - 6:00pm
Friday	10:00am - 6:00pm
Saturday	9:00am - 5:00pm
Sunday	9:00am - 5:00pm

Stop by today! Deals this good don't last forever.

Wosika Farm & Garden
7745 Wyoming Trail
Chicago City, MN 55013



Wosika Farm and Garden

2025 Spring Bedding Plants

May 1, 2025 - June 13, 2025

Wosika Farm and Garden: A Family Adventure for 35 Years

It all started 35 years ago when Dave and Kelly bought a fixer-upper and turned it into a labor of love. Along the way, we raised our two children and a whole lot of farm animals. While we've scaled back on the animals, there's always room for a few ducks and chickens to roam freely around the farm.

Our greenhouse, built in 1990, has been growing ever since! Over the years, we've added on multiple times, creating a delightful maze of plant-filled rooms. It's the perfect place for plant lovers to wander, explore, and get lost in inspiration. Customers often find themselves strolling through the various wings, dreaming of which plants will thrive in their gardens. Children, especially, love to roam — and while they occasionally get a little lost, don't worry! We always reunite them with their families and send them on their way with a free bag of popcorn.

At Wosika Farm and Garden, we're proud to offer a wide variety of top-quality plants at great prices. Our loyal customers know they can count on us for exceptional service, and we're always excited to welcome new friends to the farm.

Come visit us soon — we think you'll be glad you did!

Dave and Kelly Wosika

Our Products

We offer a diverse selection of plants to help you create a beautiful, vibrant outdoor space. Our annuals are the stars of your garden, bringing bold color all season long with varieties like geraniums, begonias, and calibrachoa in 4½" pots. For larger projects, our 6-packs offer even more variety, including wave petunias and coleus. We also have unique containers, hanging baskets in sun and shade-loving mixes, patio bowls, and charming fairy gardens to add that special touch.

Perennials are the backbone of any garden, providing lasting beauty that comes back year after year. We carefully select varieties that thrive in Minnesota's tough climate, offering both jumbo and 4½" containers. These plants are tagged with helpful growing information to take the guesswork out of gardening and ensure you get the best results.

For the home gardener, we also carry a wide selection of vegetable plants and herbs. From tomatoes, peppers, and broccoli in 6-packs to zucchini in 4½" pots, our vegetables are perfect for a bountiful harvest. Try our Medley Paks for a variety in one pack! We also offer fresh herbs like basil, mint, and rosemary in 4½" pots—ready to harvest and add flavor to your kitchen.



Annual Flowering Plants



Hanging Baskets



Vegetable and Herb Plants

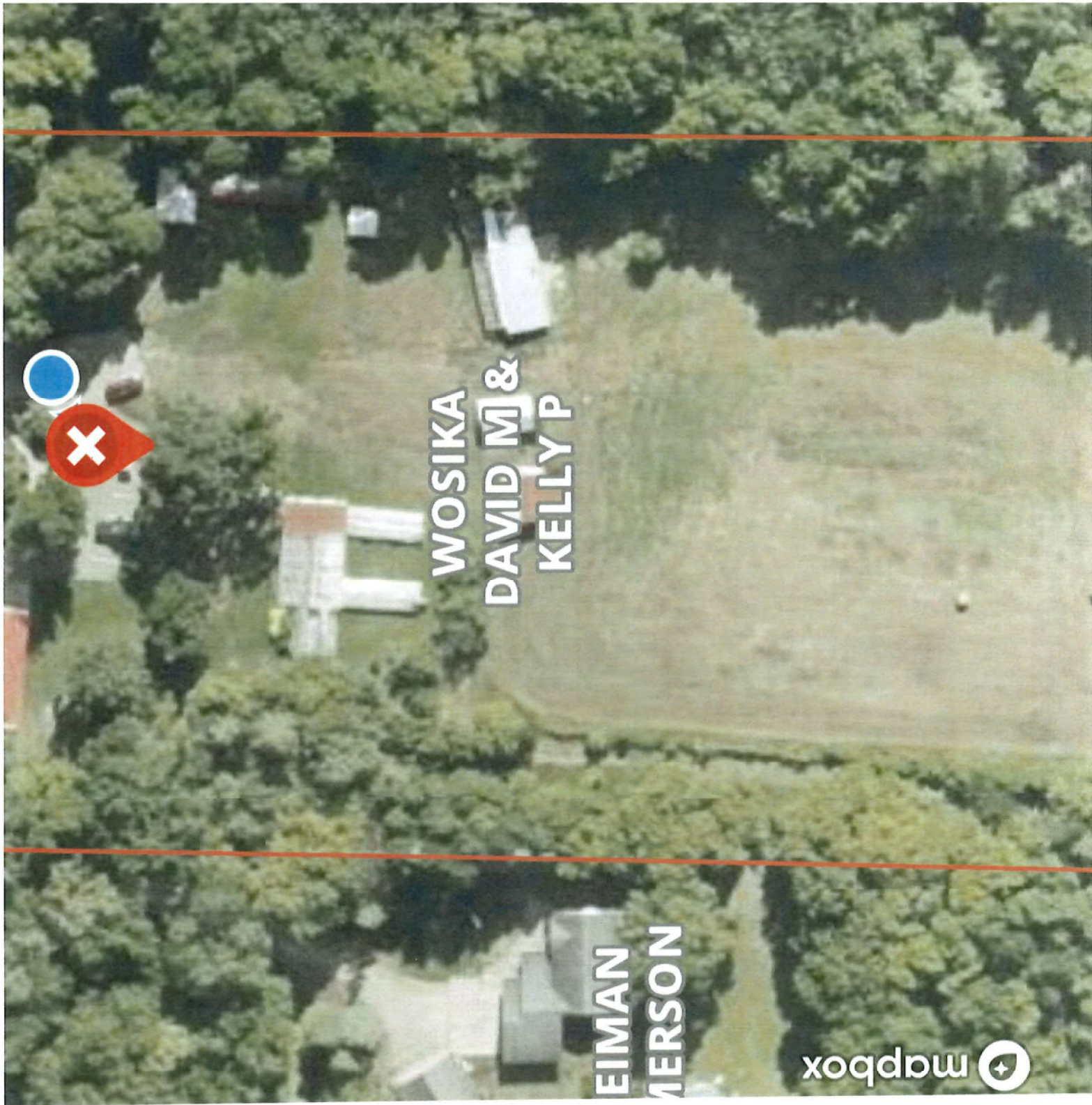














RESOLUTION NO. 25-10-104

**RESOLUTION DENYING A COMPREHENSIVE PLAN LAND USE MAP
AMENDMENT AND A REZONING**

AT

7745 WOMING TRAIL

PROPERTY ID NUMBER: 21.00358.00

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, David & Kelly Wosika, have applied for a Comprehensive Plan Land Use Map Amendment and a rezoning from the Rural Residential I (R1) to the Agricultural (A) zoning district on property legally described as:

That part of the Southeast Quarter of the Northwest Quarter of Section 22, Township 33 North, Range 21 West, Chisago County Minnesota, lying southerly of the southerly line of Wyoming Trail (also known as Trunk Highway 98), and lying easterly of the following described line:

Commencing at the southeast corner of said Southeast Quarter of the Northwest Quarter, thence 268 degrees, 21 minutes, 14 seconds, assumed azimuth from north along the south line of said Southeast Quarter of the Northwest Quarter a distance of 309 feet to the point of beginning; thence 359 degrees, 58 minutes, 26 seconds, 300.06 feet; thence 357 degrees, 10 minutes, 44 seconds 294.65 feet; thence 327 degrees, 22 minutes, 39 seconds, 42.56 feet to said southerly line of Wyoming Trail and there terminating.

Together with a permanent easement over that part of the said Southeast Quarter of the Northwest Quarter, Section 22, Township 33 North, Range 21 West, lying southeasterly of State Highway 98 and westerly of Township road, as now in place running Southeasterly across described tract, said easement for the purpose of providing access to the Sunrise River.

Subject to and together with any other valid easements, restrictions, and reservations.

WHEREAS, on October 14, 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 property is zoned R-1 Rural Residential which is consistent with the majority of the surrounding land uses, primarily to the south and west.
2. Rezoning of the site to Agriculture would be considered spot zoning since the only properties in close proximity to the site that are zoned agriculture are to the north, across Wyoming Trail, which is a designated Minor Arterial.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby **DENIES** the Comprehensive Plan Land Use Map Amendment and the rezoning from the Rural Residential I (R1) to the Agricultural (A) zoning district, as requested by the applicant.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 4TH DAY OF NOVEMBER, 2025.

Lisa Iverson, Mayor

ATTEST:

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

Robb Linwood, City Administrator



Date: November 4, 2025
To: Mayor Iverson and City Council Members
From: Neil Bauer, Public Safety Director
Subject: Request for Approval – Appointment of Police Sergeant (Matt Paavola)

Purpose

The purpose of this memo is to request City Council approval to appoint Mr. Matt Paavola to the position of Police Sergeant with the Wyoming Police Department, filling the vacancy that will be created upon Sergeant Brian Rod's retirement at the end of December 2025.

Background

Mr. Paavola served as a Wyoming Police Officer for 13 years until 2021, during which time he was recognized as a highly respected, well-rounded, and community-oriented member of the department. His prior service included assignments as a Field Training Officer, Detective, and active participant in community outreach initiatives.

Since leaving the department in 2021, Mr. Paavola has successfully operated a landscape and excavation business, where he has gained significant leadership and organizational management experience. He has also maintained all required continuing education and credentials necessary to keep his Minnesota Peace Officer License active, ensuring that he remains fully POST-eligible.

As part of the current hiring process, Mr. Paavola excelled in each phase, including the written exercise, panel interviews, and community interview panel involving Wyoming Police Multicultural Advisory Committee members and partner agency representatives. He received exceptionally positive feedback from every group involved and was recommended to move forward in the process. He has also successfully completed the pre-employment background investigation.

Recommendation

Based on his proven history with the department, demonstrated leadership, professional qualifications, and strong performance throughout the selection process, I respectfully recommend appointment of Mr. Matt Paavola to the rank of Police Sergeant.

Per the LELS Wyoming Sergeants Collective Bargaining Agreement, Mr. Paavola will be placed at the starting sergeant wage of \$48.23 per hour. His anticipated start date will be December 1, 2025.

A formal swearing-in ceremony will be held at the December 2, 2025 City Council meeting.

**Requested Action**

Staff respectfully requests that the City Council approve the appointment of Mr. Matt Paavola to the position of Police Sergeant for the Wyoming Police Department, effective December 1, 2025.

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



Request for Council Action

Date: November 12, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Grant MacFarlane, Assistant City Administrator

Department: Administration

Reference: Paid Medical Leave & Statutory Personnel Policy Updates

Method: New Business

Background Information:

Effective Jan. 1, 2025, Minnesota will be the 13th state to launch a statewide paid leave program. Minnesota Paid Leave is paid leave which is available for all “covered employees” in the state of Minnesota. The new law defines “covered employees” as:

- Employees who worked 50% or more of the prior year in Minnesota
- Employees who performed some work in Minnesota but did not work 50% or more of the year in Minnesota or any one state. Coverage applies if they live in Minnesota during 50% or more of the calendar year.

Employees that utilize Minnesota Paid Leave will be eligible for partial wage replacement program benefits, as determined separately by DEED. Employees total wage credits in the past year must total at least 5.3% of the State’s Average Annual Wage (\$3,900 in 2025) to be eligible for this benefit.

There are two types of covered leave that fall under Minnesota Paid Leave: Medical Leave and Family Leave

Medical Leave: Up to 12 weeks in a single benefit year for an employee’s own serious health condition

Family Leave: Up to 12 weeks in a single benefit year for any of the following:

- Bonding after birth, adoption, or foster parenting
- A “qualifying exigency,” such as a need associated with a military member’s active duty
- Safety leave, which is leave from work because of domestic abuse, sexual assault, or stalking
- Care of a family member with a serious health condition

A maximum of 20 weeks may be taken in a benefit year if an employee qualifies for both medical and family leaves.

Cities were allowed the option of selecting the State provided plan or to seek out their own private plans. The City will be utilizing a private Minnesota Paid Leave plan provided by ShelterPoint. The plan provided by ShelterPoint offers equal benefits as the State plan at a lower deductible while also allowing the City to continue to work with its current benefits coordinator.

Staff have attached the following for Council’s review:

- Minnesota Paid Leave Policy for the City of Wyoming
- Minnesota Paid Leave Employee Notice for the City of Wyoming
- A handout from the Department of Labor and Industry (DOLI) regarding Minnesota Paid Leave

- DOLI required Employee Poster regarding Minnesota Paid Leave
- DOLI Comparison of Earned Sick and Safe Time (ESST) and Paid Leave (PML)
- Updated City of Wyoming Personnel Policy

Recommendation: To approve a Minnesota Paid Leave Policy as required by Minnesota State Statute and updating the Wyoming Personnel policy to reflect the addition of the approved policy.

Additional Personnel Policy Updates:

The 2025 legislative session introduced additional requirements necessitating updates to the City's Personnel Policy. Two primary changes have been implemented—one related to employer-provided breaks and the other concerning Earned Sick and Safe Time (ESST). These updates are summarized below:

- Employers are now required to provide a 30-minute break for every six consecutive hours worked, an increase from the previous eight-hour threshold.
- Employers may now request reasonable documentation when an employee uses ESST for two consecutive days, reduced from the prior three-day requirement.

All revisions to the Personnel Policy are shown in blue text.

CITY OF WYOMING

Minnesota Paid Leave

Section 10.20 Minnesota Paid Leave

Effective January 1, 2026, the State of Minnesota will require all employers to participate in the Minnesota Paid Leave Program. Employees are entitled to Minnesota Paid Leave (MPL), a form of paid leave.

Use of MPL: The benefit year for MPL is a rolling 12-month period measured backward from an employee's first day of leave taken.

Employees must provide notice to their supervisor sufficient for the City to understand the employee's need for and duration of the leave.

Employees may take a maximum of 480 hours in any 12-month period of intermittent MPL. Intermittent leave must be taken in a minimum increment of 15 minutes.

MPL taken for the same purpose must run concurrently with the Family and Medical Leave Act or Parental Leave respectively.

Leave under MPL does not run concurrently with Sick Leave, Earned Sick and Safe Leave, Vacation Leave, or Compensatory Time and employees will not be required to exhaust accrued PTO before or while taking leave under MPL. An employee can choose to use Sick Leave, Earned Sick and Safe Leave, Vacation Leave, and/or Compensatory Time in lieu of MPL benefits (provided the employee is concurrently eligible) or to supplement MPL benefits up to the amount of their normal wages.

Additional Information: For information about coverage and eligibility requirements, refer to the terms and conditions of the agreement between the City and the insurance carrier or contact the City's Benefits Consultant, A.T. Group (612-940-8526) / Al Roth with A.T. Group (763-754-8898).

Effective January 1, 2025

Minnesota Paid Leave

City of Wyoming Notice to Employees

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

Your employer provides Paid Leave through an approved equivalent plan instead of through the State of Minnesota. This plan provides time off, payments, and job protections that are equal to or greater than those offered under Minnesota Paid Leave.

Equivalent plan information:

Insurer Name:	ShelterPoint
Equivalent Plan Covers:	☐ Family Leave ☐ Medical Leave ☒ Both
Effective Date:	January 1, 2026
Website:	www.shelterpoint.com
Phone:	612-940-8526

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. An equivalent plan must offer coverage that is equal to or greater than what is offered under the state plan. Under the state plan, you may qualify for payments if you've been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

Your Equivalent Plan Coverage

Coverage is equivalent to the state plan.

What leave is covered?

You can take leave for the following qualifying events:

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- Bonding Leave – to care for and bond with a child welcomed through birth, adoption, or foster placement
- Caring Leave – to care for a family member with a serious health condition
- Military Family Leave – to support a family member called to active duty
- Safety Leave – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

How do I take Paid Leave?

Employees who are covered by an equivalent plan do not apply with the state. Instead:

1. Notify your employer.

If the need for leave is foreseeable, an employee must provide the City at least 30 days' advance notice before MPL is to begin. If 30 days' notice is not practicable because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as practicable.

Notice shall include: (1) that the employee needs to use MPL, (2) the anticipated timing of the leave, and (3) anticipated duration of the leave.

An employee requesting leave taken intermittently shall provide the City with a schedule of needed workdays off as soon as practicable.

2. Apply with your employer's equivalent plan administrator. This may be an insurance carrier or your employer directly.

Your employer must give your clear instructions on how to apply. You may need to provide documentation, such as a medical certification.

How long can I take leave?

An equivalent plan must offer leave time that is equal to or greater than what is offered under the state plan. Under the state plan, you may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total under the state plan.

Your Equivalent Plan Leave Time

Leave is equivalent to the state plan.

How much will I get paid?

An equivalent plan must offer payments that are equal to or greater than what is offered under the state plan. Under the state plan, you will be paid up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state's average weekly wage. This amount changes each year and is \$1,423 for the start of Paid Leave in 2026.

Your Equivalent Plan Payments

Payments are equivalent to the state plan.

