

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JUNE 15, 2021
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 June 1st, 2021
2. Consider approving the minutes of the Wyoming City Council "Work Session Meeting" on June 9th, 2021

SCHEDULED BID LETTINGS:

SCHEDULED PUBLIC HEARINGS:

CONSENT AGENDA:

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

3. To consider **Resolution 21-06-49** a resolution Approving Payment for Pay Voucher #2 to Kuechle Underground for the East Viking Boulevard Utility Improvement (WSB Project 012660-000) (City Project 19-02) in the Amount of \$566,927.34.
4. To consider **Resolution 21-06-50** a resolution Approving the Appointment of Amber Robertson to the Position of Firefighter effective July 1st, 2021

5. To consider an inspection services agreement by and between the City of Wyoming and the City of Ham Lake
6. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of June 2, 2021 through June 15th, 2021.

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

7. Report of the Public Safety Director, Paul Hoppe, for June 9th, 2021
8. Report of City Building Official, Fred Weck, IV for June 11th, 2021
9. Report of the City Attorney, Tom Loonan, for June 9th, 2021
10. Report of City Engineer Mark Erichson, WSB for June 11th, 2021
11. Report of the Public Works Superintendent Chuck Almhjeld for June 15th, 2021

COMMUNICATIONS:

OLD BUSINESS:

NEW BUSINESS:

12. To consider **Resolution 21-06-51** a resolution Granting Site Plan Review of an Addition and Parking Lot Improvements at 5368 266th Street
13. To consider **Resolution 21-06-52** a resolution accepting the proposal from Interstate Companies for the overlayment of Viking Lane and Viking Court in the Amount of \$36,750.00
14. To consider **Resolution 21-06-53** a resolution approving the Use of Replay and Crack Filling for the 2021 Street Maintenance Project provided by Bargan Incorporated in the amount not to exceed \$75,722.00
15. To consider approval and adoption of Ordinance 2021-01 and approval of **Resolution 21-06-54** a resolution approving the summary publication of Ordinance 2021-01 an ordinance amending the City of Wyoming Code of Ordinances, Chapter 12, Businesses: Article IV. Conducting sales of merchandise or food products or engaging in similar transient commerce from a moveable place of business

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JUNE 1, 2021
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for June 1, 2021 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, Brett Ohnstad, Dennis Schilling, and Claire Luger

ABSENT: None

Also Present: Tom Loonan, Eckberg Lammers, Robb Linwood, City Administrator, Kelly Dumais, Assistant City Administrator, Mark Erichson-WSB, Paul Hoppe - Public Safety Director, Fred Weck, Zoning Administrator/Building Official and Chuck Almhjeld, Public Works Superintendent

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

Tim Rutford, 4700 East Viking Boulevard – Stated that he is here to share concerns from himself as well as his neighbors about rezoning the golf course property. He stated that their concerns with changing this are related to safety, especially with traffic issues. He stated that County Road 22 and Kettle River is already a dangerous intersection. He also expressed concern for changing the landscape because it will affect the wildlife in the area, including the eagle that lives in his backyard. He stated that he is also concerned about water ending up at his house and his holding pond from this potential development. He stated that he did not think the appropriate people had been notified about the public hearings. He asked the Council to rethink allowing this zoning change to go through.

APPROVAL OF MINUTES:

- 1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for May 18, 2021**

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR MAY 18, 2021 AS SUBMITTED

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

Voting Nay: None

Abstain: None

Absent: None

- 2. Consider approving the minutes of the “Work Session Meeting” of the Wyoming, Minnesota City Council for May 18, 2021**

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY

COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR MAY 18, 2021 AS SUBMITTED

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

Voting Nay: None

Abstain: None

Absent: None

3. Consider approving the minutes of the “Work Session Meeting” of the Wyoming, Minnesota City Council for May 19, 2021

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE MINUTES OF THE “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR MAY 19, 2021 AS SUBMITTED

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

Voting Nay: None

Abstain: None

Absent: None

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

4. To consider a request for qualifications for Engineer services for an East Viking Boulevard Road Reconstruction Project for the request of Federal Economic Development Authority Funding requirements
5. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period of May 19, 2021 to June 1, 2021
6. To consider **Resolution 21-06-48** a resolution to accept the coronavirus local fiscal recovery fund established under the American Rescue Plan Act.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, 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

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

7. Report of the Public Safety Director, Paul Hoppe for June 1, 2021
8. Report of City Building Official, Fred Weck, IV for June 1, 2021
9. Report of City Attorney Tom Loonan for June 1, 2021
10. Report of City Engineer Mark Erichson, WSB for June 1, 2021

11. Report of Public Works Superintendent Chuck Almhjeld for June 1, 2021

12. Report of the Financial consultant, Abdo, Eick and Meyers – 1st Quarter 2021

COMMUNICATIONS:

OLD BUSINESS: NONE

NEW BUSINESS

13. To consider **Resolution 21-06-43** a resolution Rezoning Z-21-002 Sunrise River Bank – Ra and R3 to Agricultural (A) Location: East Viking Boulevard, Greenwood Golf Course Site; Applicant: Northern Tier Development, LLC; Richard Morris; Property ID Numbers 21-00009.30, 21.10298.30, 21.109298.40, 21.10302.00, 21.10320.10, 21.10320.20, and 21019320.30

Zoning Administrator/Building Official Weck – Reported that the comments from Mr. Rutford were included in the packet and were also seen by the Planning Commission. He explained that the rezoning request is just for Lot 1, Block 1 of the development and will also be the lot that will be the wetland mitigation bank and is a total of 170 acres. Outlot A, that currently has a home on it, is approximately 34 acres and will, at some time in the future, be Residential or its current zoning, Mixed Use. Outlot B is 15.8 acres behind the Village Inn which is a potential future hotel site to be developed at some point in the future. The Planning Commission is recommending approval of rezoning Lot 1, Block 1 to Agricultural which will allow them to establish the wetland mitigation bank on the 170-acre parcel. He noted that they are also recommending approval of the Preliminary Plat and the Conditional Use Permit.

Council Member Nanko Yeager – Asked if the rezoning request was just for Lot 1, Block 1 and the Outlots A and B would keep their current zoning. She asked if Lot 1, Block 1 was already a wetland. She asked various questions about the project and the affect on the surrounding property.

Zoning Administrator Weck – Stated that only Lot 1, Block 1 would be rezoned to Agricultural and the majority of it was already a wetland and there will be no flooding necessary to create a wetland. He stated that he thinks they may dam up some of the ditches and bring it back to pre-development levels but those details will be part of the review process. He stated that it should have no impact on the surrounding properties and should actually retain the scenic views that they currently have.

Council Member Ohnstad – Asked if there was a set number of houses being planned for the overall development and potential traffic concerns in the area.

Zoning Administrator Weck – Agreed that Kettle River Boulevard is too close to I-35 and there isn't much room to move it. He stated that there are some thoughts about ways to ease the traffic in this area a bit, such as a roundabout or other traffic improvements along East Viking Boulevard. He stated that the traffic impact with this development will not be as large as it would have been with the previous Paxmar development which was based on 300 homes as well as a number of businesses. He stated that they did submit a sketch plan a few months ago that had about 20 homes on it. He stated that before the portion of the property would be developed, they would once again go through the Preliminary Plat process again and a traffic study to determine what kind of improvements may need to be done, but there will be no traffic change with what is proposed tonight.

Mayor Iverson – Asked how many have owned this property.

Zoning Administrator Weck - Stated that this is the third owner since he has been with the City.

Mayor Iverson – Stated that this rezoning will bring this portion of the property back into its more natural habitat.

Matt Nelson, 4660 East Viking Boulevard – Stated that he lives very near Outlot A and noted that his concern was with development on Outlot A because they are a little higher than his property. He stated that he would like to make sure that he is informed as this development moves forward.

City Engineer Erichson – Noted that the previous development was studied within the AUAR that evaluated the traffic and that proposed development was much more robust than what is being proposed. He stated that this discussion is surround 170 acres that will not be developed in the future and will have a conservation easement over it. He stated that tonight's actions allow the wetland bank, but do not approve it and is currently being reviewed by the State. He stated that there will be a strict set of guidelines that any development will need to meet with regard to maintaining water quality, and that there is no increase in rate from pre-development conditions.

Council Member Nanko Yeager – Asked how long it would take the State to approve this the wetland bank.

Richard Morris – Stated that the Corps of Engineers, DNR, and BWSR will review it and it takes 120-180 days for the review and noted that they will closely monitor the whole project for at least 4 or 5 years.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-06-43 A RESOLUTION APPROVING A REZONING FROM THE RURAL RESIDENTIAL I (R-1) AND THE SINGLE FAMILY RESIDENTIAL (R-3) DISTRICTS TO THE AGRICULTURAL (A) DISTRICT FOR PROPERTY IDENTIFICATION NUMBERS 21-00009.30, 21.10298.30, 21.109298.40 rezon 21.10302.00, 21.10320.10, 21.10320.20, and 21019320.30.

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

Voting Nay: None

Abstain: None

Absent: None

- 14.** To consider **Resolution 21-06-44** a resolution Preliminary Plat: D-21-006 Sunrise River Bank – Ra and R3 to Agricultural (A) Location: East Viking Boulevard, Greenwood Golf Course Site; Applicant: Northern Tier Development, LLC; Richard Morris; Property ID Numbers 21-00009.30, 21.10298.30, 21.109298.40, 21.10302.00, 21.10320.10, 21.10320.20, and 21019320.30

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-06-44, A RESOLUTION APPROVING THE PRELIMINARY PLAT OF SUNRISE RIVERBANK AT PROPERTY IDENTIFICATIONS NUMBERS 21-00009.30, 21.10298.30, 21.109298.40, 21.10302.00, 21.10320.10, 21.10320.20, and 21019320.30

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

Voting Nay: None

Abstain: None

Absent: None

- 15.** To consider **Resolution 21-06-45** a resolution approving a Conditional Use Permit: C-21-002 Wetland Mitigation Bank, Sunrise River Bank – Ra and R3 to Agricultural (A) Location: East Viking Boulevard, Greenwood Golf Course Site; Applicant: Northern Tier Development, LLC; Richard Morris; Property ID Numbers 21-00009.30, 21.10298.30, 21.109298.40, 21.10302.00, 21.10320.10, 21.10320.20, and 21019320.30

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-06-45, A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A WETLAND MITIGATION BANK AT PROPERTY IDENTIFICATION NUMBERS 21-00009.30, 21.10298.30, 21.109298.40, 21.10302.00, 21.10320.10, 21.10320.20, and 21019320.30

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

Voting Nay: None

Abstain: None

Absent: None

- 16.** To consider **Resolution 21-06-46** a resolution approving Wold Architecture to complete schematic design for three potential projects that include a Public Safety Facility, City Hall ADA/Security upgrades, and Public Works Building in an amount of \$125,220.00

Jonathan Lewis, Wold Architecture – Gave a presentation on the Master Plan process, including the schematic design process, projected construction costs/budgeting, the construction schedule, core planning group, and potential future engagement process with the public.

The Council discussed potential future construction costs due to inflation; ADA accessibility; restroom facilities, lack of interview rooms, and other deficiencies at the Public Safety facility; cold storage for Public Works equipment; potential for bonding for the facilities; the importance of transparency throughout the process; the size of the project and the potential long-term financial impacts.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 21-06-46, A RESOLUTION APPROVING WOLD ARCHITECTURE TO COMPLETE SCHEMATIC DESIGN FOR THREE POTENTIAL PROJECTS THAT INCLUDE A PUBLIC SAFETY FACILITY, CITY HALL ADA/SECURITY UPGRADES, AND PUBLIC WORKS FACILITY BUILDING IN AN AMOUNT OF \$125,220.00

Voting Aye: Schilling, Luger, Ohnstad, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

- 17.** To consider **Resolution 21-06-47** a resolution approving the purchase of a 2021 Elgin Pelican Street Sweeper from McQueen Equipment in the amount of \$222,259.50 through the Minnesota State Bid Contract

Public Works Superintendent Almhjeld – Gave details on the advantages of purchasing this type of street sweeper, such as reducing phosphorus, extending the life of the pavement, reduction of pollutant loads, the health and safety value to the residents. He reviewed the CIP and budgeting process and answered questions from the Council.

Council Member Nanko Yeager – Explained that she had done research on this type of sweeper and is wondering whether it would make more sense to leave the maintenance headaches to someone else and continue to rent the sweepers a few times per year.

Mayor Iverson – Noted that the City is an MS4 City and asked how this equipment would affect that status.

City Engineer Erichson – Stated that it will definitely help the City meet its obligation for a being an MS4 City. He noted that one other factor to consider if the City continues to rent is that they are subject to someone else's schedule.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 21-06-47, A RESOLUTION APPROVING THE PURCHASE OF THE 2021 ELGIN PELICAN FROM MCQUEEN EQUIPMENT IN THE AMOUNT OF \$222,259.50 THROUGH THE MINNESOTA STATE BID CONTRACT.

Voting Aye: Schilling, Luger, Ohnstad, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

18. To Consider Policy 21-01 Council Materials Printing Policy

Assistant City Administrator Dumais – Stated that staff is proposing to continue the practice of digitation of Council material continue after the COVID protocols expire. She explained the City's interest in financial and environmental impact of printing versus not printing materials for public meetings. She noted that the savings of not printing materials resulted in about a 39% savings which translates to a monthly savings of \$132. She reviewed the proposed policy for Council Materials Printing Policy.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE POLICY 21-01 COUNCIL MATERIALS PRINTING POLICY.

Voting Aye: Schilling, Luger, Ohnstad, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Ohnstad – Attended two Council work sessions and the Planning Commission meeting.

Council Member Nanko Yeager – Attended the Council work session.

Council Member Luger – Attended the Council work session and the Lions' Park Clean-Up event.

Council Member Schilling – Attended the Council work session.

Mayor Iverson – Attended the Council work session, the Lions' Park Clean-up event, the Planning Commission meeting. She noted that there is a Public Safety picnic on June 5, 2021 from 12:00 noon to 4:00 p.m. and a Touch A Truck Event also to be held on June 5, 2021. She thanked Girl Scout Troop #57731 for their work at Goodview Park.

Public Safety Director Hoppe – Noted that along with the Touch a Truck event the Police Department will be open for tours.

Assistant City Administrator Dumais – State that the Touch a Truck event will be held on June 5, 2021 from 10:00 a.m. to 12:00 noon.

City Engineer Erichson – Gave an update on the East Viking sanitary sewer improvement project.

City Administrator Linwood – Expressed his appreciation for being able to meet again in person and noted that this is the first time for in-person meetings for both Council Member Ohnstad and

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE JUNE 1, 2021 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:52 PM

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

Voting Nay: None

Abstain: None

Absent: None

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

NEXT REGULAR MEETING:
JUNE 15, 2021
7:00PM

**UNAPPROVED MINUTES
CITY COUNCIL
WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
JUNE 9, 2021
6:00 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Work Session Meeting of the Wyoming City Council for June 9, 2021 to order at 6:00 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: Dennis Schilling

Also Present: Robb Linwood, City Administrator; Kelly Dumais, Assistant City Administrator; Paul Hoppe, Public Safety Director, and Fred Weck, Building Official/Zoning Administrator

DETERMINATION OF A QUORUM:

1. 2022 Budget Considerations - Mission Statement, Department Review of Priority budget items, 5 Year Capital Improvement Plan Review and other budget considerations

City Administrator Linwood did an overview of the 2022 budget process and outlined some of the items that would be discussed tonight.

Assistant City Administrator Dumais gave a PowerPoint presentation about the previous work they had done on a Vision Statement, Mission Statement and Budget Goals. After considerable discussion the council came up with the following drafts for the three items as follows:

Draft Vision Statement: The City of Wyoming will be a regional **leader** in providing **innovative** and long term **economically sustainable** government that is **transparent** to all.

Draft Mission Statement: The mission of the City of Wyoming is to **efficiently** provide public services, **connect** to our heritage, ensure community **resilience** and be a City that is **accessible** and welcoming to all

Draft Budget Goals:

Maintain Physical Assets and Infrastructure: Protecting what we have so that it is available for people in the future is a central value within the City budget. Prior to new investments, the City budget prioritizes protecting the infrastructure and assets that the City currently has.

Plan for connected and sustainable infrastructure: The projects and services that we budget for are investments in the future of the Wyoming Community.

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

Build for Inclusivity: The City of Wyoming is a place where all people are welcome and where people can grow and age in a trusted community. City operations, community projects, and

infrastructure combine to create not only accessibility for all, but also a sense of welcome.

City Department heads then went through their Capital Improvement Plan items for 2022 and any significant budget challenges or changes. Chief Hoppe identified the replacement of two squads in 2022 as part of their vehicle rotation plan. City Administrator Linwood discussed the Public Works budget including the replacement of a 1998 plow truck, replacement of a 1995 hot mix patching trailer and that the council needed to continue discussion regarding the street maintenance budget potentially increasing from \$100,000 to \$177,000. City Administrator Linwood then discussed the administrative budget and explained to the council that we could see some significant increases in our workers comp policy this year and other increases in our property, liability and auto. Assistant City Administrator Dumais presented the council with information regarding a resilient communities program the University of Minnesota and that it could be utilized in correlation with the AARP project or something different. The council suggested they would like more information on the program and examples.

A member of the city council had asked to have staff review the current compensation level of our city council members in relation to our comparable cities. Staff utilized the same cities that we use for our employee compensation analysis. City Administrator Linwood stated that even if the council elected to make it change it would not become effective until after the next general election on November 7, 2022. The Wyoming City Council currently receives \$5,000 for Mayor Pay and \$4,000 for council pay. The analysis completed suggested the average mayor pay in other cities was \$5,833 for the Mayor and \$4,643 for council members. The council members determined they were not interested in raising council pay at this time.

Staff brought up the item of Food Trucks and the current licensing requirements and costs. Currently the cost for licensing a food truck falls under the transient merchant and the cost is approximately \$150 annually. The reason we license the food trucks is to ensure that they have the proper liability insurance, that they have proper food licensing from the Minnesota Department of Health to ensure the safety of our residents and businesses members. We have had some inquiries regarding reduced rates for temporary operations including weekends or a shorter duration of time (5 to 6 months). In some instances the city council has pro-rated other licenses in the city if it was towards the end of the year. The pro-ration of the licenses would most likely be the easiest solution, but another option would be to update the ordinance or fee schedule to reflect other durations of time other than annual. Staff provided the council a spreadsheet of other communities and charges for these types of operations for council's review. After considerable discussion the council determined they would like staff to come up with an application and change the ordinance if necessary that would allow for daily permits, monthly permits, 6 month and annual. The daily and monthly could be approved administratively and the council would still review the 6 month and annual. Staff will prepare a proposal for council along with costs and have it at a future council meeting.

Staff then asked the city council about the community center/council chamber use. With the installation of monitors and audio equipment we have had some concern in the continuing use of rental of the community center to the public. Secondly, there has been a group of musicians using the community room every Friday for the last 4 years, but not being charged rent as it was identified as a community event and open to the public to enjoy. With the COVID-19 pandemic we now have 2 offices in the council chambers. Our new building inspector currently utilizes extra space for plan review and our assistant city administrator has a space in the room due to the need for space of our copier and an envelope folder machine for utility billing. There are concerns having our employees share a space with the public. The employees in the room have technology and personal items could be damaged, stolen or tampered with. I would like feedback from the council how they would like to proceed with the operations of the community center since the COVID-19 restrictions have now changed it can potentially be utilized again. Over a three year span from 2017-2019 (community center was closed almost all of 2020) the total revenues from the rental of the community room have been \$806.00 or approximately \$268.00 annually.

Council discussed the current situation and wanted to have staff try to relocate a spot for the Friday night music group. The consensus of the council was to close the community center for use at this time.

2. City of Wyoming Street Improvement Program funding discussion

The City of Wyoming improves and maintains a select number of local streets each year. The selected streets are identified annually in the five-year Capital Improvement Plan. Improvements are prioritized based on factors such as age, street condition, utilities condition and the type of street. The City of Wyoming has taken an extremely proactive approach since 2014 in reconstructing streets. In total the City of Wyoming has reconstructed approximately 17.5 miles of its 68 miles of city streets. The City has been proactive on the maintenance of new and existing streets utilizing overlays, sealants, and crack filling. The Updated Long Term Plan showed an option and implementation of franchise fees in 2021. In 2021, 3 months of revenue are included. The fees are projected to provide approximately \$290,337 funding annually for street improvement projects. For comparative purposes, franchise fees were compared to the property tax levy for impacts. If a property tax levy is used rather than franchise fees, the impact to the median valued home is a 2022 property tax increase of \$73. The impact to a residential customer using franchise fees is \$63 on an annual basis.

Franchise fees on utilities (gas and electric) would help fund the unfunded costs relating to city streets. A franchise fee is collected by 357 cities out of 853 cities in Minnesota. There are 101 cities in the seven-county metropolitan area that currently have franchise fees. Implementing franchise fees has become a common way for a city to raise revenue. Franchise fees allow the city to diversify its revenue sources. By implementing a franchise fee all utility users pay a fee, not just taxpayers. All who utilize the streets will help pay for them. Franchise fees will apply to all accounts within the city, including tax exempt parcels owned by non-profits and governmental entities.

Council has asked questions at the following work session as follows and these items were discussed in the work session.

- Examples of types of buildings that would be charged for the franchise fees other than residents.
- What current and future city buildings would be charged for franchise fees? In speaking with the Xcel energy representative current and future buildings would be identified as a small C&L: Non-Demand for city offices and the public safety center and public works building could be identified as Small C&L: Demand. The potential franchise fees for these facilities would be a pass through towards a franchise fee account since the city would have the fees enter a potential road fund. Similar to what the city does for its storm water and water and sewer utilities at its buildings and properties.
- The annual amount of Right of Way Fees the city receives from Xcel energy and Conexus Energy From 2016 to 2020 the average annual revenue in Right of Way Fees the city receives was \$5,048.00
- What is the duration of a franchise fee agreement with Xcel and Conexus? The duration of the agreement is for 20 years.
- How often can the franchise fees be changed The annual fees can be adjusted higher or lower on an annual basis

The City council discussed what types of assistance are available for gas and electric bills and staff stated that Lakes and Pines is a nonprofit in Chisago County that can offer assistance to residents. After considerable discussion the majority of council stated that they would like staff to move forward with public engagement activities regarding the franchise fees that would include information on the web site, social media, and open houses and going out to the public to share information.

3. American Rescue Plan Discussion

City Administrator Linwood updated the council on the current status of the funds. Currently the funds can be used for the following:

- Responding to the Public Health Emergency
- Responding to the negative economic impacts of the pandemic
- Loans or Grants
- Essential worker pay
- Critical infrastructure
- Revenue Replacement
- Investments in Drinking water/sewer systems
- Broadband Improvement
- Staff time on COVID-19 economic impacts

What we know so far is the law also spells out a few other details about the aid to local governments, including that:

- Funds will be released in two payments to local governments, with half following enactment and half paid 12 months following receipt of first payment.
- There will be no minimum population threshold for payments, but non-entitlement distributions will be capped at 75% of the pre-pandemic city budget.
- Funds can be used to replace lost revenue.
- Funds can be transferred between jurisdictions or to nonprofit partners.
- There is an expenditure deadline of Dec. 31, 2024.

Minnesota Management and Budget will have further information on how cities can request the funding soon and the League of Minnesota Cities will have a webinar on Friday regarding this.

Staff worked to identify projects that may work with funding and others that are questionable if they would be eligible under the following criteria:

- Revenue Replacement
 - 2020 Revenue Loss- Building Department
 - 2020 Revenue Loss- Police Department
 - 2020 Revenue Loss- Administration
- Infrastructure Improvement
 - Water Meter Replacement
 - Broadband Improvements at Police Department
 - Water Main Under Highway 35 near new water tower
 - Proceeds used towards new facilities
 - 800 MHZ Radio purchases
 - Broadband in areas of city underserved
 - Water treatment Plant (Used towards matching funds for PFA Loans or Grants)
- Quality of Life Improvements/Environmental Improvements
 - Look for Partnerships Chisago County HHS- residential support
 - Micro grants –Septic
 - Master Park Plan
 - Citywide Master Trail Plan
 - Resilient Communities Project
 - Swenson DNR Grants/Utilization as matching funds
- Economic Vitality and Stability
 - Collaboration with other Chisago County Cities/Chisago County
 - Business Grants/Loans
 -
- Employee Retention and Operations

- Payroll Expenses for work done in relation to COVID-19
- Officer Replacement during the pandemic
- Training for new city wide software
- Communication Tools
 - Electronic Sign

Council discussed some of these items and talked about the potential use for extending water under the freeway, using the ARPA funds to replace or use funds for differing park projects and for broadband. Staff will wait for further guidance and have updates for the council on the timeline to receive the dollars and work to prioritize the uses.

4. To discuss dates for diversity, equity, and Inclusion training program

Assistant City Administrator Dumais stated has directed staff to identify a potential training schedule for a council diversity, equity and inclusion training dates with Esperza Consulting LLC. The program that has been proposed is a two part training designed to improve the ability of participants to lead inclusively through their work. These conversations are meant to develop a shared foundation and language for diversity, equity and inclusion for the City Council. The trainer recommends 3-4 weeks between trainings. Available dates for the training are June 16th and 23rd, July 14th, 21st and 28th and August 18th and 25th. Staff request guidance from the Council regarding which dates they would like to schedule the training for.

After discussion the council felt that the summer was already too busy for additional trainings. Council directed staff to ask the trainer if additional dates for the training could be provided in the fall of this year.

MAYOR IVERSON ADJOURNED THE JUNE 9, 2021 “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:22PM



June 8, 2021

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

Re: East Viking Boulevard Utility Improvements
S.A.P. 248-108-001
City of Wyoming Project No. 19-02
WSB Project No.012660-000

Dear Mr. Linwood:

Please find enclosed Construction Pay Voucher No. 2 for the above referenced project in the amount of \$566,927.34. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Wyoming approve Construction Pay Voucher No. 2 for Kuechle Underground.

The amount indicated above reflects work certified through June 4, 2021, with a 5% retainage applied. Please include one executed copy with the payment to Kuechle Underground and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 651.286.8463. Thank you.

Sincerely,

WSB

Mark Erichson, PE
City Engineer

Attachments

cc: Paul Hornby, WSB

kkp

East Viking Boulevard Utility
Improvements

Pay Voucher 2



Client: City of Wyoming 26885 Forest Blvd. Wyoming, MN 55092-0188	Contractor: Kuechle Underground 10998 State Highway 55 Kimball, MN 55353
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WSB Project No.: 012660-000
Client Project No.: 19-02
State Project No.: 248-108-001
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$1,224,780.35	Original	\$1,224,780.35
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$1,224,780.35	Total	\$1,224,780.35

Work Certified To Date	
Base Bid Items	\$618,827.62
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$618,827.62

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$596,765.62	\$618,827.62	\$30,941.38	\$20,958.90	\$566,927.34	\$587,886.24
Percent Retained: 5%			Percent Complete: 50.53%		

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

Approved By WSB

Approved By Kuechle Underground


Project Engineer



6/8/2021

07 June, 2021

Date

Date

Approved By City of Wyoming

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	04/30/21	\$22,062.00	\$1,103.10	\$20,958.90
2	06/04/21	\$596,765.62	\$29,838.28	\$566,927.34

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
Local	\$500,169.02	\$25,008.45	\$14,725.95	\$460,434.62	\$475,160.57
Roadway Improvements SAP 248-108-001	\$117,398.60	\$5,869.93	\$6,232.95	\$105,295.72	\$111,528.67
Storm Sewer Improvements SAP 248- 108-001	\$1,260.00	\$63.00	\$0.00	\$1,197.00	\$1,197.00

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1	Local	\$460,434.62			\$475,160.57
2	State Aid	\$106,492.72			\$112,725.67

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2011.601	VIBRATION MONITORING	LS	\$15,000.00	1	0	\$0.00	0	\$0.00
2	2021.501	MOBILIZATION	LS	\$60,000.00	1	1	\$60,000.00	1	\$60,000.00
3	2104.502	SALVAGE SIGN	EACH	\$40.00	4	0	\$0.00	4	\$160.00
4	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$4.00	40	28	\$112.00	76	\$304.00
5	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	\$3.00	1900	246.5	\$739.50	246.5	\$739.50
6	2104.503	REMOVE CURB & GUTTER	L F	\$3.00	1600	41	\$123.00	75	\$225.00
7	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$4.00	6700	4149	\$16,596.00	7069	\$28,276.00
8	2104.518	REMOVE CONCRETE WALK	S F	\$1.00	9400	0	\$0.00	1804	\$1,804.00
9	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LS	\$6,500.00	1	0	\$0.00	0	\$0.00
10	2105.601	DEWATERING	LS	\$40,000.00	1	0.5	\$20,000.00	0.5	\$20,000.00
11	2105.601	TEMPORARY ROAD	LS	\$3,200.00	1	0.5	\$1,600.00	0.5	\$1,600.00
12	2105.607	EXCAVATION SPECIAL	C Y	\$16.00	654	0	\$0.00	0	\$0.00
13	2106.507	EXCAVATION - COMMON (P)	C Y	\$20.00	1548	1184.72	\$23,694.40	1184.72	\$23,694.40
14	2106.507	EXCAVATION - COMMON	C Y	\$15.00	1101	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
15	2106.507	SELECT GRANULAR EMBANKMENT (CV)	C Y	\$24.00	381	0	\$0.00	0	\$0.00
16	2112.519	SUBGRADE PREPARATION	RDST	\$200.00	15.5	8.7	\$1,740.00	8.7	\$1,740.00
17	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$150.00	60	0	\$0.00	0	\$0.00
18	2123.610	UTILITY CREW	HOUR	\$1,200.00	20	2.83	\$3,396.00	2.83	\$3,396.00
19	2130.523	WATER	MGAL	\$30.00	40	0	\$0.00	0	\$0.00
20	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$28.00	882	0	\$0.00	0	\$0.00
21	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	\$30.00	866	766.34	\$22,990.20	766.34	\$22,990.20
22	2331.603	JOINT ADHESIVE	L F	\$0.75	3405	0	\$0.00	0	\$0.00
23	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	\$3.50	730	157	\$549.50	157	\$549.50
24	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,C) 3.0" THICK	S Y	\$32.00	200	0	\$0.00	0	\$0.00
25	2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,C)	TON	\$70.00	860	0	\$0.00	0	\$0.00
26	2360.509	TYPE SP 12.5 WEARING COURSE MIX (2,C)	TON	\$65.00	880	50.95	\$3,311.75	50.95	\$3,311.75
27	2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3,B)	TON	\$63.00	860	1123.95	\$70,808.85	1123.95	\$70,808.85
28	2521.518	6" CONCRETE WALK	S F	\$6.50	9400	0	\$0.00	0	\$0.00
29	2531.503	CONCRETE CURB & GUTTER DESIGN B612	L F	\$26.50	90	0	\$0.00	0	\$0.00
30	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$17.60	1210	0	\$0.00	0	\$0.00
31	2531.503	CONCRETE CURB & GUTTER DESIGN B624	L F	\$33.80	205	58.5	\$1,977.30	58.5	\$1,977.30
32	2531.618	TRUNCATED DOMES	S F	\$48.00	300	0	\$0.00	0	\$0.00
33	2533.503	PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	LF	\$15.00	48	50	\$750.00	50	\$750.00
34	2533.503	RELOCATE PORTABLE PRECAST CONCRETE BARRIER DESIGN 8337	LF	\$6.00	48	0	\$0.00	0	\$0.00
35	2563.601	TRAFFIC CONTROL	LS	\$32,000.00	1	0.75	\$24,000.00	0.75	\$24,000.00
36	2563.613	PORTABLE CHANGEABLE MESSAGE SIGN	UDAY	\$75.00	49	14	\$1,050.00	14	\$1,050.00
37	2564.602	INSTALL SALVAGED SIGN	EACH	\$200.00	4	0	\$0.00	0	\$0.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
38	2565.602	ADJUST HANDHOLE	EACH	\$600.00	1	0	\$0.00	0	\$0.00
39	2565.602	RIGID PVC LOOP DETECTOR 6'X6'	EACH	\$1,000.00	8	4	\$4,000.00	4	\$4,000.00
40	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$8,100.00	1	0.5	\$4,050.00	0.5	\$4,050.00
41	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$250.00	29	0	\$0.00	26	\$6,500.00
42	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	\$4.00	400	14.5	\$58.00	420.5	\$1,682.00
43	2574.507	COMMON TOPSOIL BORROW	C Y	\$40.00	100	0	\$0.00	0	\$0.00
44	2575.504	SODDING TYPE LAWN	S Y	\$12.00	340	0	\$0.00	0	\$0.00
45	2575.504	SODDING TYPE MINERAL	S Y	\$14.00	480	0	\$0.00	0	\$0.00
46	2575.508	HYDRAULIC MULCH MATRIX	LB	\$3.00	430	0	\$0.00	0	\$0.00
47	2582.503	4" SOLID LINE PAINT	L F	\$0.36	1050	217	\$78.12	217	\$78.12
48	2582.503	4" DBLE SOLID LINE PAINT	L F	\$0.72	1430	385	\$277.20	385	\$277.20
49	2582.518	PAVT MSSG PAINT	S F	\$4.43	100	46.5	\$206.00	46.5	\$206.00
50	2582.518	CROSSWALK PAINT	S F	\$2.50	360	216	\$540.00	216	\$540.00
51	2104.502	REMOVE MANHOLE	EACH	\$250.00	7	6	\$1,500.00	6	\$1,500.00
52	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$3.00	1470	1178	\$3,534.00	1178	\$3,534.00
53	2104.503	REMOVE CONCRETE CASING	L F	\$10.00	170	161	\$1,610.00	161	\$1,610.00
54	2104.503	REMOVE SANITARY SERVICE PIPE	L F	\$3.00	160	38	\$114.00	38	\$114.00
55	2503.601	SANITARY SEWER BYPASS PUMPING	L S	\$13,000.00	1	0.5	\$6,500.00	0.5	\$6,500.00
56	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$2,700.00	4	5	\$13,500.00	5	\$13,500.00
57	2503.602	CONNECT TO EXISTING MANHOLES (SAN)	EACH	\$11,000.00	2	2	\$22,000.00	2	\$22,000.00
58	2503.602	CONNECT TO EXISTING SANITARY SEWER SER	EACH	\$420.00	9	4	\$1,680.00	4	\$1,680.00
59	2503.602	18"X4" PVC WYE	EACH	\$2,250.00	4	2	\$4,500.00	2	\$4,500.00
60	2503.602	18"X6" PVC WYE	EACH	\$2,300.00	5	2	\$4,600.00	2	\$4,600.00
61	2503.603	4" PVC PIPE SEWER	L F	\$37.00	40	26	\$962.00	26	\$962.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
62	2503.603	6" PVC PIPE SEWER	L F	\$40.00	50	12	\$480.00	12	\$480.00
63	2503.603	18" PVC PIPE SEWER	L F	\$150.00	1460	1167	\$175,050.00	1167	\$175,050.00
64	2503.603	TELEWISE SANITARY SEWER	L F	\$4.00	1460	449	\$1,796.00	449	\$1,796.00
65	2506.502	CASTING ASSEMBLY	EACH	\$500.00	5	1	\$500.00	1	\$500.00
66	2506.502	ADJUST FRAME & RING CASTING	EACH	\$950.00	1	0	\$0.00	0	\$0.00
67	2506.602	CHIMNEY SEAL	EACH	\$155.00	8	1	\$155.00	1	\$155.00
68	2506.603	CONSTRUCT 8" OUTSIDE DROP	L F	\$1,161.00	9	0	\$0.00	0	\$0.00
69	2506.603	CONST 48" DIA SAN SEWER MANHOLE	L F	\$350.00	63	42.8	\$14,980.00	42.8	\$14,980.00
70	2104.502	REMOVE HYDRANT	EACH	\$300.00	1	1	\$300.00	1	\$300.00
71	2104.503	REMOVE WATERMAIN	LF	\$10.00	90	62	\$620.00	62	\$620.00
72	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	\$2,400.00	8	8	\$19,200.00	8	\$19,200.00
73	2504.602	ADJUST GATE VALVE & BOX	EACH	\$560.00	12	2	\$1,120.00	2	\$1,120.00
74	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$175.00	80	31	\$5,425.00	31	\$5,425.00
75	2504.604	4" POLYSTYRENE INSULATION	S Y	\$32.00	100	119.9	\$3,836.80	119.9	\$3,836.80
76	2504.608	DUCTILE IRON FITTINGS	LB	\$15.00	200	303	\$4,545.00	303	\$4,545.00
77	2104.502	REMOVE CASTING	EACH	\$100.00	10	6	\$600.00	6	\$600.00
78	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$250.00	7	3	\$750.00	3	\$750.00
79	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$10.00	530	164	\$1,640.00	164	\$1,640.00
80	2503.503	12" RC PIPE SEWER DES 3006 CL V	L F	\$100.00	20	0	\$0.00	0	\$0.00
81	2503.503	15" RC PIPE SEWER DES 3006 CL V	L F	\$102.00	460	120	\$12,240.00	120	\$12,240.00
82	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$1,900.00	13	7	\$13,300.00	7	\$13,300.00
83	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	\$2,000.00	7	4	\$8,000.00	4	\$8,000.00
84	2503.603	TELEWISE STORM SEWER	L F	\$4.00	480	0	\$0.00	0	\$0.00
85	2506.502	CASTING ASSEMBLY	EACH	\$690.00	14	3	\$2,070.00	3	\$2,070.00

Contract Item Status									
Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
86	2506.502	ADJUST FRAME & RING CASTING	EACH	\$950.00	1	1	\$950.00	1	\$950.00
87	2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	L F	\$450.00	34	0	\$0.00	0	\$0.00
88	2506.602	CHIMNEY SEAL	EACH	\$180.00	11	7	\$1,260.00	7	\$1,260.00
89	2506.602	REPAIR DRAINAGE STRUCTURE	EACH	\$900.00	6	0	\$0.00	0	\$0.00
90	2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC (2'X3')	EACH	\$1,600.00	3	3	\$4,800.00	3	\$4,800.00
Bid Totals:							\$596,765.62		\$618,827.62

Project Category Totals			Amount This Voucher	Amount To Date
Category				
SCHEDULE A. - SURFACE IMPROVEMENTS			\$262,647.82	\$284,709.82
SCHEDULE B. - SANITARY SEWER IMPROVEMENTS			\$253,461.00	\$253,461.00
SCHEDULE C. - WATERMAIN IMPROVEMENTS			\$35,046.80	\$35,046.80
SCHEDULE D. - STORM SEWER IMPROVEMENTS			\$45,610.00	\$45,610.00

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals					Amount This Voucher	Amount To Date
No.	Contract Change	Description				

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

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

RESOLUTION NO.21-06-49

A RESOLUTION APPROVING PAYMENT FOR PAY VOUCHER #2 TO KUECHLE UNDERGROUND FOR THE EAST VIKING BOULEVARD UTILITY IMPROVEMENTS (WSB Project 012660-000) (City Project 19-02) IN THE AMOUNT OF \$566,927.34.

WHERE AS, the City of Wyoming entered into a Contract with Kuechle Underground to complete the **EAST VIKING BOULEVARD UTILITY IMPROVEMENTS**.

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

THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the “Payment of Pay Voucher #2” in the amount of **\$566,927.34** to **KUECHLE UNDERGROUND** for the **EAST VIKING BOULEVARD UTILITY IMPROVEMENTS**.

This resolution was adopted by the City Council of the City of Wyoming on the 15th day of June 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)



Request for Council Action

Date: June 10, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Fire Chief Jesse Milligan

Department: Public Safety

Reference: Paid on-call Firefighter Appointments

Method: Consent Agenda

Background Information:

The Public Safety Department has completed the selection process on 1 candidate for the position of paid on call firefighter. We selected this individual for recommendation to the City Council for approval. The Department has a current roster at 27 active firefighters, 3 additional firefighters on personal leaves. Considering that not all of our paid on-call staff are available when emergencies happen, it is imperative that we maintain a staffed department in order to increase the probability of having staff available to provide services in a time of need.

This candidate has successfully completed the entire selection process. The next step is to confirm Council Approval for a conditional offer of employment pending successfully passing a pre-employment medical exam and background check. Amber Robertson will be offered a positions as probationary firefighters with a start date of July, 1st. Amber will proceed immediately to the background check and physical exam to complete the hiring process upon council approval. Upon completion they will start training.

We will continue to recruit additional qualified members to fill our hiring pool as well as possible candidates for the cadet program.

Recommendation:

The Fire Department is requesting council authorization to extend these candidates a conditional offer of employment for a paid on-call Fire Fighter position.

Jesse Milligan

Fire Chief



PUBLIC SAFETY

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

RESOLUTION NO. 21-06-50

**A RESOLUTION APPOINTING WYOMING PAID ON CALL
FIREFIGHTERS TO PROBATIONARY STATUS**

WHEREAS, The City of Wyoming Fire Department's firefighters are all paid on call.

WHEREAS, The City Council recognizes the importance of the Fire Department to the Public Safety of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE WYOMING CITY COUNCIL, responsible for appointments and staff determination of the Wyoming Fire Department appoint the following members to the status of **"Probationary Firefighter"**

Probationary Firefighters

Amber Robertson

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th of June, 2021.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: June 9, 2021

Presented to: Mayor Iverson and City Council Members
Presented by: Zoning Administrator / Building Official Frederick E. Weck, IV
Department: Department of Building Safety
Reference: Inspection Services Agreement with the City of Ham Lake
Method: Consent Agenda

Background Information:

The City of Wyoming Building Official has Advanced Septic System Inspector Certification with the MPCA. The certification is for large systems and systems using special technology; there are a limited number of us in the State or Metro area. The City of Ham Lake has received an application for a septic system for a proposed daycare with 110 students and 25 staff. The design gallons per day and the pretreatment technology being used require an Advanced Septic System Inspector to do plan review and inspections.

The City of Ham Lake's Building Official has requested that the City of Wyoming provide the plan review and inspections for this system, and would like to enter into an agreement with the City of Wyoming in order to do that. The inspection services agreement is similar to the ones that were entered into with the City of Forest Lake, Lent Township, Coon Rapids, and more recently Elk River. This matter will also go before the Ham Lake City Council.

Recommendation:

It is my recommendation that the City Council authorize the Mayor and City Clerk to sign the Inspection Services Agreement with the City of Ham Lake to allow the City of Wyoming to perform septic system plan review and inspections.

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



DEPARTMENT OF BUILDING SAFETY

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

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

INSPECTION SERVICES AGREEMENT BY AND BETWEEN THE CITY OF WYOMING AND THE CITY OF HAM LAKE

This Agreement (“Agreement”) is made this _____ day of _____, 2021, by and between the City of Wyoming (hereinafter referred to as “Wyoming”) and the City of Ham Lake (hereinafter referred to as “Ham Lake”) for the utilization of Wyoming employees to provide Services to Ham Lake within the boundaries of Ham Lake.

WHEREAS, Ham Lake is authorized and empowered to provide for various types of building and septic system inspections and plan review services to ensure the public health, welfare, and safety; and

WHEREAS, Wyoming maintains qualified full-time staffing and personnel for the provision of these same Services within its own municipal boundaries; and

WHEREAS, Ham Lake maintains qualified staff and personnel to provide these Services, but on occasion may require assistance in performing these Services due to high volume, staff vacations, or other unforeseen circumstances, and wishes to enter into this Agreement with Wyoming in order to have assistance from Wyoming to provide these Services from time to time as needed by Ham Lake; and

WHEREAS, it is the desire of the parties and the purpose of this Agreement that certain of the aforesaid building and septic system inspection and plan review services be performed, when requested by Ham Lake, by qualified personnel of Wyoming on behalf of Ham Lake.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth below, the above parties hereto agree as follows:

1. The term of this Agreement shall be perpetuating, until terminated pursuant to Section 6.
2. For the term of this Agreement, Wyoming, through use of its personnel, shall provide Ham Lake with the following Services (“Services”), in and on behalf of Ham Lake to the same degree and with the same effect as if the Ham Lake was performing such services and at the direction and request of Coon Rapid’s Chief Building Official on an as-needed basis:
 - a. Enforce all provisions of the Minnesota Building Code and;
 - b. Enforce applicable provisions of Minnesota Rule Chapters 7080, 7081, 7082, and 7083;
 - c. Provide required inspections for building and septic permits;
 - d. Furnish evidence necessary in any prosecution of the violation of applicable ordinances, rules, or regulations.

The Services Wyoming will provide under this Agreement do not include planning or zoning review unless such review is specifically related to a building permit request for a structure permitted under the Ham Lake Code or unless specifically requested by Ham Lake.

3. Wyoming shall consult with and abide by the manner in which the inspections, plan review, and activities are conducted and over the determination of what enforcement action is appropriate and consistent with applicable portions of the Ham Lake Code. Wyoming shall confer as necessary with Ham Lake staff regarding interpretation of the Code. Ham Lake shall have a duty to inform Wyoming of any and all updates or changes to the Ham Lake Code.

4. When Ham Lake desires the assistance of Wyoming with provision of the Services, Wyoming staff shall take direction from Ham Lake Chief Building Official for all work performed under this Agreement.
5. Ham Lake shall pay Wyoming for the Services provided at the request of Ham Lake at the current rates and fees found in the City of Wyoming Fee Schedule as of the date the Services are provided. Wyoming shall provide Ham Lake with a written and itemized billing statement for hourly and other fees under this Agreement. Ham Lake shall submit payment to Wyoming within 30 days of receipt of such written and itemized billing statement.

6. This agreement shall terminate as follows:

- a. Upon the expiration of the 45 days after service of written notice upon the other party at the following address: or

To Ham Lake: City of Ham Lake
 Chief Building Official
 15544 Central Avenue NE
 Ham Lake, MN 55304

To Wyoming: City of Wyoming
 City Administrator
 26885 Forest Blvd.
 P.O. Box 188
 Wyoming, MN 55092

- b. At any time, upon mutual written agreement of the parties.
7. Wyoming agrees to defend, indemnify, and hold harmless Ham Lake, and its officials, agents, and employees, from and against all claims, actions, damages, losses, and expenses arising out of or resulting from Wyoming's performance of the duties required under this Agreement, provided that any such claim, action, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death or to the injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Wyoming. This provision shall not be construed as a waiver by either party of any defenses, immunities, or limitations on liability with respect to claims made by third parties.
8. Ham Lake agrees to defend, indemnify, and hold harmless Wyoming, and its officials, agents, and employees from and against all claims, actions, damages, losses, and expenses arising out of or resulting from Ham Lake performance of the duties required under this Agreement, provided that any such claim, action, damage, loss, or expense is attributable to bodily injury, sickness, disease, or death or to the injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Ham Lake. This provision shall not be construed as a waiver by either party of any defenses, immunities, or limitations on liability with respect to claims made by third parties.

9. Notwithstanding Sections 7 and 8, each parties' liability shall be governed by the provisions of Minnesota Statutes Chapter 466.
10. Wyoming shall carry liability insurance in the amount of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate for both Bodily Injury and Property Damage. Ham Lake shall be named as an additional insured, and a certificate of said insurance shall be provided to Ham Lake. Wyoming shall carry Worker's Compensation Insurance as required by Minnesota Statutes, Section 176.181, Subd. 2 and further agrees to provide a certificate of said insurance to Ham Lake.
11. Any employee assigned by Wyoming to perform its obligations hereunder shall remain the exclusive employee of Wyoming for all purposes including, but not limited to, wages, salary, and employee benefits.
12. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint parties to any joint powers agreement or similar legal relationship between the parties hereto or as constituting the persons employed by Wyoming as the agent, representative, or employee of Ham Lake for any purpose or in any manner whatsoever except as expressly otherwise provided herein. Wyoming is to be and shall remain an independent contractor with respect to all Services performed under this contract. Wyoming represents that it has, or will secure at its own expense, all personnel and equipment required in performing Services under this contract. Any and all personnel of Wyoming or other persons, while engaged in the performance of any work or Services required by Wyoming under this contract, and shall not be considered employees of Ham Lake and any and all claims that may or might arise under the Workers' Compensation Act of the State of Minnesota on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against Wyoming, its officers, agents, contracts, or employees shall in no way be the responsibility of Ham Lake; and Wyoming shall defend, indemnify, and hold Ham Lake, its officers, agents, and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission, or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from Wyoming, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensations, Unemployment Compensation, disability, severance pay, and PERA.
13. The books, records, documents, and accounting procedures of Wyoming relevant to this Agreement, are subject to examination by Ham Lake and either the legislative or state auditor as appropriate, pursuant to Minnesota Statutes, Section 16C.05, Subd. 5.
14. At the end of the term of this Agreement, the records created as a result of the performance of this agreement shall be filed with the Ham Lake and copies of such records shall be maintained by the Wyoming as required by applicable laws. All data collected, created, received, maintained, or disseminated for any purposes by the activities of the Ham Lake because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such act now in force or as adopted, as well as federal regulations on data privacy.

15. This Agreement represents the entire Agreement between Wyoming and Ham Lake and supersedes and cancels any and all prior agreements or proposals, written or oral, between the parties relating to the subject matter hereof, any amendments, addenda, alterations, or modifications to the terms and conditions of this Agreement shall be in writing and signed by both parties.
16. Wyoming and Ham Lake agree to comply with the American with Disabilities Act and the Human Rights Act (Minnesota Chapters 363 and Title VII of the Civil Rights Act of 1964) not to discriminate on the basis of disability in the admission or access to, or treatment of employment in its Services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all Services, programs, and activities. Wyoming has designated coordinators to facilitate compliance with the Americans with Disabilities Act of 1990 (ADA), as required by Section 35.107 of the U.S. Department of Justice regulations, and to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as mandated by Section 8.53 of the U.S. Department of Housing and Urban Development regulations. For information contact the City Administrator, City of Wyoming, P.O. Box 188, 26885 Forest Boulevard, Wyoming, Minnesota 55092; telephone 651-462-0575. Ham Lake agrees to hold harmless and indemnify Wyoming from costs, including but not limited to damages, attorney's fees, and staff time, in any action or proceeding brought alleging a violation of ADA by Wyoming.
17. Both parties agree to comply with all applicable state, federal, and local laws, rules, and regulations.
18. This Agreement may be executed in multiple counterparts, all of which together shall constitute one in the same instrument.

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SIGNATURE PAGE FOR BUILDING CODE INSPECTION SERVICES

CITY OF WYOMING

By: _____ Date: _____
Lisa Iverson
Mayor

Attest:

Robb Linwood
City Administrator

CITY OF HAM LAKE

By: _____ Date: _____
Mike Van Kirk
Mayor

Attest:

Denise Webster
City Administrator

City of Wyoming Check Detail Register

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
2	06/15/2021	ZIEGLER INC.			
IN000121307					
	101-3100-42100	OPERATING SUPPL		\$20.33	OPERATING SUPPLIES
Total for ZIEGLER INC.				\$20.33	
51988	06/15/2021	ADAM'S PEST CONTROL INC			
06082021					
	101-3100-42310	CONTRACTED SER		\$64.43	3308684
	101-3100-42310	CONTRACTED SER		\$37.58	3308683
	101-2110-42310	CONTRACTED SER		\$37.58	3308685
Total for ADAM'S PEST CONTROL INC				\$139.59	
51989	06/15/2021	AEM FINANCIAL SOLUTIONS, LLC			
444617					
	437-1500-43000	PROFESSIONAL SE		\$3,875.00	PROFESSIONAL SERVICE (GENERAL)
Total for AEM FINANCIAL SOLUTIONS,				\$3,875.00	
51990	06/15/2021	AIRFRESH INDUSTRIES, INC			
45067					
	101-5200-44050	SATALLITE RENTAL		\$695.00	SATALLITE RENTAL
Total for AIRFRESH INDUSTRIES, INC				\$695.00	
51991	06/15/2021	ANDERSON - KOCH FORD			
78116					
	101-2110-43900	VEHICLE MAINTEN		\$537.63	VEHICLE MAINTENANCE
Total for ANDERSON - KOCH FORD				\$537.63	
51992	06/15/2021	APPLEWOOD NURSERY			
05312021					
	101-3100-42250	LANDSCAPING MA		\$51.04	4319
	101-3100-42250	LANDSCAPING MA		\$51.04	4337
	101-3100-42250	LANDSCAPING MA		\$51.04	4338
	101-3100-42250	LANDSCAPING MA		\$51.04	4339
4340					
	101-3100-42250	LANDSCAPING MA		\$104.33	LANDSCAPING MATERIALS
4342					
	101-3100-42250	LANDSCAPING MA		\$12.76	LANDSCAPING MATERIALS
Total for APPLEWOOD NURSERY				\$321.25	
51993	06/15/2021	AT & T MOBILITY			
287290589379X0603202					
	101-2110-43200	COMMUNICATIONS		\$1,228.94	COMMUNICATIONS (GENERAL)
Total for AT & T MOBILITY				\$1,228.94	
51994	06/15/2021	BOUND TREE MEDICAL			
188					
	101-2110-42100	OPERATING SUPPL		\$109.00	OPERATING SUPPLIES
Total for BOUND TREE MEDICAL				\$109.00	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
51995	06/15/2021	BRUCES FOODS			
0061					
		101-2110-42100	OPERATING SUPPL	\$41.90	OPERATING SUPPLIES
Total for BRUCES FOODS				\$41.90	
51996	06/15/2021	CINTAS			
4086332043					
		101-3100-44180	UNIFORMS	\$106.91	STREET
		101-3100-42100	OPERATING SUPPL	\$15.64	SHOP SUPPLIES
4086868639					
		101-1400-43600	CLEANING SERVIC	\$25.00	CLEANING SERVICE-CITY HALL
4086868652					
		101-2110-43600	CLEANING SERVIC	\$25.00	CLEANING SERVICE
Total for CINTAS				\$172.55	
51997	06/15/2021	CONNEXUS ENERGY			
05272021					
		101-3100-43800	UTILITIES-GAS/ELI	\$36.92	LAKE DR & HEATH - ST LIGHTS
		101-2110-43800	UTILITIES-GAS/ELI	\$5.00	HAMLET DR
		101-2110-43800	UTILITIES-GAS/ELI	\$5.00	FALLBROOK SIREN
		101-3100-43860	STREET LIGHTS	\$14.99	250TH STREET NE SIGN
		101-2110-43800	UTILITIES-GAS/ELI	\$5.00	PIONEER RD
Total for CONNEXUS ENERGY				\$66.91	
51998	06/15/2021	CULLIGAN WATER CONDITIONING			
05312021					
		101-2110-42100	OPERATING SUPPL	\$92.70	OPERATING SUPPLIES
Total for CULLIGAN WATER CONDITIO				\$92.70	
51999	06/15/2021	CW TECHNOLOGY			
INV00070527					
		101-1400-44330	DUES & SUBSCRIP	\$451.20	MITEL SUPPORT-1 YEAR
CW65619					
		101-3100-42100	OPERATING SUPPL	\$1,032.00	OPERATING SUPPLIES
CW65764					
		401-1000-45000	CAPITAL OUTLAY	\$2,577.25	CAPITAL OUTLAY
Total for CW TECHNOLOGY				\$4,060.45	
52000	06/15/2021	DVS RENEWAL			
2021 #201					
		101-2110-43900	VEHICLE MAINTEN	\$491.25	VEHICLE MAINTENANCE
Total for DVS RENEWAL				\$491.25	
52001	06/15/2021	ECKBERG LAMMERS P.C.			
24674					
		101-1400-43040	ATTORNEY FEES	\$332.50	GENERAL
		101-1400-43040	ATTORNEY FEES	\$780.00	MEETINGS
		800-0000-20572	HEIMS LAKE VILLA	\$455.00	HEIMS LAKE VILLA NORTH SKETCH
		800-0000-20531	AADLAND WEST	\$312.50	AADLAND WEST
Total for ECKBERG LAMMERS P.C.				\$1,880.00	

City of Wyoming Check Detail Register

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52002 INV061507	06/15/2021	ENGINEERING UNLIMITED INC			
		601-9425-42400 SMALL TOOLS/MIN		\$140.24	SMALL TOOLS/MINOR EQUIPMENT
		Total for ENGINEERING UNLIMITED INC		\$140.24	
52003 16675	06/15/2021	FACILICARE INC			
		101-5500-43600 CLEANING SERVIC		\$1,263.40	LIBRARY
		101-1400-43600 CLEANING SERVIC		\$299.00	CITY HALL/FIRE
		101-2110-43600 CLEANING SERVIC		\$159.00	POLICE
		Total for FACILICARE INC		\$1,721.40	
52004 0475273	06/15/2021	FERGUSON WATERWORKS			
		601-9425-44040 REPAIRS & MAINT.		\$180.00	REPAIRS & MAINT. - EQUIPMENT
		Total for FERGUSON WATERWORKS		\$180.00	
52005 745075446	06/15/2021	FINANCE AND COMMERCE			
		401-3100-45000 CAPITAL OUTLAY		\$217.13	CAPITAL OUTLAY
		Total for FINANCE AND COMMERCE		\$217.13	
52006 1050852	06/15/2021	GOPHER STATE ONE CALL			
		601-9425-44650 LOCATES (GOPHER)		\$145.13	LOCATES (GOPHER STATE)
		602-9425-44650 LOCATES (GOPHER)		\$145.12	LOCATES (GOPHER STATE)
		Total for GOPHER STATE ONE CALL		\$290.25	
52007 139234 139233	06/15/2021	GRAFIX SHOPPE			
		401-2110-45000 CAPITAL OUTLAY		\$1,319.00	CAPITAL OUTLAY
		401-2200-45000 CAPITAL OUTLAY		\$1,405.00	CAPITAL OUTLAY
		Total for GRAFIX SHOPPE		\$2,724.00	
52008 07012021	06/15/2021	H & W FUND I.U.O.E LOCAL 49			
		101-0000-21706 HOSPITALIZATION		\$9,275.00	PREMIUMS
		Total for H & W FUND I.U.O.E LOCAL 4		\$9,275.00	
52009 4942909	06/15/2021	HAWKINS INC			
		601-9425-42160 CHEMICALS/CHEM.		\$1,220.49	CHEMICALS
		Total for HAWKINS INC		\$1,220.49	
52010 105415535	06/15/2021	HEALTH PARTNERS			
		101-0000-21706 HOSPITALIZATION		\$1,761.44	JULY SERVICES
		Total for HEALTH PARTNERS		\$1,761.44	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52011	06/15/2021	HOLIDAY COMPANIES			
060101062100					
		101-2110-43900 VEHICLE MAINTEN		\$99.00	VEHICLE MAINTENANCE
Total for HOLIDAY COMPANIES				\$99.00	
52012	06/15/2021	HUGO EQUIPMENT COMPANY			
168375					
		101-3100-42400 SMALL TOOLS/MIN		\$753.43	SMALL TOOLS/MINOR EQUIPMENT
Total for HUGO EQUIPMENT COMPANY				\$753.43	
52013	06/15/2021	INNOVATIVE OFFICE SOLUTIONS			
IN3375259					
		101-1400-42000 SUPPLIES - OFFICE		\$59.46	SUPPLIES - OFFICE/COPY/COMPUTR
IN3374802					
		101-2110-42000 SUPPLIES - OFFICE		\$17.05	SUPPLIES - OFFICE/COPY/COMPUTR
IN3369355					
		101-1400-42000 SUPPLIES - OFFICE		\$21.28	SUPPLIES - OFFICE/COPY/COMPUTR
Total for INNOVATIVE OFFICE SOLUTI				\$97.79	
52014	06/15/2021	IUOE LOCAL #49			
06032021					
		101-0000-21714 PW UNION DUES		\$210.00	JUNE DUES
Total for IUOE LOCAL #49				\$210.00	
52015	06/15/2021	KAYLA MAYNUS			
11560					
		206-2110-42100 OPERATING SUPPL		\$109.30	OVERPAYMENT ADMIN CITATION REC#11560
Total for KAYLA MAYNUS				\$109.30	
52016	06/15/2021	KUECHLE UNDERGROUND			
PAYVOUCHER2					
		602-9425-45350 IMPROVEMENTS		\$566,927.34	IMPROVEMENTS
PAYVOUCHER1					
		602-9425-45350 IMPROVEMENTS		\$20,958.90	IMPROVEMENTS
Total for KUECHLE UNDERGROUND				\$587,886.24	
52017	06/15/2021	LAKE COUNTRY DOOR			
33715					
		101-2110-44010 REPAIRS & MAINT.		\$218.00	REPAIRS & MAINT. - BUILDINGS
Total for LAKE COUNTRY DOOR				\$218.00	
52018	06/15/2021	LANO EQUIPMENT INC			
02-834673					
		401-3100-45000 CAPITAL OUTLAY		\$15,205.00	CAPITAL OUTLAY
Total for LANO EQUIPMENT INC				\$15,205.00	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52019	06/15/2021	MENARDS- FOREST LAKE			
64318					
	101-3100-42400	SMALL TOOLS/MIN	\$178.82	64252	
	601-9425-42400	SMALL TOOLS/MIN	\$27.51	64277	
	101-3100-42260	SIGN MATERIAL/RI	\$31.49	64349	
	101-3100-42260	SIGN MATERIAL/RI	\$38.88	64318	
63791					
	101-3100-42400	SMALL TOOLS/MIN	\$69.96	SMALL TOOLS/MINOR EQUIPMENT	
63744					
	101-5200-42250	LANDSCAPING MA	\$119.70	LANDSCAPING MATERIALS	
Total for MENARDS- FOREST LAKE				\$466.36	
52020	06/15/2021	MIDCONTINENT COMMUNICATIONS			
14463230112017					
	101-1400-43210	TELEPHONE	\$113.73	CITY HALL	
	101-1400-42310	CONTRACTED SER	\$910.15	FIBER	
	101-2110-43210	TELEPHONE	\$188.75	POLICE DEPT	
	101-3100-43210	TELEPHONE	\$64.23	PUBLIC WORKS	
	601-9425-43210	TELEPHONE	\$187.68	WELL	
	602-9425-43210	TELEPHONE	\$141.12	LIFTSTATIONS	
Total for MIDCONTINENT COMMUNIC				\$1,605.66	
52021	06/15/2021	MINNESOTA VALLEY TESTING LABS			
1087980					
	601-9425-43110	LAB COSTS	\$57.00	LAB TESTS	
Total for MINNESOTA VALLEY TESTIN				\$57.00	
52022	06/15/2021	MUNICIPAL EMERGENCY SERVICES			
IN1586346					
	101-2110-43900	VEHICLE MAINTEN	\$63.26	VEHICLE MAINTENANCE	
Total for MUNICIPAL EMERGENCY SER				\$63.26	
52023	06/15/2021	NAPA AUTO PARTS			
997046					
	101-3100-44040	REPAIRS & MAINT.	\$74.99	REPAIRS & MAINT. - EQUIPMENT	
000712					
	101-3100-44040	REPAIRS & MAINT.	\$161.96	REPAIRS & MAINT. - EQUIPMENT	
036220					
	101-3100-42100	OPERATING SUPPL	\$21.87	OPERATING SUPPLIES	
Total for NAPA AUTO PARTS				\$258.82	
52024	06/15/2021	NORTHERN TOOL & EQUIPMENT			
0363200004					
	101-3100-44040	REPAIRS & MAINT.	\$180.94	REPAIRS & MAINT. - EQUIPMENT	
Total for NORTHERN TOOL & EQUIPME				\$180.94	
52025	06/15/2021	OPUS 21 MANAGEMENT SOLUTIONS			
210323(2)					
	601-9425-43000	PROFESSIONAL SE	\$1,261.82	APRIL SERVICES	
	602-9425-43000	PROFESSIONAL SE	\$1,261.82	APRIL SERVICES	
Total for OPUS 21 MANAGEMENT SOLL				\$2,523.64	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52026	06/15/2021	POSTMASTER			
06302021					
		101-1400-43220	POSTAGE	\$122.00	PO BOX RENTAL-1 YEAR
		Total for POSTMASTER		\$122.00	
52027	06/15/2021	REINDERS, INC.			
4279200-01					
		101-5200-44040	REPAIRS & MAINT.	\$663.65	REPAIRS & MAINT. - EQUIPMENT
		101-5200-44040	REPAIRS & MAINT.	\$223.25	REPAIRS & MAINT. - EQUIPMENT
		Total for REINDERS, INC.		\$886.90	
52028	06/15/2021	RICOH BUSINESS SYSTEMS			
105015271					
		101-1400-42150	COPIER	\$146.23	CITY HALL
		101-2110-42240	MAINTENANCE CO	\$77.19	POLICE DEPT
		101-2110-42240	MAINTENANCE CO	\$20.71	FIRE DEPT
		Total for RICOH BUSINESS SYSTEMS		\$244.13	
52029	06/15/2021	RICOH USA			
5062096920					
		101-2110-42240	MAINTENANCE CO	\$29.65	POLICE DEPT
		101-2110-42240	MAINTENANCE CO	\$1.58	FIRE DEPT
		101-1400-42150	COPIER	\$52.51	CITY HALL
		Total for RICOH USA		\$83.74	
52030	06/15/2021	SIGNS BY JILL			
2135					
		205-2110-42100	OPERATING SUPPL	\$109.00	OPERATING SUPPLIES
		Total for SIGNS BY JILL		\$109.00	
52031	06/15/2021	SIRCHIE			
188					
		101-2110-44360	INVESTIGATIONS	\$125.34	INVESTIGATIONS
		Total for SIRCHIE		\$125.34	
52032	06/15/2021	STREICHER'S			
S1439778					
		201-2110-45800	OTHER EQUIPMEN	\$2,235.00	OTHER EQUIPMENT
		Total for STREICHER'S		\$2,235.00	
52033	06/15/2021	THOMSON REUTERS-WEST PUBLISH			
844468638					
		101-2110-44360	INVESTIGATIONS	\$159.54	INVESTIGATIVE SUITE
		Total for THOMSON REUTERS-WEST PI		\$159.54	
52034	06/15/2021	TIMESAVER OFF SITE SECRETARIAL			
M26493					
		101-1400-42310	CONTRACTED SER	\$187.00	CONTRACTED SERVICES
		Total for TIMESAVER OFF SITE SECRE1		\$187.00	

City of Wyoming Check Detail Register

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52035	06/15/2021	TOWN & COUNTRY DISPOSAL			
07012021					
		101-5500-43840 REFUSE		\$21.00	1715 WYOMING LIBRARY
		101-1400-43840 REFUSE		\$137.66	804 CITY OF WYOMING
		101-5200-43840 REFUSE		\$125.31	930 WYOMING CITY GARAGE
		101-3100-43840 REFUSE		\$92.14	803 CITY OF WYOMING
Total for TOWN & COUNTRY DISPOSAL				\$376.11	
52036	06/15/2021	UNION HOUSE INC.			
00047775					
		101-2110-42100 OPERATING SUPPL		\$260.00	OPERATING SUPPLIES
Total for UNION HOUSE INC.				\$260.00	
52037	06/15/2021	VERIZON			
9880691088					
		101-3100-43210 TELEPHONE		\$454.29	TELEPHONE
		101-1400-43210 TELEPHONE		\$167.12	TELEPHONE
		101-2400-43210 TELEPHONE		\$83.56	TELEPHONE
9879903237					
		602-9425-43210 TELEPHONE		\$80.06	MACHINE-TO-MACHINE
Total for VERIZON				\$785.03	
52038	06/15/2021	VICTORY AUTOMOTIVE SERVICE			
801662					
		101-2110-43900 VEHICLE MAINTEN		\$137.64	VEHICLE MAINTENANCE
801589					
		101-2110-43900 VEHICLE MAINTEN		\$40.26	VEHICLE MAINTENANCE
801585					
		101-2110-43900 VEHICLE MAINTEN		\$21.90	VEHICLE MAINTENANCE
801604					
		101-2110-43900 VEHICLE MAINTEN		\$23.91	VEHICLE MAINTENANCE
Total for VICTORY AUTOMOTIVE SERV				\$223.71	
52039	06/15/2021	PINE COUNTY LICENSE CENTER			
05272021					
		101-3100-43900 VEHICLE MAINTEN		\$1,880.18	VEHICLE MAINTENANCE
05192021					
		601-9425-43220 POSTAGE		\$4.80	POSTAGE
		601-9425-43220 POSTAGE		\$45.05	POSTAGE
Total for USPS				\$1,930.03	
52040	06/15/2021	HOME DEPOT			
05052021					
		101-2400-42000 SUPPLIES - OFFICE		\$26.75	SUPPLIES - OFFICE/COPY/COMPUTR
05262021					
		101-1400-43220 POSTAGE		\$16.00	POSTAGE
05212021					
		101-1400-43220 POSTAGE		\$640.15	POSTAGE
Total for USPS				\$682.90	