Can I appeal if I am denied?

Workers covered by equivalent plans have the same right to appeal as those covered by the state plan. If your application for leave is denied or you disagree with the amount of your payment, you have 30 calendar days to ask that your equivalent plan review their decision. If their decision does not change, you can appeal with the Paid Leave Division within the legal deadline, 30 calendar days from when you received the review decision from your equivalent plan. Contact Paid Leave or visit our website for more information on appeals.

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance and other group insurance premiums while you are on leave. You will be responsible for any portion of health insurance and other group insurance premiums that you pay.

- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.
- **Equivalent plans:** Equivalent plans cannot impose any additional costs, conditions, or restrictions on Paid Leave beyond those in the state plan.

If you are concerned that your employer may be violating these protections, contact Paid Leave.

Who pays for Paid Leave?

Your employer's equivalent plan may be funded by employer contributions, employee payroll deductions, or both. Your employer cannot charge you more than 0.44% of your wages to fund your portion of the equivalent plan premium.

Your premium contributions are:

Medical Leave	Total Medical Leave Premium: 0.60%			
	The City of Wyoming	will contribute	43%	of the Medical Leave contribution
		and the remaining	43%	will be deducted from your wages

Family Leave	Total Family Leave Premium: 0.26%			
	The City of Wyoming	will contribute	43%	of the Family Leave contribution
		and the remaining	43%	will be deducted from your wages

Total deducted from your wages	.86%
---------------------------------------	-------------

Learn more

Visit paidleave.mn.gov for more information about Paid Leave.

Other ways to reach us

Phone: 651-556-7777 or 844-556-0444 (toll free).

E-mail: paidleave@state.mn.us

Mail: Department of Employment and Economic Development, Paid Leave Division
180 E 5th Street, 12th Floor, Saint Paul, MN

Information is available in alternative formats for people with disabilities by using the contact information listed above.

Employer Information:

Employer Name:	City of Wyoming
Mailing Address:	26885 Forest Blvd., Wyoming, MN 55092

Employer Identification Number (FEIN):	41-0851133
---	------------

Employee Acknowledgement:

	I acknowledge receipt of this notification
Name	
Signature	
Date	

Minnesota Paid Leave makes time for the moments that matter



Minnesotans take care of one another. Starting in January 2026, Paid Leave will ensure Minnesotans can take the time they need to be there for some of life's most important moments—like welcoming a child, recovering from a serious illness, or caring for a loved one.

Paid Leave coverage

Paid Leave will provide payments and job protection for:

Medical Leave

1-12 weeks



Someone's own serious health condition

Family Leave

1-12 weeks



Bonding with a new child



Caring for a loved one



Managing military leave



Certain personal safety issues

Maximum of 20 weeks combined in one year if someone qualifies for both medical and family leave.

Almost all employers and individuals that work in Minnesota will be covered by Paid Leave.

Paid Leave payments

Benefit payments will cover a portion of an individual's usual pay during a qualified leave. Eligibility for payments will be based on earnings in the previous year.

Paid Leave job protection

Paid Leave will ensure that employees are able to return to their job after taking leave. If someone has worked at their job for at least 90 days, their job will be protected when they return from leave.

Paid Leave funding

Paid Leave is a social insurance program. Both employers and employees will contribute premiums to the fund.

Learn more about Paid Leave eligibility, coverage, premiums and more at info.paidleave.mn.gov



MINNESOTA PAID LEAVE

Effective January 1, 2026

Minnesota Paid Leave provides payments and job protections when you need time off to care for yourself or your family.

Equivalent Plan

Your employer provides Paid Leave through an approved equivalent plan instead of through the state of Minnesota. This plan provides time off, payments, and job protections that are equal to or greater than those offered under Minnesota Paid Leave.

Name of insurer: _____

Equivalent plan covers: ☐ Family Leave ☐ Medical Leave ☐ Both

Website: _____ Phone: _____

What can I use Paid Leave for?

Medical Leave:

- To care for your own serious health condition, including care related to pregnancy, childbirth, and recovery

Family Leave:

- **Bonding Leave** – to care for and bond with a new child welcomed through birth, adoption, or foster placement
- **Caring Leave** – to care for a family member with a serious health condition
- **Military Family Leave** – to support a family member called to active duty
- **Safety Leave** – to respond to issues related to domestic violence, sexual assault, or stalking for yourself or a family member

Generally, conditions must last at least seven days and be certified by a healthcare provider or other professional.

Am I covered by Paid Leave?

Most workers in Minnesota are covered by Paid Leave. You are covered no matter the size of your employer, or the hours or days you work. Independent contractors and self-employed individuals are not automatically covered but may opt in. You may qualify for payments if you’ve been paid a minimum amount for work in Minnesota in the last year (\$3,900 for the start of Paid Leave in 2026).

How long can I take leave?

An equivalent plan must offer leave time that is equal to or greater than what is offered under the state plan. Under the state plan, you may qualify to take up to 12 weeks of family or medical leave per benefit year. If you need both family and medical leave in the same benefit year, you may qualify for up to 20 weeks in total.

How much will I get paid?

An equivalent plan must offer payments that are equal to or greater than what is offered under the state plan. Under the state plan, you will be paid up to 90% of your wages, based on your income level, with a maximum weekly amount set at the state’s average weekly wage. This amount changes each year and is \$1,423 for the start of Paid Leave in 2026.

Who pays for this coverage?

Minnesota Paid Leave is funded by premiums paid by employees and employers. Your employer may not charge you more than 0.44% of your wages to fund your portion of the Equivalent Plan premium.

What are my employment protections?

- **Job protections:** Generally, you must be restored to your job or an equivalent position when returning from leave. Job protections take effect 90 days after your date of hire.
- **Health insurance continuation:** Generally, employers must continue to fund their portion of healthcare insurance premiums while you are on leave.
- **No retaliation or interference:** Employers must not interfere with or retaliate against you if you apply for or use Paid Leave. Employers cannot take your Paid Leave payments.

For inquiries related to Paid Leave, please contact Minnesota Paid Leave at 651-556-7777 or visit our website.

If you think your employer is violating employment protections, contact the Labor Standards Division at the Minnesota Department of Labor and Industry.

LEARN MORE: paidleave.mn.gov



This information can be provided in alternative formats to people with disabilities or people needing language assistance by calling the Paid Leave Contact Center at 651-556-7777 or 844-556-0444 (toll-free).





Comparison of Earned Sick and Safe Time and Paid Leave

	Earned Sick and Safe Time	Paid Leave
Purpose	Allow for accrual and use of paid time off and provide job protections for employees who are unable to work due to a qualifying reason.	Provide job protections and partial wage replacement for individuals unable to work due to a qualifying condition lasting at least seven days.
Program start date	Jan. 1, 2024 (in effect).	Jan. 1, 2026.
Qualifying reasons	Medical: employee's mental or physical illness, treatment or preventive care Caring: family member's mental or physical illness, treatment or preventive care Safety: domestic assault, sexual abuse or stalking Closings: employee's workplace or their family member's school or place of care closes due to weather or a public emergency Communicable disease: when an employee or a family member is at risk of infecting others with a communicable disease Bereavement: arrange or attend a funeral or memorial or address financial or legal matters that arise after the death of a family.	Medical: employee's mental or physical illness, treatment Caring: family member's mental or physical illness, treatment Safety: domestic assault, sexual abuse or stalking Parental leave: bond with a new child after birth, foster or adoption Active duty: family member on active duty or notified of impending order A health care provider or designated professional must certify the need for leave
Covered employers	Nearly all Minnesota employers, regardless of business size or number of employees.	Nearly all Minnesota employers, regardless of business size or number of employees.
Covered employees	Employees who have worked at least 80 hours in a year for an employer in Minnesota.	Employees who have earned at least 5.3% of the statewide average annual wage (about \$3,600 in 2023) in the past year.
Who is not required to participate?	The law has limited exceptions. Visit sickleave.mn.gov for details.	Independent contractors, federal employees, self-employed individuals, and designated seasonal hospitality employees who work fewer than 150 days.
Amount of leave each year	An employee earns one hour for every 30 hours worked and can earn up to 48 hours each year. Employers can choose to provide a more generous sick and safe time policy.	In a benefit year, an employee is eligible for a maximum of 12 weeks of family leave, 12 weeks of medical leave, or a combination of the two not exceeding 20 weeks.
Payment during a leave	An employee is paid by their employer at their base rate when they take earned sick and safe time; these funds come directly from the employer.	An employee is paid a benefit by the state following an application and verification of eligibility. The Paid Leave program will be funded through employer and employee premiums starting in 2026.
Where to go for more information	sickleave.mn.gov	paidleave.mn.gov



To receive updates about the Minnesota Paid Leave program, visit our website and sign up to receive email notifications.



Personnel Policy

2024

Contents

Article I.	Introduction	6
Section 1.01	Scope	6
Section 1.02	Equal Employment Opportunity	6
Section 1.03	Data Practices Advisory.....	7
Section 1.04	Media Requests.....	7
Article II.	Definitions	8
Article III.	Citywide Work Rules and Code of Conduct	11
Section 3.01	Essential Functions of all City Employment	11
Section 3.02	Employee Ethics/ Conflicts of Interest	12
Section 3.03	Personal Communications and Use of Social Media.....	13
Section 3.04	Employee Standards of Behavior	13
Section 3.05	Attendance and Absence	14
Section 3.06	Access to and Use of City Property	15
Section 3.07	Appearance	16
Section 3.08	Falsification of Records	16
Section 3.09	Whistleblower Protections	16
Section 3.10	Political Activity.....	17
Section 3.11	Smoking.....	17
Section 3.12	Personal Telephone Calls	17
Section 3.13	Nepotism.....	17
Section 3.14	Access to Gender-Segregated Activities and Areas	18
Article IV.	Employee Recruitment and Selection	18
Section 4.01	Recruitment	18
Section 4.02	Testing and Examinations	19
Section 4.03	Pre-Employment Medical Exams	19
Section 4.04	Selection Process	20
Section 4.05	Background Checks	20
Section 4.06	Current Employee Criminal Conviction Notification	20
Section 4.07	Probationary Period.....	21
Section 4.08	Employee Orientation.....	21
Article V.	Hours of Work	21

Section 5.01	Core Hours	22
Section 5.02	Meal Breaks and Rest Periods.....	22
Section 5.03	Adverse Weather Conditions	22
Section 5.04	Flexible Working Hours	22
Article VI.	Compensation	23
Section 6.01	In General.....	23
Section 6.02	Assigning and Scheduling Work	23
Section 6.03	Job Descriptions	23
Section 6.04	Job Classifications	23
Section 6.05	Reclassification.....	23
Section 6.06	Layoff.....	24
Section 6.07	Wage Disclosure.....	24
Section 6.08	Acting Role Compensation.....	24
Article VII.	Time Recording and Employee Pay.....	24
Section 7.01	Pay Days	24
Section 7.02	Direct Deposit	25
Section 7.03	Time Reporting.....	25
Section 7.04	Improper Deduction or Overpayment Policy.....	25
Section 7.05	Overtime and Compensatory Time.....	25
Section 7.06	Exempt (non-overtime eligible) Employees.....	26
Article VIII.	Employee Records.....	27
Section 8.01	File Retention	27
Section 8.02	Accessing Personnel Documents	27
Section 8.03	Performance Review	28
Article IX.	Benefits	28
Section 9.01	Overview	28
Section 9.02	Health, Dental, and Life Insurance.....	29
Section 9.03	Retirement/PERA	29
Section 9.04	Holidays.....	29
Section 9.05	Post-Employment Health Care Savings Plan	31
Article X.	Leaves of Absence.....	31
Section 10.01	Sick Leave	31

Section 10.02	Safety Leave	35
Section 10.03	Vacation Leave	35
Section 10.04	Funeral Leave	36
Section 10.05	Military Leave.....	36
Section 10.06	Jury Duty	37
Section 10.07	Court Appearance	37
Section 10.08	Victim or Witness Leave.....	37
Section 10.09	Job Related Injury or Illness	37
Section 10.10	Pregnancy and Parenting Leave.....	38
Section 10.11	Administrative Leave.....	38
Section 10.12	School Conference Leave	38
Section 10.13	Bone Marrow/Organ Donation Leave.....	38
Section 10.14	Elections/Voting.....	39
Section 10.15	Regular Leave Without Pay	39
Section 10.16	Reasonable Work Time for Nursing Mothers	39
Section 10.17	Light Duty/Modified Duty Assignment	40
Section 10.18	Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy 40	
Article XI.	Leave for Medical Purposes with Reinstatement Rights	41
Section 11.01	Eligibility	41
Section 11.02	Types of Leave Covered	42
Section 11.03	Length and Amount of Leave	42
Section 11.04	How Leave May Be Taken	43
Section 11.05	Procedure for Requesting Leave and Notice	43
Section 11.06	Certification and Documentation Requirements.....	44
Section 11.07	Annual Medical Certification and Recertification	44
Section 11.08	Reinstatement.....	44
Section 11.09	Group Health Insurance and Other Benefits, Concurrent Leave and Substitution of Paid Leave 44	
Section 11.10	Failure to return to work.....	45
Section 11.11	Activities prohibited during leave	45
Article XII.	Sexual Harassment Prevention	45
Section 12.01	Applicability.....	46

Section 12.02	Scope	46
Section 12.03	Expectations	47
Section 12.04	Reporting Procedures, Confidentiality, and Anti-Retaliation	47
Article XIII.	Respectful Workplace Policy	47
Section 13.01	Abusive Customer Behavior	47
Section 13.02	Types of Disrespectful Behavior	47
Section 13.03	Reporting Procedures, Confidentiality, and Anti-Retaliation	48
Article XIV.	Workplace Violence	48
Article XV.	Reporting Procedure for Violations of Equal Opportunity, Sexual Harassment Prevent, Respectful Workplace, and Violence Policies	49
Section 15.01	General Reporting Requirements	49
Section 15.02	Special Reporting Requirements	50
Section 15.03	Responsibilities of Supervisors	51
Section 15.04	Investigation	51
Section 15.05	Statute of Limitations	52
Article XVI.	Anti-retaliation for reporting violations of workplace policies	52
Article XVII.	Confidentiality of reporting violations of workplace policies	53
Article XVIII.	Handling citizens' complaints	53
Article XIX.	Separation from Service	54
Section 19.01	Resignations	54
Section 19.02	Severance pay	54
Section 19.03	Continuation of insurance benefits upon separation	54
Article XX.	Discipline	54
Section 20.01	Operational philosophy for employee discipline	54
Section 20.02	No Contract Language Established	55
Section 20.03	Disciplinary Process	55
Section 20.04	Oral Reprimand	55
Section 20.05	Written Reprimand	55
Section 20.06	Suspension With or Without Pay	56
Section 20.07	Demotion and/or Transfer	57
Section 20.08	Withholding Salary	57
Section 20.09	Dismissal	57
Article XXI.	Grievance Procedure	57

Article XXII. Expense Reimbursements.....	58
Section 22.01 Job Related Training and Conferences.....	58
Section 22.02 Job Related Activities	59
Section 22.03 Out of State Travel	59
Section 22.04 Compensation for Travel.....	59
Section 22.05 Membership and Dues	59
Section 22.06 Travel and Meal Allowance.....	59
Section 22.07 Tuition Reimbursement	60
Article XXIII.Outside Employment	60
Article XXIV.Drug Free Workplace	61
Article XXV. City Driving Policy.....	62
Section 25.01 Personal Use of City Vehicles.....	62
Section 25.02 Take-home vehicles	62
Section 25.03 Vehicle Collision	63
Article XXVI.Cellular Phone Use	64
Section 26.01 Policy	64
Article XXVII. Safety	65
Section 27.01 Reporting Accidents and Illnesses.....	65
Section 27.02 Accidents involving defective equipment.....	66
Section 27.03 Possession and/or use of Dangerous Weapons.....	67
Acknowledgment	68

Article I. Introduction

The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Wyoming. These policies should not be construed as contract terms for any City employees. No supervisor or City representative has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to these provisions. These policies are not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous personnel policies. As an employee, you are responsible for complying with current City policy at all times. Except as otherwise prohibited by law, the City of Wyoming has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Section 1.01 Scope

These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected officials;
2. City attorney;
3. Members of City boards, commissions, and committees;
4. Consultants and contractors; and
5. Volunteers, except as specifically noted for paid-per-call firefighters.

If any specific provisions of the personnel policies conflict with any current union agreement or civil service rules, the union agreement or civil service rules will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

These policies serve as an informational guide to help employees become better informed and to make their experience with the City more rewarding. Departments may have special work rules deemed necessary by the supervisor and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring, and such rules will be further explained, and enforcement discussed with the employee by the immediate supervisor.

Section 1.02 Equal Employment Opportunity

The City of Wyoming strives to provide full and equal opportunities for every person in all areas related to employment, training, promotion, and compensation within the City government. To this end, the City upholds the principle that no individual shall be discriminated against with respect to compensation, terms, conditions, or other privileges of employment because of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, membership on a local human rights commission, lawful participation in the Minnesota Medical Cannabis Patient Registry, or any other status protected by federal, state, or local law.