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06152021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52041	06/15/2021	ABRIVO			
27112					
	205-2110-42100	OPERATING SUPPL		\$81.79	OPERATING SUPPLIES
MAY 2021					
	101-2110-44360	INVESTIGATIONS		\$9.99	INVESTIGATIONS
05062021					
	101-2110-43220	POSTAGE		\$34.46	POSTAGE
Total for UPS				\$126.24	
52042	06/15/2021	AMAZON			
112-4625323-7874667					
	101-2110-42100	OPERATING SUPPL		\$42.84	OPERATING SUPPLIES
112-2965410-6249064					
	101-2110-42000	SUPPLIES - OFFICE		\$32.20	SUPPLIES - OFFICE/COPY/COMPUTR
112-8330614-3675457					
	101-2110-42100	OPERATING SUPPL		\$32.19	OPERATING SUPPLIES
112-1878556-1633838					
	101-2110-42100	OPERATING SUPPL		\$8.99	OPERATING SUPPLIES
11269024872737069					
	101-2110-42100	OPERATING SUPPL		\$21.35	OPERATING SUPPLIES
000010					
	205-2110-42230	CRIME PREVENTIC		\$107.86	CRIME PREVENTION
72096700099015					
	101-2110-42080	TRAINING AND IN		\$534.80	TRAINING AND INSTRUCTION
Total for TRAVELOCITY				\$780.23	
52043	06/15/2021	WILLIAMS SCOTSMAN, INC.			
9010556964					
	101-3100-44100	RENTALS (EQUIPM		\$419.40	RENTALS (EQUIPMENT)
Total for WILLIAMS SCOTSMAN, INC.				\$419.40	
52044	06/15/2021	WOSIKA FARM & GARDEN			
2103					
	101-3100-42250	LANDSCAPING MA		\$360.00	LANDSCAPING MATERIALS
Total for WOSIKA FARM & GARDEN				\$360.00	
52045	06/15/2021	XCEL ENERGY			
734510172					
	101-3100-43860	STREET LIGHTS		\$5,458.64	STOP LIGHTS
Total for XCEL ENERGY				\$5,458.64	

City of Wyoming Check Detail Register

9/9
June 11, 2021 01:00 PM
User: ssaxe
DR: Wyoming

06152021

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

General Checking Account 10100

Total Amount Being Paid: \$656,551.83

Total Number of Checks: 59

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad

For Check Dates 06/08/2021 to 06/08/2021

Check Number Name		Check Date
51986 PACIFIC LIFE INSURANCE		06/08/2021
Item Code	GL Number	Amount
ROTH	101-0000-21712	230.77
		<u>230.77</u>
51987 LAW ENFORCEMENT LABOR		06/08/2021
Item Code	GL Number	Amount
UNION POLICE	101-0000-21713	381.00
		<u>381.00</u>
EFT775 SELECTACCOUNT,		06/08/2021
Item Code	GL Number	Amount
DEP CARE	101-0000-21711	0.00
FSA CONT	101-0000-21711	0.00
HSA CONT	101-0000-21707	1,708.08
		<u>1,708.08</u>
EFT776 P.E.R.A.,		06/08/2021
Item Code	GL Number	Amount
CORD PERA	101-0000-21704	2,757.63
DCP PERA	101-0000-21704	0.00
DCP PERA MATCH	101-0000-21704	0.00
PERA CITY MATCH	101-0000-21704	3,181.87
PF PERA	101-0000-21704	3,610.95
PF PERA CITY	101-0000-21704	5,416.43
		<u>14,966.88</u>
EFT777 INTERNAL REVENUE SERVICE,		06/08/2021
Item Code	GL Number	Amount
FITW	101-0000-21701	6,713.91
MEDICARE_EE	101-0000-21703	992.63
MEDICARE_ER	101-0000-21703	992.63
SOCSEC_EE	101-0000-21703	2,465.41
SOCSEC_ER	101-0000-21703	2,465.41
		<u>13,629.99</u>
EFT778 STATE OF MINNESOTA,		06/08/2021
Item Code	GL Number	Amount

Check Number	Name	Check Date
SITW	101-0000-21702	2,902.16
		2,902.16

General Checking Account 10100
Total Amount Being Paid: \$33,818.88
Total Number of Checks: 6

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad



Council Report

June 9, 2021

Mayor Iverson and City Council Members

Re: Public Safety Activity Report for June 15th, 2021 City Council Meeting

Public Safety has returned to full and normal operations since the COVID restrictions have relaxed. Our lobby is fully opened to walk-in service, including fingerprinting requests. Both the Fire and Police Division have returned to in-person training and we will be allowing employees to reconvene outside organization training classes in-person.

Community traffic has returned to its normal levels as compared to this time last year, we will be implementing strategies to ramp up our traffic enforcement efforts this summer as well. We have also returned all our community events and engagement activities, and thus far seeing increased participation. Our calls for service are up 562 calls in the first five months of 2021 compared to 2020.

Our Crime Analyst will transition to full-time at the end of the month, we are looking forward to getting her to full-time hours as the position has expanded to include property technician and technology support. We have also moved some personnel around as part of our employee development initiatives. Officer Thomas has been reassigned to patrol and Officer Peltier has been assigned to the Investigator role.

Paul Hoppe
Public Safety Director



PUBLIC SAFETY

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



CAD Summary Report

Printed On: 06/09/21 12:17

Wyoming

	05/21	06/21	Total
911 Hangup or Open Line	1	4	5
Abandoned Vehicle		1	1
ALARM-Commercial	1	4	5
ALARM-Residential	1		1
All Pedestrian		1	1
ANIMAL-Animal at Large	3		3
ANIMAL-Found		1	1
ANIMAL-Lost	1	1	2
ANIMAL-Neglect/Abuse	1		1
ASSAULT (in progress)		1	1
Assist Other Agency	4	4	8
Attempt to Locate		1	1
Backgrounds/Fingerprints	1		1
Burning Complaint		2	2
CHECK-Area	28	21	49
CHECK-Business	13	29	42
CHECK-Park	25	21	46
CHECK-Residence	2		2
CHECK-the welfare		5	5
Child Protection/Neglect	1		1
Civil Complaint	2		2
Community Policing		1	1
CRASH-Personal Injury		1	1
CRASH-Property Damage ONLY	1	4	5
CRASH-Veh vs Animal (Deer)		1	1
Detail/Activities		10	10
Dispute	1	2	3
Disturbance (in progress)	1	1	2
DOMESTIC-physical (in progress)	1		1
DOMESTIC-physical (not in progress)		1	1



CAD Summary Report

Printed On: 06/09/21 12:17

	05/21	06/21	Total
Driving Complaint	3	6	9
Dumping/Littering Complaint		1	1
Extra Patrol		1	1
FIRE Call		3	3
FOUND-Property		1	1
Gun Complaint/Shots Fired	1		1
Gun Permit		3	3
Harassment	1		1
HAZMAT Spill or Release		1	1
Informational ICR	3	3	6
Intoxicated Driver		1	1
Intoxicated person	1		1
JUVENILE-Pornography		1	1
Mail Tampering		1	1
MEDICAL	5	11	16
Motorist Assist		1	1
Noise Complaint		1	1
OFP/HRO/NCO Violation (not in progress)		1	1
Ordinance Violation/Peddler Complaint	1		1
Parking Complaint		1	1
Public Assist	3	5	8
Road Hazard		1	1
SIRENS-Civil Defense TEST		1	1
SQUAD CHECK	11	18	29
Stoparm Violation		1	1
Suicidal Person	1	1	2
Suspicious Activity	1	6	7
Suspicious Person		1	1
Suspicious Vehicle		5	5
Test or Voided ICR		1	1



CAD Summary Report

Printed On: 06/09/21 12:17

	05/21	06/21	Total
THEFT (not in progress)		2	2
THEFT-OF Vehicle (not in progr		1	1
THREATS (not in progress)		1	1
Traffic Enforcement/Radar	13	15	28
TRAFFIC Stop	22	24	46
Training	1		1
TRESPASS Complaint (in progress)		1	1
TRESPASS Complaint (not in progress)	1		1
Vehicle Lockout		2	2
Vehicle Repo		1	1
WALKAWAY from Facility		1	1
WARRANT-Attempt		1	1
Total	156	243	399



June 9, 2021
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: JUNE 15, 2021 CITY COUNCIL MEETING

Dear Mayor and Council Members:

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

Wyoming Drug

A permit application has been submitted to remodel the interior of the building, primarily the pharmacist's area. The remodel includes eliminating the entry facing Forest Boulevard and replacing it with a small entry vestibule on the north side of the building. The work does not require Site Plan Review approval by the City Council.

Widseth Office Building

The building permit has been issued to remodel the interior of the building. The remodel is phase 1; they also intend to construct a garage addition on the east side of the building and to redo the parking lot to meet ADA requirements.

Gopher State Mini-Storage

Work is complete on the second storage building. The final grade and hardscaping are still remaining

Maranatha Radio Tower

The radio tower has been erected. The foundation for the tower has been placed. The permit for the radio tower antenna has been issued.

Midco Data Center

The Temporary Certificate of Occupancy expires soon, the general contractor has been contacted to wrap the project up.

Wyoming Grange Daycare

Construction has been confined to the bathrooms and the west end of the space, so that a temporary Certificate of Occupancy can be issued and the daycare can open. The building permit has been issued to remodel the former Galleberg Chiropractic office into a daycare facility.

CU Recovery Parking Area Expansion

Ponding areas have been seeded and blacktop with parking lanes has been done as well. The contractor has not scheduled a final inspection.

260th Street Water Tower

Antennas on the temporary poles are being placed back on to the water tower; the steel tower has been removed.

Planning Commission

The Planning Commission held a public meeting to consider the request of PMI Construction Services and Widseth Smith Nolting to construct a garage addition and redo the parking lot. This is a separate agenda item.

Sincerely,

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



DEPARTMENT OF BUILDING SAFETY

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

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

www.eckberglammers.com

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

Writer's Email:
tloonan@eckberglammers.com

June 9, 2021

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

Delivered via Email

Re: City of Wyoming
Status Update for the Period of – May 28, 2021 – June 9, 2021

Dear Robb:

Our office is assisting the City in preparation of legal documents for the Heims Lake Development and responding to legal concerns relating to other development and general real estate matters in the City. We are advising the City relating to questions regarding City contracts and continue to provide legal assistance relating to the COVID-19 Pandemic. We continue our general counsel role of fielding questions and addressing general concerns raised by City staff relating to any other legal matters relevant to the City.

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

Very Truly Yours,

s/ Thomas R. Loonan

Thomas R. Loonan
City Attorney

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

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



Engineer's Report

June 11, 2021

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

Re: June 15, 2021 City Council Meeting
WSB Project No. 015228-000

Dear Mayor and Council Members:

This engineers 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.

2020 Street Improvement Project

Project is substantially complete. Staff has prepared a punch list and Dresel Contracting is completing this work. Final payment will be made once vegetation is established and all punch list items have been addressed. With the dryer spring, grass planted in the last two stages that was not growing last fall was slower to establish this spring due to the dry conditions. With recent rains the grass in these areas are coming in much better. Unfortunately, weeds started to grow prior to the grass being established and may need to be treated by the contractor.

2021 Street Improvement Project

City Council held the public hearing and authorized the preparation of plans and specifications. Staff has finalized the plans and specifications and have received the authorization to advertise for bids at the May 4th City Council meeting. Award of contract is expected to be brought to the first meeting in July. Construction is anticipated to start as early as late July. East Viking Improvements will be completed by that point.

TH 61 and East Viking Sanitary Sewer Upsizing Project

The following is the construction update for the week of June 14, 2021:

1. East Viking Boulevard from Forest Boulevard to Fallbrook Avenue is open to traffic, however MnDOT will begin work in this area as part of the TH 61 improvements.

2. MnDOT plans to follow the City project by completing the pavement milling and begin signal construction at Fallbrook Avenue.
3. Construction in the Stage 3 (between Forest Boulevard and Fenwick Avenue) will include grading of the roadway subgrade, building the aggregate base in preparation of curb construction. Curb work is planned to begin in the middle to end of next week.
4. Following curb construction crews will prepare for sidewalk construction, grading the roadway aggregate base in preparation for the first lift of pavement, and driveway work.
5. Detours will remain for Stage 3 construction (Forest Boulevard to Fenwick Avenue) with traffic diverted around the construction zone from TH 61 (Forest Boulevard) to CSAH 22 (Wyoming Trail) to Forli Avenue to East Viking Boulevard.

Regional detours will remain in place for MnDOT's work on TH 61 between TH 8 and I-35.

All construction schedules stated are weather dependent. Precipitation events may delay the contractors work schedule as stated.

Summer Fields Development

Site grading, sanitary sewer, watermain and storm sewer for the initial phase is complete. The initial phase of this development consists of 19 lots. Street Construction is underway with aggregate base and concrete curb and gutter already installed. Bituminous pavement is expected to be placed early June.

The developer has provided preliminary plans for the second addition of Summer Fields. The second addition consists 21 lots on the east side of Kettle River Boulevard. The second addition will have excess material from the grading process. This material will be placed on the west side of Kettle River, forming an additional 18 lots. These are not proposed to be platted with the second attrition. Mr. Moxness indicated he would be formally submitting plans and applying for final plat for the 2nd Addition in early to mid-June.

Preserve at Comfort Lake

Staff has prepared a punch list for the contractor to compete and have worked with the contractor to address a few remaining items related to the roadway work they performed on the existing Heritage lane. The contractor is anticipating placing the final layer of asphalt in June or July of 2021.

Heims Lake Villas North

Staff is awaiting revised plans from the developer. Staff has not heard any further status updates from the development team.

Comprehensive Plan

Staff has completed the utility sections updates and are currently finalizing the transportation section for the Planning Commission review. Staff discussed with the planning commission the parks/trails section of the plan and discussed the plan is lacking a clear vision. The planning commission wanted to have the Parks Commission take this up and review. Staff had met to discuss this further on 6/10 and staff will be provided some recommended action items for consideration in the near future.

Wetland Banking Project (Former Golf Course Property)

Staff has met with the applicants engineer to further review and discuss aspects of the wetland banking project on Monday, April 19th. The applicant has developed more detailed engineering analysis and staff will learn more about what the applicant is pursuing. Staff had made some suggestions allowing more flexibility for future roadway connection and preserving additional buildable land. The developer has reflected these modifications with their preliminary plat. Staff will continue to work with the applicant on various infrastructure needs for the development of the remaining upland property.

Council has recently approved the rezoning, Conditional use permit, and preliminary plat. The applicant is preparing a sketch plan for the two outlots and will be meeting with City staff to review the week of June 15th.

Local Road Improvement Grant

Staff has submitted a Local Road Improvement Program application for East Viking Boulevard. Award Notification were scheduled to come out in early to mid-May but due to the high volume of applications (421) the review and scoring is taking longer than expected. The City of Wyoming was not selected for LRIP funding.

Aadland Development

Site grading has started. We expect grading to occur well into June, followed by storm sewer construction, and street construction likely in July.

Hallberg Storage

Staff has received an application for review related to a new storage facility. Staff will be finalizing our review for this item. Wyoming planning commission is scheduled to review this item at their June 22nd meeting.

Diamond Ridge Development

The previous plat consisted of 6 single family lots at the end of 261st Street and will connect to Emerald Avenue. Staff has provided comments on the construction plans and have also prepared a draft development agreement. Staff received the revised construction plans and the applicant was not able to meet the various requirements. Staff suggested a few areas where the applicant may want to consider applying for variances to help address some issues they were facing. Various setback (front yard and wetland) were discussed via a concept plan at the April 13th Planning Commission meeting for a 10-lot subdivision. Feedback was provided to the applicant and we have since received an email from the applicants engineer with additional questions.

Most recently, staff received a concept with only constructing a cul-de-sac with three lots to make the project more feasible from a financial standpoint. Staff will continue to work with the applicant on this project. It appears a lot depth to width ratio would be required for their latest attempt.

East Viking Bridge over the Sunrise River

Staff is pleased to share that we have been notified that this project has now been funded for the bridge components. As previously stated, the bridge bonding only covers the actual bridge

structure, not the roadway leading to it, or guard rails etc. It is estimated the bonding we have received will offset the City responsibility for this bridge replacement by \$260,000. In order to utilize these funds staff is recommending replacement in 2022.

Annual Bridge Inspections

Wyoming Annual Bridge Inspections have been completed. MNDOT had a load rating completed for the bridge over the Sunrise River and the result was slightly restricting the weight from what it is currently posted at.

Thank you for the opportunity to update the council on current matters in the City.

Sincerely,

WSB and Associates, Inc.

A handwritten signature in black ink that reads "Mark A. Erichson". The signature is written in a cursive, flowing style.

Mark A. Erichson, PE



City Council Report

Mayor Iverson and City Council Members

Public Works Report for June 15th, 2021 Council Meeting

Honorable Mayor Iverson and City Council Members,

The heat wave continues and Public Works has been pothole patching the first half of the day. We have a few concrete sidewalks that heaved up from the heat and we have put up cones and will be fixing them shortly.

The well at Goodview Park will need some attention as we believe a check valve is leaking. We are receiving estimates for the repair. More Park signs received flowers and mulch.

The street Sweeper is ordered and we expect its delivery soon. The VacCon is also almost completed.

Public Works has been chosen as an award recipient for the 2021 Environmental Leadership Award. We will be accepting the award at the August 4th, 2021 salt symposium. I will be sending the committee more information on what motivated us to reduce our salt use. Thank you all for your commitment to support Public Works with the resources we needed to fulfill this project.

Sincerely,

Chuck Almhjeld

Public Works Superintendent

Parks:

I met with WSB on Swenson Park moving forward

Receiving estimates for garbage cans and picnic tables

Public Works working on park signs with flowers and mulch.

Sanitary Sewer:

Daily Rounds have been completed.

Railroad Boulevard sewer repair scheduled in two weeks

Waiting for jetting truck rehabilitation for sewer line cleaning.

Water:

Daily and monthly water tests have been completed

Correspondence continues from MDH on Coronavirus

Public Works started painting some hydrants.

Streets:

Dead or trouble boulevard trees continue to be removed or pruned.

Stump grinding completed for now.

Pothole patching continues

Received estimates on crack sealing, overlayment patching, and RePlay quotes for 2021.

Screed box has been delivered, we will be completing a video on potholes with Kelly.

Surface Water:

Large culvert by Hawk Meadows is being monitored and Public Works has been keeping it open.

Street Sweeper has been ordered.



WYOMING PUBLIC WORKS

P.O. Box 188, 26490 Faxton Ave. Wyoming, MN 55092
Phone: 651-462-0580 Fax: 651-462-0581

CITY OF WYOMING Planning Commission

TO: City Council
FROM: Tom Ramler-Olson, City Planner
Fred Weck
MEETING DATE: June 15, 2021
RE: Site Plan Review of Project at 5368 266th Street
APPLICANT: PMI Construction Services
OWNER: Widseth Smith and Nolting (WSN)
PROPERTY: PIN 210022600
FILE NO.: Sp-21-001

Requested Action

PMI Construction Services (“applicant”), on behalf of Widseth Smith and Nolting (“property owner”), is requesting a site plan review of a proposal to improve the property 5368 266th Street (“subject property”). Plans provided by the applicant show an expansion to the existing office building along its east side to add a garage for storing engineering and surveying equipment and vehicles. Other improvements proposed by the applicant include a new semicircular driveway from Felton Ave that will provide access to the new garage, resurfacing the subject property’s parking lot, replacing parking lot lighting, and replacing stretches of walkway around the building.

Overview

Comprehensive Plan and Zoning

The subject property is zoned Central Business (CB) whose purpose is described in Division 9 of Article V in the Zoning Ordinance. That purpose is as follows:

“The Central Business district is designed and intended as a specialized district directed to serve the pedestrian in a compact central area of the city. The CB district will provide for high-density shopping and stressing interaction of people and businesses rather than being heavily oriented toward the use of automobiles.”

The subject property is guided City Center in the currently adopted Comprehensive Plan. It describes the City Center land use category thusly:

“The City Center is the location presently known as “downtown” Wyoming and is located east of I-35. City Center is intended to be a developed relatively densely with retail and service businesses, the City Hall, County library and, potentially, high-density housing (apartments).”

A land use objective described in the Comprehensive Plan is to “create a stronger “Downtown Wyoming” that includes shops, offices, high-density housing and public facilities.”” Another applicable land use objective is the following:

“Increase and Improve Commercial and Employment Development: Plan for and allow the creation of additional stores, offices and industries consistent with this comprehensive plan and regulated by a new zoning ordinance. Diversify the range of local employment opportunities. Attract well-paying jobs plus goods and services that are needed locally.”

As its primarily an expansion of the existing structure, the proposal retains its location on the property, setback over 110 feet from the front property line along 266th Street. It also maintains the existing size and location of the parking lot that fronts the building along 266th.

Landscaping and Screening

Numerous alterations are planned to accommodate the proposed garage, access drive, and other work on site. For instance, the applicant is proposing to remove several trees located along the east side that abuts Felton Ave and across the road from a residential district. Per Section 40-556 (3), the applicant is allowed to remove those trees as some are within 15 feet of the proposed driveway on Felton Ave and the others are within 15 feet of a drainage pond. Section 40-555 (1) (a) 4. states that a landscape plan is required when significant trees exist on the site, the contents of which must include items listed in Section 40-555 (1) (b). The applicant has not provided that landscape plan but must do so to comply with the Ordinance. That landscape plan must show a minimum of one overstory tree and two understory trees per 1/10th acre. Other landscaping requirements are listed in Section 40-555 (2).

The removal of the four trees described above will leave the parking lot even more exposed to homes to the east than the current condition. Section 40-720 requires that commercial uses that abut a residential district or are separated from a residential district by only a street other than a collector or arterial shall provide screening along any adjacent side. Section 40-674 goes on further to require that all parking lots with spaces for four (4) or more cars be screened and landscaped from abutting residential uses or districts by a wall, fence, or densely-planted compact hedge or tree cover not less than four (4) feet in height. These conditions should also be addressed in the requested landscape plan.

Drainage

The subject property is located outside of the Comfort Lake Forest Lake Watershed District and will not require permitting through the CLFLWD. Water quality requirements are not triggered based on the proposed increase in impervious cover; however, rate control must be demonstrated for the site. Based on the information provided, it is not clear if rate control is being met.

The applicant is proposing two stormwater basins near the expansion to provide rate control for the site; however, based on the information provided, it is unclear if the basins are proposed to infiltrate. If the applicant is proposing to infiltrate within the basins soil borings or other documentation on the soils should be provided to confirm the basins will infiltrate as designed and to confirm the site will meet rate control requirements.

The emergency overflow elevations and locations for both basins should be noted on the plans. The emergency overflow should be a minimum two feet below the adjacent low building opening to meet freeboard requirements.

The finish floor elevation (FEE) of the proposed garage differs in elevation on sheets C6.0 and C6.0A. The FFE should be consistent on all plan sheets. The FFE should be set at a minimum of 903.15 in order to meet freeboard requirements with respect the adjacent basins.

Seeding should be updated to be shown over the entire south basin if it is proposed as an infiltration basin. It is recommended the applicant seed the basins with a native MnDOT seed mix suitable for wet conditions rather than residential turf.

Garbage Enclosure

Removal plans provided by the applicant show removal of a garbage enclosure to accommodate the garage access drive. However, a replacement for the garbage enclosure is not shown on the site plan or any other drawing. Section 40-723 requires that trash containers provided in conjunction with commercial uses be screened by an enclosure constructed on three (3) sides with break-off block, face brick, or masonry. Other design standards are described further in that Section of the Ordinance.

Access

The City Street Superintendent reviewed the plans and the new driveway access on Felton Ave and saw no issues with what is being proposed.

Existing conditions show there are no sidewalks along any side of the subject property that abuts the right-of-way. They also show a concrete walkway that connects the main access to the edge of the abutting right-of-way, Felton Ave. The applicant plans to remove that walkway, and there are no plans to replace it, which leaves the only access point to the main entry at the driveway entrances to the parking lot. Section 40-690 requires that pedestrian access be provided onto the site. The access should be provided in such a way that minimizes the conflict between pedestrians and traffic at all points of pedestrian access to on-site parking and building entrances. The site plan drawing shows a new walking path between the principal structure and the parking lot. However, it is designed to be only five feet in width, which conflicts with Section 40-692 (2) that states that walkways will be a minimum of 6 feet of unobstructed width.

Lighting

The applicant is proposing to replace lighting along the perimeter of the parking lot. However, a lighting plan did not accompany their application per requirements of Section 40-82. A lighting plan must be provided and consistent with the provisions found in Section 40-565 (2). It must also contain information listed in Section 40-567.

Signs

The owner is moving onto the site from their current location. At their current location, they have signage on the building and a freestanding sign. If the owner plans to install the same signage at the subject property, they will need to provide a signage plan which is required for site plan review per Section 40-82. Any proposed signs must be consistent with standards described in Article VII Division 28.

Site Plan Review and Staff Comments

Per Section 40-80, all applications in the CB District shall be reviewed under the site plan approval process. Standards to be considered for evaluating a site plan are listed in Section 40-86. Those standards are shown below with staff comments in *italics*.

- (1) Consistency with the various elements and objectives of the City's long range plans, including, but not limited to, the Comprehensive Plan

*The proposal is not a full redevelopment; it maintains the existing office use of the structure on the subject property. It improves upon some of the existing conditions by increasing usable space for a new occupant that will allow them to provide better services to their clients and add jobs to the City's Downtown. **This standard has been met.***

- (2) Consistency with the purposes of this Code

*The proposal plans to remove four trees, leaving the parking lot on the subject property exposed to residences and pedestrians to the east and is consequently counterproductive to the walkable nature that the CB District is encouraging. It also removes a walking path that connects pedestrians to the main entrance, further compromising the walkability of the immediate area. These deficiencies have been noted and there is a request for plans to address these issues. **This standard has not been met.***

- (3) Preservation of the site in its natural state, insofar as practicable, by minimizing tree and soil removal, and designing any grade changes so as to be in keeping with the general appearance of neighboring developed or developing areas

*While the applicant has yet to provide a landscape plan, the applicant is proposing to remove only the vegetation that is needed to accommodate the driveway off of Felton Ave. The plan maintains other plantings, such as those along both sides of the parking lot. **This standard has been met.***

- (4) Creation of a harmonious relationship of buildings and open spaces with the terrain and with existing and future buildings having a visual relationship to the proposed development

*The proposed improvements, including the building addition, will not disrupt the existing harmony of other buildings within the area. **This standard has been met.***

- (5) Creation of a functional and harmonious design for structures and site features including:

- a. Creation of an internal sense of order for the various functions and buildings on the site and provision of a desirable environment for occupants, visitors and the general community
- b. Appropriateness of the amount and arrangement of open space and landscaping to the design and function of the development
- c. Appropriateness of the materials, textures, colors and details of construction as an expression the design concept of the project and the compatibility of the same with the adjacent and neighboring structures and functions
- d. Adequacy of vehicular, cycling and pedestrian circulation, including walkways, interior drives and parking, in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian, cycling and vehicular traffic and arrangement and amount of parking so as to be safe, convenient and, insofar as practicable, compatible with the design of proposed buildings, structures and neighboring properties

*The proposal lacks a landscaping plan that must meet requirements of Section 40-555 (2). The applicant must also replace the existing pedestrian path proposed to be removed with a new one. Otherwise, **these standards have been met.***

- (6) Creation of an energy-conserving design through design, location, orientation and elevation of structures, the use and location of glass in structures, and the use of landscape materials and site grading

This standard has been met.

- (7) Protection of adjacent and neighboring properties through reasonable provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light and air, and those aspects of design, not adequately covered by other regulations, which may have substantial effects on neighboring land uses

*To address those aspects of design that have a substantial effect on neighboring land uses such as the residential uses to the east, the applicant has failed to plan a buffer along the east side of the parking lot as required in Section 40-674. There is still outstanding drainage information that the applicant must provide. Also missing is a replacement for the walkway that brings pedestrians on to the site toward the main building entrance. The plans submitted by the applicant also fail to comply with garbage enclosure standards. **This standard has not been met.***

Staff Recommendation

Staff had recommended that the Planning Commission table the request to give the applicant more time to address the following and revise plans accordingly:

1. A lighting plan consistent with provisions found in Section 40-565 (2) and containing information listed in Section 40-567. *(This has been done)*
2. A landscape plan that includes information listed in Section 40-555 (1) (b) and the required tree plantings per Section 40-555 (2).
3. Parking lot screening consistent with Section 40-674.
4. A revised pedestrian walkway proposed between the parking lot and building and new pedestrian walkway to replace the one proposed to be removed, the standards for which are in Section 40-690.
5. A sign plan consistent with standards described in Article VII Division 28
6. All outstanding information related to drainage.

Just prior to the public meeting the applicants submitted responses to the concerns raised in this report.

Planning Commission Recommendation

On June 8, 2021 the Planning Commission publicly heard the petitioner's request for Site Plan Review approval. After hearing testimony and discussion, the Planning Commission made the finding that the proposed addition and parking area meet, or will be able to meet, the standards listed in Section 40-86 subject to the applicant providing information and drawings for the following:

1. A landscape plan that includes information listed in Section 40-555 (1) (b) and the required tree plantings per Section 40-555 (2).

2. Parking lot screening consistent with Section 40-674.
3. That a 5 foot wide pedestrian walkway be provided from the main entrance east to Felton Avenue alongside the U shaped driveway.
4. A sign plan consistent with standards described in Article VII Division 28.
5. All outstanding information related to drainage.
6. Show the direction of flow of the stormwater leaving the emergency overflows for the constructed basins in order to justify the elevation of the garage floor.

The Planning Commission voted unanimously to recommend approval of the Site Plan Review.

The applicant submitted the requested information on June 11th. It is being reviewed by staff and is included with this report.



City Of Wyoming
26885 Forest Blvd., PO Box 188
Wyoming, MN 55092
Phone (651) 462-4947 Fax (651) 462-3938

SITE PLAN REVIEW
LAND USE APPLICATION

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

Property Address: 5368 - 266th Street, Wyoming, MN 55092

Applicant(s) Information:

Name(s) PMI Construction Services
Address 7695 North Shore Circle North
City Forest Lake State MN Zip 55025

Home _____
Work (612) 867-3221
Email pmi@pmihomesinc.com

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

Name(s) Widseth Smith and Nolting (WSN)
Address 6641 Lake Blvd.
City Forest Lake State MN Zip 55025

Home _____
Work (651) 464-3130
Email tim.m.houle@widseth.com

Owner(s) Signature(s) X *Timothy M. Houle*

Date May 14, 2021

Legal description of property: Lots 6,9,12, Rogers Addition

Property Identification Number: R.21.00226.00 Present zoning: Commercial

Present use of property: Property is currently vacant. Former use was Fairview medical clinic

Proposed use of property: Proposed use is office space for engineers and architects

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

1. A detailed site plan showing the information listed in Section 40 - 82, 1-6 as well as the following:
 - a. The grading and drainage plan must be designed in accordance with Article VII, Division 21 of the Zoning Ordinance and the City of Wyoming Surface Water Resource Guidance Document.
 - b. Elevation drawings of all sides of the proposed building to show compliance with the architectural standards of the zoning district the use will be located in.
 - c. Landscaping and Screening in accordance with Article VII, Divisions 14 & 26.
 - d. Lighting Plan in accordance with Article VII, Division 15.
2. A letter explaining the proposed use and how it will be operated.
3. Applications for uses described in Article VI, Divisions 7, 18, & 19 and Article VII, Divisions 2, 8, 10, 17-20, and 25 of the Zoning Ordinance must include the information necessary to show compliance with the applicable section of the ordinance.
4. Applications for uses that are within the Highway 8 Overlay District or that utilize Highway 8 for access must include the information necessary to show compliance with Article VI, Division 14 of the Zoning Ordinance.
5. The application fee and escrow must be paid at the time of application. The fee is not refundable. The unused portion of the escrow will be returned to the applicant.
6. Any other information deemed necessary by the Zoning Administrator or Planning Commission.

Signature of applicant(s) *Timothy M. Houle* Date May 14, 2021

As the applicant for this request, I agree to reimburse the City for all expenses incurred by the City in employing planning, engineering, legal, and other professional consultants in reviewing this application. This may include the replenishment of any escrow funds as required as part of this application. Such costs shall be paid by me, the applicant, regardless of the outcome of the review and prior to commencing any work on the project. All of Article V, Division 4, Site Plan Review is attached to this application and by signing this application, the applicant acknowledges that it has been read and understood.

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

Application # Sp-21-001 OFFICE USE ONLY Date Application Received 5/17/21
Date Complete Application Received 5/17/21 60 Days 7/16/21 By: *LIE NEW*
Fee **\$220.00 + Escrow \$1,000.00** Date Paid 5/17/21 Check # 14908
Official

MEMO

Date: June 10, 2021
To: City of Wyoming Staff, Consultants, Planning Commission, and City Council
From: Tim Houle
Subject: Responses to Site Plan Review - new Widseth office - City File No. Sp-21-001

Widseth would like to thank the City, its Staff, its Consultants, and the Planning Commission for reviewing our proposed new office at 5368 – 266th Street (the old Fairview Clinic building and site) and the discussion at the Tuesday, June 8, 2021 Planning Commission meeting.