Maintaining a work environment free from discrimination is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately. **See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.**

The City has a respectful workplace and sexual harassment policy contained in Articles 12 and 13.

Section 1.03 Data Practices Advisory

Employee records are maintained in a location designated by the City Administrator. Personnel data is retained in personnel files, finance files, and benefit/medical files. Information is used to administer employee salary and benefit programs, process payroll, complete state and federal reports, document employee performance, etc. Employees have the right to know what data is retained, where it is kept, and how it is used. All employee data will be received, retained, and disseminated according to the Minnesota Government Data Practices Act.

Numerous types of data are categorized as private, non-public, or confidential under the Minnesota Government Data Practices Act. In many circumstances, data may not be disclosed except with authorization of the subject of the data or pursuant to court order. To ensure that the Data Practices Act is not violated, employees are strictly prohibited from disclosing to a third party, within or outside the City, any personnel data, data relating to pending civil legal actions, or any other data that might be classified as private, non-public, or confidential without the City Administrator's express authorization. Pursuant to the Minnesota Government Data Practices Act, the City Administrator shall be appointed by the City Council as the responsible authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City.

Section 1.04 Media Requests

All City employees have a responsibility to help communicate accurate and timely information to the public in a professional manner. Requests for private data or information outside of the scope of an individual's job duties should be routed to the city administrator.

Any employee who identifies a mistake in reporting should bring the error to the City Administrator, Human Resources/Assistant City Administrator, or an employee's supervisor immediately. Regardless of whether the communication is in the employee's official City role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

Except for routine events and basic information readily available to the public, all media requests for interviews or information are to be routed through the City Administrator. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or their designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites. When responding to media requests, employees should follow these steps:

1. If the request is for routine or public information (such as a meeting time or agenda), provide the information and notify the City Administrator of the request.
2. If the request is regarding information about City personnel, potential litigation, controversial issues, an opinion on a City matter, or if an employee is unsure if the request is a "routine" question, forward the request to the City Administrator. An appropriate response would be, "I'm sorry, I don't have the full information regarding that issue. Let me take some basic information and submit your request to the appropriate person, who will get back to you as soon as they can." Then ask the media representative's name, questions, deadline, and contact information.

All news releases concerning City personnel will be the responsibility of the City Administrator.

When/if the City Administrator authorizes a staff person to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications, employees must:

- Identify themselves as representing the City. Account names on social media sites must be clearly connected to the City and approved by the City Administrator.
- Be respectful, professional, and truthful when providing information. In most cases, only factual information (not opinions or editorial comments) should be provided: "The City finished street cleaning on 16 streets in the northwest corner of the City this past week" instead of "The City is doing a great job with street cleaning this year!" Corrections must be issued when needed.
- Generally, do not include personal opinions in official City statements. One exception is communications related to promoting a City service. For example, an employee could post the following on the City's Facebook page: "My family visited Hill Park this weekend and really enjoyed the new band shelter." Employees who have been approved to use social media sites on behalf of the City should seek assistance from the City Administrator on this topic.
- Notify the City Administrator if they will be using their personal technology (cell phones, home computer, cameras, etc.) for City business. Employees should be aware that data transmitted or stored may be subject to the Minnesota Government Data Practices Act.

Article II. Definitions

Appointing Authority: The Wyoming City Council.

Authorized Hours: The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits: Privileges granted to qualified employees in the form of paid leave and/or insurance coverage.

Benefit Earning Employees: Employees who are eligible for at least a pro-rated portion of City-provided benefits. Such employees must be year-round employees who are scheduled to work at least 20 hours per week.

Child: A child either under 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee's "child(ren)" is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster, or stepchild(ren).

Drug: Includes any “controlled substance” as listed in Schedules I through V of Section 202 of the Control Substances Act (21 U.S.C. § 812) and is further defined by regulation at 21 C.F.R. Sections 1300.11 through 1300.15 as well as is defined in Minn. Stat. § 152.01, subd. 4. They also include legal prescription drugs, which have not been prescribed to the employee by a licensed physician. Such substances include, but are not limited to, heroin, marijuana, cocaine, PCP, and “crack”.

Core Hours: The core hours that all employees (exempt and non-exempt) are expected to work are 9 a.m. to 3:30 p.m., Monday through Friday. Police, fire, and public works employees do not have core hours, and work the schedules which are established by their supervisors.

Demotion: The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee’s former position.

Direct Deposit: As permitted by state law, all City employees are required to participate in direct deposit.

Employee: An employee is defined as any person holding a regularly compensated position for the City of Wyoming, including regular full time, part-time, temporary, and seasonal or any other classification, which is regularly compensated. Exclusions include City Council members and members of City Boards and Commissions.

Exempt Employee: Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FLSA: Fair Labor Standards Act which is a federal law regarding minimum wage and overtime compensation, classifying positions as exempt or non-exempt.

Full-Time Employee: Employees who are required to work forty (40) or more hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Good Standing: Good standing refers to an employee who provides at least two weeks of written notice prior to voluntary resignation of employment. To be in good standing, employees must not be resigning under threat of termination, must not be on a performance improvement plan at the time of termination, and generally must not have received a discipline within six months prior to termination. Employees who resign in good standing may be eligible for additional benefits, as outlined within this policy. Employees who do not resign in good standing are not eligible for re-employment.

Hours of Operation: The City’s regular hours of operation are Monday through Friday, from 8 a.m. to 4:30 p.m.

Immediate Family: Family includes spouse, child(ren), parent, parent-in-law, brother, sister, grandparent, son-in-law, daughter-in-law, and grandchild(ren). Family also includes other persons residing in the employee’s residence who are financially dependent upon the employee. This policy shall also apply to persons related by blood or marriage residing in an employee's home.

Personal Interest: Interest is any direct or indirect monetary or material benefit accruing to a City employee as a result of a contract or transaction which is or may be the subject of an official act or action by or with the City (except for such transactions which would confer similar benefits to all other persons and/or property similarly situated). Interests include but are not limited to: (a) interests in an employee's family, (b) any business entity in which stock or legal beneficial ownership is in excess of one percent (1%) of the total stock, or legal ownership is controlled or owned directly or indirectly by the employee, (c) interest in any business entity in which the City employee is an officer, director, or employee, (d) interest in any person or business entity with whom a contractual relationship exists with the employee; provided that a contractual obligation of less than \$500 or a commercially reasonable loan or purchase made in the course of ordinary business shall not be deemed to create a conflict of interest.

Non-exempt Employee: Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-Time Employee: Employees who are regularly scheduled to work less than forty (40) hours per week in a year-round, ongoing position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Pay Period: A fourteen (14) day period beginning at 12 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

PERA (Public Employees Retirement Association): Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion: Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassification: A change in classification of an individual position by raising it to a higher job class, reducing it to a lower job class, or moving it to another class at the same level on the basis of significant changes in kind, difficulty or responsibility of the work performed in such a position.

Seasonal Employee: Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority.

Spouse: Does not include unmarried domestic partners. If both spouses work for the City of Wyoming, their total leave in any 12-month period may be limited to an aggregate of 12 weeks if the leave is taken for either the birth or placement for adoption or foster care of a child(ren) or to care for a sick parent.

Temporary Employee: Employees who work in temporary positions. Temporary jobs might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority.

Training: Is defined as any work related program, seminar, conference, convention, course or workshop attended by an employee whose tuition and expenses are funded in whole or in part by the City or while the employee is in a paid status with the City.

Transfer: Movement of an employee from one City position to another of equivalent pay.

Weapons: Weapons are things that are designed or used for inflicting bodily harm and/or physical damage. Examples include all legal or illegal firearms, switchblade knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek: A workweek is seven consecutive 24-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs (e.g., police department, fire department, park and recreation department).

Article III. Citywide Work Rules and Code of Conduct

Section 3.01 Essential Functions of all City Employment

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the Wyoming, Minnesota. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

Honesty is an important organizational attribute to our City. Therefore, any intentional misrepresentation of facts or falsification of records, including personnel records, medical records, leaves of absence documentation or the like, will not be tolerated. Further, dishonesty in City positions may preclude workers from effectively performing their essential job duties. As just one example, a police officer with a credibility issue under a Brady/Giglio designation very likely will be excluded from providing testimony for court cases thereby creating an employment strain where an employee cannot effectively perform the essential functions of the job. Any violations will result in corrective action, up to and including termination.

The following are job requirements for every position at the City of Wyoming. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand, and comply with the rules and regulations as set forth in these personnel policies as well as those of their departments.
- Conduct themselves professionally toward both residents and staff and respond to inquiries and information requests with patience and every possible courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

Section 3.02 Employee Ethics/ Conflicts of Interest

Employees shall not use their official position for personal gain, engage in any business or transaction or have a Personal Interest, direct or indirect, which is in conflict with the proper performance of their duties as a City employee. This policy is not all-encompassing in its definition of conflict of interest. Action deemed inappropriate by a reasonable person, whether specifically cited in this policy or not, will be subject to inquiry.

No City employee shall engage in any act, which is in conflict, or creates an appearance of fairness or conflict with the performance of official duties. An employee shall be deemed to have a conflict if the employee:

1. Has any Personal interest in any sale to the City of any goods or services when such Personal Interest was received with prior knowledge that the City intended to purchase the property, goods, or services.
2. Solicits, accepts, or seeks a gift, gratuity, or favor from any person, firm, or corporation involved in a contract or transaction which is or may be the subject of official action by the City.
3. Participates in their capacity as a City employee in the issuing of a purchase order or contract in which they have a private pecuniary interest, direct or indirect, or performs in regard to such contract some function requiring the exercise of discretion on behalf of the City.
4. Engages in, accepts employment from, or renders services for private interests for any compensation or consideration having monetary value when such employment or service is incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in performance of official duties, or give the appearance of the above.
5. Directly or indirectly, gives or receives, or agrees to receive any compensation, gift, reward, commission or gratuity from any source except the City for any matter directly connected with or related to their official services as such employee with this City.
6. Discloses or uses, without authorization, confidential information concerning property or affairs of the City to advance a private interest with respect to any contract or transaction which is or may be the subject of official action of the City.
7. Has a Personal Interest in any legislation coming before the City Council and participates in discussion with or gives an official opinion to the City Council unless the employee discloses on the record of the Council the nature and extent of such interest.

No employee of the City shall request, use, or permit the use of City-owned vehicles, clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such City property is to be restricted to such services as are available to the City generally and for the conduct of official City business.

Authorized personal uses include taking an assigned City vehicle to lunch on workdays as needed, use of a City copy machine at cost, stopping to run personal errands when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the City Administrator on a case-by-case basis.

Recognizing that personal friendships often precede and can evolve from official contact between employees and persons engaged in business with the City, reasonable exceptions to this section are permitted for those occasions which are social in nature and are not predicated on the employee's ability to influence, directly or indirectly, any matter before the City. The employee will be guided in interpretation of this section by the distinction between a gift, gratuity, or favor given or received which

has significant monetary value and is offered or accepted in expectation of preferential treatment, and an expression of courtesy. Examples of acceptable courtesies include: a meal or social event; exchanges of floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; a sample or promotional gift of nominal value (\$25 or less).

There are very limited exceptions to what is considered a gift or gratuity. The exceptions include:

1. A plaque or similar memento recognizing an individual's services in a field of specialty or to a charitable cause.
2. A trinket or memento of insignificant value.
3. Informational materials of unexceptional value.
4. Food or beverage given at a reception, meal, or meeting away from your normal place of work by an organization before whom you are appearing to make a speech or answer questions as part of a program. All other gifts of food or beverage are prohibited.
5. Usual or customary gift giving among employees during the holiday season, birthdays, retirements, weddings, baby showers; rolls, cookies.

Interpretations of this policy shall be referred to Human Resources/Assistant City Administrator or to the City Administrator. The City Administrator or other designee of the City Council, except where otherwise designated within this policy, shall investigate, or cause to be investigated, all suspicions, allegations, and written complaints of unethical conduct. Complaints which are considered by the City Administrator to be serious may be referred to an Ethics Panel, composed of City employees appointed by the City Administrator. An ethics panel, when constituted, shall investigate and hear the complaint, and recommend to the City Administrator or other designee of the City Council any action deemed appropriate. Complaints or allegations which may be criminal in nature may be referred to an appropriate outside agency for investigation.

Section 3.03 Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their City employment. As City representatives, employees share in the responsibility of earning and preserving the public's trust in the City. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all City staff will carry out City functions faithfully and impartially and without regard to factors such as race, sex/gender, religion, national origin, disability, sexual orientation, or other protected categories. For more information on personal communications and social media use please refer to the City of Wyoming Social Media Policy.

Section 3.04 Employee Standards of Behavior

It shall be the duty of employees to maintain high standards of cooperation, efficiency and integrity in their work with the City. If an employee's conduct falls below standard, they may be subject to disciplinary action. Some general things for which an employee may be disciplined include, but are not limited to:

- Violation of any policies contained within this Personnel Policy.
- Reporting to work under the influence of intoxicants including, but not limited to,

alcohol, cannabis flower, cannabis product, lower-potency hemp edible, and hemp-derived consumer products, or nonprescription/illegal drugs, or using such substances while on City property.

- Failure to follow the orders of one's supervisor(s).
- Being absent from work without permission or failure to report to the supervisor or Department Head when one is absent.
- Being habitually absent or tardy for any reason.
- Failure to perform assigned work in an efficient or effective manner.
- Being wasteful of material, property, or working time.
- Inability to get along with fellow employees so that the work being done is hindered and not up to required levels.
- Failure to observe proper security procedures.
- Conduct on the job that violates the common decency or morality of the community.
- Conviction of a felony or gross misdemeanor.
- Violating safety rules and regulations.
- Making false accusations so as to discredit other employees or supervisors.
- Removal of City money, merchandise, or property, including property in custody of the City without permission.
- Lying to supervisors in connection with your job.
- Dishonesty, including intentionally giving false information, intentionally falsifying records, or making false statements when applying for employment.
- Being on City premises during nonworking hours without permission.
- Divulging or misusing confidential information, including removal from City premises, without proper authorization, any employee lists, records, designs, drawings, or confidential information of any kind.
- Accepting fees, gifts, or other valuable items in the performance of the employee's official duties for the City.
- Inability or unwillingness to perform the assigned job.
- Falsification of time records for payroll.
- Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses.
- The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a City employee.
- Other misconduct or actions unbecoming the employee.

Section 3.05 Attendance and Absence

The operations and standards of service in the City of Wyoming require that employees be at work unless extenuating circumstances warrant absence, or an employee has a position that has been approved to work remotely. Understanding and abiding by attendance requirements is an essential function of every City position.

Employees who need an absence away from work are required to notify their supervisor two weeks in advance in the case of planned absences and as soon as possible for an unplanned absence. In the event

of an unexpected absence, employees should call their supervisor at least thirty (30) minutes before the scheduled starting time, or as soon as possible upon knowing of the absence, and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where they can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use the established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.

Employees who are absent for two (2) days or more and who do not report the absence in accordance with this policy, will be considered to have voluntarily resigned not in Good Standing. The City may waive this rule in extenuating circumstances.

This policy does not preclude the City from administering discipline for unexcused absences of less than three days. Individual departments may establish more specific reporting procedures.

Section 3.06 Access to and Use of City Property

Unauthorized use or removal of City property and/or facilities or its conversion to personal use without Express authority or as allowed to the general public, may be cause for discipline up to and including discharge.

Use of City Property:

City-owned equipment is not available for personal use by employees. Any employee who has authorized possession of keys, tools, cell phones, pagers, or other City-owned equipment must register their name and the serial number (if applicable) or identifying information about the equipment with their supervisor.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in Good Standing.

The computer and communications systems operated by the City for the conduct of business are the property and work environment of the City of Wyoming, and all Wyoming policies relating to personal conduct apply to access to and use of these resources. Employees should reference the City of Wyoming Computer Use Policy for more information.

Use of City Facilities

Employees, supervisors, or other persons may not use nor allow the use of any City facilities including personal property, lands, or buildings of the City of Wyoming for private interests except as generally allowed to the public. No City owned property shall be removed from any City Department land or building for any private use, purpose, or enjoyment, and no employee, supervisor, or other person shall

be in any building of the department after normal working hours, unless they are upon official department business or as otherwise allowed by the general public.

City equipment or facilities may be loaned to community and civic organizations. Approval for such use must be obtained from the City Council unless covered by a mutual aid agreement.

Section 3.07 Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry, or other items that could present a safety hazard are not acceptable in the workplace. Dress needs vary by function. Employees who spend a portion of the day in the field need to dress in a professional manner appropriate to their jobs, as determined by their supervisor. Employees may dress in accordance with their gender identity, within the constraints of the dress codes adopted by the City. City staff shall not enforce the City's dress code more strictly against transgender and gender diverse employees than other employees.