As indicated at the PC meeting, our building project is split into two phases - mainly related to the Permits needed. Phase 1 is the rehabilitation / remodeling of the existing building (already reviewed and approved by Staff).

This Phase 2 Application relates to adding a garage, corresponding U-drive, and stormwater basins on the east side of the building / parcel and updating the present parking lot and front sidewalk to meet present-day Americans With Disabilities Act (ADA) requirements.

In reviewing the Staff Report, the good news – and thank you for this – is that there were no objections or problems with adding the garage and the U-drive.

However, there were several comments and requested pieces of information, so, we understood the reasons for Staff to recommend tabling the Application.

As mentioned at the Planning Commission meeting, these improvements are very time dependent.

As most have heard, there are building material supply chain and pricing challenges that have defied historical construction processes and practices. In the past, suppliers would send out advance notice of price increases. Many have discontinued this practice. In the past, one could order material and lock in a price. Many have discontinued this practice and they inform you of the price you will pay when the material is delivered. All of this on top of the much longer lead times to obtain materials. Individually, these are historically unheard-of situations, especially more so when they are combined. Weather will also start to impact the completion of the U-drive, parking lot re-paving, and site work. None of us want this site to sit not finished over the winter.

Thus, we appreciate the discussion with the Planning Commission and their recommendation to the City Council to approve the application contingent on receiving the requested information.

We offer the following responses and comments to the June 8, 2021 Staff Report:

Landscaping and Screening (page 14 of 30)

1st ¶: As shown on the enclosed Sheet C4.0, there are 9 trees presently on the site; 10 if you count the small one by the old garbage enclosure. There are 3 on the west side and 6 on the east side.

With the improvements, we will have approximately 4/10ths of an acre of green space. Setting aside overstory and understory differences for a moment, based on the present requirements of 3 trees per 1/10th acre, we would need (3 trees per 1/10 x 4/10 =) 12 trees. This is 3 more than presently on the site.

As shown on Sheet L1.0 and Sheet L2.0, we are replacing the 4 trees (1 of them being the small one by the old garbage enclosure) we are removing with several shade trees and numerous evergreen trees.

We believe this meets the requirements of the City Code.

2nd ¶: The City Code gives options - wall, fence, or vegetation (all > 4 feet in height) - for screening between the residential district on the east side of Felton Avenue and our existing parking lot.

Our initial inclination is that a wall would not fit with the visual nature of this area (and maybe not a fence either).

Thus, we are providing a juniper hedge along the east side of our existing parking lot.

We believe this meets the requirements of the City Code.

Drainage (pages 14 and 15 of 30)

1st ¶: We apologize for not submitting a Drainage Report or a narrative explaining how we are handling stormwater.

The existing building drainage / runoff will continue to be captured by roof drains, piped inside to a common header in the basement, discharged to the grate inlet / manhole west of the northwest corner of the existing parking lot, and continuing into the Hwy / City storm sewer system as before.

The existing parking lot drainage / runoff will continue as before towards 266th Street and into the storm drainage grates along the Street (reconstructed a few years ago).

The existing grass drainage on the east side of the site slopes to the east into Felton Avenue, some going north and some going south into storm drainage grates along the Avenue (reconstructed a few years ago).

On the east side, we are constructing a new garage and a new U-drive. As we attempted to show on the enclosed Sheet C6.0 and Sheet C6.0A, we are directing all of the new impervious garage runoff (including the previous grassed / pervious runoff in this area that used to go to Felton Avenue) to a new south grassed stormwater basin. We are directing just about all of the new impervious U-drive runoff (including the previous grassed / pervious runoff in this area that used to go to Felton Avenue) to new north and south grassed stormwater basins. There are small portions of the U-drive accesses downstream of the valley gutters that will drain onto Felton Avenue.

With this layout, we believe we are not increasing the runoff into Felton Avenue / off the site. Thus, no rate control is necessary.

Before continuing, there was a question about possibly taking new impervious drainage to the west (the area along the highway has a bit of a depression) and avoiding removing some of the trees and excavating stormwater basins on the east. Due to the grades involved, we did not believe this a viable option to pursue.

2nd ¶: We believe we are being conservative in the sizing of the two grassed stormwater basins. As indicated on Sheet C6.0A, the basins are sized to contain the new impervious garage and U-drive volume associated with a 100-year, 24-hour storm event.

While we suspect some infiltration will occur (no soil borings, but, according to the USDA's Web Soil Survey, this area consists of Zimmerman fine sand, so, there could be some infiltration), our volume sizing is conservative and does not count on infiltration.

3rd ¶: Yes, we originally did not indicate emergency overflow elevations and locations for both stormwater basins on the Plans.

On Sheet C6.0A, we have turned on existing spot grades along the west side of Felton Avenue along with indicating overflow elevations for both the south basin and the north basin. These grades show how the street is lower than the stormwater basins and how the basins – in the event of a greater than 100-year, 24-hour storm event or “back-to-back” heavy storm events – would overflow towards the street (i.e. existing grassed areas from this parcel have sloped towards Felton Avenue, and our overflows continue that historical path).

3rd ¶
and

4th ¶: Yes, the garage's finish floor elevation (FFE) does differ between some sheets. The FFE of the garage is shown as 902.6 on Sheets C5.0, C6.0, and C7.0. This elevation corresponds to an existing building stair landing where one would enter from the new garage. Putting a step onto, off of, or in the middle of a landing is not a good idea.

Sheet C6.0A (meant as a calculation Sheet, not a construction drawing) errantly shows the FFE as 903.15. We have updated Sheet C6.0A to show the 902.6 FFE.

Regarding the noted 2 feet freeboard requirement, we understand the concept of and the need to have some level of freeboard.

The highest of the two basin overflow elevations is 901.13 (this is at the north basin; 901.00 for the south basin). We are just shy of 1.5 feet of freeboard to the garage FFE.

The overflows drain to Felton Avenue. The highest spot grade along Felton Avenue is just shy of 900.6 – lower than this to the north and to the south. Using this as a ‘benchmark’, we are at 2 feet of freeboard to the garage FFE.

This Felton Avenue area is relatively flat, and there is no prominent “bowl” or feature that would restrict runoff and cause significant backup into the proposed garage. Thus, we believe it to be a reasonable request that we maintain the new garage FFE at 902.6.

5th ¶: As previously indicated, we are not counting on infiltration. But, according to the USDA's Web Soil Survey, this area consists of Zimmerman fine sand, so, there could be some infiltration, minimizing wet conditions.

We have updated Sheet C7.0 to include a MnDOT seed mix suitable for wet conditions rather than residential turf.

Garbage Enclosure (page 15 of 30)

1st ¶: Yes, correct, we did not indicate a replacement for the garbage enclosure.

We keep our trash and recycling containers in the garage. We plan not to have anything outside the garage. Thus, no garbage enclosure / screening is needed or shown.

Access (page 15 of 30)

1st ¶: Thank you. We believe the U-shaped drive will minimize the potential for turnarounds and headlights towards the residences.

2nd ¶: Yes, we understand wanting walkability in this Zoning District. If we were retail, or a clinic, we would understand providing a pedestrian connection. However, we are not pedestrian orientated.

It was pointed out, though, that we should have a way for our employees to get to Felton Avenue (say, over the noon hour). Or, if we would sell in the future, and a different use came in, it might want some kind of pedestrian access from the front door to Felton Avenue. While our employees can go through the building, via the pedestrian door in the side of the garage, and down the drive to Felton Avenue, we understand about the future user requirement. Thus, we have included a sidewalk from the garage pedestrian door up to the sidewalk next to the parking lot to the front door.

In regard to sidewalk width, we have used a 5 feet width which meets American with Disabilities Act requirements. The Planning Commission seemed fine with this width versus the 6 feet mentioned in the City Code.

Lighting (page 15 of 30)

1st ¶: We have provided a lighting Plan and photometrics showing we are not exceeding the City Code's maximum of 0.4 foot-candles at the property line.

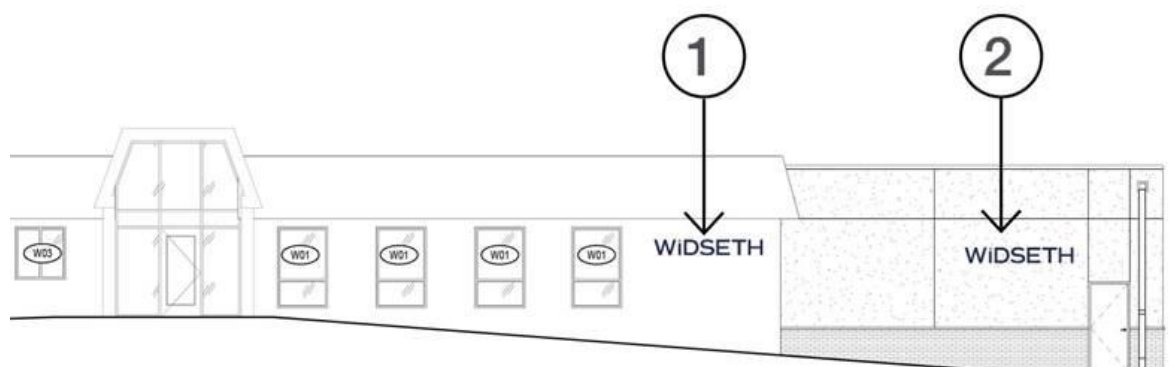
We also have a timer in the building to control the exterior lights.

Signs (page 15 of 30)

1st ¶: Similar to our present location, we plan to have a freestanding (“two-post”) sign off our parking lot and off the corner of Hwy 61 and 266th Street (see Sheet C5.0 and the last Sheet in the enclosed updated Plan set).

Similar to our present location, we plan to have a sign on our building. Right now, we do not have an exact size or location.

Below is our front elevation, with the east side of the existing for No. 1 and the new garage for No. 2. Note, it would only be one of these, not both of them.



See the enclosed Plan (second to last Sheet) for information on our proposed signs, which we understand meet all of the City Codes.

Again, these improvements are very time dependent.

We respectfully request that you approve this Application, obviously contingent on Staff and Consultants reviewing this information and concurring that we met City Codes.

NEW WIDSETH OFFICE

CITY OF WYOMING, MN

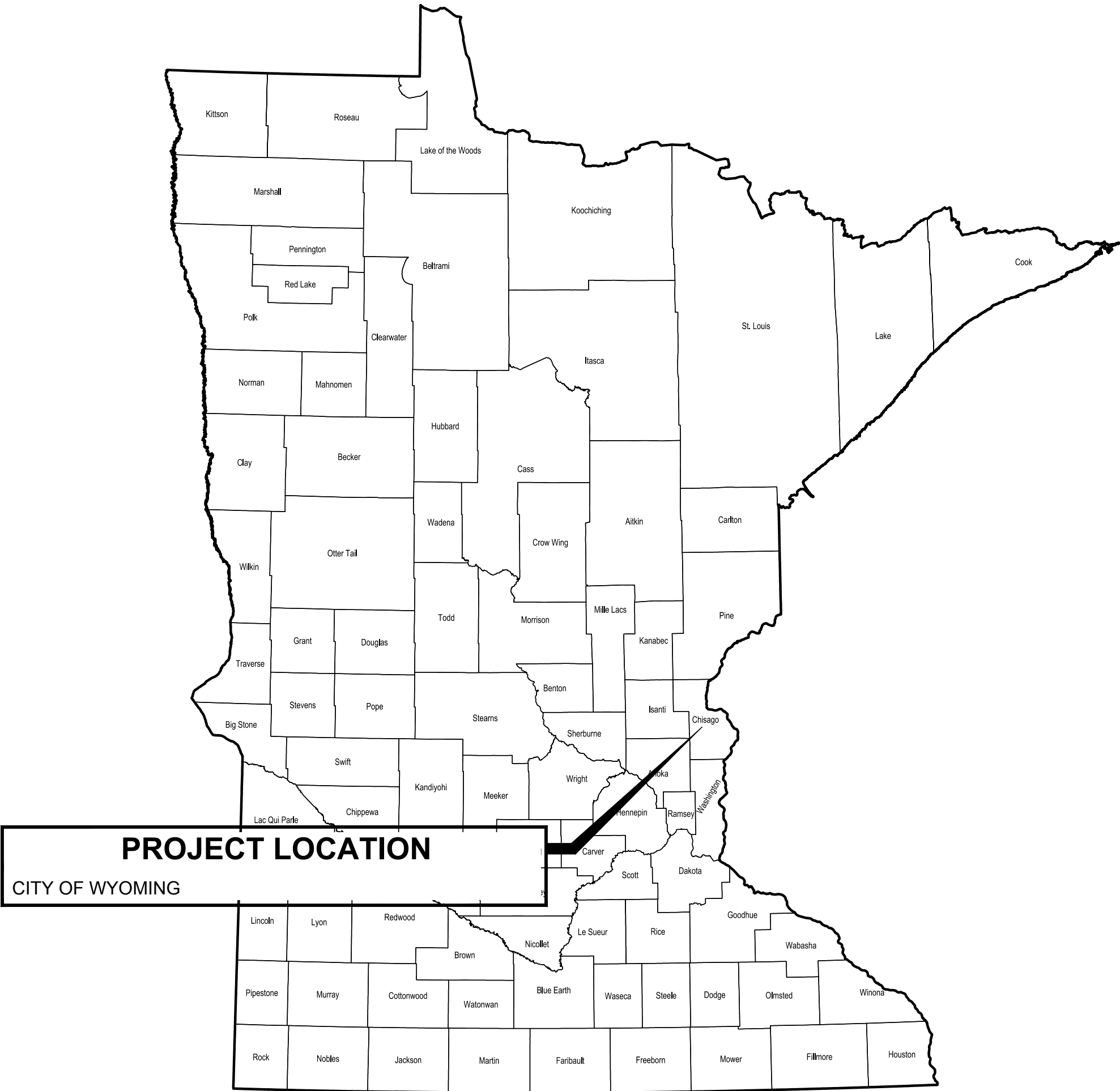


PROJECT LOCATION
NEW WIDSETH OFFICE

SHEET INDEX TABLE	
SHEET NUMBERS	SHEET TITLE
C1.0	TITLE SHEET
C2.0	CIVIL PLAN LEGEND
C3.0	DETAILS
C4.0	EXISTING CONDITIONS AND REMOVALS PLAN
C5.0	SITE PLAN
C6.0	GRADING PLAN
C7.0	EROSION CONTROL PLAN
E1.0	ELECTRICAL SITE PLAN - LIGHT LEVEL CALCULATION
L1.0	LANDSCAPE DETAILS
L2.0	LANDSCAPE PLAN

GOVERNING SPECIFICATIONS
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE 2014 EDITION OF THE "MATERIALS LAB SUPPLEMENTAL SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

CITY OFFICIALS
MAYOR LISA IVERSON
CITY COUNCIL MEMBERS LINDA NANKO YEAGER CLAIRE LUGER BRETT OHNSTAD DENNIS SCHILLING
CITY ADMINISTRATOR ROBB LINWOOD
ZONING ADMINISTRATOR FRED WECK
PUBLIC WORKS DIRECTOR CHUCK ALMHJELD



PROJECT LOCATION
CITY OF WYOMING

WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

NEW WIDSETH OFFICE

WIDSETH

WYOMING, MN

TITLE SHEET

SHEET NO.

C1.0

DATE: JANUARY 2021

SCALE: AS SHOWN

DRAWN BY: ERY/JWR

CHECKED BY: TMH

JOB NUMBER: 2019-12733

REVISIONS

DESCRIPTION

DATE

BY

1

EDIT OFFICIALS AND SHEET INDEX TABLE

04/09/2021

ERY

2

SEE SUMMARY OF REVISIONS DOCUMENT

06/10/2021

ERY

WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

DATE: 4/9/2021

LIC. NO. 24132

TIMOTHY M. HOULE

J:\Widseth Smith Nolting & Associates, Inc -43682\2019-12733\CADD\Civil\C-TS-2019-12733.dwg Plotted by:Emma Young 6/10/2021 3:42:53 PM © 2021 WIDSETH

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SURVEY MONUMENTS

	BENCH MARK
	FOUND CIM
	FOUND CPNT.
	FOUND JLM
	FOUND LATH
	FOUND PIPE
	FOUND READING
	STAKED CIM
	STAKED CPNT.
	STAKED JLM
	STAKED PIPE

EXISTING TOPO SYMBOLS

	AC UNIT
	FENCE POST
	FLAG POLE
	GUARD POST
	GUY ANCHOR
	GUY POLE
	HANDICAP SYMBOL
	MAILBOX
	SHRUB
	SIGN DOUBLE POST
	SIGN SINGLE POST
	TREE CONIFER
	TREE DECIDUOUS
	TREE STUMP
	TV DISH
	WETLAND SYMBOL
	YARD LIGHT

EXISTING UTILITY MUNICIPAL SYMBOLS

	APRON
	LIFT STATION
	SANITARY CLEANOUT
	SANITARY MANHOLE
	STORM CATCH BASIN
	STORM INLET

EXISTING UTILITY MUNICIPAL SYMBOLS (cont.)

	STORM MANHOLE
	WATER CURB STOP
	WATER HANDHOLE
	WATER HYDRANT
	WATER MANHOLE
	WATER METER
	WATER VALVE
	WATER WELL
	UTILITY SIZE & TYPE

EXISTING UTILITY PRIVATE SYMBOLS

	ELEC GROUND LIGHT
	ELEC HANDHOLE
	ELEC LIGHT POLE
	ELEC MANHOLE
	ELEC METER
	ELEC PEDESTAL
	ELEC POLE
	ELEC SIGNAL
	ELEC TRANSFORMER BOX
	GAS METER
	GAS VALVE
	LP TANK
	TELE HANDHOLE
	TELE MANHOLE
	TELE PEDESTAL
	TELE POLE
	TV HANDHOLE
	TV PEDESTAL

SOIL BORING SYMBOLS

	LASER-INDUCED FLUORESCENCE BORING
	LYSIMETER
	MONITOR WELL
	PERC TEST
	PIEZOMETER
	RECOVERY WELL
	SOIL BORING
	SOIL VAPOR POINT
	VAPOR SURVEY POINT

PROPOSED UTILITY MUNICIPAL SYMBOLS

	APRON PROPOSED
	SANITARY CLEANOUT PROPOSED
	SANITARY LIFT STATION PROPOSED
	SANITARY LIFT STATION VALVE MANHOLE PROPOSED
	SANITARY MANHOLE PROPOSED
	SANITARY PLUG PROPOSED
	STORM CATCH BASIN PROPOSED
	STORM MANHOLE PROPOSED
	WATER 11 1/4° BEND PROPOSED
	WATER 22 1/2° BEND PROPOSED
	WATER 45° BEND PROPOSED
	WATER 90° BEND PROPOSED
	WATER CAP PROPOSED
	WATER CROSS PROPOSED
	WATER CURB STOP PROPOSED
	WATER HYDRANT PROPOSED
	WATER REDUCER PROPOSED
	WATER SLEEVE PROPOSED
	WATER TEE PROPOSED
	WATER VALVE PROPOSED

PROPOSED UTILITY PRIVATE SYMBOLS

	ELEC LIGHT POLE PROPOSED
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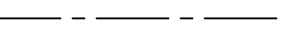
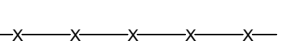
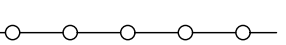
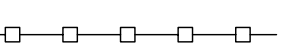
EROSION CONTROL SYMBOLS

	SURFACE DRAINAGE ARROW
	STORM DRAIN INLET PROTECTION

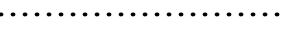
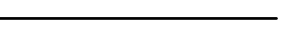
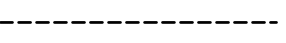
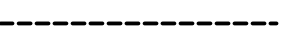
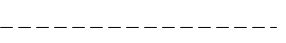
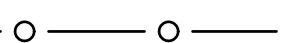
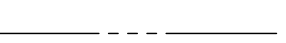
TRAFFIC CONTROL DEVICES & SYMBOLS

	TRAFFIC CONTROL SIGN (1 POST)
	TRAFFIC CONTROL SIGN (2 POST)
	TYPE III BARRICADE
	DRUM CHANNELIZER
	FLASHING ARROW OR MESSAGE BOARD

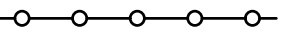
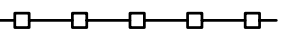
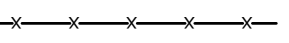
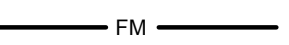
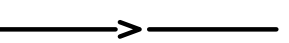
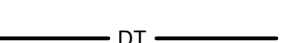
EXISTING TOPOGRAPHIC LINES

	CENTER LINE
	EDGE OF WOODS
	FENCE BARB WIRE
	FENCE CHAIN LINK
	FENCE WOOD
	FORCEMAIN
	OVERHEAD CABLE TV
	OVERHEAD ELECTRIC
	OVERHEAD TELE
	RAILROAD
	RETAINING WALL
	SANITARY SEWER
	SANITARY SEWER SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	UNDERGROUND CABLE TV
	UNDERGROUND ELECTRIC
	UNDERGROUND FIBER OPTIC
	UNDERGROUND GAS
	UNDERGROUND TELE
	WATERMAIN
	WATERMAIN SERVICE
	WETLAND EDGE

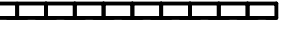
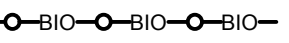
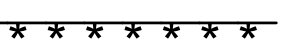
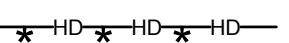
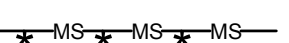
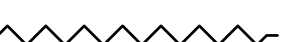
R/W, LOT & EASEMENTS LINES

	BUILDING SETBACK LINE
	LOT LINE PROPOSED
	EASEMENT LINE
	EASEMENT LINE PROPOSED
	LOT LINE
	MNDOT CONTROLLED ACCESS LINE
	RIGHT OF WAY EXISTING
	RIGHT OF WAY PROPOSED

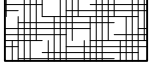
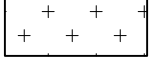
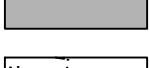
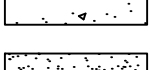
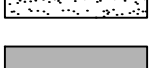
PROPOSED CONSTRUCTION LINES

	FENCE CHAIN LINK PROPOSED
	FENCE WOOD PROPOSED
	FENCE BARB WIRE PROPOSED
	FORCEMAIN PROPOSED
	SANITARY SEWER PROPOSED
	SANITARY SERVICE PROPOSED
	STORM SEWER PROPOSED
	STORM SEWER DRAIN TILE PROPOSED
	WATERMAIN PROPOSED
	WATERMAIN SERVICE PROPOSED

EROSION CONTROL LINES

	BALE CHECK
	BIO ROLL
	SILT FENCE
	SILT FENCE TYPE HEAVY DUTY
	SILT FENCE TYPE MACHINE SLICED
	SILT FENCE TYPE PREASSEMBLED
	FLOTATION SILT CURTAIN

HATCH PATTERN AND SHADING LEGEND

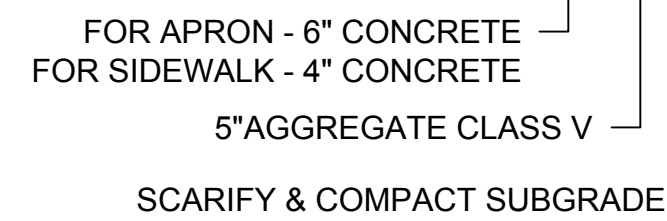
	RANDOM RIPRAP
	SOD
	SEED
	HYDRAULIC STABILIZER
	EROSION CONTROL BLANKET
	TEMP. ROCK CONSTRUCTION ENTRANCE
	BUILDING WALL HATCH
	BITUMINOUS SURFACE
	CONCRETE SURFACE
	GRAVEL SURFACE
	EASEMENT PATTERN

DOCUMENTATION SYMBOLS

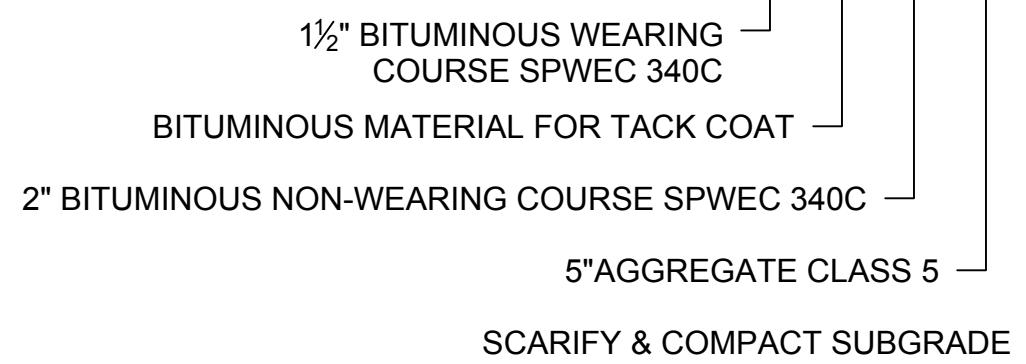
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DATE	REVISION DESCRIPTION	BY

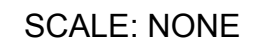
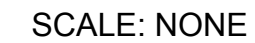
DATE: JANUARY 2021	AS SHOWN
SCALE: ERYJWR	ERYJWR
CHECKED BY: TMH	
JOB NUMBER: 2019-12733	



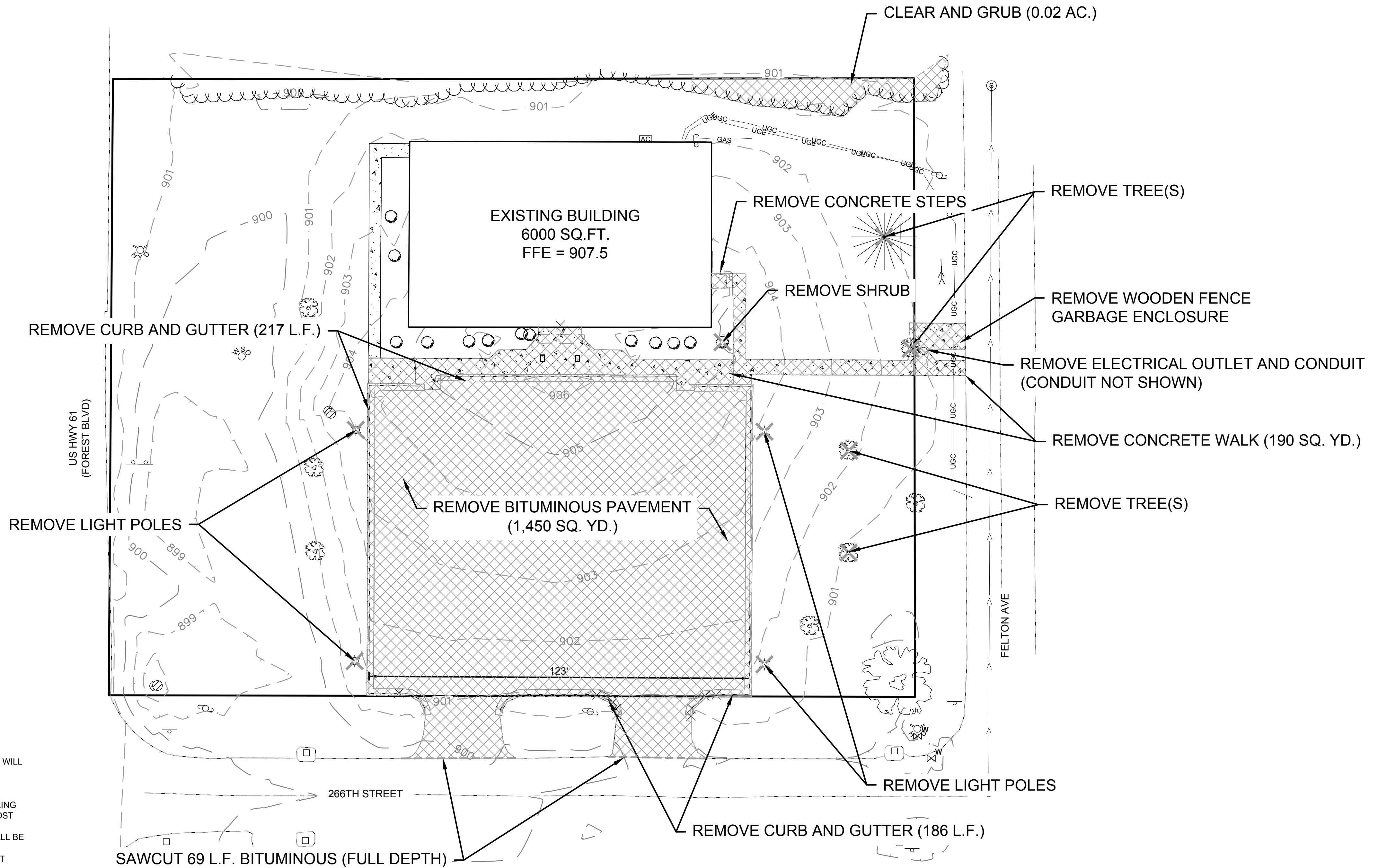
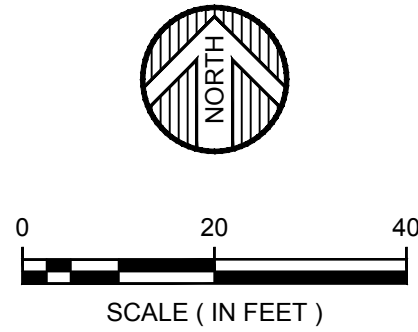
SCALE: NONE



SCALE: NONE



SHEET NO.
C3.0



GENERAL DEMOLITION NOTES:

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CII/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- PRIVATE UTILITY LOCATES ARE TO BE COORDINATED WITH THE ENGINEER. THE PRIVATE LOCATES WILL BE DONE BY GOPHER STATE ONE CALL. ALL EROSION CONTROL MEASURES AS SHOWN ON THE EROSION CONTROL PLAN ARE TO BE IN PLACE PRIOR TO BEGINNING REMOVALS.
- CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES, CONCRETE PAVEMENT, BITUMINOUS PAVEMENT, BUILDINGS, LIGHT POLES & BASES, ETC. NOT NOTED FOR DEMOLITION & REMOVAL DURING REMOVALS. ANY DAMAGED STRUCTURES TO REMAIN SHALL BE REPAIRED OR REPLACED AT NO COST TO THE OWNER.
- ALL SAWCUT EDGES IN CONCRETE WALK, CONCRETE PAVEMENT AND BITUMINOUS PAVEMENT SHALL BE PROTECTED AFTER REMOVALS THROUGH THE DURATION OF THE PROJECT. PAYMENT FOR SAWCUTTING WILL BE MADE ONLY ONCE. ADDITIONAL SAWCUTTING TO MAINTAIN A CLEAN SAWCUT EDGE WILL BE AT THE EXPENSE OF THE CONTRACTOR.
- ALL MATERIALS IDENTIFIED FOR REMOVAL SHALL BE DISPOSED OFF SITE IN ACCORDANCE WITH STATE AND LOCAL LAWS.

GENERAL CONSTRUCTION NOTES:

- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES AND TESTING SHALL CONFORM TO THE 2013 EDITION OF THE "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION, WATERMAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA AND THE "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION, 2018 EDITION. THE CONTRACTOR SHALL REQUIRE ALL PROCEDURES AS OUTLINED BY THE LOCAL AGENCY.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING INVERT LOCATIONS AND ELEVATIONS PRIOR TO BEGINNING CONSTRUCTION.

DATE	REV#	DESCRIPTION	BY
04/09/2021	1	BITUMINOUS REMOVAL QUANTITY	ERY
04/09/2021	2	REMOVE TREE	ERY
04/19/2021	3	NOT REMOVING WEST SIDEWALK	ERY
06/10/2021	4	SEE SUMMARY OF REVISIONS DOCUMENT	ERY

DATE:	JANUARY 2021
SCALE:	AS SHOWN
DRAWN BY:	ERY/JWR
CHECKED BY:	TMH
JOB NUMBER:	2019-12733

NEW WIDSETH OFFICE
WIDSETH
WYOMING, MN
EXISTING CONDITIONS AND REMOVALS PLAN

SHEET NO.
C4.0
SHEET 4.0 OF CIVIL

INITIAL PARKING CALCULATIONS
CITY OF WYOMING CITY CODE, DIVISION 23. OFF-STREET PARKING, LOADING, AND STORAGE
SEC. 40-672(2) - CALCULATING SPACE: INDICATES EXTERIOR FLOOR AREA MULTIPLIED BY THE NUMBER OF FLOORS MINUS 10%
SEC. 40-682 - NUMBER OF REQUIRED PARKING AND LOADING SPACES
OFFICE BUILDING, PROFESSIONAL OFFICES, BANKS: 1 SPACE FOR EACH 250 SQ. FT. OF GROSS FLOOR AREA
BUILDING 60' X 100' X 1 (UPPER) FLOOR - 10% = 6,000 SQ FT - 600 SQ FT = 5,400 SQ FT / 250 SQ FT PER PARKING STALL = 22 STALLS REQUIRED
33 STALLS PROVIDED - OK

DO NOT INTEND TO INITIALLY USE THE BASEMENT / LOWER FLOOR, WHICH HAS A BANK OF WINDOWS ALONG THE BACK (NORTH) SIDE.

FUTURE PARKING CALCULATIONS
IN THE FUTURE, WE MAY LOOK AT PUTTING OFFICES IN THE LOWER FLOOR ALONG THE BACK SIDE.