Section 3.08 Falsification of Records

Any employee who makes false statements or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies or for any other reason in the course of the employment with the City, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Section 3.09 Whistleblower Protections

An employee of the City who, in good faith, reports an activity that they considers to be illegal or dishonest in accordance with applicable law may have whistleblower protections. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate City management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state or local laws; billing for services not performed or for goods not delivered; other fraudulent financial reporting; and as defined by any other federal, state, or local law.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the City Administrator or Assistant City Administrator. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing may be subject to discipline up to and including termination.

It is the City's legal responsibility to protect employees who make complaints of illegalities within the workplace. Full investigations will be completed and employees will not face retaliation or reprisal for reports made in good faith.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation; insofar as consistent with Minnesota Data Practices, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply

with the law and to provide accused individuals their legal rights of defense. The City will not retaliate against a whistleblower. This includes but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact Human Resources/Assistant City Administrator or the City Administrator immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing.

Section 3.10 Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization

Section 3.11 Smoking

The City of Wyoming observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, shall be designated as smoke free, meaning that smoking in any form (through the use of tobacco products, cannabis products, or hemp-derived consumer products such as pipes, cigars, and cigarettes) or “vaping” with e-cigarettes is prohibited while in a City facility or vehicle.

Smoking of any kind, including pipes, cigars, cigarettes, vaping with e-cigarettes, and the use of chewing tobacco, is prohibited for employees while on duty. Employees eighteen years old and over are allowed to smoke only during their breaks and lunch, and only in areas designated for that purpose.

Section 3.12 Personal Telephone Calls

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with City work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee. Please refer to the cell phone policy for information on use of cellular phones.

Section 3.13 Nepotism

It is the City's policy that immediate relatives will not be employed in regular full-time or regular part-time positions where:

1. One relative would have the authority to supervise, appoint, remove, discipline, determine the salary or evaluate the performance of the other.
2. One relative would be responsible for auditing the work of the other.
3. Other circumstances exist which would place the relatives in a situation of actual or reasonably foreseeable conflict between the City's interest and their own.

Where business necessity requires the limitation of employment opportunity of spouses, the means chosen to meet the business necessity shall be those, which have the least adverse impact on spouses or members of either sex. For example:

The exclusion should be limited to the job, work crew, shop or unit where the reason for exclusion exists, and should not bar the person from the whole work force, unless the reason applies to the whole work force. When it is necessary to exclude a person because of what their spouse does, then the employees

will be asked to determine which spouse shall keep the job. The City may require one spouse to quit 60 days after marriage if they become in violation of this policy and a mutually-agreeable solution cannot be reached between the City and the employees.

Section 3.14 Access to Gender-Segregated Activities and Areas

With respect to all restrooms, locker rooms, or changing facilities, employees will have access to facilities that correspond to their affirmed gender identity, regardless of their sex at birth. In cases where the City maintains separate restroom and/or changing facilities for male and female employees, the City allows employees to access them based on their gender identity.

In any gender-segregated facility, any employee who is uncomfortable using a shared facility, regardless of the reason, will, upon the employee's request, be provided with an appropriate alternative. This may include, for example, addition of a privacy partition or curtain, provision to use a nearby private restroom or office, or a separate changing schedule. However, the City will not require a transgender or gender diverse employee to use a separate, nonintegrated space, unless requested by the transgender or gender diverse employee, because it may publicly identify or marginalize the employee as transgender.

Under no circumstances may employees be required to use sex-segregated facilities that are inconsistent with their gender identity.

Article IV. Employee Recruitment and Selection

The City Administrator or a designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for final hiring decisions and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

Section 4.01 Recruitment

All appointments in the municipal service shall be made according to job-relevant qualifications, merit, and fitness as determined by the City Council considering the recommendation of the City Administrator and Department Heads. The City Administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis. The majority of position vacancies will be filled through an open recruitment process.

The basic recruitment and selection policies of the City are to take whatever measures necessary to seek out and to encourage properly qualified individuals to apply for positions of City service and to provide assurance that the best qualified applicants are properly inducted into municipal service. Competition for positions shall be open to all applicants who meet the qualifications established for the class of position for which application is made. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position. No person shall in any way be favored or discriminated against because of race, color, creed, age, marital status, sex, political opinion or affiliation, disability, sexual orientation, or welfare assistance status.

In making a selection among candidates to fill vacancies, the City may use written, oral, or performance tests, an evaluation of training and experience, or any combination of these. Investigations of background,

character, education, experience, or physical fitness may also be required subject to applicable law. The deadline for application may be extended by the City Administrator. Unsolicited applications will not be kept on file unless otherwise required by law.

Application for employment will generally be made online or by application forms provided by the City. Other materials in lieu of a formal application may be accepted in certain recruitment situations as determined by the City Administrator or designee. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline in order to be considered for the position.

Position vacancies may be filled on an “acting” basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Section 4.02 Testing and Examinations

Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test, or interview; performance or demonstrative test; physical agility test; or another appropriate job-related exam. For example:

- Keyboarding exercises for data entry positions.
- Writing exercises for positions requiring writing as part of the job duties.
- “In-basket” exercise for an administrative support position (sets up real-life scenarios and items that would likely be given to the position for action and asks the candidate to list and prioritize the steps they would take to complete the tasks).
- Mock presentation to the City Council for a planning director position, for example.
- Scenarios of situations police officers are likely to encounter on the job that test the candidate’s decision-making skills (can be role played or multiple-choice questions).

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in Good Standing with the City, as determined by the discretion of the City.

The City Council or designee will establish minimum qualifications for each position with input from the appropriate supervisor. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications as set forth in the position posting.

Section 4.03 Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City (psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist). The physician will notify the City Administrator or designee that a candidate

either is or is not medically able to perform the essential functions of the job, with or without accommodations, and whether the candidate passed a cannabis, drug, and alcohol test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, they will be notified of this determination.

Section 4.04 Selection Process

The selection process will be a cooperative effort between the City Administrator or designee and the hiring supervisor, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonal, and temporary employees may be terminated by the supervisor at any time, subject to City Council approval. The City has the right to make the final hiring decision based on qualifications, abilities, experience, and City of Wyoming needs.

Section 4.05 Background Checks

All finalists for employment with the city will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the city administrator will determine the level of background check to be conducted based on the position being filled.

Section 4.06 Current Employee Criminal Conviction Notification

Upon implementation of this policy, it is the duty of all incumbents to affirmatively notify the City Administrator's office in writing of any criminal conviction that occurred any time after the implementation of this policy. The conviction must be reported within two weeks after it is officially entered into court records. For purposes of this policy, conviction includes any conviction which has not been expunged and for which a jail sentence could have been imposed.

Upon notification of a conviction, the City Administrator's office will consult with the appropriate representative from the City of Wyoming Police, and the City's legal representative, to determine if the conviction is related to the employee's job. The City may take action to terminate the employee, based on the seriousness of the offense and in accordance with applicable law.

Intentional failure of the employee to notify the City of a criminal conviction that occurs after the effective date of this policy may be grounds for employment sanctions up to and including termination, regardless of when the omission is discovered. Such failure to notify may be grounds for termination regardless of the nature of the conviction.

An employee whose background check reveals convictions for offenses covered under MN Stat. 299C, that would disqualify them from employment, shall not be removed from their current position unless the check reveals information not previously known which is related to their ability to successfully perform the duties of their current job.

Section 4.07 Probationary Period

A six-month period at the start of employment with the city (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job, unless covered by a collective bargaining agreement stating a different time frame. The training period is an integral extension of the city's selection process and is used by supervisors for closely observing an employee's work.

An employee serving their initial probationary period may be disciplined at the sole discretion of the city, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this policy handbook shall be construed to imply that after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Section 4.08 Employee Orientation

The Payroll/Bookkeeper will distribute and explain the various enrollments forms, etc. that must be filled out. Each new employee will be provided with information on employee benefits, City policies and operations.

The supervisor provides additional information to the new employee, including:

1. Work standards and regulations;
2. Hours of work, time cards or reports, leave requests;
3. Duties of the position;
4. Safety rules and procedures, location of safety or protective equipment;
5. Tour of the work area, including location of equipment, supplies, etc.;
6. Introduction to co-workers;
7. Schedule for lunch and breaks;
8. When and whom to report absence from work;
9. Who is responsible for performance planning and review.

Article V. Hours of Work

Employee work schedules and opportunities to work remotely will be established by supervisors with the approval of the City Administrator. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

City Hall will maintain office hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. Department Heads should schedule staff to provide coverage and keep offices open during those hours.

For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Supervisors may establish a different workweek based on the needs of the department, subject to the approval of the City Administrator.

Section 5.01 Core Hours

To ensure employee availability and accountability to the public the City serves, all full-time employees (exempt and non-exempt) are to be at work or available to the public and co-workers during the hours of 9 a.m. to 3:30 p.m., Monday through Friday, unless away from the work site for a work-related activity or on approved leave. Full-time employees (exempt and non-exempt) employees are allowed to schedule the remainder of their shift on either side of the “core hours” so long as they ensure they are completing their full shift.

Section 5.02 Meal Breaks and Rest Periods

A paid fifteen-minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty-minute lunch period is provided when an employee works ~~eight-six (68)~~ or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time, or lunch time by not taking these breaks.

Formatted: Font color: Accent 1

Formatted: Font color: Accent 1

Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen-minute break. Exceptions must be approved by the supervisor or City Administrator.

Departments with unique job or coverage requirements and/ or who are covered by a Collective Bargaining Agreement may have additional rules, issued by the supervisor and subject to approval of the City Administrator and/or as outlined in contract, on the use of meal breaks and rest periods.

Section 5.03 Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to work (or leave early). Employees not reporting to work for reasons of personal safety will not normally have their pay reduced as a result of this absence. Employees will be allowed to use accrued vacation time or compensatory time, or with supervisor approval, may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions. Decisions to cancel any departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the City Administrator. A decision to close down City operations will not result in a deduction of employee benefits. Employees on paid leave will still be charged with time off from the appropriate leave (e.g. vacation, sick, etc.) if the leave occurs on a City declared storm day.

Section 5.04 Flexible Working Hours

A department head may authorize a modification of an employee’s work schedule, upon approval of the City Administrator, to an alternative schedule wherein the usual number of hours are worked, but starting and quitting time vary, provided the scheduling does not in any way impair the City’s ability to serve the public or create a need for additional personnel or unnecessary overtime.

Article VI. Compensation

Section 6.01 In General

A salary schedule shall be adopted by the City Council and shall apply to all employees not covered by a labor contract. Employees covered by labor contract shall be compensated as referenced in the agreement. Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

In addition to compensation, an employee may be eligible for reimbursements pursuant to Article 21.

Section 6.02 Assigning and Scheduling Work

Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

Section 6.03 Job Descriptions

Assignment of job titles, establishment of minimum qualifications, and the maintenance of job descriptions and related records is the responsibility of the City Administrator. The City will maintain job descriptions for each regular position. New positions will be developed as needed but must be approved by the City Council prior to the position being filled.

A current job description is provided to each new employee. Supervisors are responsible for revising job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Section 6.04 Job Classifications

The City will establish and maintain a Position Classification Plan so that all positions substantially similar with respect to the type, difficulty, and responsibility of work are included in the same class. For each class of positions there shall be:

- a) A class title description of duties or positions within the class;
- b) A written class description that explains the nature of the work responsibilities of the positions within the class;
- c) Examples of work which are illustrative of the duties of the positions allocated to the class;
- d) Position requirements such as the knowledge, abilities, and skills necessary for performance of the work; and
- e) A statement of experience and training desirable for recruitment into the class.

Section 6.05 Reclassification

Revision of position descriptions and re-allocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes. It shall be the duty of the City Administrator to examine the nature of all positions and to allocate them to existing or newly created classes, to make changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions, and to periodically review the entire classification plan and recommend appropriate changes in the allocations or in the classification plan.

Section 6.06 Layoff

In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

Section 6.07 Wage Disclosure

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.
- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The City cannot retaliate against an employee for disclosing their own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the City and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Section 6.08 Acting Role Compensation

Position vacancies may be filled on an "acting" basis as needed. The City Council will approve all acting appointments. Pay rate adjustments, if any, will be determined by the City Council.

Article VII. Time Recording and Employee Pay

Section 7.01 Pay Days

Paydays are bi-weekly and all employees (full and part time) are paid through the end of the last pay period. For accounting purposes, a standard work week shall begin at 12:00 a.m. on Monday, and end at 11:59 p.m. the following Sunday and there shall be at least a three-day period from the end of the last pay period before paychecks are issued to the employees for that pay period. Any adjustments due to overtime, salary changes, deductions, or absences without pay, etc. will generally be adjusted the following payday. Each employee of the City will receive a statement with paycheck that states gross earnings for that period, the deductions for Federal, State, P.E.R.A., Insurance and employee deductions, along with the net amount paid. Any further deductions desired should be requested by the employee to the payroll supervisor. Every effort will be made to honor reasonable payroll deduction requests. The payroll supervisor must be notified immediately of any changes affecting your payroll records (such as address changes, number of exemptions claimed, marital status, etc.). When paydays fall on a holiday, checks are normally issued the work day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Section 7.02 Direct Deposit

As allowed for in Minnesota law, all employees are required to participate in direct deposit. Employees are responsible for notifying the Finance Department of any change in status, including changes in address, phone number, names of beneficiaries, marital status, etc.

Section 7.03 Time Reporting

Full-time, non-exempt employees are expected to work the number of hours per week as established for their position. In most cases, this will be 40 hours per workweek. They will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a bi-weekly basis. Each time reporting form must include the signature of the employee and immediate supervisor. Reporting false information on a time sheet may be cause for immediate termination.

Section 7.04 Improper Deduction or Overpayment Policy

If an employee believes that an improper deduction or overpayment, or another type of error, has been made, they should immediately contact their supervisor. If the City determines it has made an improper deduction from a paycheck, it will reimburse the employee for the improper amount deducted and take good faith measures to prevent improper deductions from being made in the future.

In cases of improper overpayments, employees are required to promptly repay the City in the amount of the overpayment. The employee can write a personal check or authorize a reduction in pay to cover the repayment. The City will not reduce an employee's pay without written authorization by the employee. Once the overpayment has been recovered in full, the employee's year to date earnings and taxes will be adjusted (so that the year's Form W-2 is correct) and the paying department will receive the corresponding credit. When an overpayment occurs, the repayment must be made within the same tax year.

In the exceptional situation where the overpayment occurs in one tax year and is not discovered until the next year, the overpayment must be repaid in the year it is discovered, but there will be additional steps and paperwork required.

Section 7.05 Overtime and Compensatory Time

The City of Wyoming has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, may be required to work overtime as requested by their supervisor. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. All overtime must be authorized in advance

by the employee's supervisor. An employee who works overtime without prior approval may be subject to disciplinary action.

All overtime eligible employees will be compensated at the rate of one and one-half times their base hourly rate for hours worked over 40 in one workweek (except certain public safety employees working an extended workweek). Vacation and sick leave hours do not count toward "hours worked" for purposes of overtime. Holiday hours will count toward "hours worked." Overtime hours earned can be converted to equivalent hours of comp-time not to exceed 10 hours unless provided by union contract.

The maximum compensatory time accumulation for any employee is 40 hours per year. Once an employee has earned 40 hours of compensatory time in a calendar year, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Only 20 hours of compensatory time can be carried over from one year to the next. Employees may request and use compensatory time off in the same manner as other leave requests. All compensatory time will be marked as such on official time sheets, both when it is earned and when it is used.

The Finance Department will maintain compensatory time records. All compensatory time accrued will be paid when the employee leaves City employment at the hourly pay rate the employee is earning at that time.

Section 7.06 Exempt (non-overtime eligible) Employees

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors.

Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work 40 or more hours per week. Exempt employees do not receive extra pay for the hours worked over 40 in one workweek.

Exempt employees are paid on a salary basis. This means they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

Unless otherwise allowed or disallowed by law, the City of Wyoming will only make deductions from the weekly salary of an exempt employee in the following situations:

1. The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
2. The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but they are either not yet qualified to use the paid leave or they have exhausted all of their paid leave.
3. The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of their paid leave or a situation where the employee does not earn paid leave).

4. The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
5. The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
 - Paid leave has not been requested or has been denied.
 - Paid leave is exhausted.
 - The employee has specifically requested unpaid leave.
6. The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
7. The City of Wyoming may, for budgetary reasons, implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

Article VIII. Employee Records

Section 8.01 File Retention

Official personnel files will be maintained by the City Administrators Office in accordance with applicable law and retention requirements, which will include all material of a confidential nature to including, but not limited to:

- Employment Contracts
- Permanent Documents
- Employee application
- Job description and specification information
- Job performance ratings and evaluations
- Education/training information
- Personnel action forms
- Temporary Documents
- Personnel documents (maintained for 3 years unless otherwise provided pursuant to labor agreement)
- Administrative correspondence relating to leave/vacation requests
- All other administrative documents of limited informational life span
- Letters of appreciation, commendation, or discipline
- Establishment of procedures for the release and accessibility of information and audit of the personnel files.

Section 8.02 Accessing Personnel Documents

Personnel documents will be retained and disclosed pursuant to the Minnesota Government Data Practices Act.