60' X 100' X 1 UPPER FLOOR - 10% = 6,000 SQ FT - 600 SQ FT = 5,400 SQ FT / 250 SQ FT PER PARKING STALL = 22 STALLS REQUIRED
12' X 100' X 1 LOWER FLOOR OFFICES = 1,200 SQ FT / 250 SQ FT PER PARKING STALL = 5 STALLS REQUIRED
= 27 STALLS REQUIRED
33 STALLS PROVIDED - OK

EVEN IF BACK SIDE OF THE LOWER FLOOR WAS SPLIT INTO 12' DEEP BY 10' WIDE OFFICES = 10 OFFICES = 10 STALLS; 22 STALLS FROM
UPPER FLOOR + 10 STALLS FROM LOWER FLOOR = 32 STALLS
33 STALLS PROVIDED - OK

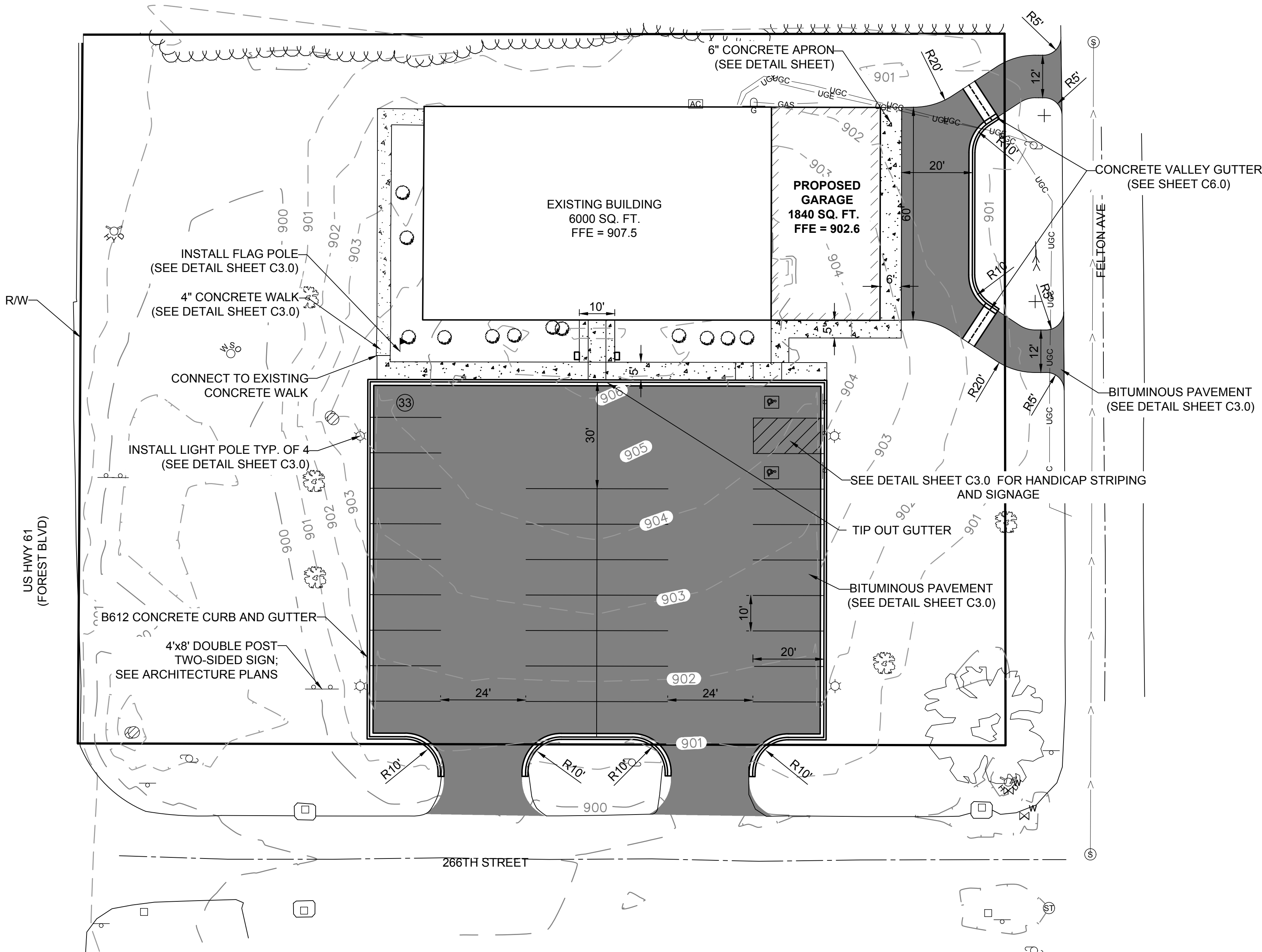
ACCESSIBLE SPACES
TOTAL SPACES 1 TO 25 = 1 ACCESSIBLE SPACE REQUIRED
TOTAL SPACES 26 TO 50 = 2 ACCESSIBLE SPACES REQUIRED
33 TOTAL SPACES - 2 ACCESSIBLE SPACES AND AN ADJACENT NO PARKING ACCESS AISLE PROVIDED
TWO SPACES CAN SHARE AN ADJACENT NO PARKING ACCESS AISLE.

GENERAL SITE PLAN NOTES:

- GARBAGE AND RECYCLING CONTAINERS ARE TO BE KEPT INSIDE THE PROPOSED GARAGE ON NON-GARBAGE PICK UP DAYS.
- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION FO EXISTING SUBSURFACE UTILITY DATA".
- CONTRACTOR SHALL CALL GOPHER STATE ONE CALL PRIOR TO BEGINNING REMOVALS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER AND ENGINEER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL AND SHALL BE IN COMPLIANCE WITH THE MINNESOTA UNIFORM TRAFFIC CONTROL DEVICES MANUAL AND TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL. THE TRAFFIC CONTROL SHALL BE APPROVED BY THE CITY PRIOR TO INSTALLATION.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- ALL CURB TO MEET MINNESOTA DEPARTMENT OF TRANSPORTATION SPECIFICATIONS FOR A TYPE "B618 CURB & GUTTER", UNLESS PLANS ARE MARKED OTHERWISE.
- ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
- ALL CURB RADII ARE 5.0 FEET TO FACE OF CURB UNLESS OTHERWISE NOTED

GENERAL CONSTRUCTION NOTES:

- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES AND TESTING SHALL CONFORM TO THE 2013 EDITION OF THE "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION, WATERMAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA AND THE "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION, 2018 EDITION. THE CONTRACTOR SHALL REQUIRE ALL PROCEDURES AS OUTLINED BY THE LOCAL AGENCY.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING INVERT LOCATIONS AND ELEVATIONS PRIOR TO BEGINNING CONSTRUCTION.



DATE	REV#	REVISIONS DESCRIPTION	BY
04/09/2021	1	ADD PARKING NOTES	ERY
04/09/2021	2	RELOCATE HC STALLS & CALL TIP OUT G&G	ERY
04/09/2021	3	ADD VALLEY GUTTERS AND SIDEWALK	ERY
04/09/2021	4	NOT REPLACING WEST SIDEWALK	ERY
06/10/2021	5	SEE SUMMARY OF REVISIONS	ERY

DATE: JANUARY 2021
SCALE: AS SHOWN
DRAWN BY: ERY/JWR
CHECKED BY: TMH
JOB NUMBER: 2019-12733

NEW WIDSETH OFFICE
WIDSETH
WYOMING, MN
SITE PLAN

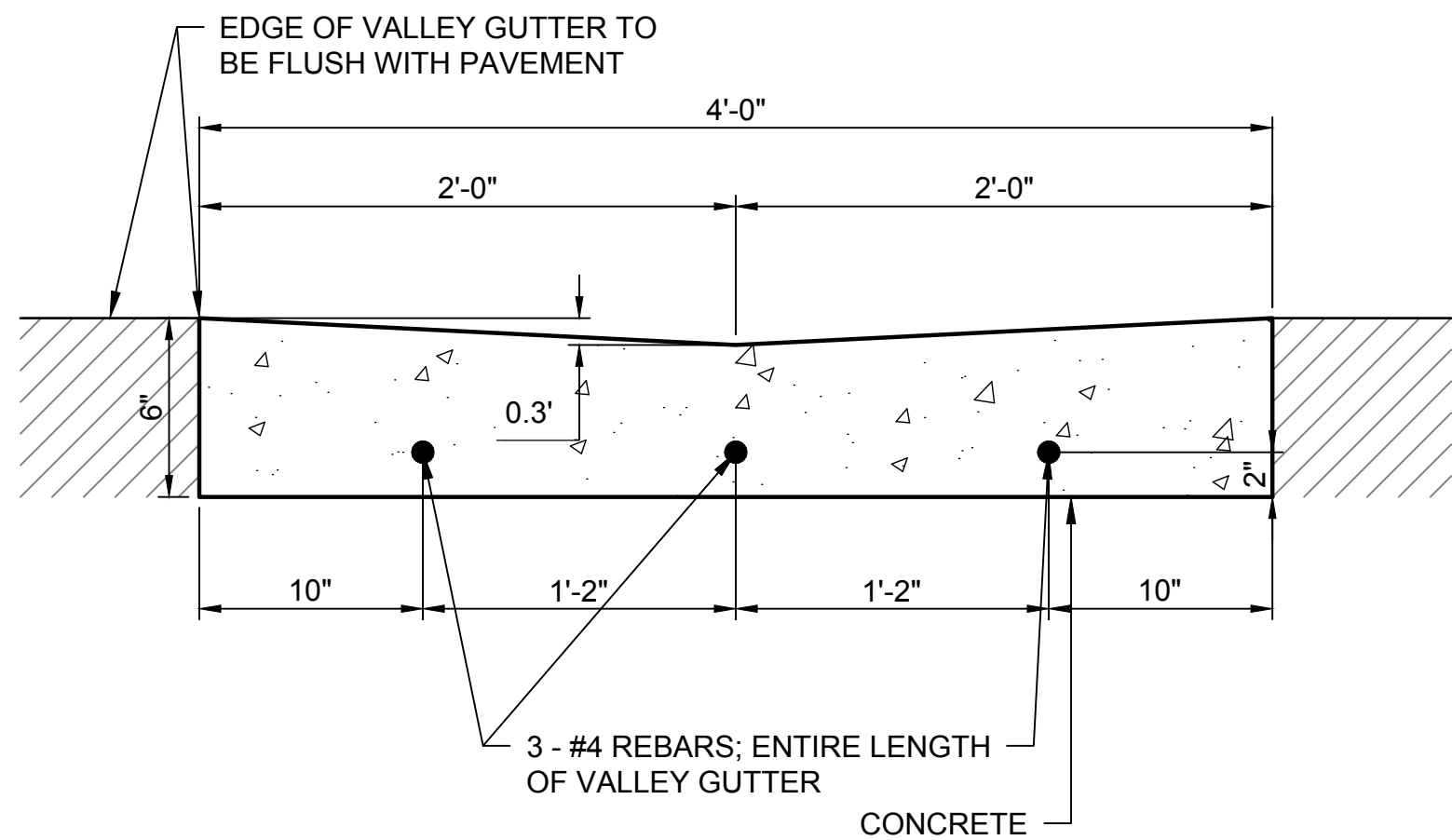
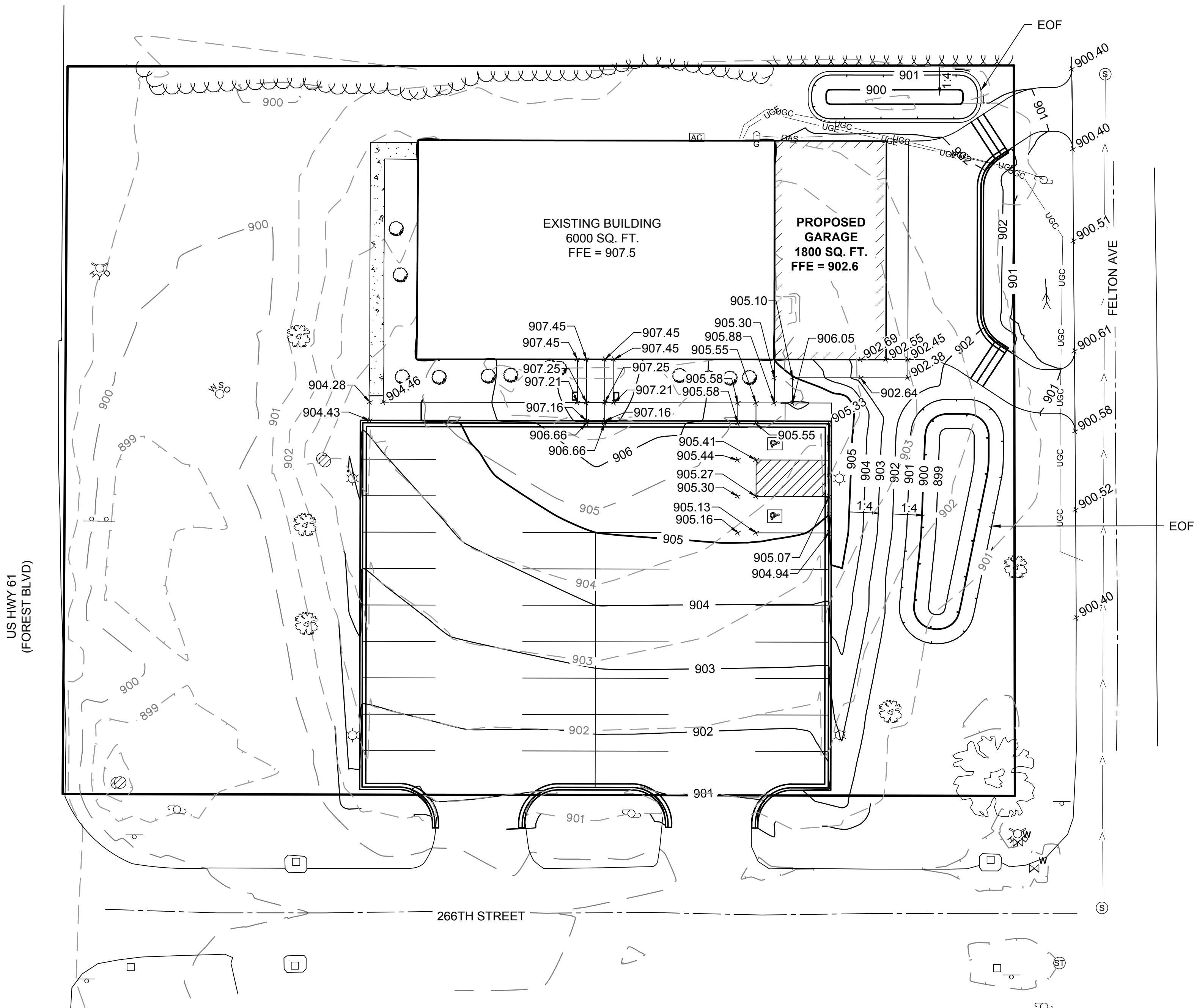
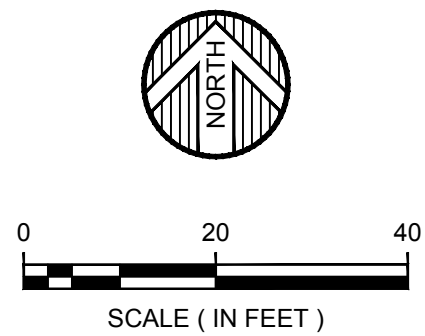
SHEET NO.
C5.0

GENERAL GRADING NOTES:

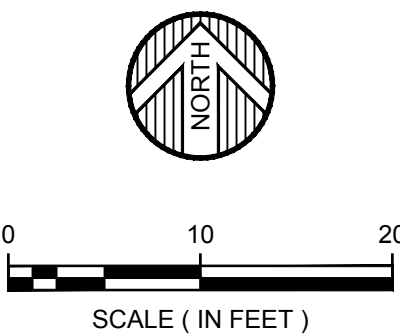
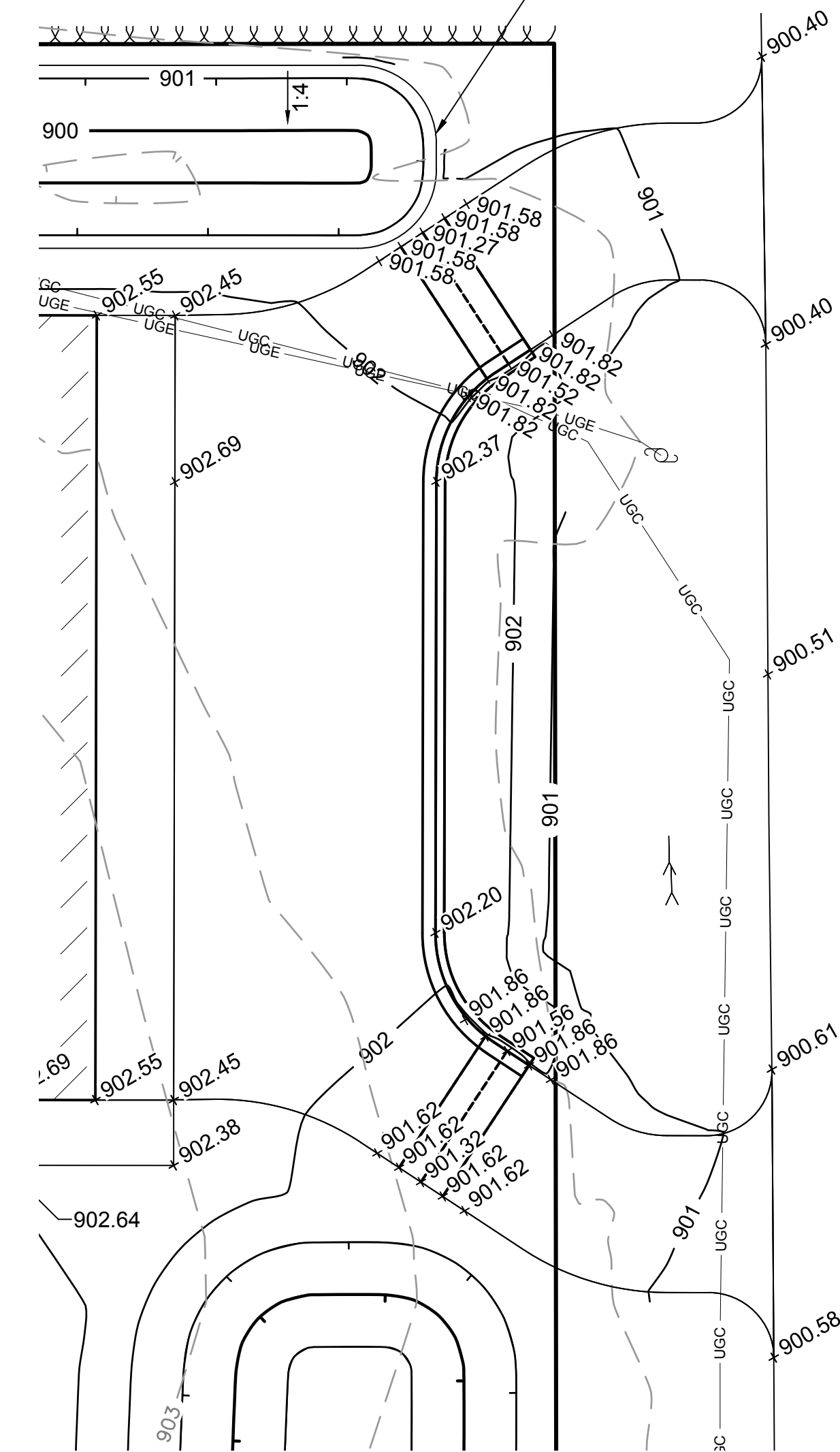
- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE, AND FEDERAL REGULATIONS INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
- HAULING HOURS MUST BE CONFIRMED WITH THE CITY PRIOR TO BEGINNING WORK.
- SPOT ELEVATIONS SHOWN INDICATE FINISHED PAVEMENT ELEVATIONS, GUTTER FLOW LINE OF CURB GUTTER (FL), BACK OF CURB ELEVATIONS (TC), TOP OF SIDEWALK (TW), AND FINISHED SURFACE GRADE, UNLESS OTHERWISE NOTED.
- ALL SLOPES SHALL BE GRADED TO 3:1 OR FLATTER, UNLESS OTHERWISE NOTED ON THE PLANS.
- INFILTRATION AREA SHALL BE PROTECTED FROM CONSTRUCTION ACTIVITIES TO AVOID COMPACTION OF THE SOILS. IT IS RECOMMENDED THIS AREA BE FENCED OFF AND NOT UTILIZED FOR CONSTRUCTION STAGING, STOCKPILING MATERIALS, OR ANY OTHER CONSTRUCTION RELATED ACTIVITY. THE INFILTRATION AREA SHALL BE SHAPED TO FINAL GRADE AND ALL HEAVY CONSTRUCTION EQUIPMENT SHALL NOT BE ALLOWED IN THE BASIN AFTER FINAL GRADE HAS BEEN ESTABLISHED.

GENERAL CONSTRUCTION NOTES:

- THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
- UNLESS OTHERWISE NOTED, ALL MATERIALS, CONSTRUCTION TECHNIQUES AND TESTING SHALL CONFORM TO THE 2013 EDITION OF THE "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION, WATERMAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PUBLISHED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA AND THE "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AS PUBLISHED BY THE MINNESOTA DEPARTMENT OF TRANSPORTATION, 2018 EDITION. THE CONTRACTOR SHALL REQUIRE ALL PROCEDURES AS OUTLINED BY THE LOCAL AGENCY.
- THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
- THE CONTRACTOR SHALL VERIFY ALL EXISTING INVERT LOCATIONS AND ELEVATIONS PRIOR TO BEGINNING CONSTRUCTION.



STAND ALONE CONCRETE VALLEY GUTTER DETAIL
SCALE: NONE



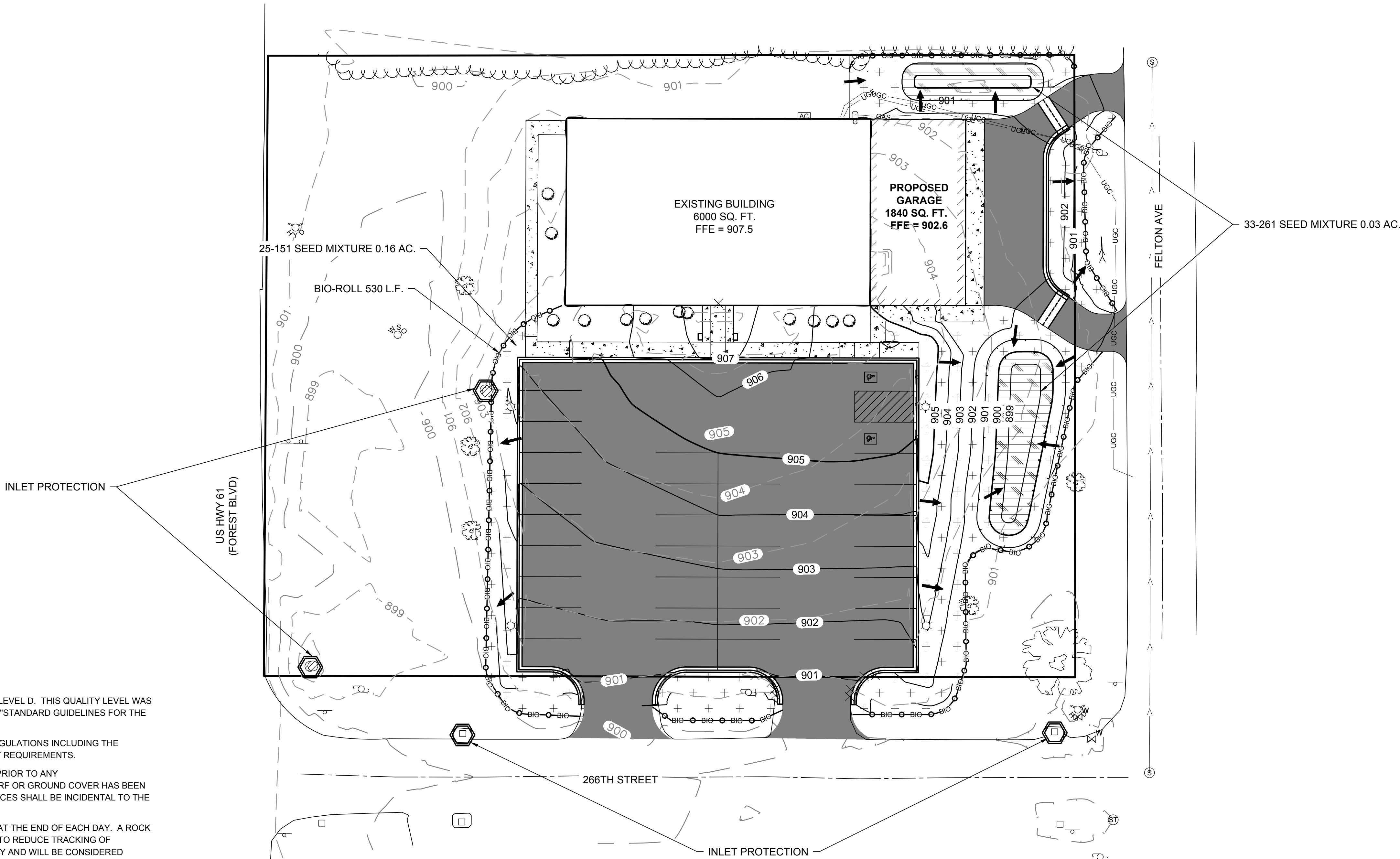
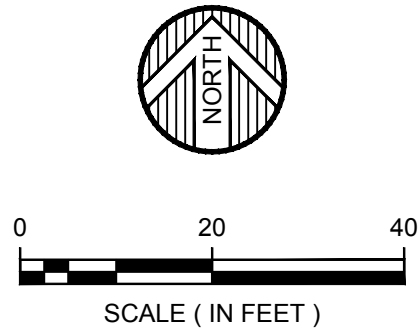
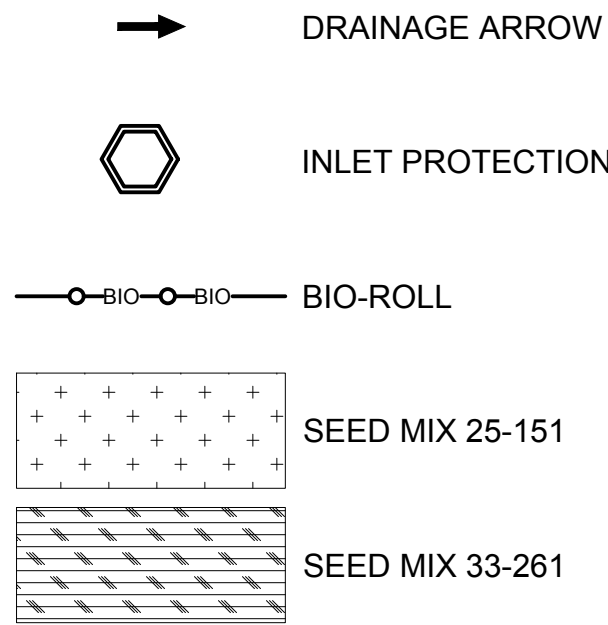
DATE	REV#	DESCRIPTION	BY
04/09/2021	1	ADA SLOPES AND PARKING LOT GRADING	ERY
04/09/2021	2	VALLEY GUTTERS AND POND GRADING	ERY
04/09/2021	3	ADD DETAIL AND SCALED VIEWPORT	ERY
04/09/2021	4	CHANGE BOTH POND SIZES	ERY
08/10/2021	5	SEE SUMMARY OF REVISIONS DOCUMENT	ERY

DATE: JANUARY 2021
SCALE: AS SHOWN
DRAWN BY: ERY/JWR
CHECKED BY: TMH
JOB NUMBER: 2019-12733

NEW WIDSETH OFFICE
WIDSETH
WYOMING, MN
GRADING PLAN

SHEET NO.
C6.0

LEGEND



GENERAL EROSION CONTROL NOTES:

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE, AND FEDERAL REGULATIONS INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPPDES) PERMIT REQUIREMENTS.
- ALL SILT FENCE AND SEDIMENT CONTROL MEASURES SHALL BE IN PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VIABLE TURF OR GROUND COVER HAS BEEN ESTABLISHED. MAINTENANCE AND REMOVAL OF SEDIMENT CONTROL DEVICES SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
- ALL STREETS UTILIZED FOR PROJECT CONSTRUCTION MUST BE CLEANED AT THE END OF EACH DAY. A ROCK ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO THE DETAILS TO REDUCE TRACKING OF SEDIMENT ONTO PUBLIC STREETS. STREET SWEEPING MAY BE NECESSARY AND WILL BE CONSIDERED INCIDENTAL.
- ALL EXPOSED SOILS MUST BE STABILIZED WITHIN 14 CALENDAR DAYS OF ROUGH GRADE COMPLETION OF AFTER CONSTRUCTION TERMINATES. ALL STOCKPILES SHALL HAVE ADEQUATE SEDIMENT TRAPPING SYSTEMS INSTALLED AROUND THEM.
- ALL AREAS TO BE ESTABLISHED TO GRASS COVER SHALL RECEIVE 4" OF TOPSOIL AND SOD OR SEED. THESE AREAS SHALL BE WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
- INLET PROTECTION SHALL BE INSTALLED AT ALL STORM SEWER INLETS WHICH HAVE A POTENTIAL TO RECEIVE RUNOFF FROM THE CONSTRUCTION SITE.
- INFILTRATION AREA SHALL BE PROTECTED FROM CONSTRUCTION ACTIVITIES TO AVOID COMPACTION OF THE SOILS. IT IS RECOMMENDED THIS AREA BE FENCED OFF AND NOT UTILIZED FOR CONSTRUCTION STAGING, STOCKPILING MATERIALS, OR ANY OTHER CONSTRUCTION RELATED ACTIVITY. THE INFILTRATION AREA SHALL BE SHAPED TO FINAL GRADE AND ALL HEAVY CONSTRUCTION EQUIPMENT SHALL NOT BE ALLOWED IN THE BASIN.
- SEE PLAN LEGEND FOR A COMPLETE LEVEND OF HATCHES AND SYMBOLS USED FOR EROSION CONTROL.

DATE	REVISION DESCRIPTION	BY
04/08/21	ISSUE NEW SHEET C7.0	ERY
04/23/21	UPDATE SEEDING AROUND PONDS	ERY
06/10/2021	SEE SUMMARY OF REVISIONS DOCUMENT	ERY

JANUARY 2021	AS SHOWN
DRAWN BY: ERY/JWR	TMH
CHECKED BY:	
JOB NUMBER: 2019-12733	

NEW WIDSETH OFFICE	EROSION CONTROL PLAN
WIDSETH	
WYOMING, MN	

LEGEND

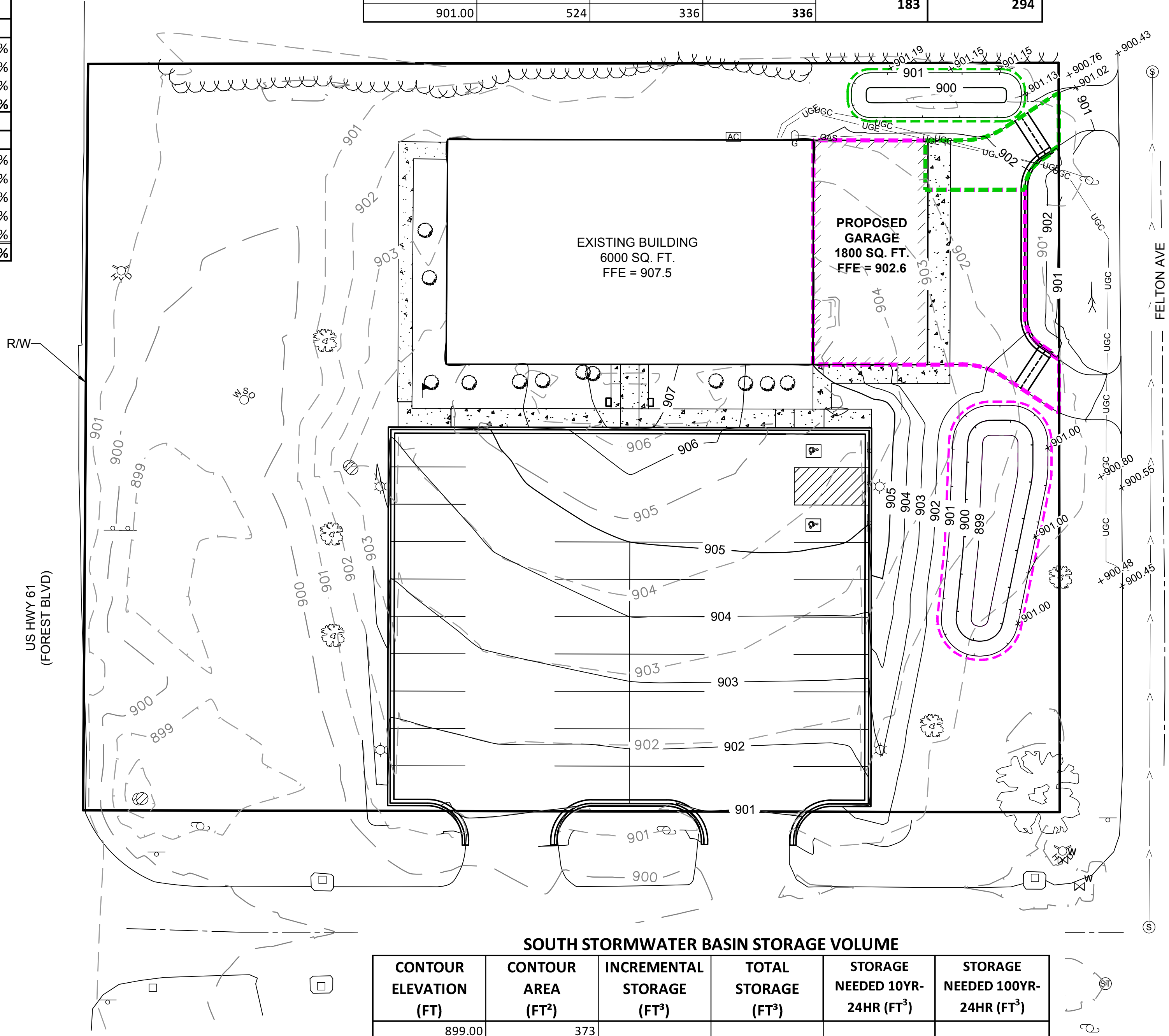
- NORTH POND DRAINAGE AREA
- SOUTH POND DRAINAGE AREA

IMPERVIOUS AREA TABLE

ITEM	AREA (FT²)	IMPERVIOUS (%)
PROPERTY AREA	= 52,169	
EXISTING AREAS		
BUILDING	= 6,000	11.50%
PARKING LOT	= 12,839	24.61%
SIDEWALK	= 1,783	3.42%
TOTAL EXISTING IMPERVIOUS	= 20,622	39.53%
PROPOSED AREAS		
PROPOSED BUILDING	= 7,800	14.95%
PROPOSED DRIVEWAY	= 1,602	3.07%
PROPOSED PARKING LOT	13,251	25.40%
PROPOSED APRON	360	0.69%
PROPOSED SIDEWALK	= 1,079	2.07%
TOTAL PROPOSED IMPERVIOUS	= 24,092	46.18%

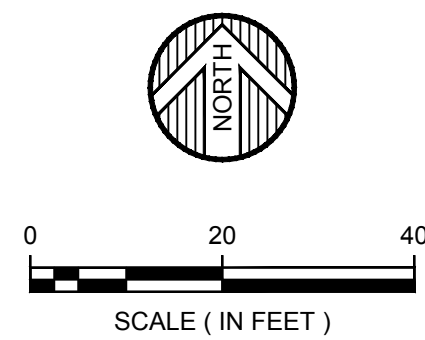
NORTH STORMWATER BASIN STORAGE VOLUME

CONTOUR ELEVATION (FT)	CONTOUR AREA (FT²)	INCREMENTAL STORAGE (FT³)	TOTAL STORAGE (FT³)	STORAGE NEEDED 10YR-24HR (FT³)	STORAGE NEEDED 100YR-24HR (FT³)
900.00	149				
901.00	524	336	336	183	294



SOUTH STORMWATER BASIN STORAGE VOLUME

CONTOUR ELEVATION (FT)	CONTOUR AREA (FT²)	INCREMENTAL STORAGE (FT³)	TOTAL STORAGE (FT³)	STORAGE NEEDED 10YR-24HR (FT³)	STORAGE NEEDED 100YR-24HR (FT³)
899.00	373				
900.00	879	626	626	1,107	1,785
901.00	1,484	1,182	1,808		



STORMWATER BASIN STORAGE REQUIRED

NRCS 10 YEAR 24 HOUR STORM CHISAGO COUNTY - 4.11"

NRCS 100 YEAR 24 HOUR STORM CHISAGO COUNTY - 6.63"

NEW DRIVE AND GARAGE IMPERVIOUS AREA = 3763 SQ.FT.