Unless allowed by law, access to information contained in the personnel file will be limited to the City

Administrator, Assistant City Administrator, respective Department Heads, Legal Counsel, immediate supervisor and individual employees. Files pertaining to employees who are candidates of interdepartmental transfer will be accessible by the prospective gaining Department Head. Department Heads are responsible for the forwarding of documents for inclusion in the personnel files of those employees assigned to their department.

Separate personnel files shall not be maintained by individual departments. Employees are guaranteed the rights and remedies provided under Minnesota Statutes §§181-960-181.965 as it pertains to violations of the above policy.

Section 8.03 Performance Review

An employee's immediate supervisor will conduct a performance appraisal on an annual basis or more frequently if prescribed by the City Administrator or the employee's Department Head. The performance appraisal will be used for identifying problem areas in an employee's performance, identifying the need for further training and development and as a factor in granting performance pay increases and promotions. The performance appraisal will be in writing and shall be signed by the employee and the supervisor, copies of which will be available to the employee upon request.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. The form, with all required signatures, will be retained as part of the employee's personnel file.

In addition to annual performance evaluations, employees will be evaluated at the completion of the Probationary Period or any time the employee's supervisor or Department Head believes it is in the best interest of the employee and/or the City to conduct an evaluation.

Article IX. Benefits

Section 9.01 Overview

In addition to good working conditions and competitive pay, it is the City's policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs the City provides employees and their families. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon request from the Assistant City Administrator/HR. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the

determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, the City (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the City intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

These policies are not meant to modify or replace any benefits available as part of a collective bargaining agreement. The benefits in a collective bargaining agreement will control if there is any difference.

In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance to comply with federal health care reform laws and regulations while avoiding associated penalties

If employees have any questions regarding benefits, they should contact the Assistant City Administrator/HR.

Section 9.02 Health, Dental, and Life Insurance

The City makes a competitive monthly contribution toward group health, dental, and life insurance benefits. Employees are encouraged to look closely at this contribution as part of their overall compensation package with the City.

For information about coverage and eligibility requirements, employees should refer to the summary plan description or contact the Assistant City Administrator/HR.

Section 9.03 Retirement/PERA

The City participates in the Public Employees Retirement Association (PERA) to provide pension benefits for its eligible employees to help plan for a successful and secure retirement. Participation in PERA is mandatory for most employees, and contributions into PERA begin immediately. The City and the employee contribute to PERA each pay period as determined by state law. For information about PERA eligibility and contribution requirements, contact the Assistant City Administrator/HR.

If an employee leaves employment with the City before retirement and they desire to withdraw the amount they have contributed to PERA (employees may not receive the portion paid by the City; it remains with PERA), the employee may request such a refund, usually with interest. Withdrawal forfeits any potential retirement payments which the contributions may have earned for the employee. To be eligible for PERA benefits, employees must be a member for a minimum of three years.

Each year employees will receive correspondence from PERA detailing contributions and other pertinent retirement information. Employees should review the yearly information carefully to keep up-to-date on the benefits accrued through the retirement fund.

Section 9.04 Holidays

Full-time employees will be paid for the following holidays:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve -1/2 day (4 hours)**
Christmas Day
New Year's Eve -1/2 Day (4 hours)**
Floating Holiday- 2 days (16 hours)

Full-time employees will receive pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday. Part-time employees will receive prorated holiday pay based on the number of hours normally scheduled. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Holidays occurring on a Saturday will be observed the preceding Friday and holidays occurring on Sunday will be observed on the following Monday, assuming a Monday through Friday work week. Employees shall receive eight (8) hours of time off for each holiday and four (4) hours of time off for each half-day holiday.

**In those years when Christmas Day and New Year's Day fall on a Tuesday, Wednesday, Thursday or Friday employees shall receive ½ day (4) hours off for both Christmas Eve and New Year's Eve. In those years that Christmas Day and New Year's Day fall on a Saturday, Sunday or Monday the ½ day (4) hours for both Christmas Eve and New Year's Eve will not be granted. Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four hours thereafter.

Use of a Floating Holiday is subject to continuous full-time employment by the City of more than four months in a calendar year and supervisor approval. Unused floating holidays are not paid to terminated employees and may not be carried over to the next year.

Employees shall receive holiday pay provided they worked or were on approved paid leave the regularly scheduled work day before and after the holiday.

When a holiday falls during an employee's vacation, the employee will not be charged with vacation but the hours will be charged against holiday leave.

Although the City prefers that personnel enjoy the observed holidays, business emergencies may arise. Non-exempt hourly employees required to work on a recognized holiday will be paid at one and one-half times

(1-1/2) their regular base rate of pay in addition to their regular holiday pay. Compensatory time-off may be taken in lieu of payment.

Section 9.05 Post-Employment Health Care Savings Plan

A. City Employees other than department heads

All City of Wyoming employees with the exception of department heads are required to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Sup. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan documents.

Upon separation of service in good standing, employees sick leave shall be deposited into the employee's HCSP as follows:

- Employees with under five (5) years of service will forfeit all sick time.
- Employees with at least five (5) years of service but less than (10) years of service shall receive 50% of the employee's sick leave;
- Employees with ten (10) or more years of service shall receive 100% of the employee's sick leave (up to a maximum of 750 hours.)

If the employee dies prior to having the payment deposited, the payment will be paid out in cash and will not be eligible for the HCSP. This policy will remain in effect for all department heads for a minimum of two years.

B. Department Heads

All City of Wyoming city administrator and department head contracts are also required to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Sup. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan documents.

For department heads who leave in Good Standing, upon separation of service, 100% of the department head's sick leave (up to a maximum 750 hours) shall be deposited into the employee's HCSP.

Article X. Leaves of Absence

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., leave under Article 11 could also apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Section 10.01 Sick Leave

Sick leave is an authorized absence from work with pay, granted to qualified full-time and part-time employees.

Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during any unpaid leave of absence. Full-time employees shall accrue sick time at a rate of eight (8) hours for each calendar month. For Employees hired after February 1, 2003, the maximum amount of sick leave that they can accrue is 1,280 hours. For Employees hired after April 1, 2022, the maximum amount of sick leave that they can accrue is 750 hours.

After maximum accrual is reached, an Employee will not continue to earn sick leave until falling below the maximum accrual threshold.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- For medical, dental, or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that their presence at the workplace could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee must:

- Communicate with their immediate supervisor, as soon as possible after the scheduled start of the workday, for each and every day absent; if an emergency prevents the employee from notifying their supervisor at such time, the employee is expected to call as soon as possible during the work day.
- Employees are required to keep their supervisor informed of their condition and anticipated return to work.
- Submit a physician's statement upon request.

After an absence, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's workers' compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination. Employees must normally use sick leave prior to using paid vacation, or compensatory time and prior to an unpaid leave of absence during a medical leave. Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator. Sick leave cannot be transferred from one employee to another. Earned sick leave has no cash value upon termination or retirement except as provided in Section 9.05, above.

If any specific provisions of this policy conflicts with any current employment contract or union agreement, the union agreement or employment contract will prevail.

Section 10.02 Earned Sick and Safe Leave

"Earned Sick and Safe Leave" is paid time off earned at one hour of Earned Sick and Safe for every 30 hours worked by an employee, up to a maximum of 48 hours of sick and safe leave per year. This specific leave applies to all employees (including part-time, seasonal and temporary employees) performing work for at least 80 hours in a year for the City. Earned Sick and Safe Leave policy is in accordance with Minn. Stat. § 181.9445-181.9448.

Eligibility/Accrual

All Employees are entitled to earn sick and safe leave at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued yearly. Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts (until either the yearly or overall limit is reached). When the 48-hour yearly limit is reached, accrual does not restart until the following year. The year starts on January 1 and ends on December 31. All employees begin accruing hours on the first day of work, regardless of whether they are full-time, part-time, seasonal or temporary workers.

An employee who is exempt from the overtime provisions of the Fair Labor Standards Act is assumed to work 40 hours per week.

Elected officials and independent contractors are not eligible for ESST.

Volunteer or paid on-call firefighters, volunteer ambulance attendants, paid-on-call ambulance service personnel are not eligible for ESST

Entitlement

Accrued sick and safe leave can be used in accordance with MN Statute 181.9447 including:

- An employee's mental or physical illness or other health condition, including care, treatment, diagnosis, or preventive care.
- To care for a family member with a health condition, including care, treatment diagnosis or preventive care.
- Absence due to domestic abuse, sexual assault or stalking of the employee or employee's family member.
- Closure of the employee's place of business or to care for a family member whose school or place of business is closed due to weather or another public emergency.
- The employee's inability to telework due to health concerns or possibility of jeopardizing the health of others relating to potential transmission of communicable illness related to a public emergency.
- Any other reason allowable by state statute.

Employees who require the use of foreseeable leave in accordance with this policy must provide seven days' advance notice in writing to their supervisor. If need for leave is unforeseeable, employees are required to give notice of the need for leave as soon as practicable in writing to their supervisor. Leave more than ~~three~~two consecutive days may require reasonable documentation before leave is approved or as soon as practicable after leave is taken, if unforeseeable.

The City will not require an employee using leave to find a replacement worker to cover hours absent.

Employees must use accrued ESST prior to using accrued sick, paid vacation, or an unpaid leave of absence during a medical leave. Employees on an unpaid leave of absence will not accrue sick leave for ESST.

An employee returning from time off using accrued ESST is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off.

Employees who are re-hired within 180 days of separation shall have earned and unused ESST hours reinstated. An employee is entitled to use and accrue ESST at the commencement of reemployment.

"Family Member" Definition

For the purposes of this policy, "family member" is defined by MN Statute 181.9447 as:

- Spouse or registered domestic partner
- Child, foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis
- Sibling, step sibling or foster sibling
- Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child
- Grandchild, foster grandchild, or step grandchild
- Grandparent or step grandparent
- A child of a sibling of the employee
- A sibling of the parent of the employee
- A child-in-law or sibling-in-law

Formatted: Font color: Accent 1

- Any of the above family members of a spouse or registered domestic partner
- Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship
- Up to one individual annually designated by the employee

Carry Over of Earned Sick and Safe Leave

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours.

Retaliation Prohibited

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use.

Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

Section 10.03 Safety Leave

Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

After accrued sick leave has been exhausted, vacation leave may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

Section 10.04 Vacation Leave

Paid vacation time is provided for regular full-time employees.

Vacation time shall be earned based on the following consecutive years of full-time service.

Upon Completion of

1 YEAR	80 HOURS
2 YEARS	80 HOURS
3 YEARS	80 HOURS
4 YEARS	120 HOURS
5 YEARS	120 HOURS
6 YEARS	120 HOURS
7 YEARS	120 HOURS
8 YEARS	120 HOURS
9 YEARS	160 HOURS
10 YEARS	160 HOURS
11 YEARS	160 HOURS

12 YEARS	160 HOURS
13 YEARS	160 HOURS
14 YEARS	160 HOURS
15 YEARS	200 HOURS

Employees covered by a labor agreement shall earn vacation benefits according to the contract. Eligible employees must obtain written approval from their Department Head prior to taking vacation time. Paid vacation is not available to employees until they have completed the probationary period unless otherwise authorized by the City Administrator.

Employees with more than one (1) year of service who leave employment by reason of death, disability, retirement, dismissal, or resignation will be paid for their accrued unused vacation time.

Employees can carry over up to 80 hours of accrued vacation at year end, anything in excess of 80 hours will be forfeited.

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Requests for vacation must be received at least forty-eight hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and City Administrator. Vacation can be requested in increments as small as one hour up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee. Vacation leave cannot be converted into cash payments except at termination.

If any specific provisions of this policy conflicts with any current employment contract or union agreement, the union agreement or employment contract will prevail.

Section 10.05 Funeral Leave

Full-time employees may be granted a maximum of three working days for funeral leave in the event of death in the employee's immediate family. Immediate family will mean employee's spouse, child(ren), grandchild(ren), parents, grandparents, brothers or sisters of the employee and employee's spouse.

Additional time off for funeral leave may be granted by the City Administrator for unusual and extenuating circumstances, and shall be charged to the employee's vacation time.

Employees on an otherwise unpaid leave of absence will not be entitled to leave under this provision.

Section 10.06 Military Leave

The City values military personnel and their families. To that end, the City will comply with all applicable law as it relates to time off, reemployment rights, and any other benefits available to military personnel and their families.

Employees should give management as much advance notice of their need for military leave as possible in accordance with law, so that the City can maintain proper coverage while employees are away.

Section 10.07 Jury Duty

Regular full-time and part-time employees not otherwise on an unpaid leave of absence will be granted up to 30 days of paid leave for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Any time necessary for jury duty beyond 30 days will be unpaid although employees can choose to use accrued leave. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the City will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, they will receive compensation for the jury duty time.

Section 10.08 Court Appearance

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Section 10.09 Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family members include parent, spouse, child(ren) or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case.

Section 10.10 Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor). If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify their supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Workers' compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Section 10.11 Pregnancy and Parenting Leave

Employees who work twenty hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Employees are eligible for up to 12 weeks of unpaid leave for prenatal care, incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child(ren). Leave and must begin within twelve months of the birth or adoption of the child(ren). In the case where the child(ren) must remain in the hospital longer than the mother, the leave must begin within 12 months after the child(ren) leaves the hospital. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave. If the employee has any leave under Article 11 remaining at the time this leave commences, this leave will also count as Article 11 leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also qualifying under Article 11).

Section 10.12 Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council, unless applicable laws or contracts require payment.

Section 10.13 School Conference Leave

Any employee who has worked half-time or more may take unpaid leave for up to a total of sixteen hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the City. Employees may choose to use vacation leave hours for this absence but are not required to do so.

Section 10.14 Bone Marrow/Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Section 10.15 Elections/Voting

An employee selected to serve as an election judge pursuant to Minnesota law, will be allowed time off without pay for purposes of serving as an election judge, provided the employee gives the City at least twenty days written notice.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote on the election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Section 10.16 Regular Leave Without Pay

The City Administrator may authorize leave without pay for up to thirty days. Leave without pay for greater periods may be granted by the City Council.

Typically, employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental, and life insurance may be continued, if approved by the City Council, for leaves of up to ninety days when the leave is for medical reasons and Article 11 leave has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, funeral leave, voting leave, vacation leave, or any other forms of paid leave. Employees who are working reduced hours while on this type of leave will receive holiday and funeral pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave under Article 11 or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or leave under Article 11, will generally not be guaranteed to return to the original position unless agreed to by the City Administrator in writing prior to initiation of leave. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

Section 10.17 Reasonable Work Time for Nursing Mothers

Nursing mothers and lactating employees will be provided reasonable break times to express milk for her infant child during the twelve months following the birth of the child, unless it would cause undue business disruption. The paid break time must, if possible, run concurrently with any break time already provided. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Section 10.18 Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned.

When an employee is unable to perform the essential requirements of their job due to a temporary disability, they will notify Human Resources/Assistant City Administrator in writing as to the nature and extent of the disability and the reason why they are unable to perform the essential functions, duties, and requirements of the position. This notice must be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements, and functions of the City's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator. The City may require additional information, including a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions if allowed by law.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. Although this policy is handled on a case-by-case basis.

If the City offers a light duty assignment to an employee who is out on workers' compensation leave, the employee may be subject to penalties if they refuse such work.

The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time, except as required by law.

Section 10.19 Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth without advice of a licensed health care provider or certified doula:

- More frequent restroom, food, and water breaks;
- Seating; and/or
- Limits on lifting over 20 pounds.

Additionally, an employer must provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth upon request, with the advice of a licensed health care provider or certified doula, unless the employer demonstrates that the accommodation would impose an undue hardship on the operation of the employer's business. In accordance with state law, no employee is required to take a leave of absence for a pregnancy nor accept a pregnancy accommodation.

Section 10.20 Minnesota Paid Leave

Effective January 1, 2026, the State of Minnesota will require all employers to participate in the Minnesota Paid Leave Program. Employees are entitled to Minnesota Paid Leave (MPL), a form of paid leave.

Use of MPL: The benefit year for MPL is a rolling 12-month period measured backward from an employee's first day of leave taken.

Employees must provide notice to their supervisor sufficient for the City to understand the employee's need for and duration of the leave.

Employees may take a maximum of 480 hours in any 12-month period of intermittent MPL. Intermittent leave must be taken in a minimum increment of 15 minutes.

MPL taken for the same purpose must run concurrently with the Family and Medical Leave Act or Parental Leave respectively.

Leave under MPL does not run concurrently with Sick Leave, Earned Sick and Safe Leave, Vacation Leave, or Compensatory Time and employees will not be required to exhaust accrued PTO before or while taking leave under MPL. An employee can choose to use Sick Leave, Earned Sick and Safe Leave, Vacation Leave, and/or Compensatory Time in lieu of MPL benefits (provided the employee is concurrently eligible) or to supplement MPL benefits up to the amount of their normal wages.

Additional Information: For information about coverage and eligibility requirements, refer to the terms and conditions of the agreement between the City and the insurance carrier or contact the City's Benefits Consultant, A.T. Group (612-940-8526) / Al Roth with A.T. Group (763-754-8898).

Formatted: Font color: Accent 1

Formatted: Outline numbered + Level: 2 + Numbering Style: 01, 02, 03, ... + Start at: 1 + Alignment: Left + Aligned at: 0.94" + Indent at: 2.44"

Formatted: Font color: Accent 1

Article XI. Leave for Medical Purposes with Reinstatement Rights

The City recognizes that employees may need to take medical leave for themselves and/or family members and recognizes the importance of being able to take this leave without fear of losing employment. For this reason, the city has created this unpaid leave.

While the Family and Medical Leave Act applies to the City of Wyoming, because the City does not have more than 50 employees employed at one location or within 75 miles of one location, *no employees are eligible for FMLA coverage*. As such, the City has created this policy to provide a similar, but not identical coverage for purposes of medical leave. This policy shall be solely governed by the content herein as well as full and final interpretation from the City. This policy is not an adoption of FMLA and while the City *may* look to the FMLA for guidance of interpretation, the City shall have the sole discretion for interpretation irrespective of the FMLA.

Section 11.01 Eligibility

To qualify to take leave under this policy, an employee must meet all the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA")

determine the number of hours worked by an employee. The 1250 hours include only on-the-clock hours worked and do not include leave, PTO, or vacation hours.

Section 11.02 Types of Leave Covered

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child(ren), including prenatal care, or placement of a child(ren) with the employee for adoption or foster care;
- To care for a spouse, child(ren), or parent who has a serious health condition or
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position

“Spouse” for purposes of this policy does not include domestic partners or common-law spouses.

“Caring for” for purposes of this policy includes psychological and well as physical care. It also includes acquiring care and sharing care duties.

“Parent includes a biological parent or a person who stood in the place of a parent.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

- **Hospital Care:** Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
- **Pregnancy:** Any period of incapacity due to pregnancy, prenatal medical care or childbirth;
- **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
- **Permanent/Long-Term Conditions Requiring Supervision:** An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity; and
- **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

Section 11.03 Length and Amount of Leave

The length of leave under this policy is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a rolling basis measured backward from the date leave is taken and continues with each additional leave day taken. If the employee returns to work within 12 weeks following a family/ medical leave, they will be reinstated to their former position or an equivalent position with equivalent pay, benefits, status and authority.

The entitlement to FMLA leave for the birth or placement of a child(ren) for adoption expires twelve (12) months after the birth or placement of that child(ren).

If the City employs both spouses, the combined total leave under this policy to which they will be entitled together will be 12 weeks in any 12-month period if the leave is taken as (1) a Family Illness Leave to care for the employee's parent or (2) Birth, Adoption and Child Care Leave.

Section 11.04 How Leave May Be Taken

Leave may be taken for 12 (or less) consecutive weeks and may be used in block time or to reduce the workweek or workday, resulting in a reduced hour schedule. Generally, leave is not allowed on an intermittent or unplanned basis such as a day periodically when needed. In all cases, the leave may not exceed a total of 12 workweeks.

If an employee is taking leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the reduced schedule.

Reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child(ren) only with the City's approval.

Section 11.05 Procedure for Requesting Leave and Notice

All employees requesting Leave under this policy must provide written notice of the need for the leave to the Assistant City Administrator/Human Resources. An employee is required to give 30 days' notice in the event of a foreseeable leave. A "Request for Family/Medical Leave" form, which may be obtained from the City Administrator and/or Assistant City Administrator, should be completed by the employee and returned to the Department Head. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed "Request for Family/ Medical Leave" form.

When the need for the leave is foreseeable, the employee must give verbal or written notice to their supervisor at least thirty (30) days prior to the date on which leave is to begin. If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practical, including following required call-in procedures. The City requires an employee on Leave under this policy to report periodically on the employee's status and intent to return to work.

The following forms are available from the City Administrator and/or Assistant City Administrator and must be submitted pursuant to the terms provided above.

1. Request for Family/Medical Leave
2. Physician or Practitioner Certification -Family Member/Serious Health Condition or Employee Serious/Health Condition
3. Authorization for Payroll Deduction for Benefit Plan Coverage Continuation During a Family/Medical Leave of Absence
4. Fitness for Duty to Return from Leave

Section 11.06 Certification and Documentation Requirements

For leave due to an employee's serious health condition or that of an employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to the City Administrator and/or Assistant City Administrator within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement.

If reasonable safety concerns exist regarding the employee's ability to perform his or her duties, an FFD certificate may be required as frequently as every 30 days during periods when the employee has used reduced scheduled leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

Section 11.07 Annual Medical Certification and Recertification

Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the City will require employees to provide a new medical certification in each subsequent leave year.

Section 11.08 Reinstatement

Employees returning from leave under this policy will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment unless their position otherwise would have been modified and/or eliminated irrespective of leave under this policy.

Section 11.09 Group Health Insurance and Other Benefits, Concurrent Leave and Substitution of Paid Leave

An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City. Employee contributions will be required either through payroll deduction or by direct payment to the City of Wyoming. The employee will be advised in writing at the beginning of the leave period as to the amount and method of payment. Employee contribution amounts are subject to any change in rates that occurs while the employee is on leave.

If an employee's contribution is more than 30 days late, the City of Wyoming may terminate the employee's insurance coverage. An employee granted a leave under this policy will continue to be covered under the City of Wyoming's group health insurance plan, life insurance plan and long-term disability plan under the same conditions as coverage would have been provided if they had been continuously employed during the

leave period. If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid.

Any paid disability leave benefits (Short Term Disability or Long Term Disability), sick leave, Paid Time Off (PTO) or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with the leave under this policy. When an employee has used accrued paid time for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided equals 12 weeks.

If the City of Wyoming pays the employee contributions missed by the employee while on leave, the employee will be required to reimburse the Employer for delinquent payments (on a payroll deduction schedule) upon return from leave. The Employee will be required to sign a written statement at the beginning of the leave period authorizing the payroll deduction for delinquent payments.

If the employee fails to return from leave under this policy for reasons other than (1) the continuation of a serious health condition of the employee or a covered family member and notification/approval of continued leave, or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the City of Wyoming may seek reimbursement from the employee for the portion of the premiums paid by the City of Wyoming on behalf of that employee (also known as the employer contribution) during the period of leave.

An employee is not entitled to seniority or benefit accrual during periods of unpaid leave but will not lose anything accrued prior to leave.

Section 11.10 Failure to return to work

Under certain circumstances, if the employee does not return to work at the end of the Leave under this policy for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

Section 11.11 Activities prohibited during leave

While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the City. Such conduct will result in disciplinary action up to and including termination of employment.

Article XII. Sexual Harassment Prevention

The City of Wyoming is committed to creating and maintaining a public service work place free of harassment and discrimination. Such harassment is a violation of Title VII of the Civil Rights Act of 1964, the Minnesota Human Rights Act, and other related employment laws.

In keeping with this commitment, the City maintains a strict policy prohibiting unlawful harassment, including sexual harassment. This policy prohibits harassment in any form, including verbal and physical harassment. Discriminatory behavior includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, gender expression, familial status, or status with regard to public assistance.

This policy statement is intended to make all employees, volunteers, members of boards and commissions, and elected officials sensitive to the matter of sexual harassment, to express the City's strong disapproval of unlawful sexual harassment, to advise employees against this behavior, and to inform them of their rights and obligations. The most effective way to address any sexual harassment issue is to bring it to the attention of management.

Section 12.01 Applicability

Maintaining a work environment free from harassment is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

Section 12.02 Scope

To provide employees with a better understanding of what constitutes sexual harassment, the definition, based on [Minnesota Statute § 363.01, subdivision 41](#), is provided: sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature, when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

- Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Verbal or written abuse, making jokes, or comments that are sexually oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes," or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc., that are about or may be seen by employees, customers, etc.
- Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.
- Other unwelcome behavior or words directed at an individual because of gender or sexuality.

Section 12.03 Expectations

The City of Wyoming recognizes the need to educate its employees, volunteers, members of boards and commissions, and elected officials on the subject of sexual harassment, and stands committed to providing information and training. All employees are expected to treat each other and the general public with respect, and assist in fostering an environment free from offensive behavior or harassment. Violations of this policy may result in discipline, including possible termination. Each situation will be evaluated on a case-by-case basis.

Section 12.04 Reporting Procedures, Confidentiality, and Anti-Retaliation

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately, if necessary.

See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.

Article XIII. Respectful Workplace Policy

The City of Wyoming intends to maintain a respectful workplace free of disrespectful, offensive, or harassing behavior. Disrespectful conduct demeans people and creates unacceptable stress for the entire organization. Maintaining a respectful public service work environment is a shared responsibility. This policy is applicable to all City employees, volunteers, firefighters, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

Section 13.01 Abusive Customer Behavior

While the City has a strong commitment to customer service, the City does not expect employees to accept verbal and other abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or the employee may defuse the situation themselves, including professionally ending the contact.

If there is a concern about the possibility of violence, the individual should use their discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Section 13.02 Types of Disrespectful Behavior

The following behaviors are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

- 1. Violent behavior:** includes the use of physical force, harassment, bullying or intimidation.
- 2. Discriminatory behavior** includes inappropriate remarks about or conduct related to a person's legally protected characteristic such as race, color, creed, religion, national origin, disability, sex,

gender, pregnancy, marital status, age, sexual orientation, gender identity, gender expression, familial status, or status with regard to public assistance,

3. **Offensive behavior** may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disparaging language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. Employees are encouraged to discuss with their supervisor what is regarded as offensive. To determine what is “offensive,” one must take into account the sensibilities of employees and the possibility of public reaction.
4. **Sexual Harassment:** Please see Section 12 which outlines the City’s Policy and required response to Sexual Harassment.

Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their supervisor or the City Administrator.

Harassing behavior may include harassment of individuals based on race, color, creed, religion, national origin, disability, sex, gender, pregnancy, marital status, age, sexual orientation, gender identity, gender expression, familial status, or status with regard to public assistance. Harassment can include but does not have to include the harasser interfering with, rejection of, or requiring another to engage or not engage in a certain activity to retain employment, have access to public services or accommodations.

Section 13.03 Reporting Procedures, Confidentiality, and Anti-Retaliation

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately.

See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.

Article XIV. Workplace Violence

The City of Wyoming seeks to provide a safe and secure workplace environment for employees, volunteers, vendors, and citizens. Violence, or the threat of violence, has no place in any City of Wyoming facility. Maintaining a work environment free from violence is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

This policy addresses the City's commitment to preventing the potential for violence in and around the workplace and to fostering a work environment of respect and healthy conflict resolution.

Many City employees may be exposed to violence by the nature of their jobs. Violence or the threat of violence, by or against any City employee or other person while at a City of Wyoming workplace is unacceptable and may subject the individual to serious disciplinary action and/or criminal charges.

The City of Wyoming will take every reasonable action to protect the life, safety and health of employees and will provide as rapid and coordinated a response as possible to violence or threats of violence at any worksite.

The City of Wyoming is committed to providing a workplace environment in which all its officials and employees treat each other, their customers, and clients, and all others with courtesy, dignity and respect.

Any conduct that may be in violation of this policy should be reported immediately so that the City can respond appropriately. **See Article 15 regarding reporting any violations of this policy, Section 16 regarding your right to be free from retaliation for making any such reports, and Article 17 regarding confidentiality considerations of making and participating in investigations relating to any reports of violations.**

Article XV. Reporting Procedure for Violations of Equal Opportunity, Sexual Harassment Prevent, Respectful Workplace, and Violence Policies

Section 15.01 General Reporting Requirements

Any employee who believes they are subject to or have witnessed any conduct which violates the city's Equal Opportunity Policy, Sexual Harassment Prevention Policy, Respectful Workplace Policy, and/or Violence Policy must promptly follow the reporting procedure contained herein. Maintaining a professional work environment free from harassment, discrimination, and violence is a shared responsibility. This policy is applicable to all City employees, volunteers, members of boards and commissions, and City Council members, both in the workplace and other City-sponsored social events.

The city has designed this policy to ensure that employees have multiple levels of reporting to ensure that concerns are addressed immediately and promptly. Management takes these complaints seriously and has the obligation to provide an environment free of sexual harassment, discrimination, and disrespectful conduct. The city is obligated to prevent and correct unlawful conduct in a manner which does not abridge the rights of the accused. To accomplish this task, the cooperation of all employees is required. Retaliation for making a good faith claim or participating in an investigation is prohibited, as identified in Article 16 of this personnel policy.

If employees see or overhear what they believe is a violation of the city's Equal Opportunity Policy, Sexual Harassment Prevention Policy, Respectful Workplace Policy, and/or Violence Policy, they must immediately report that information to a supervisor, your supervisor's supervisor, Human Resources/Assistant City Administrator, the City Administrator, or City Attorney.

The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the City Attorney.

In addition to notifying one of the above persons and stating the nature of the perceived violation, the employee is also encouraged to take the following steps, if the person feels safe and comfortable doing so. If there is a concern about the possibility of violence, the individual should use his/her/their discretion to call 911, and/or take other reasonable action, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor, Assistant City Administrator, a department head, or the City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the matter.

Step 1(c). In some situations, such as with an offender from the public, it is preferable to avoid one on one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with an offender.

Employees who make good faith reports of violations of the personnel policy have a right to be free from retaliation for making any such reports, see Article 16 for more information. Information regarding confidentiality of these reports and surrounding matters can be found in Article 17 of this policy.

Section 15.02 Special Reporting Requirements

In the instance of alleged violations relating to supervisors, the city has identified special reporting requirements as indicated below:

- When the supervisor is the source of inappropriate conduct, a report will be made to the City Administrator or the Department Head who will review the situation and implement an appropriate investigation if appropriate, and those individuals may confer with each other or City Council and/or the Mayor, as appropriate.
- If the City Administrator is the source of inappropriate conduct, a report will be made to the City Attorney who will review the situation and implement an appropriate investigation if appropriate, and may confer with the City Council and/or the Mayor, as appropriate.
- If a councilmember or Mayor is the source of inappropriate conduct, the report will be made either to City Administrator and/or City Attorney who will review the situation and implement an appropriate investigation if appropriate, and those individuals may confer with each other or City Council and/or the Mayor, as appropriate.
- If an elected or appointed City official (e.g., council member or commission member) is the victim of inappropriate behavior, the report will be made to the City Administrator and/or City Attorney who will review the situation and implement an appropriate investigation if appropriate, and those individuals may confer with each other or City Council and/or the Mayor, as appropriate.

Employees who make good faith reports of violations of the personnel policy have a right to be free from retaliation for making any such reports, see Article 16 for more information. Information regarding confidentiality of these reports and surrounding matters can be found in Article 17 of this policy.

Section 15.03 Responsibilities of Supervisors

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations promptly to the City Administrator or City Attorney, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim or witness.

In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her/their actions and requiring the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee will be encouraged to ask him, her or them what he/she/they want to see happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the city cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Government Data Practices Act and/or any other applicable laws.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. See Section 15.04 for more information on investigations.

Step 3. The supervisor must notify the City Administrator about the allegations. For more information about what to do when allegations involve the City Administrator, the Mayor, or a councilmember, see "Special Reporting Requirements" above.

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, and the alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate personnel, a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Step 7. The city will take reasonable and timely action, depending on the circumstances of the situation.

Section 15.04 Investigation

The city will take proportionate corrective action to correct any and all reported harassment to the extent evidence is available to verify the alleged harassment and any related retaliation.

When a complaint has been received, the city will take reasonable and timely action, depending on the circumstances of the situation which may include an informal or formal investigation. It is common for the city to authorize an investigation by an independent investigator (consultant).

Formal investigations will be prompt, impartial, and thorough. Typically, the investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

To facilitate fostering a respectful work environment, all employees are encouraged, and may be required, to respond to questions or to otherwise participate in investigations regarding alleged violations.

Strict confidentiality is not possible as the accused has the right to answer charges made against them; particularly if discipline is a possible outcome. See Article 17 of this policy for more information.

Section 15.05 Statute of Limitations

The City is not voluntarily engaging in a dispute resolution process within the meaning of Minn. Stat. § 363A.28, subd. 3(b) by adopting and enforcing this workplace policy. The filing of a complaint under this policy and any subsequent investigation does not suspend the one-year statute of limitations period under the Minnesota Human Rights Act for bringing a civil action or for filing a charge with the Commissioner of the Department of Human Rights.

Article XVI. Anti-retaliation for reporting violations of workplace policies

The City will not tolerate retaliation or intimidation directed towards anyone who, in good faith, makes a report of employment discrimination, harassment, any violations of any other city policy contained within this personnel policy. In addition, the City will not tolerate retaliation against anyone who serves as a witness, participates in an investigation, and/or takes any other actions protected under federal or state discrimination laws, including when requesting religious or disability accommodation.

Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Individuals who report improper conduct in good faith, participate in investigations, or take any other actions protected under federal or state employment discrimination laws will not be subject to retaliation.