NORTH STORMWATER BASIN

~27% OF NEW DRIVE IMPERVIOUS = 532 SQ.FT.

532 SQ.FT. * (4.11"/12) = 183 CU.FT.

532 SQ.FT. * (6.63"/12) = 294 CU.FT.

SOUTH STORMWATER BASIN

~73% OF NEW DRIVE AND 100% OF GARAGE IMPERVIOUS = 3231 SQ.FT

3231 SQ.FT * (4.11/12) = 1107 CU.FT.

3231 SQ.FT * (6.63/12) = 1785 CU.FT.

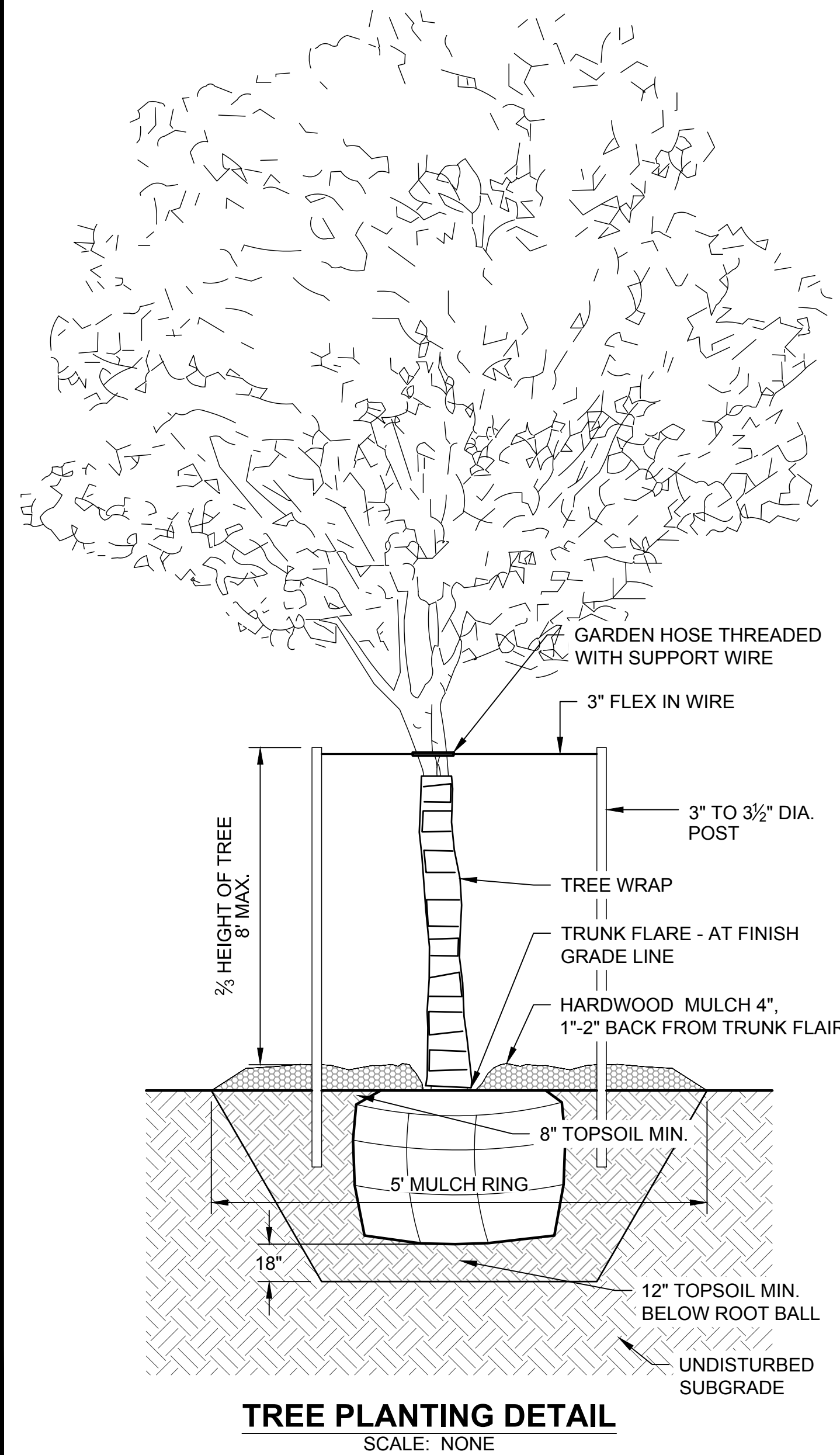
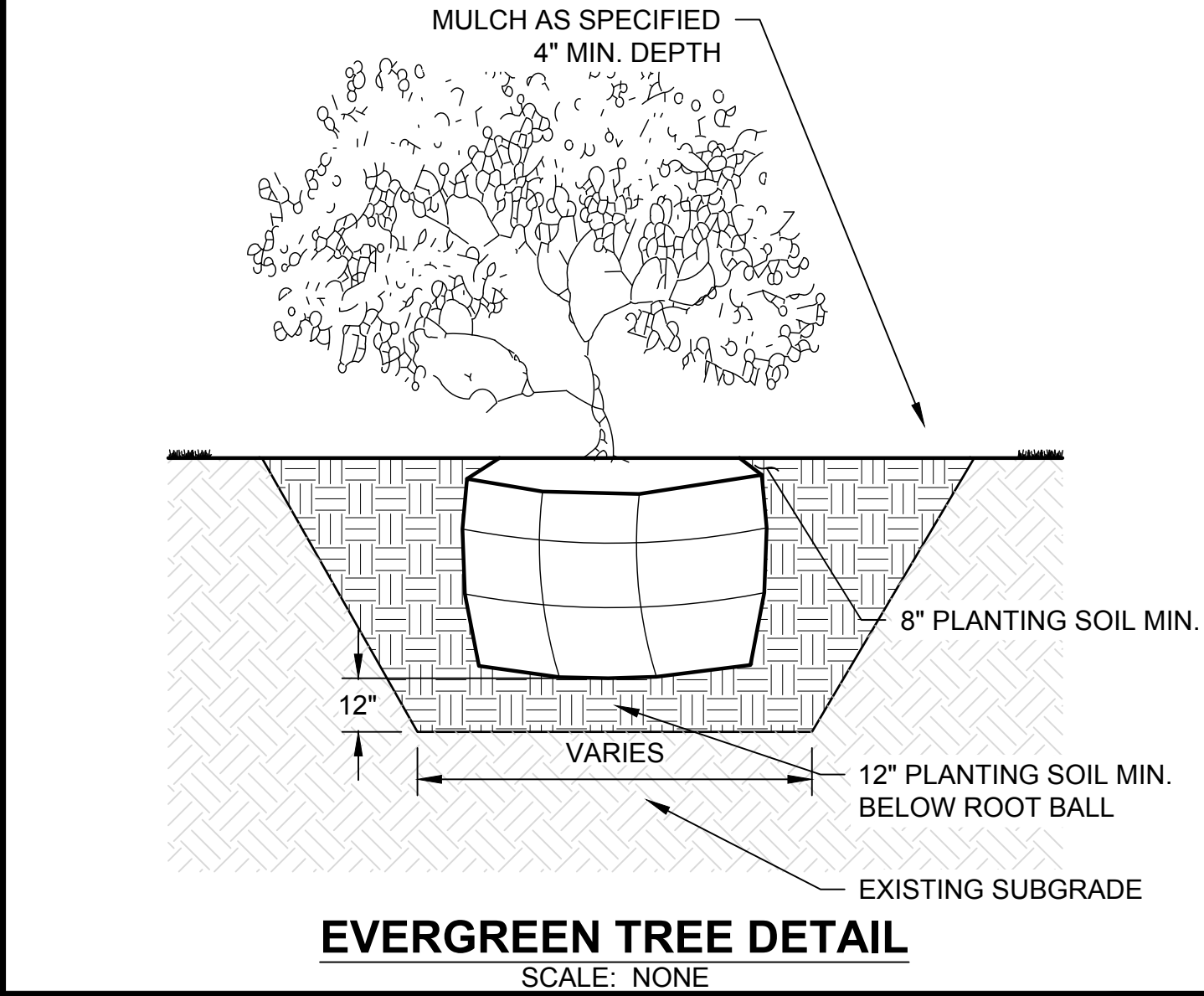
I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Timothy M. Houle
TIMOTHY M. HOULE DATE: 4/29/2021 LIC. NO. 28132

DATE	REVISIONS DESCRIPTION	BY
04/08/21	ADD STORMWATER BASIN STORAGE NOTE	ERY
04/22/21	EDIT STORMWATER BASIN SIZE AND TABLES	ERY
06/10/2021	SEE SUMMARY OF REVISIONS DOCUMENT	ERY

DATE: JANUARY 2021
SCALE: AS SHOWN
DRAWN BY: ERY/JWR
CHECKED BY: TMH
JOB NUMBER: 2019-12733

NEW WIDSETH OFFICE
WIDSETH
WYOMING, MN
DRAINAGE EXHIBIT



GENERAL NOTES

1. REMOVE ALL BURLAP FROM THE TOP OF ROOT BALL. REMOVE ALL GREEN TREATED BURLAP. REMOVE ALL PLANT IDENTIFICATION TAGS FROM ALL PLANT MATERIALS.
2. KEEP ALL PLANT MATERIALS MOIST AND SHADED UNTIL PLANTED.
3. FOR CONTAINER PLANTS: MAKE 4 TO 5 VERTICAL CUTS IN ROOT BALL AFTER PLANT HAS BEEN REMOVED. MAKE CUTS 1/2" DEEP. PLANT IMMEDIATELY.
4. SPREAD MULCH SO THAT IT IS NOT IN CONTACT WITH WOODY BASE OF PLANT.
5. MULCH AT BASE OF TREES 5'-0" DIAMETER RING WHERE TREES ARE LOCATED IN OPEN GRASS AREAS.
6. MULCH AREAS IDENTIFIED ARE TO RECEIVE 3-4" DEPTH OF HARDWOOD MULCH.
7. THESE NOTES ARE FOR GENERAL REFERENCE IN CONJUNCTION WITH DETAILS, ADDENDA AND CHANGE ORDERS ASSOCIATED WITH THE CONTRACT DOCUMENTS.
8. LANDSCAPE CONTRACTOR SHALL COORDINATE ALL WORK WITH OTHER TRADES PRIOR TO INSTALLATION.
9. LANDSCAPE CONTRACTOR SHALL BECOME FAMILIAR WITH THE LOCATION OF ALL EXISTING AND FUTURE UNDERGROUND SERVICES AND IMPROVEMENTS WHICH MAY CONFLICT WITH WORK TO BE DONE.
10. FINE GRADING AND EDGING SHALL BE APPROVED PRIOR TO PLANTING OPERATIONS.
11. PLANT MATERIAL SHALL NOT BE INSTALLED IN AN AREA WHICH WILL CAUSE HARM TO ADJACENT STRUCTURES. NOTIFY THE ARCHITECT SHOULD CONFLICTS ARISE.
12. UNLESS OTHERWISE NOTED, FINISH GRADE OF PLANTING AREAS SHALL BE 2" BELOW ADJACENT PAVING. TAPER 3" DEPTH MULCH TOP DRESSING TO 1/2" BELOW ADJACENT PAVING (1 1/2" DEPTH) WITHIN 2" OF PAVING.
13. ALL EXISTING TREES, SHRUBS, VINES AND GROUND COVERS TO REMAIN SHALL BE PROTECTED. ANY DAMAGE CAUSED BY CONTRACTOR'S WORK OR NEGLIGENCE SHALL BE REPLACED OR REPAIRED AT THE CONTRACTORS EXPENSE TO THE SATISFACTION OF THE OWNER.
14. LANDSCAPE CONTRACTOR SHALL ASSURE COMPLIANCE WITH APPLICABLE CODES AND REGULATIONS GOVERNING THE WORK AND MATERIALS SUPPLIED.
15. LANDSCAPE CONTRACTOR SHALL PROTECT EXISTING ROADS, CURB AND GUTTER, TRAILS, TREES, LAWNS AND SITE ELEMENTS DURING CONSTRUCTION. DAMAGE TO THESE ITEM SHALL BE REPAIRED AT NO COST TO OWNER.
16. UNDERGROUND SERVICES SHALL BE INSTALLED SO THAT TRENCHES DO NOT CUT THROUGH ROOT SYSTEMS OF EXISTING TREES TO REMAIN.
17. LANDSCAPE CONTRACTOR SHALL REVIEW THE SITE FOR DEFICIENCIES IN SITE CONDITIONS WHICH MIGHT NEGATIVELY AFFECT PLANT MATERIALS ESTABLISHMENT, SURVIVAL OR WARRANTY. UNDESIRABLE SITE CONDITIONS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO BEGINNING OF WORK.
18. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR ONGOING MAINTENANCE OF NEWLY INSTALLED MATERIALS UNTIL TIME OF SUBSTANTIAL COMPLETION. REPAIR OF ACTS OF VANDALISM OR DAMAGE WHICH MAY HAVE OCCURRED PRIOR TO SUBSTANTIAL COMPLETION SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
19. EXISTING TREES OR SIGNIFICANT SHRUB MASSING FOUND ON SITE SHALL BE PROTECTED AND SAVED UNLESS NOTED TO BE REMOVED OR ARE LOCATED IN AN AREA TO BE GRADED. QUESTIONS REGARDING EXISTING PLANT MATERIALS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT PRIOR TO REMOVAL.
20. EXISTING TREES TO REMAIN, UPON DIRECTION OF ARCHITECT, SHALL BE FERTILIZED AND PRUNED TO REMOVE DEAD WOOD, DAMAGED AND RUBBING BRANCHES.
21. SYMBOLS ON PLAN DRAWING TAKE PRECEDENCE OVER SCHEDULES IF DISCREPANCIES IN QUANTITIES EXIST. DETAILS TAKE PRECEDENCE OVER NOTES.
22. IT IS CONTRACTOR'S RESPONSIBILITY TO SALVAGE TREES INDICATED ON PLAN, VERIFY EXACT PLANT TYPE, KEEP MOIST AND IN GOOD CONDITION DURING CONSTRUCTION, AND REPLANT ACCORDING TO PLANTING PLAN.

PLANTING NOTES

1. LANDSCAPE CONTRACTOR SHALL LAY OUT PLANT MATERIAL PER PLAN AND FACE TO GIVE BEST APPEARANCE OR RELATION TO ADJACENT PLANTS, STRUCTURES OR VIEWS. CONTRACTOR TO OBTAIN APPROVAL FROM ARCHITECT PRIOR TO INSTALLATION.
2. PLANT LOCATIONS ARE DIAGRAMMATIC AND MAY BE ADJUSTED IN THE FIELD AT THE ARCHITECT'S REQUEST PRIOR TO INSTALLATION. OBTAIN APPROVAL OF PLANT LAYOUT FROM ARCHITECT PRIOR TO PLANTING.
3. ALL NEWLY PLANTED MATERIAL SHALL BE THOROUGHLY SOAKED WITH WATER WITHIN 3 HOURS OF PLANTING.
4. THIRTY DAYS AFTER PLANTING, CONTRACTOR SHALL RE-STAKE AND STRAIGHTEN TREES AS NECESSARY.
5. LANDSCAPE CONTRACTOR SHALL THOROUGHLY LOOSEN ANY COMPACTED SUBGRADES PRIOR TO PLACING TOPSOIL, TO A MINIMUM DEPTH OF 10". ROLL SUBGRADES TO PREVENT SETTLING. CONTRACTOR WILL RE-USE EXISTING TOPSOIL FROM SITE AND BRING TO FINISH GRADE WITH 4" OF TOPSOIL IN ALL LAWN AREAS, AND 12" OF TOPSOIL IN ALL PLANTING BED NOT ADJACENT TO BUILDING.
7. LANDSCAPE CONTRACTOR SHALL REMOVE SOD, CONTAMINATED SOILS, MISCELLANEOUS WASTE MATERIALS FROM AREAS TO BE PLANTED AND SEEDED. CONTRACTOR SHALL LOOSEN COMPACTED SUBSOILS BY TILLING AND IMPORT NEW TOPSOIL AS REQUIRED TO RESTORE GRADES AND MAINTAIN POSITIVE DRAINAGE AWAY FROM THE BUILDING. VERIFY FINAL LIMITS OF AREAS WITH ARCHITECT PRIOR TO COMMENCING. OPERATIONS.
8. KEEP ALL PLANT MATERIALS MOIST AND SHADED UNTIL PLANTED.
9. NO PLANT MATERIAL SUBSTITUTIONS WILL BE ACCEPTED UNLESS APPROVAL IS GRANTED BY THE ARCHITECT TO THE LANDSCAPE CONTRACTOR PRIOR TO THE SUBMISSION OF BID.
10. PLANT MATERIALS TO BE INSTALLED PER PLANT DETAILS.
11. PLANT MATERIALS SHALL BE FERTILIZED UPON INSTALLATION WITH DRIED BONE MEAL, OR OTHER APPROVED FERTILIZER MIXED IN WITH THE PLANTING SOIL PER THE MANUFACTURER'S INSTRUCTIONS OR MAY BE TREATED FOR SUMMER AND FALL INSTALLATION WITH AN APPLICATION OF GRANULAR 10-0-5 OF 10 OZ. PER 2.5" CALIPER TREE AND 6 OZ. PER SHRUB.
12. PLANTING AREAS RECEIVING PERENNIALS SHALL RECEIVE A MINIMUM OF 18" DEPTH OF PLANTING SOIL CONSISTING OF 45 PARTS TOPSOIL, 45 PARTS SCREENED COMPOST AND 10 PARTS SAND.
13. PERENNIAL AND SHRUB BEDS ARE TO RECEIVE APPLICATION OF PRE - EMERGENT HERBICIDE (PREEN OR APPROVED EQUAL) FOLLOWED BY 3" DEEP MULCH.
14. LANDSCAPE CONTRACTOR SHALL WARRANTY NEW PLANT MATERIAL THROUGH ONE CALENDAR YEARS FROM DATE OF SUBSTANTIAL COMPLETION.
15. CONTRACTOR SHALL HAVE SUFFICIENT WATERING EQUIPMENT AND/OR FORCES AVAILABLE TO COMPLETELY WATER ALL PLANT MATERIALS ONCE EACH WEEK THROUGH THE WARRANTY PERIOD. WATERING INTERVALS SHALL BE VARIED AND BASED ON PREVAILING MOISTURE AND WEATHER CONDITIONS.
16. NO SOIL IS TO BE PLACED ON TOP OF WEED BARRIER FABRIC.

PROTECTION OF EXISTING TREES

1. TREE FENCING: INSTALLATION OF SNOW FENCING OR POLYETHYLENE LAMINATE SAFETY NETTING PLACED AT THE DRIP LINE OR AT THE PERIMETER OF THE CRITICAL ROOT ZONE (CRZ), WHICHEVER IS GREATER, OF SIGNIFICANT TREES, SPECIMEN TREES, AND WOODLANDS TO BE PRESERVED. NO GRADE CHANGE, CONSTRUCTION ACTIVITY, OR STORAGE OF MATERIALS SHALL OCCUR WITHIN THIS FENCED AREA.
2. SOIL CHEMISTRY: MEASURES SHALL BE TAKEN TO PREVENT A CHANGE IN SOIL CHEMISTRY DUE TO CONCRETE WASHOUT AND LEAKAGE OR SPILLAGE OF TOXIC MATERIALS, SUCH AS FUELS OR PAINTS.
3. RETAINING WALLS: INSTALLATION OF RETAINING WALLS OR TREE WELLS TO PRESERVE TREES MUST BE NO CLOSER THAN THE DRIP LINE OR AT THE CRZ, WHICHEVER IS GREATER.
4. UTILITIES: PLACEMENT OF UTILITIES IN COMMON TRENCHES SHALL BE LOCATED OUTSIDE OF THE DRIP LINE OF TREES TO BE PRESERVED. THE USE OF TUNNELED INSTALLATION FOR UTILITIES IS ENCOURAGE.

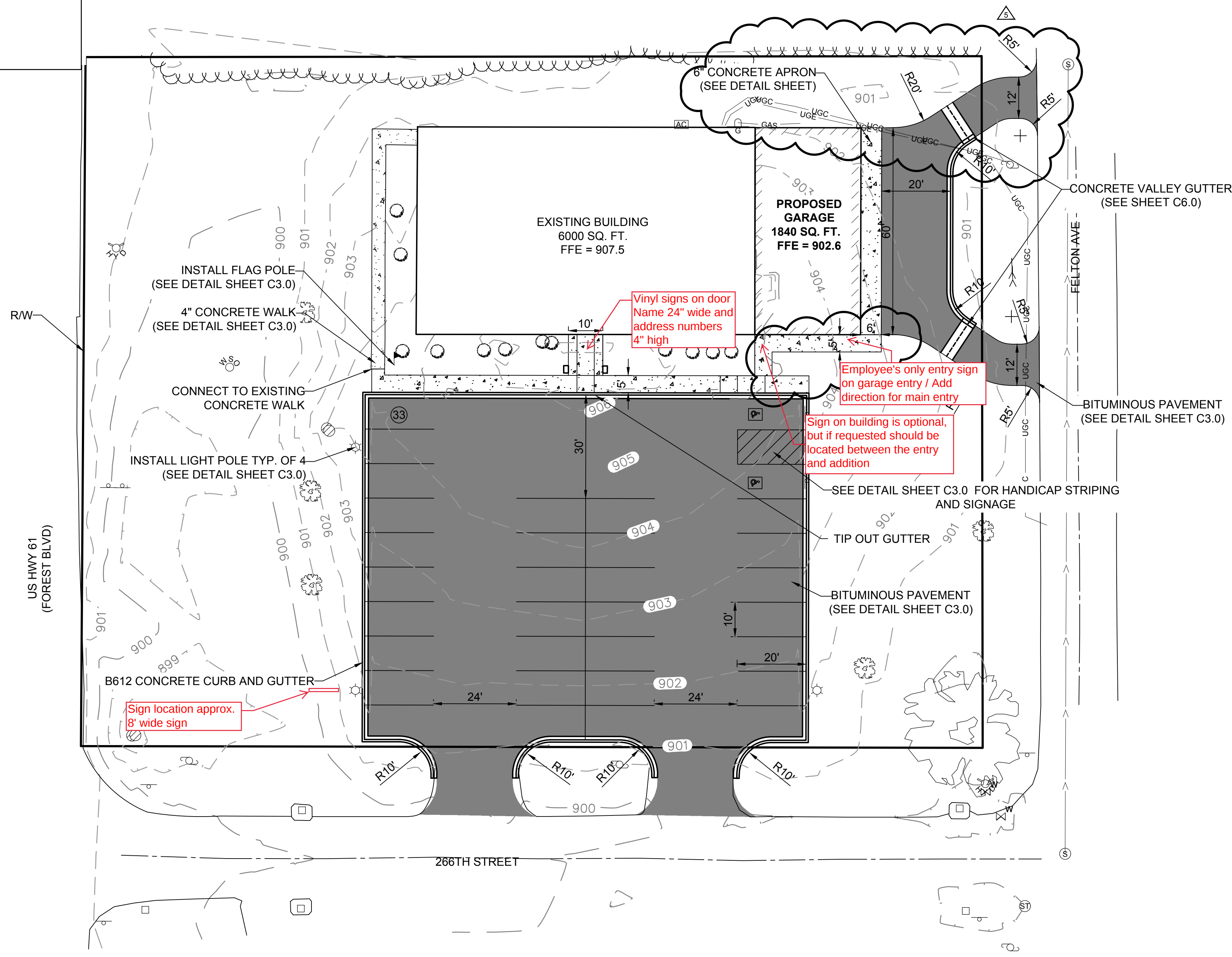
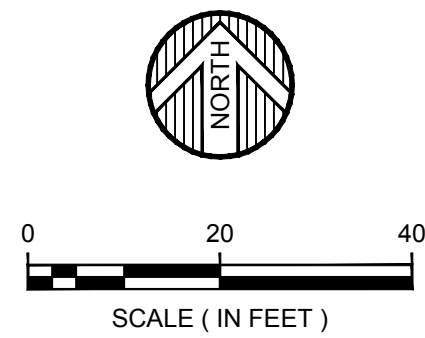
PLANTING REQUIREMENTS

1. THE PROPOSED PROJECT HAS ½ ACRES OF GREEN SPACE REQUIRING THAT THERE BE 4 OVERSTORY TREES AND 8 UNDERSTORY TREES ON SITE.
2. OUT OF THE 9 EXISTING TREES ON SITE 4 ARE BEING REMOVED AND REPLACED AS SEEN ON SHEET L2.0.
3. SCREENING IS REQUIRED ALONG PARKING EDGES THAT ARE ADJACENT TO RESIDENTIAL PROPERTIES. 35 JUNIPERS AT A MINIMUM HEIGHT OF 4' MEET THIS MINIMUM REQUIREMENT.
4. TOTAL EXISTING OVERSTORY TREES REMAINING = 5 TREES
5. TOTAL OVERSTROY TREES PROPOSED = 4
6. TOTAL OVERSTORY TREES = 9
7. TOTAL OVERSTORY TREES REQUIRED = 4
8. TOTAL UNDERSTORY TREES EXISTING = 1
9. TOTAL UNDERSTORY TREES PROPOSED = 35
10. TOTAL UNDERSTORY TREES REQUIRED = 8

PLANT SCHEDULE						
ITEM	SYM.	COMMON NAME	BOTANICAL NAME	QTY	MIN SIZE	MAX SIZE
SHADE TREE						
	RM	Red Maple	Acer Rubrum	1	2.5" Cal.	H: 50' W: 35-40'
	SO	Scarlet Oak	Quercus coccinea	2	2.5" Cal.	H: 50-70' W: 40-50'
	GL	Greenspire Linden	Tilia cordata 'Greenspire'	1	2.5" Cal.	H: 40-50' W: 30-35'
EVERGREEN TREE						
	MJ	Medora Juniper	Juniperus scopulorum 'Medora'	35	4' Height	H: 10-12' W: 2-3'



THIS SHEET IS FOR SIGNAGE REFERENCE ONLY.



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**UNAPPROVED MINUTES
PLANNING COMMISSION
CITY OF WYOMING, MINNESOTA
JUNE 8, 2021
7:00PM**

CALL TO ORDER:

Planning Commission Chairman Lobermeier called the Regular Meeting of the Wyoming Planning Commission for June 8, 2021 to order at 7:00 PM

CALL OF ROLL:

On a Call of the Roll the following members of the Wyoming Planning Commission were present: Mark Lobermeier, Kevin Teel, Bryan Murdock, Katie West, and Roger Carr

ABSENT: None

Also Present: Fred Weck Zoning Administrator and Council Liaison Brett Ohnstad

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

1. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota Planning Commission for May 25, 2021

A MOTION WAS MADE BY COMMISSIONER WEST, SECONDED BY COMMISSIONER CARR, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION FOR MAY 25, 2021 AS SUBMITTED.

*Voting Aye: Murdock, West, Teel, Carr, and Lobermeier
Voting Nay: None
Abstain: None
Absent: None*

SCHEDULED PUBLIC HEARINGS: NONE

NEW BUSINESS

2. Site Plan Review Sp-21-001 Widseth Smith and Nolting
Location: 5368 266th Street
Applicant: PMI Construction Services

Zoning Administrator Weck noted that he had e-mailed out some additional information just prior to the meeting and placed copies at their places. He stated that in the staff report, staff had recommended tabling this request in order to give the applicant more time to revise and complete their plans. He stated that in the meantime, he had briefly gone through the additional information that Tim Houle of Widseth Smith and Nolting had provided and suggested that he go ahead and address some of the items that were noted in the staff report.

Tim Houle explained that he is a civil engineer with Widseth Smith and Nolting and noted that they frequently just go by Widseth. He stated that Mike Koch from PMI Construction was also present at the meeting and will be the contractor for the project. He stated that their building project will be split into two phases with the first just remodeling the existing building and the second phase will include adding a garage for their vehicles. He stated that they purposefully did not submit all the required documents with things like the lighting and signage plans because they wanted to see what the City thought about their big items before they invested too much time in the project. He stated that they understand why staff's initial recommendation was to table the application but noted that he is hopeful that they can have a discussion with the Commission to get feedback and garner conditional approval for moving forward with this application. He stated that there are a few things that are causing them some challenges that are really out of the ordinary such as supply chain problems and pricing challenges. He stated that they are concerned about the time frame of the project because of those issues and is another reason that they would like to keep the process moving forward. He noted to address the landscaping and screening concerns raised in the staff report, they have submitted some pictures and noted that the site is fairly well treed and explained that there are presently 9 trees on the site, 3 on the west side and 6 on the east side near the residential area. He stated that will need to figure out where to put 3 more trees in order to meet the request by the City. He stated that they understand that they will need to replace the 4 trees they plan to remove with this project in addition to adding the 3 more trees that are required.

Chair Lobermeier asked if the Commission had any questions for the applicant regarding trees and screening.

Commissioner West asked how close they are to having a preliminary landscape plan to show the locations of these trees. She stated that is something she would like to see but imagines that the City Council would also find it helpful.

Mr. Houle explained that they received the staff report on Friday and reiterated that they are pulling together some additional information, but wanted to see what the initial reaction is from the Commission and noted that he hopeful that by next Monday they will have a plan sheet to show.

Zoning Administrator Weck explained that the City Council packets go out on Friday, so they would need additional information from Mr. Houle by Thursday.

Mr. Houle stated that is helpful information and will have the information ready by then.

Commissioner Murdock noted that he thinks some understory trees between the residences and the business seem like the best way to go and doesn't know why the Commission should hold up the entire process surrounding this point.

Chair Lobermeier asked about tree removal along the east side and noted that some that were related to the U-drive for the garage and some were related to stormwater. He stated that to get the garage where it is needed with the U-drive makes sense and noted that he believes there is some landscaping that could be done there. He stated that he thinks there may be other options for stormwater that can be covered later.

Mr. Houle stated that related to landscaping and screening there is a requirement in the City ordinances related to screening between residential areas and a parking lot. He stated that the screening is supposed to be a wall, a fence, or densely planted compact hedge or tree cover not less than 4 feet in height. He stated that they wanted to get some kind of feedback from the Commission on which screening they would prefer. He stated that his first idea was to go with vegetation because he doesn't think a wall would be appropriate in that neighborhood.

Chair Lobermeier stated that the Commission is not in any position to tell the applicant's which way they should go, but noted that have probably seen vegetation more often in this type of situation.

Commissioner Murdock stated that any trees that meet the understory requirement as part of their screening, will count towards trees too.

Zoning Administrator Weck stated that it actually depends on what type of tree is chosen, for example, if they choose an evergreen that could work on the screening side also.