Retaliation is broader than discrimination and includes, but is not limited to, any form of intimidation, reprisal or harassment. While each situation is very fact dependent, generally speaking retaliation can include a denial of a promotion, job benefits, or refusal to hire, discipline, negative performance evaluations or transfers to less prestigious or desirable work or work locations because an employee has engaged or may engage in activity in furtherance of EEO laws.

It can also include threats of reassignment, removal of supervisory responsibilities, filing civil action, deportation or other action with immigration authorities, disparagement to others or the media and making false report to government authorities because an employee has engaged or may engage in protected activities. Any individual who retaliates against a person who testifies, assists, or participates in an investigation may be subject to disciplinary action up to and including termination.

If you feel retaliation is occurring within the workplace, please report your concern immediately to any of the following:

1. Immediate supervisor;
2. Your supervisor's manager; or
3. City Administrator.

In the event an employee feels retaliation has occurred by the City Administrator or City Council, then reporting may be made to the City Attorney.

Supervisors who have been approached by employees with claims of retaliation will take the complaint seriously and promptly report the allegations promptly to the City Administrator, or if the complaint is against the City Administrator to the city attorney, who will decide how to proceed in addressing the complaint.

Consistent with the terms of applicable statutes and city personnel policies, the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding or hearing relating to the report of alleged violations.

Article XVII. Confidentiality of reporting violations of workplace policies

A person reporting or witnessing a violation of the City's Equal Opportunity Policy, Sexual Harassment Prevention Policy, Respectful Workplace Policy, and/or Violence Policy cannot be guaranteed anonymity or confidentiality. The person's name and statements may have to be provided to the alleged offender due to the need to investigate the issue properly. Furthermore, the accused may have the right to answer charges made against them, particularly if discipline is a possible outcome. Reasonable efforts will be made to respect confidentiality of the individuals involved, to the extent possible.

All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Any investigation process will be handled as confidentially as practical and related information will only be shared on a need to know basis and in accordance with the Minnesota Data Practices Act.

Article XVIII. Handling citizens' complaints

Citizen complaints provide an opportunity for feedback and identifying problem areas. How well complaints are handled determines to a great extent the level of confidence and respect the public holds for its municipal government. Above all, we are here to serve, and part of our job is to effectively handle citizen complaints.

When handling a complaint be polite and never argue with the complainant even if they are angry, unreasonable or insulting towards you and the City. Stay calm, cool and collected. Do not take criticisms personally and you will be better able to help solve the problem rather than become a part of it.

If you receive a complaint, it is very important to follow-through properly. This can be accomplished by doing the following:

- Receive and record information pertinent to the complaint;
- Determine which City employee is responsible to investigate and take corrective action and forward the complaint accordingly;
- Follow up on what action has been taken to correct the problem.
- Also, the responsible supervisor should notify the complainant to advise them of the action that has been taken to correct the problem.

Should complaints be violent in nature, employees should refer to Article 14 of this policy.

Article XIX. Separation from Service

Section 19.01 Resignations

Employees wishing to leave the City service in Good Standing must provide a written resignation notice to their supervisor, at least ten working days before leaving. Employees who terminate employment with the City after giving proper written notice shall be compensated for accrued but unused vacation time as of the date of separation. Failure to comply with this notice procedure may be considered reason for denying an employee future employment with the City. An unauthorized absence from work for a period of two (2) working days may be considered a resignation without notice.

Section 19.02 Severance pay

Upon resignation, retirement, death or disability of an employee, the employee, or named beneficiary, shall be paid 100% of the employee's vacation leave then accumulated, and the pay shall be paid at the employee's current rate of pay given they left in Good Standing.

Section 19.03 Continuation of insurance benefits upon separation

Federal law provides that employees who have separated from City service may continue on the City's group health and life insurance for a period of time. Pursuant to applicable state or federal law requirements, changes in family status, eligibility for Medicare or death of a spouse may warrant continuing coverage. Continuing coverage premiums must be paid in full by the separated employee, their spouse or dependents or coverage will lapse.

Article XX. Discipline

Section 20.01 Operational philosophy for employee discipline

Supervisors are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Wyoming. City employees will be subject to disciplinary action for failure to fulfill their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. Employees and the City are best served when discipline is administered to correct actions rather than to punish.

The nature and severity of the offense and the employee's prior record shall be considered in any major disciplinary action, the pertinent information shall be reviewed with the employee specifying the cause for

discipline, the specific reasons supporting the cause, the discipline to be imposed, the effective date, and the right of the employee to be heard.

An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through the grievance procedures established in the City's personnel policies or applicable bargaining agreements. The supervisor and/or the City Administrator will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

All disciplinary actions involving suspensions without pay or termination require concurrence of the City Administrator and approval of the City Council prior to discipline being administered.

It is the responsibility of each supervisor and department head to evaluate thoroughly the circumstances and facts as objectively as possible and then apply the most suitable form of discipline.

Section 20.02 No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Section 20.03 Disciplinary Process

The City may elect to use progressive discipline, a system of escalating responses intended to correct the negative behavior rather than to punish the employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a contractual right or guarantee (also known as a property right) to the job they perform.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

Section 20.04 Oral Reprimand

This measure will be used where informal discussions with the employee's supervisor have not resolved the matter. All supervisors have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must be. Supervisors will inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action.

The supervisor will document the oral reprimand including date(s), a summary of discussion(s), and corrective action needed.

Section 20.05 Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected, or the behavior has not consistently improved in a reasonable period of time.

Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the supervisor with prior approval from the City Administrator. Written warning/reprimand notices will be issued within a reasonable time after the occurrence of the violation becomes known to the supervisor.

A written reprimand will:

- (1) state what did happen;
- (2) state what should have happened;
- (3) identify the policy, directive or performance expectation that was not followed;
- (4) provide history, if any, on the issue;
- (5) state goals, including timetables, and expectations for the future; and
- (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean the employee agrees with the reprimand. Written reprimands will be placed in the employee's personnel file. If the employee refuses to sign the acknowledgment, then the supervisor and one other witness shall note on the reprimand that the employee received a copy thereof and refused to sign it.

Section 20.06 Suspension With or Without Pay

The City Administrator and the City Council may suspend an employee without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. At the discretion of the City Administrator, an employee of the City may be suspended with or without pay and benefits pending investigation of allegations of misconduct, when the nature of the allegation compromises the ability of the employee to perform their duties, and when a substantial period of time will be required to complete an investigation or legal action. Such suspension is not a disciplinary action and may not be appealed. If the charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense, and may include recovery of salary and benefits paid during the suspension. If the charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.

An employee will be suspended without pay when the offense is of a serious enough nature usually sufficient for discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspensions should not normally exceed fifteen work days.

Investigatory suspensions may be used in cases where it is necessary to investigate a situation to determine what further disciplinary action may be justified. This suspension gives the supervisor the opportunity to discuss the problem with their superior to determine an appropriate course of action when the situation is serious enough for the employee to be removed from the work environment.

If, after investigation, it is determined that the employee was not guilty of any violation, they will normally be returned to their position, paid for any lost time, and a letter exonerating the employee will be placed in their official personnel file. If, however, the employee is found in violation, then the appropriate disciplinary action will take effect on the date that the investigatory suspension began.

Section 20.07 Demotion and/or Transfer

An employee may be demoted or transferred if attempts at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. Demotion is not to be used as a substitute for dismissal, when dismissal is warranted.

The employee must be qualified for the position to which they are being demoted or transferred.

Section 20.08 Withholding Salary

An employee's salary increase may be withheld, or the salary may be decreased due to performance deficiencies in accordance with applicable law.

Section 20.09 Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, who has completed their initial probationary period, the appropriate hearing notice will be provided, and all rights will be afforded the veteran in accordance with Minnesota law.

Probationary employees may be terminated at any time without cause and without the right of appeal. Notification of dismissal in writing shall be provided the probationary employee and a copy filed in the employee's personnel file. Dismissals of probationary employees also require the concurrence of the City Administrator and approval of the City Council.

The original copy of the disciplinary action is to be signed by the employee and placed in the employee's personnel file with a copy given to the employee.

Article XXI. Grievance Procedure

The City's goal is to prevent the need for grievances and to deal promptly with those that do occur. If an employee and the employee's supervisor cannot resolve a problem, the employee may utilize the following procedure:

Step 1. If an employee and their immediate supervisor cannot resolve a problem informally, the employee shall submit a complaint in writing to the immediate supervisor within ten (10) working days of the date of the grievance or the employee's knowledge of its occurrence. The supervisor shall attempt to resolve the matter and shall respond to the employee within five (5) working days.

Step 2. If the supervisor is unable to resolve the dispute, the written complaint may be brought to the employee's Department Head within five (5) working days of the supervisor's answer. The Department Head shall give a written answer to the employee within ten (10) working days after receipt of the written complaint.

Step 3. If the Department Head is unable to resolve the dispute, the employee may appeal in writing to the City Administrator. The written appeal must be presented to the City Administrator within five (5) working days of the Department Head's response. The City Administrator's decision shall be final.

If the dispute is not presented by the employee within the time limits indicated above, it shall be considered waived. If a dispute is not appealed to the next step within the time limit, it shall be considered settled on

the basis of the City's last answer. If the City does not answer a written complaint, or an appeal thereof, within the specified time limits, the employee may elect to treat the complaint as denied at that step and may appeal the complaint to the next step.

Employees exercising their rights under this policy shall be free from reprisal.

Employees covered by a labor agreement shall follow the grievance procedure established by the agreement, and that labor agreement shall supersede information contained in this section of policies.

The following actions are not grievable:

- While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
- Pay increases or lack thereof; and

The above list is not meant to be all inclusive or exhaustive.

Article XXII. Expense Reimbursements

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility.

Section 22.01 Job Related Training and Conferences

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, provided that attendance is approved in advance under the following criteria and procedures.

Attendance at training programs will be approved at the Department Head level, except as follows:

- Attendance at a training program involving out-of-state travel by an employee requires approval by the City Administrator prior to registration.
- Attendance at any program or course work in excess of 1 shift and/or \$200 (in registration, travel, meals, and lodging cost) requires approval by the City Administrator prior to registration.
- All outside training and conference attendance shall be processed through the Training Attendance Request Form.

City-sponsored and required training shall generally be arranged during regularly scheduled work hours. A department head may change the standard work hours to accommodate or require attendance at such training activities. Such required training shall be recorded as time worked within the meaning of this policy.

Responsibilities outlined in the job description, annual work program requirements, and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related. CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City. The supervisor and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference

attendance.

Employees who acquire training on their own time and expense are encouraged to notify Human Resources/Assistant City Administrator so the information can be noted in the employee's personnel file. Records of training shall be maintained in the employee's personnel file. Human Resources/Assistant City Administrator shall maintain an employee training history, and shall periodically audit training attendance and policy compliance.

Section 22.02 Job Related Activities

Attendance at any professional meeting or conference in excess of 1 shift and/or \$200 (in registration, travel, meals, and lodging cost) requires approval by the supervisor or City Administrator prior to registration.

Section 22.03 Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

Section 22.04 Compensation for Travel

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the Fair Labor Standards Act.

Section 22.05 Membership and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator is allowed, providing funds are available.

Upon separation of employment, individual memberships remain with the City and are transferred to another employee by the supervisor.

Section 22.06 Travel and Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, not as part of a conference or training, they will receive reimbursement of expenses for meals, lodging and necessary expenses incurred. However, employees will not be reimbursed for the following expenses:

1. when an employee chooses not to take advantage of meals, or other benefits already paid for or included in registration fees, and therefore creates additional expenses, those expenses shall not be eligible for reimbursement.
2. Expense reimbursements apply to employees only. Costs associated with spouses, child(ren), or other individuals not officially representing the City are not eligible for reimbursement.

The City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is held as a breakfast, lunch or dinner meeting.

Expenses for meals, including sales tax and gratuity, will be reimbursed according to this policy. No reimbursement will be made for alcoholic beverages. Meal expenses of \$50 per day will be allowed.

A full reimbursement, over the maximum defined, may be authorized if a lower cost meal is not available when attending banquets, training sessions, or meetings of professional organizations.

Section 22.07 Tuition Reimbursement

To be considered for tuition reimbursement, the employee must be in Good Standing and have been employed by the City for at least one year. All requests for tuition reimbursement will be considered on a case-by-case basis by the City Administrator, with final approval/disapproval provided by the City Council.

Courses taken for credit at an approved educational institution must meet the following criteria to be approved for reimbursement:

- Courses must be directly related to the employee's present position (whether required for a degree program or not); OR
- Courses must be directly related to a reasonable promotional opportunity in the same field of work as present position (whether part of a degree program or not).

The City will pay the cost of tuition upon successful completion (C grade or better or "pass" in a pass/fail course) of the approved course. Reimbursements will be prorated for part-time employees. The maximum reimbursement per course will be based on an average course cost at the University of Minnesota or the actual cost of the course, whichever is less. Employees may elect to attend a more costly school provided they pay the difference in cost. Employees must reimburse the City if they voluntarily leave employment within twelve months of receiving tuition reimbursement from the City.

Tuition reimbursement for an individual employee will not exceed 50% of the cost of tuition per year or a cap of \$2,500 per year. This section does not apply to a Reserve Cadet position in the Wyoming Police Department, which positions shall be entitled to reimbursement in accordance with the terms of separate Wyoming Police Department Reserve Cadet Officer Agreement as approved by the City Administrator.

Article XXIII. Outside Employment

The City of Wyoming does not restrict employees from engaging in outside employment that does not conflict with City interest. However, the City expects regular, full-time employees to consider City work their primary employment. The City will not condone outside employment that interferes with the performance of your duties with the City or which represents a conflict of interest. The City will not change your work hours to facilitate the scheduling of any outside employment, nor will an employee be allowed to conduct outside business during work hours.

Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service, holding a political office, or an appointment to a government board or commission that is

compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of their position.
- The employee must not use City equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which they are also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for their own business, while using paid sick leave or similar unpaid leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration, or implementation of policies, programs, services, or any other operational aspect of the City.

Article XXIV. Drug, Alcohol and Cannabis Free Workplace

In accordance with applicable law, the City of Wyoming has adopted the following policy on drugs in the workplace:

- A. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe, and secure work environment.
- B. The unlawful manufacture, distribution, possession, or use of a drug or alcohol on City property or while conducting City business or while "on call" and subject to return to work is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.
- C. Cannabis flower, cannabis product, lower-potency hemp edible, and/or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working or while an employee is on the employer's premises or operating the employer's vehicle, machinery, or equipment is prohibited. Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by cannabis or hemp products on City Property or while conducting City business.
- D. The City recognizes drug and alcohol, and cannabis abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plans, as appropriate.

- E. Applicants and employees are still subject to being tested under the City's drug, alcohol and cannabis testing policy.
- F. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

Article XXV. City Driving Policy

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine public criminal history records once per year for all employees who are covered by this policy to determine compliance with this policy or upon reasonable suspicion of a driver's license loss or restriction. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first workday after any temporary, pending, or permanent action is taken on their license, and to keep their supervisor informed of any changes thereafter. The City will determine appropriate action on a case-by-case basis.

Section 25.01 Personal Use of City Vehicles

City-owned vehicles are to be used only by City employees for official City business. Employees that drive or may be required to drive City vehicles and equipment are responsible for maintaining a safe driving record and for observing all traffic laws. Seatbelts must be properly used at all times. Drivers must carry a current, valid driver's license that is adequate for the type of vehicle being driven. Any employee who operates a City vehicle without a valid driver's license will be subject to disciplinary action. Passengers may be carried only when necessary to conduct City business and/or whose transportation via City vehicle is, in the opinion of the operator, in the best interest of the City. When a vehicle is not being used for business purposes, it shall be parked or left on the employer's premises. An exception is an IRS approved exempt vehicle, i.e., marked police or fire vehicle, which may be authorized by the City Council to be used for commuting to and from work and minimal use. City vehicles are not to be used for family purposes or for other pleasure or personal use at any time.

Section 25.02 Take-home vehicles

City of Wyoming take home vehicles are issued based upon a need for a timely response to an incident creating a concern for the public. Such vehicles are provided to enhance effectiveness, efficiency, and to provide better service to the community and the department. Persons issued take home vehicles are expected to have a high level of responsiveness to department needs beyond normal work hours. The below factors are used to consider the approval of a take home vehicle:

- Whether the employee's assignment and/or duties are subject to emergency callback on a continuing basis and whether the distance the employee lives from the City would allow emergency response on a timely basis.

- Whether other conditions exist, not based on usage, which make it in the City's best interest to allow take-home privileges.
- Whether the employee can demonstrate need based on number of meetings attended, miles driven, or related factors including, but not limited to, assignment and/or duties or position.
- Other factors as determined by City Administration.