Mr. Houle noted that they had spoken preliminarily, when they purchased the building, about the idea of whether they wanted to spend the funds to put in a garage and thought about just using the existing parking lot and remodeling the building. If so, they would not have to do any screening and noted that may be something the City wanted to keep in mind in the future when they look at their ordinances because there is a bit of a dichotomy in the ordinance. He stated that if they want to put in a garage, they have to do screening, but if they did not do a garage, they would not have to provide screening. He moved on to discuss stormwater and drainage and explained that they do have rate control requirements and are proposing two stormwater basins that would have approximately a two-foot dish. He stated that it will be a grassed depression and will be mow-able. He stated that they sized the two basins for the 100-year, 24-hour storm and have driveway curb and gutters and driveway valley gutters to direct the new impervious from the building and from the U-drive into the basins. He stated that they believe they will be able to show that they will be addressing stormwater on site and were not counting on infiltration but their understanding is that the soils are sandier in nature, so infiltration may occur. He stated that they did not show overflow elevations, but the general nature of the slope is towards Felton Avenue right now and that will not change. He noted that they will indicate on their drawings that both basins will overflow towards the street after detaining the 100-year, 24-hour storm. He stated that the finished floor measurement is at 902.6 and the top of the basin is right around 901, so they are asking for 1.6 feet rather than 2 feet. He stated that he understands the freeboard requirement, but would hope that the 1.6 feet would be found to be reasonable. He stated that it has been suggested to use a wet type seed mix and his thought was that they have to mow and maintain it, so he would hope that they could have some latitude to choose an appropriate seed mix based on the condition of the basin.

Chair Lobermeier asked how the water will get from the two new basins to the southwest corner of the site.

Mr. Houle stated that the basins on the east side are not set up to drain to the west side. He explained that the two basins on the east side will contain the 100-year, 24-hour storm.

Chair Lobermeier stated that the basins are not designed as wet detention but were designed to retain a 6-inch rainfall which is a lot. He noted that he is a retired civil engineer and questioned why the water was not taken to the west side where there is already a natural depression with an outlet. He asked if the applicant had taken a look at that to see if there is a way for them to bring storm water where it appears to want to go. He stated that most of the site drains there and has always drained there. They are not planning to add too much impervious surface which may also mean that no grading would be needed on the east side which would save some of the trees.

Mr. Houle explained that when they looked at the existing site, they noted that the drainage appears to be fine and did not want to interrupt or mess with the parking lot of the building. He agreed that the west appears to have capacity, but they believe that there is a highway easement over there, and were planning to stay away from interacting with MnDOT, if at all possible. When they decided to put in the improvements on the east side with the garage, they asked if there was a reasonable way to take it past or around the building and could not come up with a reasonable

way to do that which is why they proposed sizing the basins and were able to save 3 of the trees.

Chair Lobermeier referenced a project from a few years ago for a new dental office which ended up with a stormwater pond in the front and part of what he is talking about is in areas where that doesn't make sense to have to do that. He stated that it is their site plan, but if they are looking for options, that may be one to consider.

Mr. Houle stated that elevation-wise, if they were adding the garage at the first-floor elevation, they may have had a different take on whether they could go to the west, but since they are putting the garage basically between the first floor and the basement, it was lower than it would have been ideal to get across to the west side.

Chair Lobermeier stated that he is assuming staff will want to see where the water will go in the instance where the ponds fill up.

Mr. Houle stated that they can show where the overflow from the basins will go. He noted that the highest edge of the pavement is 900.6 feet.

Zoning Administrator Weck noted that when the streets were redone in the area, they had a tough time trying to figure out how to get the water to move because it is so flat in the area.

Commissioner Murdock asked if there was a reason that the drainage cannot go west along the north side of the building.

Mr. Houle stated that it would probably have to be piped because the entire new roof will go to the south. He noted that right now the north basin is there because trying to get everything to tilt to the south was going to be difficult. He stated that the staff report was correct that they did not indicate where the garbage enclosure would be kept and explained that they planned to put the garbage in the garage and will note that on their updated plan sheet. He stated that there were a few access questions from the staff report relating to sidewalks and the promotion of walkability. He stated that currently, the old clinic building has a sidewalk from the front door down to Felton and the City put in a sidewalk on the east side of Felton. He stated that they did not show a new sidewalk connecting their front door to Felton. He stated that the streets have been basically set up for vehicles and noted that some cities have wider streets so they can be used for parking or for people to walk along them. He stated that they would understand if they were a retail business or if they were still a clinic that the walkability may be more of a need, but with their type of business, there is not a lot of walk-up traffic. He stated that their request is that they do not have to continue the sidewalk between the new garage, the u-drive and up the sloped path to the front door. He stated that they are also requesting to use a 5-foot-wide sidewalk and noted that the existing sidewalk is 4 feet wide and complies with the ADA requirements.

Commissioner Teel stated that he would prefer a sidewalk even though the use will not be retail. He stated that he works in downtown St. Paul and he frequently walks during his lunchbreak and would like to give that opportunity not only to the citizens of the City, but also to the associates of Widseth so they are able to walk and head to the grocery store, for example, without having to just walk-through parking lots to get around the area. He noted that he understands that there isn't a crosswalk in the area, so he is not sure what the 'right' answer is, but is concerned that there is no way for their associates to get safely from their building to a sidewalk to take a walk during their lunch break to get to a restaurant or the grocery store.

Mr. Houle noted that he made a good point about the crossing and explained that they can go through the garage and out the u-drive because it has a pedestrian door. He reiterated that their request would be to allow their staff to come out the garage and the u-drive and cut across the street just like the present situation.

Zoning Administrator Weck stated that he agreed with Commissioner Teel's suggestion.

Commissioner Murdock questioned how they would walk around the front of their building and get from the front entry of the building to the u-drive.

Mr. Houle stated that currently only staff would go to the u-drive and would go through the garage.

Commissioner Murdock asked what would happen if this property is sold in the future to something that has a more retail use, and there is no sidewalk, would the City then require the new user to put in a sidewalk.

Zoning Administrator Weck stated that would only be if they had to do another site plan review.

Council Liaison Ohnstad stated that he would like to make sure that fire safety is taken into consideration and those types of vehicles would have easy access.

Mr. Houle addressed the comments in the staff report regarding lighting and signage. He noted that they now have a lighting plan from their electrical engineer so that will be submitted to the City. For signage, they do have a photo of the existing sign near Highway 8 and would propose to have something very similar to that at 266th and Highway 61. He noted that they have not yet made any decision regarding on-building sign and noted that it is not like their business will be an 'impulse' business for someone to see the sign and stop in.

Chair Lobermeier thanked Mr. Houle for having this dialogue with the Commission and noted that he thought it was a very helpful conversation.

Mr. Houle reiterated that they are hoping to keep the process moving forward.

- 3. MOTION BY COMMISSIONER LOBERMEIER, SECONDED BY COMMISSIONER WEST, TO RECOMMEND CONDITIONAL APPROVAL OF THE SITE PLAN REVIEW FOR PROPERTY LOCATED AT 5368 266TH STREET, FOR WIDSETH SMITH AND NOLTING, SUBJECT TO THE CONDITIONS NOTED IN THE STAFF REPORT, THAT INCLUDES THE TREE REPLACEMENT AND RE-SCREENING OF THE RESIDENTIAL AREA TO THE EAST AS DISCUSSED, NOTING THAT SCREENING, IF DONE WITH TREES MAY REDUCE THE ADDITIONAL TREES THAT NEED TO COME INTO THE SITE, THAT INFORMATION BE PROVIDED TO STAFF SHOWING WHERE WATER WILL FLOW ON THE SITE AS WELL AS THE FREEBOARD REQUESTED, THE ADDITION OF THE 5 FOOT SIDEWALK ,AS WELL AS A REQUIREMENT FOR A SIDEWALK FROM THE FRONT OF THE BUILDING, ALL THE WAY UP THE U-DRIVE OUT TO FELTON.**

Voting Aye: Murdock, West, Teel, Carr, and Lobermeier

Voting Nay: None

Abstain: None

Absent: None

Chair Lobermeier stated that he thinks this is a good project and is happy to see something go into this space. He asked how many employees will initially be using the building.

Mr. Houle stated that they currently have 10-11 employees and have room for close to 20 employees without including the basement space.

OLD BUSINESS: NONE

COMMUNICATIONS: NONE

UPDATES:

Sunrise Riverbank: Rezoning, Preliminary Plat, and Conditional Use Permit were approved by the City Council on June 1, 2021.

Zoning Administrator Weck noted that at the next meeting there will be a site plan review for Hallberg Self-Storage.

A MOTION WAS MADE BY COMMISSIONER MURDOCK, SECONDED BY COMMISSIONER TEEL, TO ADJOURN THE JUNE 8, 2021 “REGULAR MEETING” OF THE WYOMING, MINNESOTA PLANNING COMMISSION AT 7:53 PM.

Voting Aye: Murdock, West, Teel, Carr, and Lobermeier

Voting Nay: None

Abstain: None

Absent: None

RESOLUTION NO. 20-6-51

RESOLUTION GRANTING SITE PLAN REVIEW OF AN ADDITION AND PARKING LOT IMPROVEMENTS AT 5368 266TH STREET

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, Mike Koch of PMI Construction Services has requested Site Plan Review of an addition to the building and parking plot improvements. On property legally described as: Lots 5, 6, 7, 8, 9; 10, 11, and 12, Block 2, Roger's Addition to Wyoming.

WHEREAS, on June 8, 2021 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 Site Plan Review application, as submitted, and have made the following findings of fact:

1. The Site Plan is consistent with the various elements and objectives of the City's long range plans, including, but not limited to, the Comprehensive Plan;
2. The Site Plan is consistent with the purposes of this Code;
3. The Site Plan preserves the site in its natural state, insofar as practicable, by minimizing tree and soil removal, and designing any grade changes so as to be in keeping with the general appearance of neighboring developed or developing areas;
4. The Site Plan is has a harmonious relationship of buildings and open spaces with the terrain and with existing and future buildings having a visual relationship to the proposed development;
5. The Site Plan creates a functional and harmonious design for structures and site features including;
 - a. Creation of an internal sense of order for the various functions and buildings on the site and provision of a desirable environment for occupants, visitors and the general community;
 - b. Appropriateness of the amount and arrangement of open space and landscaping to the design and function of the development;
 - c. Appropriateness of the materials, textures, colors and details of construction as an expression of the design concept of the project and the compatibility of the same with the adjacent and neighboring structures and functions; and
 - d. Adequacy of vehicular, cycling and pedestrian circulation, including walkways, interior drives and parking, in terms of location and number of

access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian, cycling and vehicular traffic and arrangement and amount of parking so as to be safe, convenient and, insofar as practicable, compatible with the design of proposed buildings, structures and neighboring properties.

6. The Site Plan protects adjacent and neighboring properties through reasonable provisions for such matters as surface water drainage, sound and sight buffers, preservation of views, light, and air, and those aspects of design, not adequately covered by other regulations, which may have substantial effects on neighboring land uses.

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

1. A landscape plan that includes information listed in Section 40-555 (1) (b) and the required tree plantings per Section 40-555 (2).
2. Parking lot screening consistent with Section 40-674.
3. That a 5 foot wide pedestrian walkway be provided from the main entrance east to Felton Avenue alongside the U shaped driveway.
4. A sign plan consistent with standards described in Article VII Division 28.
5. All outstanding information related to drainage.
6. Show the direction of flow of the stormwater leaving the emergency overflows for the constructed basins in order to justify the elevation of the garage floor.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 7TH DAY OF MARCH, 2020.

Lisa Iverson, Mayor

ATTEST:

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

Robb Linwood, City Administrator



Request for Council Action

Date: June 8, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: 2021 Maintenance Patching

Method: New Business

Background Information:

In 2020 Public Works started maintenance patching of streets that are beyond repair from regular street maintenance and not in the 5-year CIP Plan. Earlier this year, the City Council approved the maintenance patching of Faxton Avenue by Kevin's Carwash. The last streets for 2021 are Viking Lane and Viking Court. These sections of streets are worn down to the gravel base, especially in the cul-de-sac. Public Works removes gravel from residents' yards as the snowplows push the gravel into the lawns. This repair will be a temporary repair that will last 7-10 years until they are eligible for the CIP Plan.

Public Works received three estimates. The three companies were Interstate Companies with a bid of \$36,750.00, Allied Blacktop with an estimate of \$36,860.00, and Bituminous Roadways with an estimate of \$38,335.00. The low bidder, Interstate Companies is the same company that maintenance patched Faxton earlier this year.

Funding for the project comes out of the CIP for street maintenance that provides \$100,000.00 a year. With the Faxton maintenance patching earlier in the year and this repair, the 2021 maintenance patching amount would be \$48,065.00.

Recommendation:

Staff recommends approval of the low bid from Interstate Companies in the amount of \$36,750.00 for the maintenance patching of Viking Lane and Viking Court.



CITY OF WYOMING

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



Interstate Removal, LLC

PROPOSAL

P.O. Box 1028
Forest Lake, MN 55025-5028
Phone: 651-765-0765
Fax: 651-407-0609

2021 Overlay Proposal

Bill To	Service Location
---------	------------------

City of Wyoming

Eric Rydeen
26490 Faxton Avenue
Wyoming, MN 55092

Viking Lane/Viking Court

Eric Rydeen
Viking Lane & Viking Court
Wyoming, MN 55092

Est. #: 11320

Date: 4/16/2021

Valid thru: 6/15/2021

Sales Person: Derek Gale

Service	Amount
---------	--------

2021 Overlay Proposal

1.5" to 2" Overlay of City Streets

Sweep & Prepare street surface, add new tack coat material as needed, overlay entire street surface with 2" of new hot asphalt and roll to a smooth finish. contractor to remove any job related debris and dispose of off-site. \$36,750.00

Proposal does not include the following: soil correction beyond the specified depth listed above, additional export of soils, additional sand or construction fabrics in the event that a soil correction is needed, surveying, permitting, relocation of existing site utilities.

Contractor will be responsible for cleanup and removal of all job related debris.

We Appreciate your business.

Derek Gale

651-443-2226

derek.g@interstatepm.com

Sub Total: **\$36,750.00**

7.375% Sales Tax: **\$0.00**

Total: **\$36,750.00**

ACCEPTANCE OF PROPOSAL

Interstate Pavement Maintenance is authorized to complete this contract as specified. Proposal does not include permits, bonds, erosion control, testing of any kind or any additional fees associated unless specified. Payments will be made to Interstate within 30 days of invoice date. A 1.5% finance charge will be added to the remaining balance of any past due invoice. Additional fees may be charged if Interstate is prevented from completing this work in a timely manner. These fees would not apply for reasons related to Interstate work performance or naturally occurring causes.

Applicable sales taxes will be added unless a Certificate of Exemption (Form ST3) is on file. Payment by credit card will incur an additional 3.5% processing fee. Upon receipt of this signed proposal our Scheduling Department will contact you regarding this project.

Upon receipt of this signed proposal our Scheduling Department will contact you regarding this project.

Accounts Payable Contact

Name: _____ Email: _____

Phone: _____ Terms: _____ Purchase Order: Yes | No

Signature / Approval

Phone Number

Date

Bill To	Service Location
---------	------------------

City of Wyoming

Eric Rydeen
26490 Faxton Avenue
Wyoming, MN 55092

Viking Lane/Viking Court

Eric Rydeen
Viking Lane & Viking Court
Wyoming, MN 55092

Est.#: 11320
Date: 4/16/2021
Valid thru: 6/15/2021
Sales Person: Derek Gale

Service	Amount
---------	--------

Wyoming Viking lane





Allied Blacktop Company
10503 - 89th Avenue North
Maple Grove, MN 55369
www.alliedblacktopmn.com

Phone: 763.425.0575
Fax: 763.424.6791
Cell: 651-248-0488
Email: Blair@alliedblacktopmn.com

Proposal

Company Name: City of Wyoming
Billing Address: City P.O. 188,
Wyoming, MN 55092
Contact Person: Eric Rydeen

Date: April 29, 2021

Phone: (651) 462-0580 Cell: 651-955-1348
Project Address: E Viking Ct and East Viking Ln

Email: erydeen@wyomingmn.org

We hereby submit specifications and quotations for the following:

Description of Work to be Performed	Unit	Qty.	Price	INT
Overlay Patching 1.5" - 2" Edge mill asphalt surface to promote water flow and provide tie ins. Patch and clean the asphalt surface. 40 Ton Apply CSS1H tack material at a rate of .05 gallons per S.Y. Pave an after compaction asphalt mat (Depth specified above).	S.Y.	3709	\$36,860.00	

Exclusions: Bonds, permits, fees, surveying, engineering, testing, rail road insurance, special insurance, site specific training for employees, landscaping, irrigation, watering of sod, soil corrections, dewatering, traffic control, utility or structural sheeting, shoring, underpinning, buried debris, rock excavation, class V base materials, drain tile, footing insulation or waterproofing, separation fabrics, vapor barriers, drainage layers, hazardous materials, removal of contaminated soils, haul road construction, erosion control, site restoration, gas, mechanical, or electrical excavation, site fencing, locating private utilities, private utility repairs, winter or cold weather conditions, night or weekend work, winter conditions.

Note: See Allied Blacktop Company Warranty Terms, Qualifications, and Construction Specifications.

We propose to furnish material and labor, complete in accordance with the above specifications, for the total lump sum of:

TOTAL ALL:	\$36,860.00
ADD 1% Bonding if Necessary	

Payment terms are net 30 days. Payment terms for chip seal applications are 90% due net 30 days, balance due upon completion of sweeping.

Note: This proposal may be withdrawn if not accepted within 15 days. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, weather or other delays beyond our control.

Allied Blacktop Company to carry proper insurance including Workers Compensation.

Authorized Signature: _____

Blair Jensen

Acceptance of Proposal: The above prices, specifications, conditions, and attached warranty qualifications are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

"(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE."



By: Blair Jenson 612-834-0488
Blair@alliedblacktopmn.com

General Qualifications

Allied Blacktop Company offers a one year guarantee on workmanship and materials on all scopes of work listed below, unless clarified. Please confirm scope of work detailed on site plan to assure accuracy. Allied Blacktop will contact customer prior to construction. Work will be done in a continuous fashion to minimize (but not eliminate) customer inconvenience. Allied Blacktop Company encourages an on-site pre construction meeting if traffic and staging issues are a concern. Allied Blacktop Company is not responsible for locating, repairing or replacing the following: Private utilities, Parking lot lights, sprinkler head, sprinkler lines, other non-located items in the construction area. Allied Blacktop is not liable for asphalt areas broken by equipment during construction process. Any deviation from original approved scope of work will only be completed with customer approval (written change order). Prior to the start of work, any obstructions in the construction area shall be removed by owner. Any delays may result in additional charges. Construction outside of this contract resulting in damage to project area will not be covered under Allied warranty.

Catch Basin Warranty Information and Qualifications:

While Allied Blacktop Company makes every effort to provide firm pricing on all our projects it is impossible to do so on catch basin reconstructs in that the repair work is under ground and cannot be specifically identified with a surface inspection. No work beyond time and materials pricing will proceed without verification and approval by the owner. Allied Blacktop Company will call for locates in advance of construction.

Chip Seal Warranty Information and Qualifications:

Qualifications: The one year guarantee does not include uneven wearing patterns in drive lanes, high traffic areas, exposed aggregate asphalt surfaces, and plow scraping. Excessive silt/dirt areas that are not able to be cleaned by reasonable means, may not adhere properly and result in premature wearing. Heavily shaded areas (ie. overhanging trees, tall buildings, etc.) may not properly cure. Low areas on the existing asphalt surface that hold water will reduce the life expectancy of the seal. Seal coats generally do not adhere well to epoxy striping materials. The Spring following a chip seal application, after the snow has melted, may reveal loosened aggregate in grass or areas where snow has been piled. This is typical of a chip seal application, and a second sweep in the spring should be considered at an additional charge (sweeping does not include landscape areas). Weeds and vegetation removal shall be done by owner at least 1 week prior to construction. Any areas not accessible to chip seal rollers will not be warrantied, and are excluded from the project unless otherwise noted.

Specifications: All chip seals experience oil bleeding and aggregate tracking. The pick-up sweep of excess aggregate is generally done 4 to 8 weeks after application. Actual lot conditions, weather, and other factors will determine actual sweeping time of aggregate. Polymerized oils allow for quicker pick up sweep to minimize aggregate tracking (generally 2 to 4 weeks). Fog seals will minimize the aggregate tracking and oil bleeding. Allied Blacktop Company uses the Standard McLeod formula for gauging application rates. Deviations from the formula at the customer's request may result in a warranty waiver. While the MNDot specifications allow for chip seals to be constructed from May 15 to September 1. Late season chip seals (starting August 15th) may exhibit a higher incidence of aggregate stripping and oil bleeding in subsequent seasons. Chip seals will not add structural integrity or correct water flow issues. Chip seal material may overlap into curb lines, this should be considered incidental to the construction.

Application: Clean the asphalt with a Mechanical Pick-up style street sweeper. Dispose of sweepings offsite. Apply liquid asphalt at a rate specified on proposal with asphalt distributors equipped with computerized rate of control. Apply cover aggregate at a rate specified on proposal with a self-propelled computerized chip spreader. Roll the cover aggregate with eleven wheel pneumatic rubber tire rollers. Pick up sweep excess aggregate as per curing conditions.

Seal Coat & Fog Seal Warranty Information and Qualifications:

Qualifications: The one year guarantee does not include uneven wearing patterns in drive lanes, high traffic areas, exposed aggregate asphalt surfaces, and plow scraping. Excessive silt/dirt areas that are not able to be cleaned by reasonable means, may not adhere properly and result in premature wearing. Heavily shaded areas (ie. overhanging trees, tall buildings, etc.) may not properly cure. Low areas on the existing asphalt surface that hold water will reduce the life expectancy of the seal. Seal coats generally do not adhere well to epoxy striping materials. All qualifications, specifications, and applications listed in this section also apply to fog seals. Traffic on uncured seal coats may result in material tracking (Allied not responsible for cleaning). Weeds and vegetation removal shall be done by owner at least 1 week prior to construction. Water protruding from the asphalt or adjacent areas that run into the seal coat area may affect the performance of the seal coat and will not be warrantied.

Specifications: CS-41 seal coats must be applied during daylight hours to ensure proper application and curing. CS-41 generally dries in one to five hours. It takes several additional hours for proper cure. Allowing traffic on the product prior to proper cure will result in premature wear. While CS-41 is a resurfacing as well as a rejuvenating sealer it will polish off the top of exposed aggregate and in drive lanes. CS-41 can be used over the top of chip seals to enhance aggregate adhesion and minimize aggregate tracking and oil bleeding. Sealcoating done after September 1st may have a high tendency for excessive or premature wearing and will not be warrantied.

Application: Clean asphalt surface to remove dust and loose debris. Apply CS-41 rejuvenating sealer and binder as per manufacturer's specifications.

Crack Seal Warranty Information and Qualifications:

Qualifications: The one year guarantee does not include previously sealed cracks that have failed and cannot be routed. Cracks sealed in parking areas are not warrantied. No warranty on un-routed cracks.

Specifications: Cracks wider than 1" should not/may not be crack sealed. Alligator, hairline and block cracks should not be sealed and will not be unless sealing these cracks is requested by customer in writing. Alligator, hairline and block cracks will not be routed or warrantied. Previously sealed cracks that have failed or recessed will be topped off only (no rout). Weeds in cracks are to be sprayed/removed by customer 2 weeks prior to construction. Cover paper will be used at contractors' discretion.

Application: Rout and seal the longitudinal and transverse "working" cracks that are ¼" wide or wider up to 1". Rout cracks ¾" by ¾". Dry and clean the crack with hot air lance and/or forced air. Seal crack with MNDOT spec hot crack seal material. Material will be heated in a melter equipped with a double jacket boiling system to prevent scorching and overheating of the material. Include over band as per MNDOT specifications. Apply proper cover as necessary per contractors' discretion.

Patching and Paving Warranty Information and Qualifications:

Qualifications: The one year guarantee does not include "frost, working, reflective" cracks or scrapes and other surface damage caused by plows, vehicles and equipment. All overlays will experience frost cracks, working cracks, and reflective cracks. Settling in trench patches due to sub base compaction will not be warrantied. No warranty on drop and roll patching. Late season patching & paving may result in rough mix and cold seams.

Specifications: Please inform an Allied estimator or Office Staff of specific water flow concerns (if any) prior to construction. Water flow issues may not be addressed unless identified by owner prior to bidding and construction. Allied Blacktop Company will shoot elevations upon request or if water flow issues are present and identified prior to construction. No guarantee on 100% water flow unless 1.5% pitch can be established and maintained. Asphalt overlays will mirror existing parking lot. Allied Blacktop Company will call for locates in advance of construction. Allied Blacktop Company will not be responsible for locating, repairing or replacing the following: Private utilities, sprinkler head, sprinkler lines, or other non-located items in the construction area. Allied Blacktop Company is not responsible for any backfilling, seed or sod unless detailed on proposal. Allied Blacktop Company is not responsible for any City, State, County, Federal, Watershed or other permitting unless detailed on proposal. Parking stripes affected by asphalt work will not be re-striped unless quoted. This contractor is not liable for asphalt areas broken by equipment during construction process. Base replacement is not included in the contract unless noted on the proposal. If base replacement is found to be necessary, replacement cost will be approved by owner prior to continuing the construction process.

Application: Asphalt paving application details to be noted on proposal if not listed in this section. Patch asphalt as specified on proposal by methods of remove and replace, mill and patch, skin patch, drop and roll or infrared patching or other specified method.

Remove and replace: Jackhammer, mill, or sawcut straight edge. Remove existing asphalt and dispose off-site. Stabilize existing base material. Install asphalt as per specified thickness and compact.

Mill and Patch: Mill existing asphalt to a specified depth. Clean milled surface. Apply CSS1H tack material. Install asphalt as per specified thickness and compact.

Skin Patch: Clean existing asphalt surface. Apply CSS1H tack material when applicable. Install asphalt material and compact. (No Warranty)

Drop and Roll: Install asphalt material and compact (No Warranty).

Infrared Patch: Heat existing asphalt surface. Add asphalt sand fines as necessary rake to level and compact.

Concrete Warranty Information and Qualifications:

The one year guarantee does not include "frost or hairline cracking, scrapes and other surface damage caused by plows, vehicles and equipment, or concrete spalling or raveling as a result of improper salting. After October 15th cold weather charges will take effect. Allied is not responsible for concrete parking blocks damaged during the removal process.

Parking blocks can be replaced at a price to be specified prior to installation.



Your Preferred Pavement Partner Since 1946

1520 Commerce Drive | Mendota Heights | MN | 55120
651-686-7001 (P) | 651-687-9857 (F)
www.bitroads.com | info@bitroads.com

To:	CITY OF WYOMING	Contact:	ERIC RYDEEN
Address:	26885 FOREST BOULEVARD WYOMING, MN 55092	Phone:	616-530-7226
		Fax:	616-530-7200
Project Name:	CITY OF WYOMING (VIKING COURT)	Bid Number:	
Project Location:	E VIKING COURT, WYOMING, MN	Bid Date:	5/26/2021
Attachments:	e viking court.pdf		

Item Description

OPTION #1 - 1.5" OVERLAY

Mill And Overlay (3,546 SY)

- Mill Butt Joints As Needed.
- Sweep Existing Asphalt Surface To Remove Dirt And Debris, Prior To Overlay.
- Furnish And Install A MN/DOT 2357 Bituminous Tack Coat To Provide A Binder Between The Existing Surface And The Proposed Overlay.
- Furnish And Install A 1.5 Inch Average (Compacted Thickness) MN/DOT 2360 Type SPWEA330B Bituminous Overlay.

** Note: Existing Cracks In Your Asphalt Pavement May Reflect Through The New Asphalt Overlay. This Is Common For Our Climate.**

Total Price for above OPTION #1 - 1.5" OVERLAY Items: \$29,400.00

OPTION #2 - 2" OVERLAY

Mill And Overlay (3,546 SY)

- Mill Butt Joints As Needed.
- Sweep Existing Asphalt Surface To Remove Dirt And Debris, Prior To Overlay.
- Furnish And Install A MN/DOT 2357 Bituminous Tack Coat To Provide A Binder Between The Existing Surface And The Proposed Overlay.
- Furnish And Install A 2 Inch Average (Compacted Thickness) MN/DOT 2360 Type SPWEA330B Bituminous Overlay.
- Furnish And Install Parking Lot Striping To Match Existing.

** Note: Existing Cracks In Your Asphalt Pavement May Reflect Through The New Asphalt Overlay. This Is Common For Our Climate.**

Total Price for above OPTION #2 - 2" OVERLAY Items: \$38,335.00

Notes:

- All work to be completed in 2021.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope.
- For more information: www.bitroads.com

Payment Terms:

This proposal is subject to credit approval and is valid for 15 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<https://bitroads.com/About-Us/75th-Anniversary>



Your Preferred Pavement Partner Since 1946

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To:	CITY OF WYOMING	Contact:	ERIC RYDEEN
Address:	26885 FOREST BOULEVARD WYOMING, MN 55092	Phone:	616-530-7226
		Fax:	616-530-7200
Project Name:	CITY OF WYOMING (VIKING COURT)	Bid Number:	
Project Location:	E VIKING COURT, WYOMING, MN	Bid Date:	5/26/2021
Attachments:	e viking court.pdf		

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS

Authorized Signature: _____

Estimator: Mike Assell
mike.assell@bitroads.com

RESOLUTION NO.21-06-52

**APPROVING OF THE LOW BID FROM INTERSTATE COMPANIES IN THE
AMOUNT OF \$36,750.00 FOR THE MAINTENANCE PATCHING OF VIKING
LANE AND VIKING COURT.**

WHERE AS, Whereas there are streets in the City that are beyond repair from normal street maintenance that are currently not included in the CIP; and

WHERE AS, Viking Lane and Viking Court are currently worn down to the gravel base of the street which is further degraded as snowplows move through the streets and end up pushing gravel into lawns; and

WHERE AS, Interstate companies successfully patched Faxton Avenue earlier this year and provided the low bid for the current project, then

THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the approval of the low bid from Interstate Companies in the amount of \$36,750.00 for the maintenance patching of Viking Lane and Viking Court.

This resolution was adopted by the City Council of the City of Wyoming on the 15th day of June 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)



Request for Council Action

Date: June 10, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: 2021 Crack Sealing and Replay

Method: New Business

Background Information:

Replay is a soybean-based sealer with 9 polymers that the city started using in 2020. Replay is a proprietary product and also a green product as it reduces carbon.

Public works has identified Frontier, Fuller, Fondant, 245th, and Heims Lake Circle as streets to crack fill and Replay as they are streets with pavement of 5 years of age. We also included Banta Park Parking lot as we will be looking at parking lots with street preservation.

As a proprietary product, Bargaen Incorporated was the low bid with an estimate of \$53,224.00.

Replay can not be applied over streets that have been chip sealed as the product will not penetrate the oils used in chip sealing. In 2023, Public Works will be requesting bids on chip sealing several streets that will be 7 years since they were chip sealed, the largest one being Kettle River Boulevard. For the next two years we will be requesting additional crack sealing in preparation of the 2023 chip sealing project.

Two estimates were obtained for additional crack sealing. Bargaen Incorporated was the lowest bid in the amount of \$22,498.00. As Replay is a proprietary product, M&R Paving gave us an estimate that was pick and choose. The equal estimate numbers from M&R Paving are Replay and crack filling, \$59,175.00, and additional crack sealing \$25,050.00. Both estimates being higher than Bargaen Incorporated.

The total amount for these two additional services from Bargaen incorporated total \$75,722.00 and would come from the Street Maintenance CIP which provides \$100,000.00 per year.

For Transparency, the total dollar amount for the 2021 street maintenance projects which include maintenance patching, Replay and crack filling, and additional crack filling would be \$123,787.00. In 2019, \$100,000.00 was budgeted for street maintenance in the Street Maintenance CIP. No projects were completed this year as we were looking at alternatives to chip sealing. Public Works would like to use these funds for the additional crack sealing.

Recommendation:

Staff recommends approval of Replay and crack filling for the 2021 street maintenance project in the amount of \$53,224.00 and additional crack filling in the amount of \$22,498.00. Both services provided by Bargaen Incorporated for a total not to exceed \$75,722.00.



CITY OF WYOMING

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

A carbon-negative solution.

Compared to all other asphalt sealers, RePLAY is the only carbon-negative preservation treatment available on the market today.

88%

bio-based materials, derived mostly from domestic soybeans.

5.3x

lower global warming potential than traditional sealers.



BARGEN INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159

Fax/Email COVER SHEET

Company City of Wyoming
Attention Chuck Almhy, Eld
Fax # _____

From Jerry

Date 6-10-21

Phone: 1-800-434-2924
Fax: 1-507-427-2697

Email: calmhjeld@wyomingmn.org

Email us back at bargen@bargeninc.com

Total pages, including cover 7

Urgent ☒
For Review ☒
Please Reply ☒
Original is being mailed to you ☒

Message _____

Crack repair (route & seal) with RePlay

Crack repair (clean & seal) only

BARGEN

INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159



June 10, 2021

City of Wyoming
Attn: Chuck Almhjeld
PO Box 188
Wyoming, MN 55092

Chuck,

Thank you for the opportunity to explain the pavement maintenance services our firm offers and to provide you with a quote for your roads. I am confident that you will find the services beneficial for your project. I would like to explain the procedures our service crew uses.

Asphalt Rubber Crack Repair (Rout & Seal)

Our service crew will:

- A. rout out cracks 1" wide by 1" deep for cracks that are 40 feet apart and closer
- B. rout out cracks 1 ¼" wide by 1" deep for cracks that are 45 – 80 feet apart
- C. if the cracks are wider, they will be routed accordingly
- D. the cracks will then be cleaned with high volume blowers
- E. as a second cleaning procedure, a heat lance will be used to clean out any remaining debris and/or moisture
- F. cracks will be filled three-quarters to full
- G. after a cooling period, the cracks are filled a second time using a banding applicator
- H. this does not include any alleged areas
- I. the debris will be blown to the side of the road, where it will be the Customers responsibility to sweep up

Sealant Material

The sealant that we will use meets and exceeds the Minnesota State Spec. #3723.2 and Iowa ASTM-D3405 and ASTM-D6690 type II Spec. with the following modifications:

- 100% elongation at -20°F

Recently OSHA implemented new exposure levels for the Respirable Crystalline Silica law. We as a company are taking this serious and we want to protect our workers as well as avoid any fines that might be incurred by not following OSHA regulations.

The OSHA standard (29 CFR 1926.1153) requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. In keeping with the spirit of the law, we are doing everything we can to reduce our employee's exposure to Silica. This includes working towards a solution to suppress the dust at the point of creation, as well as using a Vacuum sweeper truck with a water system in the holding tank to suck the debris from the cracks.

RePlay Procedure (clear seal coat)

We will clean the area in preparation for the Seal Coat. The RePlay Agricultural Oil Seal and Preservation Agent will be spray applied in one coat. RePlay is designed to extend the life of new and existing asphalt surfaces. **(Note: will cure in less than 3 hours)**

Project Prices - Our price includes all materials, applicable taxes and labor to complete the project as explained.

Please note: The Customer is responsible for notifying the public that we will be working in your area.

Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.

Frontier & Fuller

Crack repair (rout & seal) \$1,404.00
RePlay \$11,646.00

Fondant & 245th

Crack repair (rout & seal) \$2,328.00
RePlay \$28,533.00

Heim Lake Circle

Crack repair (rout & seal) \$650.00
RePlay \$6,506.00

Banta Park parking area

Crack repair (rout & seal) \$300.00
RePlay \$1,857.00

The total price for crack repair is \$4,682.00.

The total project price for RePlay is \$48,542.00.

The stated above is what we need to complete the project. If there are any Bonds needed for this project that cost will need to be ADDED to the prices listed above.

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargaen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargaen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargaen Inc. when due.

This Proposal/Contract may be withdrawn by Bargaen Inc. if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance _____ Purchase Order # _____

Signature _____ Signature _____

Thank you for the opportunity to provide you with information on the asphalt pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,



Jerry Van Dyke
BARGEN, INC.

JVD/lh

Project for City of Wyoming – RePlay and Crack Repair

Our Mission

Bargaen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: www.bargeninc.com
Email: bargen@bargeninc.com

BARGEN

INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159



June 10, 2021

City of Wyoming
Attn: Chuck Almhjeld
PO Box 188
Wyoming, MN 55092

Crack Repair only

Chuck,

Thank you for the opportunity to explain the pavement maintenance services our firm offers and to provide you with a quote for your roads. I am confident that you will find the services beneficial for your project. I would like to explain the procedures our service crew uses.

Clean and Seal Procedure (Re-seal)

The existing cracks will be cleaned of debris and/or moisture using a heat lance. We will then fill the cracks with rubberized sealant, installing an overbanding safety seal.

Recently OSHA implemented new exposure levels for the Respirable Crystalline Silica law. We as a company are taking this serious and we want to protect our workers as well as avoid any fines that might be incurred by not following OSHA regulations.

The OSHA standard (29 CFR 1926.1153) requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. In keeping with the spirit of the law, we are doing everything we can to reduce our employee's exposure to Silica. This includes working towards a solution to suppress the dust at the point of creation, as well as using a Vacuum sweeper truck with a water system in the holding tank to suck the debris from the cracks.

Project Prices - Our price includes all materials, applicable taxes and labor to complete the project as explained.

Please note: The Customer is responsible for notifying the public that we will be working in your area.

Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.

Edison Avenue

Crack repair (clean & seal) \$525.00

259th Court

Crack repair (clean & seal) \$1,350.00

Euclid Avenue

Crack repair (clean & seal) \$937.00

Fall Brook north of Viking

Crack repair (clean & seal) \$700.00

Heath & Comfort Drive

Crack repair (clean & seal) \$16,502.00

245th

Crack repair (clean & seal) \$2,484.00

The total project price for crack repair is \$22,498.00

The stated above is what we need to complete the project. If there are any Bonds needed for this project that cost will need to be ADDED to the prices listed above.

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargaen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargaen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargaen Inc. when due.

This Proposal/Contract may be withdrawn by Bargaen Inc. if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance _____ Purchase Order # _____

Signature _____ Signature _____

Thank you for the opportunity to provide you with information on the asphalt pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,



Jerry Van Dyke
BARGEN, INC.

JVD/lh

Project for City of Wyoming – Crack Repair only

Our Mission

Bargen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: www.bargeninc.com
Email: bargen@bargeninc.com

M.R.

PAVING & EXCAVATING, INC.

1000 North Front

P.O. Box 787

New Ulm, MN. 56073

Phone (507) 354-4171

Fax (507) 359-4156

May 27, 2021

City of Wyoming
Attn: Eric & Chuck
PO Box 188
Wyoming, MN 55092

Project prices – Our price includes all materials, applicable taxes and labor to complete the project as explained.

Asphalt Rubber Crack Repair Procedure:

- A. Rout out cracks 1" wide by 1" deep for cracks that are 40 feet apart and closer.
- B. Rout out cracks 1 ¼" wide by 1" deep for cracks that are 45 - 80 feet apart.
- C. If the cracks are wider, they will be routed accordingly.
- D. The cracks will then be cleaned with high volume blowers.
- E. As a second cleaning procedure, a heat lance will be used to clean out any remaining debris and/or moisture.
- F. Cracks will be filled three-quarters to full.
- G. After a cooling period, the cracks are filled a second time using a banding applicator.
- H. This does not include any alleged areas.
- I. The debris will be blown to the side of the curb, where it will be the City's responsibility to sweep up

Sealant Material

The sealant that we will use meets and exceeds the Minnesota State Spec. #3723.2 and Iowa ASTM-D3405 and ASTM-D6690 type II Spec. with the following modifications:

- 100% elongation at -20 degrees F

Clean & Seal Procedure: (Re-seal)

The existing cracks will be cleaned of debris and/or moisture using a heat lance. We will then fill the cracks with rubberized sealant, installing an over banding safety seal.

RePlay Procedure: (clear seal coat)

We will clean the area in preparation for the seal coat. The RePlay Agricultural Oil Seal and Preservation Agent will be spray applied in one coat. RePlay is designed to extend the life of new and existing asphalt surfaces. Cure time is 3 hours or less.

** Please note that if any bonds are needed for this project that will need to be added as an additional cost to the price listed above.

** These prices are subject to change if not accepted within 30 days.

1 – Kettle River Blvd.

Crack Repair (clean & seal): \$26,775.00

2 – Edison Ave.

Crack Repair (clean & seal): \$600.00

3 – 259th Court

Crack Repair (clean & seal): \$1,500.00

4 – Euclid Ave.

Crack Repair (clean & seal): \$1,050.00

5 – Fall Brook north of Viking

Crack Repair (clean & seal): \$800.00

6 – Fall Brook & Fall Brook Court S.

Do Not Do.

7 – Heath & Comfort Drive

Crack Repair (clean & seal): \$18,325.00

8 – 245th

Crack Repair (clean & seal): \$2,775.00

9 – Frontier Ave. & Fuller

Crack Repair (rout & seal): \$1,575.00
RePlay: \$12,950.00

10 – Fondant & 245th

Crack Repair (rout & seal): \$2,600.00
RePlay: \$31,675.00

11 – Heim Lake Circle

Crack Repair (rout & seal):	\$725.00
RePlay:	\$7,225.00

12 – Banta Park parking area

Crack Repair (rout & seal):	\$350.00
RePlay:	\$2,075.00

The total project price is subject to the work chosen to be completed.

Acceptance of Proposal:

Date of acceptance: _____ PO # _____

Customer Signature: _____

M.R. Paving Signature: _____ / _____

Thank you for the opportunity to provide you with a quote for your community project.

Respectfully Submitted,

Brian D. Rahe

Brian D. Rahe, Sales Mgr.
M.R. Paving & Excavating, Inc.

RESOLUTION NO.21-06-53

APPROVING THE USE OF REPLAY AND CRACK FILLING FOR THE 2021 STREET MAINTENANCE PROJECT IN THE AMOUNT OF \$53,224.00 AND ADDITIONAL CRACK FILLING IN THE AMOUNT OF \$22,498.00. BOTH SERVICES PROVIDED BY BARGEN INCORPORATED FOR A TOTAL NOT TO EXCEED \$75,722.00.

WHERE AS, Replay is an environmentally friendly soybean based polymer that the City began using on City streets in 2020; and

WHERE AS, There are several streets that Public Works have identified in addition to the Banta Park Parking lot that are in need of pavement maintenance; and

WHERE AS, Replay cannot be used on streets that have been chip sealed meaning that the City will still need to do chip sealing on some streets, and

WHERE AS, Bergan Incorporated provided the lowest bid for the project with \$53,224 for Replay and an additional cost of \$22,498 for additional crack filling,

THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the use of Replay and crack filling for the 2021 Street Maintenance Project in the Amount of \$53,224 and Additional Crack Filling in the Amount of \$22,498 for a total cost of services provided by Bergan Incorporated not to exceed \$75,722.

This resolution was adopted by the City Council of the City of Wyoming on the 15th day of June 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)



Request for Action

Date: June 11th, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Kelly Dumais, Assistant City Administrator

Department: Administration

Reference: Food Truck Ordinance

Method: New Business

Background Information:

At the June 9th, 2021 City Council Work Session, the City Council requested a draft of an amendment to the City's transient merchant ordinance that would better support Food Trucks to operate within the City. The proposed draft is attached as well as an additional copy showing the changes made from the existing City's ordinance. The updated ordinance specifically addresses requirements for food trucks to operate and creates three levels of license that correspond to different time frames that the license would be valid. Licenses for food trucks that are valid for less than 6 months are able to be reviewed and granted through administrative review. Licenses for more than 6 months would be presented to council as is standard practice.

Minnesota Statutes Chapter 157 Food, Beverage, and Lodging Establishments According to Minnesota Statutes Chapter 157 Food, Beverage, and Lodging Establishments, a license is required annually for anyone engaged in the business of conducting a food and beverage service establishment. Food Trucks in Chisago County are licensed through the Minnesota Department of Health. The variation in Mobile Food Unit operations may trigger different requirements by the state for licensure in order to ensure the vendor is not a public health risk. Considerations that the state review include things such as unit design, food preparation areas, ventilation systems, water supply, sewage disposal etc. The City's proposed ordinance amendment does not seek to duplicate regulatory efforts by the state. Conditions of licensure articulated in the City's policy pertain specially to impacts that a mobile food unit may have on residents and businesses within the community. These include things such as limits on when food trucks may operate, ensuring compliance with the city's sign ordinance, waste disposal, sound management, street obstruction, and proximity to local restaurants.

The conditions of licensure included in the proposed ordinance are

- (1) A mobile food unit shall operate only during the hours of 9:00 a.m. and 10:00 p.m.
- (2) A mobile food unit must dispose of its gray water daily and may not be drained into city storm water drains.
- (3) A mobile food unit is not required to obtain a sign permit from the city. However, no additional signage is permitted beyond that which is on the mobile food unit unless it meets the following requirements:
 - (a) One single sandwich board style sign is permitted per mobile food unit;
 - (b) The maximum sign size is 8 square feet;
 - (c) The sign must be placed on the ground and within 10 feet of the mobile food unit;
 - (d) The sign must not be placed within the public right-of-way except with the express written permission of the city; and
- (4) Refuse containers must be provided for customers. The operator of the mobile food unit is responsible for removing all litter and refuse associated with the mobile food unit.
- (5) A mobile food unit shall comply with all applicable federal, state and local laws, ordinances, regulations,

parking zones, and posted signs.

- (6) Mobile food units may not maintain or use outside sound amplifying equipment, televisions or other similar visual entertainment devices, or noisemakers such as bells, horns or whistles. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.
- (7) Mobile Food Units cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.
- (8) Mobile Food Units may not be located within 200 feet of existing restaurants or coffee shops, as measured from the Mobile Food Unit to the entrance to the food service building.

Included in your packet is the proposed ordinance, a version showing tracked changes from our original ordinance. A proposed application for Mobile Food Units Licensure for the City and a Resolution to approve the summary application of Ordinance 2021-01.

Recommended Action: To consider approval and adoption of Ordinance 2021-01 and approval of **Resolution 21-06-54** approving the summary publication of Ordinance 2021-01 an ordinance amending the City of Wyoming Code of Ordinances, Chapter 12, Businesses: Article IV. Conducting sales of merchandise or food products or engaging in similar transient commerce from a moveable place of business

ORDINANCE NO. 2021-01

AN ORDINANCE AMENDING THE CITY OF WYOMING CODE OF ORDINANCES, CHAPTER 12, BUSINESSES, ARTICLE 4 CONDUCTING SALES OF MERCHANDISE OR FOOD PRODUCTS OR ENGAGING IN SIMILAR TRANSIENT COMMERCE FROM A MOVEABLE PLACE OF BUSINESS

NOW THEREFORE, it is hereby ordained by the City Council of the City of Wyoming, Chisago County, Minnesota, that the Wyoming City Code of Ordinances Chapter 12, Article 4, Conducting Sales of Merchandise or Food Products or Engaging in Similar Transient Commerce from a Movable Place of Business is to be deleted in its entirety and replaced with the following:

COMMERCE FROM A MOVEABLE PLACE OF BUSINESS

Sec. 12 – 200. Purpose.

Pursuant to the powers granted to it by Minnesota Statutes 412.221 subd. 20, the City Council deems it necessary to provide for the regulation of sales of merchandise or food products or similar transient commerce from a moveable place of business in order to protect the public health, safety and welfare.

Sec. 12 – 201. Definitions.

(a) “Moveable Place of Business” means any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter which circulates through the streets making intermittent stops for the purpose of sales and not a fixed address store front or other type of permanent type structure authorized for sales transactions. Moveable Place of Business does not mean the incidental use of a truck, van, automobile or other similar type of vehicle to transport goods sold in a door to door manner consistent with Chapter 24, Section 24-1 of the Wyoming Code of Ordinances Moveable Place of Business does not mean the incidental use of a truck, van, automobile or similar type of vehicle as shelter for the purpose of sales from a semi- permanent though not necessary fixed storefront such as a vegetable stand

(b) “Sale” means any transfer of goods for money, trade, barter or other consideration

(c) “Mobile Food Unit” means a food or beverage service establishment that is a vehicle mounted unit such as:

1. Motorized or trailered self contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.
2. Operated in conjunction with a permanent business licensed under Chapter 157 or Chapter 128A of the Minnesota State Statutes at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location; and a self-contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.
3. Food Cart: A food and beverage service establishment that is a non-motorized vehicle self-propelled by the operator.
4. Ice Cream Truck: A motor vehicle utilized as the point of retail sales of pre - wrapped or prepackaged ice cream, frozen yogurt, frozen custard, flavored frozen water or similar frozen dessert products.

Sec. 12 – 202. Licensing.

(a) No person may conduct sales of merchandise or food products or similar transient commerce from a moveable place of business without first obtaining a license to do so from the City.

(b) City Licensure is not necessary when operations occur at a private residential property for private event purposes. Mobile food unit sales operating in this environment may only be for private event purposes, and are not open for sales to the general public.

Sec. 12 – 203. Application.

(a) Application forms: Application for a license required by this division shall be made only on the forms provided by the City clerk-administrator and executed by the applicant. Four complete copies of the application shall be furnished to the office of the City clerk- administrator with the appropriate license fee and license investigation fee. The application shall include the full name of the applicant, the applicant's residential and business address, date of birth and telephone numbers, the same information for any employees of the applicant who will be conducting sales, the name of the

business for which the license is sought and any additional information the City deems necessary. If the applicant is a corporation, limited liability company, association or partnership, the application shall contain the names, residential addresses, dates of birth, and telephone numbers of all the officers, directors, and partners of the organization

(b) Additional Documentation: In addition to the Application, if the license applicant desires to conduct sales of food products, the applicant shall provide a copy of the applicable Minnesota Department of Agriculture license and/or permit and/or Minnesota Department of Health license and/or permit issued to the applicant. All applicants shall provide a copy of a valid driver's license for the applicant and each employee of the applicant who will be conducting sales and proof of insurance for any vehicles to be used in the sales

Sec. 12 – 204 Approval or Denial.

(a) Upon receipt of a completed application, the City clerk-administrator shall forward the application to the Police Department for a background check on the applicant and any employees who will conduct sales to the public. Once the background check is complete, the clerk-administrator shall forward the application to City Council for consideration at its next regularly scheduled council meeting. If the clerk-administrator determines that the application is incomplete, the application shall be returned to the applicant with notice of the information necessary to make the application complete.

(b) The City Council may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant and/or the applicant's employees that it deems necessary. If the City Council approves the license, the City clerk-administrator shall issue the license to the applicant. If the City council denies the license, notice of the denial shall be given to the applicant.

(c) Applications for a Mobile Food Unit for a period of less than 6 months may be processed administratively and do not require review or approval by the City Council.

Sec. 12 – 205. Term.

(a) Licenses with the exception of Mobile Food Units, issued under this article shall be valid for the current calendar year in which the license is issued. Application for renewal of any license must be made at least thirty (30) days but no more than sixty (60) days before the expiration of the current license.

(b) Mobile Food Unit licenses may be requested for the following periods of time and cost. If the license is issued, the license is only valid for the amount of time designated in the application. In the case that a vendor is interested in renewing a license, they must submit a new application and application fee to the City according to the fees outlined in the City's fee schedule.

1. Day License
2. Month License
3. 6-12 Month License

Sec. 12 – 206. Restrictions.

(A) Authority: The City Council may place such conditions upon the grant of the license as it deems reasonable, such restrictions may include but are not limited to, restrictions upon noise and hours of operation. In the case that the license is being approved administratively, staff may also conditionally license vendor.

(B) Mobile Food Unit Conditions

(1) A mobile food unit shall operate only during the hours of 9:00 a.m. and 10:00 p.m.

(2) A mobile food unit must dispose of its gray water daily and may not be drained into city storm water drains.

(3) A mobile food unit is not required to obtain a sign permit from the city. However, no additional signage is permitted beyond that which is on the mobile food unit unless it meets the following requirements:

(a) One single sandwich board style sign is permitted per mobile food unit;

(b) The maximum sign size is 8 square feet;

(c) The sign must be placed on the ground and within 10 feet of the mobile food unit;

(d) The sign must not be placed within the public right-of-way except with the express written permission of the city; and

(4) Refuse containers must be provided for customers. The operator of the mobile food unit is responsible for removing all litter and refuse associated with the mobile food unit.

(5) A mobile food unit shall comply with all applicable federal, state and local laws, ordinances, regulations, parking zones, and posted signs.

(6) Mobile food units may not maintain or use outside sound amplifying equipment, televisions or other similar visual entertainment devices, or noisemakers such as bells, horns or whistles. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.

(7) Mobile Food Units cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.

(8) Mobile Food Units may not be located within 200 feet of existing restaurants or coffee shops, as measured from the Mobile Food Unit to the entrance to the food service building.

Sec. 12 – 207 License fee and license investigation fee.

The license fee and license investigation fee shall be as stated in appendix A of the City Code. The license investigation fee must be paid for each applicant and each of the applicant's employees who will be conducting sales to the public.

Passed and approved by the City Council of the City of Wyoming this 25th day of June, 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Clerk

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

ORDINANCE NO. 2021-01

AN ORDINANCE AMENDING THE CITY OF WYOMING CODE OF ORDINANCES, CHAPTER 12, BUSINESSES, ARTICLE 4 CONDUCTING SALES OF MERCHANDISE OR FOOD PRODUCTS OR ENGAGING IN SIMILAR TRANSIENT COMMERCE FROM A MOVEABLE PLACE OF BUSINESS

NOW THEREFORE, it is hereby ordained by the City Council of the City of Wyoming, Chisago County, Minnesota, that the Wyoming City Code of Ordinances Chapter 12, Article 4, Conducting Sales of Merchandise or Food Products or Engaging in Similar Transient Commerce from a Movable Place of Business is to be deleted in its entirety and replaced with the following:

CONDUCTING SALES OF MERCHANDISE OR FOOD PRODUCTS OR ENGAGING IN SIMILAR TRANSIENT COMMERCE FROM A MOVEABLE PLACE OF BUSINESS

Sec. 12 – 200. Purpose.

Pursuant to the powers granted to it by Minnesota Statutes 412.221 subd. 20, the City Council deems it necessary to provide for the regulation of sales of merchandise or food products or similar transient commerce from a moveable place of business in order to protect the public health, safety and welfare.

Sec. 12 – 201. Definitions.

(a) “Moveable Place of Business” means any form of business operated out of a truck, van, automobile or other type of vehicle or transportable shelter which circulates through the streets making intermittent stops for the purpose of sales and not a fixed address store front or other type of permanent type structure authorized for sales transactions. Moveable Place of Business does not mean the incidental use of a truck, van, automobile or other similar type of vehicle to transport goods sold in a door to door manner consistent with Chapter 24, Section 24-1 of the Wyoming Code of Ordinances. Moveable Place of Business does not mean the incidental use of a truck, van, automobile or similar type of vehicle as shelter for the purpose of sales from a semi- permanent though not necessary fixed storefront such as vegetable stand

(b) “Sale” means any transfer of goods for money, trade, barter or other consideration

(c) “Mobile Food Unit” means a food or beverage service establishment that is a vehicle mounted unit such as:

1. Motorized or trailered self contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.
2. Operated in conjunction with a permanent business licensed under Chapter 157 or Chapter 128A of the Minnesota State Statutes at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location; and a self-contained unit, in which food is stored, cooked, and prepared for direct sale to the consumer.
3. Food Cart: A food and beverage service establishment that is a non-motorized vehicle self-propelled by the operator.
- 1-4. Ice Cream Truck: A motor vehicle utilized as the point of retail sales of pre - wrapped or prepackaged ice cream, frozen yogurt, frozen custard, flavored frozen water or similar frozen dessert products.

Sec. 12 – 202. Required Licensing.

(a) ~~License~~. No person may conduct sales of merchandise or food products or similar transient commerce from a moveable place of business without first obtaining a license to do so from the City.

(b) City Licensure is not necessary when operations occur at a private residential property for private event purposes. Mobile food unit sales operating in this environment may only be for private event purposes, and are not open for sales to the general public.

Sec. 12 – 203. Application.

(a) Application forms: Application for a license required by this division shall be made only on the forms provided by the City clerk-administrator and executed by the applicant. Four complete copies of the application shall be furnished to the office of the City clerk- administrator with the appropriate license fee and license investigation fee. The application shall include the full name of the applicant, the applicant's residential and business address, date of birth and telephone numbers, the same information for any employees of the applicant who will be conducting sales, the name of the business for which the license is sought and any additional information the City deems necessary. If the applicant is a corporation, limited liability company, association or partnership, the application shall contain the names, residential addresses, dates of birth, and telephone numbers of all the officers, directors, and partners of the organization

(b) Additional Documentation: In addition to the Application, if the license applicant desires to conduct sales of food products, the applicant shall provide a copy of the applicable Minnesota Department of Agriculture license and/or permit and/or Minnesota Department of Health license and/or permit issued to the applicant. All applicants shall provide a copy of a valid driver's license for the applicant and each employee of the applicant who will be conducting sales and proof of insurance for any vehicles to be used in the sales

Sec. 12 – 204 Approval or Denial.

(a) Upon receipt of a completed application, the City clerk-administrator shall forward the application to the Police Department for a background check on the applicant and any employees who will conduct sales to the public. Once the background check is complete, the clerk-administrator shall forward the application to City Council for consideration at its next regularly scheduled council meeting. If the clerk-administrator determines that the application is incomplete, the application shall be returned to the applicant with notice of the information necessary to make the application complete.

(b) The City Council may either approve or deny the license, or it may delay action for such reasonable period of time as necessary to complete any investigation of the application or the applicant and/or the applicant's employees that it deems necessary. If the City Council approves the license, the City clerk-administrator shall issue the license to the applicant. If the City council denies the license, notice of the denial shall be given to the applicant.

(c) Applications for a Mobile Food Unit for a period of less than 6 months may be processed administratively and do not require review or approval by the City Council.

Sec. 12 – 205. Term.

(a) All licenses with the exception of Mobile Food Units, issued under this article shall be valid for the current calendar year in which the license is issued. Application for renewal of any license must be made at least thirty (30) days but no more than sixty (60) days before the expiration of the current license.

(b) Mobile Food Unit licenses may be requested for the following periods of time and cost. If the license is issued, the license is only valid for the amount of time designated in the application. In the case that a vendor is interested in renewing a license, they must submit a new application and application fee to the City according to the fees outlined in the City's fee schedule.

1. Day License

2. Month License

3. 6-12 Month License

Sec. 12 – 206. Restrictions.

~~(A) Authority:~~

~~(A) The City Council may place such conditions upon the grant of the license as it deems reasonable, such restrictions may include but are not limited to, restrictions upon noise and hours of operation. In the case that the license is being approved administratively, staff may also conditionally license vendor.~~

(B) Mobile Food Unit Conditions

(1) A mobile food unit shall operate only during the hours of 9:00 a.m. and 10:00 p.m.

(2) A mobile food unit must dispose of its gray water daily and may not be drained into city storm water drains.

(3) A mobile food unit is not required to obtain a sign permit from the city. However, no additional signage is permitted beyond that which is on the mobile food unit unless it meets the following requirements:

(a) One single sandwich board style sign is permitted per mobile food unit;

(b) The maximum sign size is 8 square feet;

(c) The sign must be placed on the ground and within 10 feet of the mobile food unit;

(d) The sign must not be placed within the public right-of-way except with the express written permission of the city; and

(4) Refuse containers must be provided for customers. The operator of the mobile food unit is responsible for removing all litter and refuse associated with the mobile food unit.

(5) A mobile food unit shall comply with all applicable federal, state and local laws, ordinances, regulations, parking zones, and posted signs.

(6) Mobile food units may not maintain or use outside sound amplifying equipment, televisions or other similar visual entertainment devices, or noisemakers such as bells, horns or whistles. Ice cream trucks traveling through a residential district may have outdoor music or noise-making devices to announce their presence.

(7) Mobile Food Units cannot obstruct the movement of pedestrians or vehicles or pose a hazard to public safety.

(8) Mobile Food Units may not be located within 200 feet of existing restaurants or coffee shops, as measured from the Mobile Food Unit to the entrance to the food service building.

Sec. 12 – 207 License fee and license investigation fee.

The license fee and license investigation fee shall be as stated in appendix A of the City Code. The license investigation fee must be paid for each applicant and each of the applicant's employees who will be

conducting sales to the public.



City of Wyoming
26885 Forest Blvd
Wyoming, MN 55092
PO BOX 188
651-462-0575
wyoming@wyomingmn.org

MOBILE FOOD UNIT (MFU) – LICENSE APPLICATION

Mobile Food Units licenses issued by the City require approval from the Wyoming City Council. Licenses are issued on an event basis, and permit MFUs to operate for a designated period of time as defined in the application.

Applications and payment must be submitted to the City of Wyoming no later than Wednesday prior to the event. All applications received after this date will not be issued. No exceptions. Completed applications can be submitted to City Hall or emailed to: wyoming@wyomingmn.org.

1. APPLICANT INFORMATION

Business Name: _____

Applicant's Legal Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Is this your permanent address? ☐ Yes ☐ No If no, please provide permanent address:

Permanent Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Cell Phone: _____

Email: _____

2. LICENSE TYPE

The City of Wyoming offers Mobile Food Truck Licensing depending on the need of the vendor. Please indicate the type of license that you are applying for and include the cost of the License with your application when returning to City Hall.

☐ Daily License (\$50)

☐ Monthly License (\$100)

☐ 6-12 month License (\$150)*

*A License that is for 6-12 months must be reviewed and approved of by the Wyoming City Council.

3. FOOD AND LOCATION

Describe the food that will be sold:

Are you licensed by the MN Health Department? ☐ Yes ☐ No *Please provide a copy of license.

List the address and describe the location(s) where food will be sold:

The applicant has my permission to sell on my property:

Property Owner Printed Name _____

Property Owner Signature _____

Date _____

Vehicle description:

Make: _____ Model: _____ Year: _____ Color: _____ Plate: _____

Certificate of insurance attached per City Code Section 401.01, Subd. 4: ☐ Yes ☐ No

4. HOURS AND DURATION OF SALES

Mobile Food Unit Operations shall be prohibited between the hours of 10:00 p.m. and 8:00 a.m. No single MFU shall operate at the site for more than twenty-one (21) days at a time. **No Mobile Food Unit permits will be issued during the annual Fourth of July Celebration.**

List the hours and dates you will be in operation:

5. CRIMINAL BACKGROUND

Have you ever been convicted of a crime, misdemeanor, or violation of any ordinances related to this type of business? If so, provide details, location(s), and date(s):

**** All ice cream vendors are required to undergo a criminal background investigation and complete the background consent form.****

6. PREVIOUS LICENSES HELD

Please list the last municipalities, including state and dates worked, where you have conducted this business:

1.

2.

3.

7. FEES & PAYMENT

Fees: Daily fee for Mobile Food Units is \$20.00/day per location.

Payments: Applications and payment must be submitted to the City of Wyoming no later than Wednesday prior to the event. Payments can be made in person at Wyoming City Hall during normal business hours. Payments can also be done by mail or by phone:

Check	Credit Card Payment	Cash:
<i>Mail Payment to:</i> Wyoming City Hall Attn: Food Truck Licensing 26885 Forest Blvd PO Box 188 Wyoming, MN 55092	<i>To make payment by phone, please call:</i> 651-462-0575 **Additional charge for use of credit cards	<i>Cash payments made in person:</i> Wyoming City Hall 26885 Forest Blvd PO Box 188 Wyoming, MN 55092 <i>**Please note City offices are open weekdays between 8:00am-4:30pm Closed on the weekends.**</i>

6. APPLICANT SIGNATURE:

- ☐ I have fully read and understand city code regarding Mobile Food Units (MFU) in its entirety, and agree to respect and obey all regulations of Wyoming's city code regarding the regulations with regard to MFU

Signature of Applicant

Date

Staff Use Only:

Date App. Received:	Amount Paid:	Receipt No.:
Council Meeting Date:	Approved Dates:	Permit Number:
Issued Date:	Staff Signature:	

NOTICE TO APPLICANT:

In the course of your application for a license under Wyoming's General Licensing requirement, you may be asked to supply non-public data. The purpose and intended use of this data is to provide a means for the City to evaluate whether you comply with the application requirements for the general license application. You may refuse to supply the requested data, but this may result in an incomplete application which may result in your application being denied. This non-public data may be reviewed by the City of Wyoming, employees of the City of Wyoming who are assigned to review such information, and the City of Wyoming's legal consultant. In addition, this data may be reviewed by specific advisory boards and subcommittees of the City of Wyoming, who assist the City in evaluating your application. You hereby agree to release the data to those boards and subcommittees for the purpose of effectuating that review.

Failures to complete, supply, or falsify any or all information contained within this application will result in a delay or denial or revocation of your license and/or application.

The undersigned, an applicant for a license under the rules and regulations of the City of Wyoming, understands and consents to the release and use of private or confidential data, as described above and acknowledges receipt of a copy of excerpts of City Code, Chapter 4, Public Protection and General Licensing.

Also, the undersigned does hereby agree to defend, indemnify, and hold harmless, the City of Wyoming, its officers, employees and agents, for any and all claims, causes of action, lawsuits, losses or expenses, including reasonable attorney's fees and costs, on account of bodily injury, sickness, disease, death, and property damage as the result of any action of the undersigned.

Applicant Signature

Date

RESOLUTION NO. 21-06-54

**RESOLUTION ADOPTING AND APPROVING A SUMMARY PUBLICATION FOR
ORDINANCE 2021-01, AN ORDINANCE AMENDING THE CITY OF WYOMING
CODE OF ORDINANCES, CHAPTER 12, ARTICLE 4 CONDUCTING SALES OF
MERCHANDISE OR FOOD PRODUCTS OR ENGAGING IN SIMILAR TRANSIENT
COMMERCE FROM A MOVEABLE PLACE OF BUSINESS**

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

WHEREAS, the City has adopted the City of Wyoming Ordinance, No. 2021-01 AN ORDINANCE AMENDING Chapter 12, Article 4 of the City Code containing 4 pages; and

WHEREAS, the City Council has determined that publication of the title of the ordinance and a summary of the ordinance would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Wyoming hereby directs the City Clerk to cause to be published in the Forest Lake Times the following notice:

**NOTICE OF ADOPTION OF THE CITY OF WYOMING ORDINANCE NO. 2021-01 AN
ORDINANCE AMENDING THE CITY OF WYOMING CODE OF AN ORDINANCE
AMENDING THE CITY OF WYOMING CODE OF ORDINANCES, CHAPTER 12,
ARTICLE 4 CONDUCTING SALES OF MERCHANDISE OR FOOD PRODUCTS OR
ENGAGING IN SIMILAR TRANSIENT COMMERCE FROM A MOVEABLE PLACE OF
BUSINESS**

TO WHOM IT MAY CONCERN:

NOTICE IS HEREBY GIVEN that on the 15th day of June 2021, the City Council of the City of Wyoming adopted an Ordinance amending Chapter 12 of the City Code. The new Ordinance is entitled:

**ORDINANCE NO. 2021-01
AN ORDINANCE AMENDING THE CITY OF WYOMING CODE OF ORDINANCES, CHAPTER 12,
BUSINESSES, ARTICLE 4 CONDUCTING SALES OF MERCHANDISE OR FOOD PRODUCTS OR
ENGAGING IN SIMILAR TRANSIENT COMMERCE FROM A MOVEABLE PLACE OF BUSINESS**

NOTICE IS FURTHER GIVEN that the ordinance establishes licensing requirements for transient vendors including Mobile Food Units.

NOTICE IS FURTHER GIVEN that a printed copy of the entire ordinance is available for inspection by any person during the City Clerk's regular office hours in the City Hall located at 26885 Forest Boulevard, Wyoming, Minnesota. Furthermore, proof of publication of the title and summary shall be recorded in the ordinance book of the City Wyoming within 10 days of publication of the title and summary.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 15th Day of June, 2021

Lisa Iverson, Mayor

ATTEST:

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

Robb Linwood, City Clerk