Specific Policies relating to take home vehicles:

- Only employees authorized by the City Administrator are allowed take home vehicles. A list of assigned take home vehicles will be maintained. Department Heads are responsible to provide a list of take home vehicles and users to be on file with the City Administrator.
- Take home vehicles are issued based upon specific position and job duties, not assignment to a specific unit/division.
- Persons living over 15 nautical miles from their work assignment, as depicted in Figure 1, will not be allowed to take home a vehicle unless otherwise authorized by the City Administrator and/or department heads.
- Unless otherwise specified in a contract or labor agreement, take home vehicles will only be authorized for personal uses which are incidental to coming and going from work. City vehicles may not be driven by anyone not employed by the City of Wyoming
- Employees away from their assignment for more than 2 weeks (including illness, vacation, training, etc.) shall park the vehicle at the Department which the vehicle would normally reside.

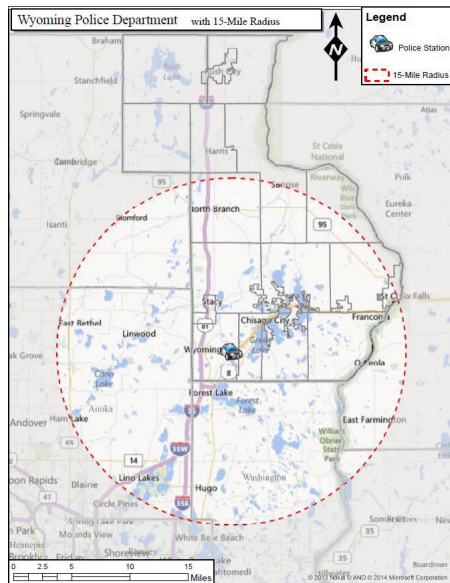


Figure 1

Section 25.03 Vehicle Collision

If, while operating a City owned vehicle or a privately owned vehicle in the performance of official duties, an employee is involved in an accident resulting in personal injury or property damage, they shall:

1. Request that all parties and properties concerned remain at the scene of the accident, if possible, until a law enforcement representative has released them.
2. All collisions involving City vehicles or persons on duty and actively engaged in City business will be investigated by a police agency.
 - a. If occurring outside the City, the collision will be investigated by the police agency having jurisdiction.
 - b. If occurring within the City and involving property damage or a minor (non-hospitalizing)

- injury, the collision will be investigated by the City Police Department.
- c. If occurring within the City and the collision results in a fatality or injury requiring immediate hospitalization of any party, the accident will be investigated by an outside authority. Selection of an outside authority will be handled by the City Police Department at the scene.
 3. Employee responsibility is to refrain from making statements regarding the accident with anyone other than the investigating law enforcement representative, appropriate City officials, and representatives of his or her own insurance company if the employee's privately owned vehicle is involved. Statements made to investigating authorities should be confined to factual observations.
 4. A copy of all police reports and any statements attached will be forwarded to the Public Safety Director and the Chair of the Safety Committee within one day.

Article XXVI. Cellular Phone Use

This policy is intended to define acceptable and unacceptable uses of City issued cellular telephones. Its application is to ensure cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones, and to ensure that City employees exercise the highest standards of propriety in their use.

Section 26.01 Policy

City issued cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.
- Emergency vehicle operators are exempt from Hands-Free under the following conditions while engaged in official duties.
 - a.) While engaged in an emergency situation where Hands-Free operation would adversely affect the employee's ability to perform the responsibilities of their official duties.
 - b.) When in the presence of non-emergency responders and Hands-Free operation would jeopardize the safety of the employee.

c.) When in the presence of non-emergency responders and Hands-Free operation would potential disseminate private or confidential data to unauthorized persons.

- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
 - In accordance with State law, there is an exception to hands free cell phone operations to obtain emergency assistance to report a traffic accident, medical emergency or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
 - Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See Section 25 above for more information on reporting driver's license restrictions.
 - Alternatively, a supervisor may authorize an employee to use their own personal phone for City business and be reimbursed by the City for those calls.
 - Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above "City Driving Policy" for more information on reporting driver's license restrictions"

Regardless of who pays the bill, cell phone records about City business are subject to the Minnesota Government Data Practices Act. What this means is that if a request were received, the City would be under the obligation to determine what information is public data and what information is private data and would need access to the employee's phone records and possibly the phone itself in order to provide the data that is being requested. Therefore, the best practice is to limit usage of personal cell phones for City business to that which is truly necessary or be prepared to produce your cell phone and the associated records if needed.

Personal calls will be made or received only when absolutely necessary. Such calls must not interfere with working operations and are to be completed as quickly as possible.

Article XXVII. Safety

The personal safety and health of each employee of the City of Wyoming and the prevention of occupationally induced injuries and illnesses is of primary importance. To the greatest degree possible, management seeks to maintain a safe and hazard-free work environment.

At Commencement of employment employees receive a copy of the City of Wyoming Employee Safety Manual. Employees are to read the manual carefully and ask questions about items that are unclear. As a condition of employment, employees are required to develop safe work habits and to contribute to the safety of themselves and co-workers. Employees are to reference the City of Wyoming Safety Manual for more information.

Section 27.01 Reporting Accidents and Illnesses

The City of Wyoming is committed to providing a safe and healthy working environment for all of its employees. It recognizes that most health and safety hazards can be eliminated if proper precautions are taken. Therefore, it is the policy of the City Council to provide City employees with safe and healthful working conditions through the following means:

The City Administrator appoints a Safety Committee made up of employees from every department and every employee group. The City Administrator and the Committee create and maintain a safety program in compliance with all applicable federal, state, and local laws. The Safety Committee reviews every occupational illness and injury, and every incident which results in damage to City property, and it takes action to ensure that unsafe work methods, unsafe work sites, and unsafe equipment are identified and made safe. All employees are required to fully comply with the Safety Program.

Department heads and other management and supervisory employees are responsible for implementing the Safety Program by training their employees in safe work methods and by enforcing compliance with safety standards set by the Safety Committee. Department heads are responsible for providing all employees with that safety equipment and safety clothing which the City feels is necessary for employees to perform their duties in a safe manner.

Employees are required, as a condition of employment, to develop safe work habits and to contribute in every manner possible to the safety of yourself, your co-workers and the general public. To that end you are required to:

- Read the safety information that is provided to you by your supervisor.
- Immediately report to your supervisor all accidents and injuries occurring within the course of your employment.
- The supervisor will submit a Supervisor's Report of Accident Form to the City Administrator within twenty-four (24) hours of the time of injury.
- Immediately report to your supervisor all unsafe practices or conditions observed.

Both Minnesota workers' compensation laws and the state and federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to their supervisor. The employee's immediate supervisor is required to complete a First Report of Injury and any other forms that may be necessary related to an injury or illness on the job.

An employee who is temporarily unable to work due to an injury or illness sustained in the performance of the employee's work with the City may be eligible for Workers' Compensation, subject to the provisions of the State of Minnesota Workers' Compensation Law.

An employee who becomes eligible to receive Workers' Compensation will retain the total amount of the Workers' Compensation check and may receive the difference between their Workers' Compensation payment and the employee's regular gross salary through the use of accrued sick leave. The total of the Workers' Compensation check and the accrued sick leave compensation may not exceed the employee's normal gross pay.

An employee involved in an incident which results in damage to City property must submit a report of the incident to his or her supervisor within twenty-four (24) hours of occurrence.

Vehicle accidents also require a copy of the Minnesota Motor Vehicle Accident Report.

Section 27.02 Accidents involving defective equipment

When an accident happens where defective equipment is a possibility, the following action should be taken:

1. Attend to any injuries of employees or others.
2. Turn equipment in question over to the employee's supervisor, who shall consult with the Risk Manager.
3. Write a detailed report, within one day, to include all circumstances surrounding the incident and all manufacturing information available concerning the equipment in question. This report should be submitted to the Risk Manager. The Risk Manager will report such accidents to the Employee Safety and Health Committee.
4. When an employee is injured, procedures should be followed as outlined in the Policy.

Section 27.03 Possession and/or use of Dangerous Weapons

Possession or use of a dangerous weapon is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

- A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
- Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

Acknowledgment

This personnel policy is an important document intended to help you become acquainted with the City of Wyoming. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the following:

- I have received and read a copy of the City of Wyoming's Personnel Policy. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the City of Wyoming at any time, unless my employment is governed by a collective bargaining agreement that indicates otherwise.
- I further understand that unless I am covered by a collective bargaining agreement that indicates otherwise, my employment is terminable at will, either by myself or the City of Wyoming, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.
- I understand that no representative of the City of Wyoming other than the City Administrator may alter "at will" status and any such modification must be in a signed writing.
- If my employment is governed by a collective bargaining agreement, I understand that the employment terms set out in this Personnel Policy work in conjunction with, and do not replace or amend any terms or conditions of employment stated in any collective bargaining agreement. Wherever employment terms in this Personnel Policy differ from the terms expressed in my union's collective bargaining agreement with the City of Wyoming, I understand that I should refer to the specific terms of the collective bargaining agreement, which will control.
- I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the City of Wyoming's Personnel Policy.

I understand that nothing contained within this policy manual is intended to interfere with rights guaranteed to me by federal, state, and/or local law.

Employee's Printed Name: _____

Employee's Signature: _____

Position: _____

Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Request for Council Action

Date: November 17, 2025

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Wold Architects construction documents contract

Method: New Business

Background Information

Beginning in 2019, the City Council identified long term facility planning as a priority for all city departments. The Council authorized a series of planning efforts resulting in a complete space needs assessment, site master planning, and schematic level design work for future municipal facilities. Over the past several years, Wold Architects has assisted the City in evaluating existing conditions, operational needs, and conceptual design options.

In 2025, the City entered into a purchase agreement for the property located at 26263 Forest Boulevard. This site has been identified as the future location for Wyoming City Hall and the Wyoming Police Department. The existing City Hall and Fire Station facility at 26885 Forest Boulevard will be renovated and expanded to support modern fire department operations and community services. These improvements represent Phase One, consisting of the new City Hall at 26263 Forest Boulevard and the renovation and expansion of the existing Fire Station. Phase Two consists of converting the building at 26263 Forest Boulevard into a Police Department facility once the current tenant's lease expires in 2028. This represents a redefined project scope that reflects updated operational needs and the opportunities presented through the acquisition of the new site.

The due diligence process and conceptual planning work completed this year identify a significantly different project composition compared to the 2022 public safety building project. The updated scope is reflected in the Purchase Agreement materials and the most recent schematic design work from Wold Architects.

Updated Architectural Services Proposal – Wold Architects and Engineers

Wold Architects has completed the schematic design phase for the City Hall and Fire Station renovation work and has provided a proposal to proceed through the design development, construction document, bidding, and construction administration phases. Under Wold's standard fee structure, the remaining phases total \$305,140 for City Hall and Fire Station work, based on a construction cost estimate of \$4,068,541. A credit of \$54,000 for the previously authorized schematic design results in a modified architectural fee of \$251,140 for the remainder of the project.

Wold has also provided a fee of \$90,785 for the City Garage facility design. Estimated reimbursable expenses for the complete set of projects are approximately \$12,750. These fees and assumptions are detailed in Wold's letter dated November 12, 2025.

Project Summary

The project now consists of two primary components:

City Hall Renovation and Fire Station Additions

Improvements totaling approximately 13,000 gross square feet of additions and 8,200 gross square feet of interior renovations to create a modern Fire Station and updated City Hall.

Police Department Renovation

Additions and renovations at the newly acquired property at 26263 Forest Boulevard to establish a dedicated Police Department facility as Phase Two of the overall project.

Construction Management Amendment – Kraus Anderson Construction Company

Kraus Anderson continues to serve as the City's Construction Manager and has submitted a revised Amendment Number One to the Construction Manager Agreement. The amendment updates the project description to reflect the current two-phase plan, with Phase One consisting of the new City Hall at 26263 Forest Boulevard and the renovation and expansion of the existing Fire Station, and Phase Two consisting of future renovations to convert the building at 26263 Forest Boulevard into a Police Station once the lease expires in 2028.

The amendment also updates the preliminary square footage assumptions for both phases and notes that the final project composition will be determined during the design phase. The Owner's budget for the cost of the work is now listed as to be determined (TBD) pending completion of design development and construction documents. Updated milestone dates establish the design and preconstruction phase from December 2025 through May 2026, construction commencement in August 2026 pending permits, and an estimated fourteen-month construction duration.

Preconstruction services are authorized as a ten-thousand-dollar lump sum for the first six months of design work, with additional time billed at the hourly rates identified in the amendment. Construction phase services include a fee of one point six percent of the cost of the work, along with hourly rates for project management

This amendment brings the Construction Manager Agreement into alignment with the updated scope, schedule, and phasing of the project.

Both phases represent the continuation of the City's multi-year effort to address facility deficiencies, safety requirements, operational workflow, and future service level needs.

Recommendation

Staff recommends the City Council approve the attached **Resolution 25-11-123** authorizing the agreement to enter into contract with Wold Architects for construction document design/issuance and **Resolution 25-11-124** authorizing an Amendment to the existing agreement with Kraus Anderson for construction management services for the Public Facilities Project.



November 12, 2025
Revised November 13, 2025

Robb Linwood, City Manager
Wyoming City Hall
26885 Forest Boulevard
Wyoming, Minnesota 55092

Re: City of Wyoming
SD – City Hall Renovation and Fire Station Expansion
Commission No. 252143

Dear Robb:

As we complete the current phase of design (Schematic Design), we would like to gain approval to proceed into the final design and construction phases for this project. The next two phases of design would include Design Development and the Construction Document phases of the work. In summary, these phases would develop the final design and bidding documents for the facilities and allow us to get a final construction estimate from our cost estimator. The phases for bidding and construction would follow once the Council approves the projects for construction. As outlined in our previous proposal letter, our typical fee structure would assign the following percentages for each phase of the work:

~~Schematic Design – 15% (Completed)~~
Design Development – 20%
Construction Documents – 40%
Bidding – 5%
Construction Administration – 20%

We are excited to continue with the work we started with you and look forward to helping the City with this important project. For these complete and comprehensive services, we consistently propose fixed fees of 7.5% for additions, remodeling and maintenance work based on the estimated construction cost. All engineering and consultants are included in our fixed fee:

City Hall Renovation and Fire Station Additions and Renovation

\$4,068,541 (construction cost estimate) x 7.5% = \$305,140 (Total Architectural Fee).

\$305,140 - \$54,000 (Schematic Design Phase Credit) = **\$251,140 Total Modified Architectural Fee.**

City Garage Facility

\$1,513,085 (construction cost estimate) x 6% = \$90,785 Total Architectural Fee.

Reimbursable expenses would be in addition to this fixed fee and are typically around \$3,000 per million of construction and are estimated to be approximately \$12,750 for the full project.

Wold Architects and Engineers
50 South 6th Street, Suite 2250
Minneapolis, MN 55402
woldae.com | 612 772 9025

**PLANNERS
ARCHITECTS
ENGINEERS**



Please call me if you have any questions regarding this proposal.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "Jonathan Loose".

Jonathan Loose | P.E., LEED AP
Government Practice Leader

cc: Paige Sullivan, Wold
Accounting

AM/GOV-MN-CITY-Wyoming/252143/_Admin/Letters/2025.11.13 Revised Letter to Robb Linwood

RESOLUTION NO. 25-11-123

**A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF
WYOMING AND WOLD ARCHITECTS FOR THE CONTRACT DOCUMENTS,
BIDDING, AND CONSTRUCTION ADMINISTRATION FOR THE CITY FACILITIES
PROJECT**

WHEREAS, the City has been engaged in long-term facility planning since 2019; and,

WHEREAS, the City entered into a purchase agreement for the property located at 26263 Forest Boulevard in 2025; and,

WHEREAS, the City Facilities Project will see a new Fire Hall, Police Department, and City Hall as a part of this process; and,

WHEREAS, Wold Architects has provided an Architectural Services Proposal for the updated project; and,

WHEREAS, the Architectural Services Proposal includes design development, construction documents, bidding, and the construction administration process.

THEREFORE BE IT RESOLVED, the City of Wyoming authorizes the construct documents for design, bidding, and construction administration for the City Facilities Project to be completed by Wold Architects.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE
18TH DAY OF NOVEMBER, 2025.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

RESOLUTION NO. 25-11-124

**A RESOLUTION APPROVING AN AMENDMENT TO THE AGREEMENT
BETWEEN THE CITY OF WYOMING AND KRAUS ANDERSON FOR
CONSTRUCTION MANAGEMENT SERVICES FOR THE CITY FACILITIES
PROJECT**

WHEREAS, the City has been engaged in long-term facility planning since 2019; and,

WHEREAS, the City entered into a purchase agreement for the property located at 26263 Forest Boulevard in 2025; and,

WHEREAS, the City Facilities Project will see a renovated Fire Hall, new Police Department, and City Hall as a part of this process; and,

WHEREAS, Kraus Anderson served as the City's Construction Manager for the proposed 2022 project; and

WHEREAS, Kraus Anderson will continue to serve as the City's Construction Manager for the 2025 City Facilities Project; and,

WHEREAS, Kraus Anderson has provided Amendment One to the Construction Management Contract from 2022 to update project description and phases; and,

THEREFORE BE IT RESOLVED, the City of Wyoming authorizes the contract for construction management services with Kraus Anderson for the City Facilities Project.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING ON THE
18TH DAY OF NOVEMBER, 2025.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk