

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
AUGUST 4, 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 July 20th, 2021
2. Consider approving the minutes of the "Work Session Meeting" of the Wyoming, Minnesota City Council for July 28th, 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. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of July 21st, 2021 through August 4th, 2021
4. To Consider Resolution 21-08-75 Accepting a Donation from Grand Casino Mille Lacs for \$1,000 for Railroad Park

5. To Consider **Resolution 21-08-76** approving a Mobile Food Unit License for Center City Swine Circus
6. To consider the application for a Temporary ON-SALE Liquor License for the Wyoming Area Creative Arts Community for August 18th, 2021 located at the Hallberg Center for the Arts.
7. Cooperative Fire Protection Agreement between City of Wyoming and Minnesota Department of Natural Resources
8. To Consider **Resolution 21-08-77** to purchase a 2021 Polaris Ranger 570 from Tousley Motorsports in the amount of \$14,922.90 including documentation fee, minus \$3,000 for a trade-in of the 2006 Polaris Ranger for a total cost of \$11,922.90.
9. To Consider **Resolution 21-08-78** to approve ESS Brothers for a contract to repair 20 surface water catch basins for the cost of \$14,250.
10. Accept the Resignation of Dustin Brown as a Volunteer Firefighter
11. To Consider **Resolution 21-08-79** appointing Wyoming On Call Firefighter to Probationary Status

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

12. Report of the Public Safety Director, Paul Hoppe, for July 28, 2021
13. Report of City Building Official, Fred Weck, IV for July 30, 2021
14. Report of City Engineer Mark Erichson, WSB for July 30, 2021
15. Report of the Public Works Superintendent Chuck Almhjeld for July 28, 2021

COMMUNICATIONS:

16. American Rescue Plan meeting Invite from Chisago County
17. Update on City of Wyoming In house Utility Billing Launch
18. COVID-19 Business Preparedness Plan Update

OLD BUSINESS:

NEW BUSINESS:

19. To Consider **Resolution 21-08-80** Ordering the Preparation of a Feasibility Report for Public Improvements for the 2022 East Viking Boulevard Project

20. To Consider **Resolution 21-08-81** Authorizing roadway Easement Acquisition From the Minnesota Department of Natural Resources for Bridge No. 13J22- East Viking Boulevard Over the South Branch Sunrise River
21. To Consider **Resolution 21-08-82** approving the contract with WSB to develop a Park and Trail Master Plan for the City of Wyoming for \$28,500
22. To Consider **Resolution 21-08-83** Regulating Nonessential Water Usage Upon Critical Water Deficiency as Authorized by Minn. Stat. § 103G.291 and City of Wyoming Ordinance § 36.60

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JULY 20, 2021
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for July 20, 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, and Claire Luger

ABSENT: Councilmember Dennis Schilling

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:

1. US Highway 8 Update: Joe Triplett, Engineer/Public Works Director

Joe Triplett – Gave a brief update on the Highway 8 project and explained that the staff approved layout has been turned into MnDot. He noted that he will be meeting tomorrow with City Engineer Erichson to begin work on the local road system design. They have secured about \$29-30 million thus far for the project.

Council Member Nanko Yeager – Shared concerns that she received from Liberty Ponds residents regarding noise, access to the trail, and access to Highway 8 from Heath.

Mr. Triplett – Explained that there will be a noise study conducted as part of the project and noted that they have included 3 or 4 tunnels in order to get people across to the trails. He noted that they will still have access from Heath, but it will be straightened out. He encouraged the Council to get in touch if they have questions or if they get additional feedback from residents similar to the Liberty Ponds feedback.

County Commissioner Montzka – Stated that he is here to find out if there is anything the County can do to work with the City. He noted that there is some COVID money that the County will be distributing and will begin some meetings soon to determine where these funds should be distributed. He is hopeful that there can be some of the funds devoted to the public school systems. He shared a few details from their initial budget discussions and noted that they are looking at a tax increase, but they do not yet know how much.

Mayor Iverson – Expressed her disappointment that there will be a tax increase.

APPROVAL OF MINUTES:

2. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for July 6, 2021

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY

COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JULY 6, 2021 AS SUBMITTED.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

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.

3. To consider **Resolution 21-07-64** Approving Payment for Pay Voucher #3 to Keuchle Underground for the East Viking Boulevard Utility Improvement (WSB Project 012660-000) (City Project 19-02) in the amount of \$293,803.75
4. To consider **Resolution 21-07-65** Accepting donation from Xcel Energy for the Veterans Memorial at Railroad Park
5. To consider **Resolution 21-07-66** Accepting a Donation from SRC to the Railroad Park Project
6. To consider **Resolution 21-07-67** Accepting Donation from Midco for the Veterans Memorial at Railroad Park
7. To consider **Resolution 21-07-68** Accepting Donations from Cemstone for Railroad Park
8. To consider the Hiring of Blake Speidel for the part-time Public Works Maintenance Position stating at July 21, 2021 for a wage of \$14.00/hour
9. To consider **Resolution 21-07-69** Approving the Issuance of a Tobacco License for 2021 for Hillsdale LLC contingent upon the Receipt of Payment for the License
10. To consider the application for a Temporary ON-SALE Liquor License for the Wyoming Fire Relief Association for September 18, 2021 located on East Viking Boulevard and Felton Avenue for Wyoming Stagecoach Celebration
11. To consider **Resolution 21-07-59** Approving the Purchase of Court Resurfacing at Swenson Park from Court Surfaces and Repair, Inc. for \$13,950
12. To consider **Resolution 21-07-62** Approving the Purchase of Warming House Modifications at Swenson Park from Odesa II for \$18,600
13. To consider **Resolution 21-07-63** a Resolution Approving the Purchase of Site Work and Concrete at Swenson Park from Odesa II for \$73,294
14. To consider a quotation from BergankDV for Audit Services to the City of Wyoming and Wyoming Fire Relief Association for the years 2021, 2022, and 2023
15. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of July 7, 2021 to July 20, 2021.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE #3 - #15 OF THE WYOMING CITY COUNCIL CONSENT AGENDA

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

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

16. Report of the Public Safety Director, Paul Hoppe for July 16, 2021

17. Report of City Building Official, Fred Weck, IV for July 15, 2021
18. Report of City Attorney Tom Loonan for July 15, 2021
19. Report of City Engineer Mark Erichson, WSB for July 16, 2021
20. Report of Public Works Superintendent Chuck Almhjeld for July 20, 2021

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS

21. To consider compensation study prepared by Baker Tilly to assist the City of Wyoming in achieving pay equity compliance

City Administrator Linwood – Introduced Ann Antonsen from Baker Tilly and noted that she would be joining the meeting remotely.

Ann Antonsen – Explained that the City was required to submit a pay equity report effective January 31, 2021 with pay data that was effective on December 31, 2020. She noted that the City received the first notice of non-compliance on May 7, 2021 and now has the opportunity to make adjustments to the pay plan to bring it into compliance. She explained that the changes will be effective as of July 7, 2021 and the new report will be filed by August 7, 2021. She stated that they have adjusted the compensation plan accordingly to ensure compliance. She noted that the Council will be asked to adopt the updated pay scale, position placement and the impact. She answered Council questions about the compensation plan and the options presented.

Mayor Iverson – Asked what would happen if the City was not in compliance.

Ms. Antonsen – Stated that if the City does not achieve compliance, the City will face penalties, which would be the greater fee between either a 5% loss in local government aid or \$100/day dating back to January 1, 2021 which would keep compounding until the City achieve compliance.

A MOTION WAS MADE BY COUNCILMEMBER NANKO YEAGER SECONDED BY COUNCILMEMBER LUGER, TO APPROVE OPTION # 1 AS PRESENTED FROM THE COMPENSATION STUDY PREPARED BY BAKER TILLY TO ASSIST THE CITY OF WYOMING IN ACHIEVING PAY EQUITY COMPLIANCE.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE PAY SCALE AS PRESENTED BY BAKER TILLY TO ASSIST THE CITY OF WYOMING IN ACHIEVING PAY EQUITY COMPLIANCE.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY

COUNCILMEMBER OHNSTAD, TO APPROVE THE TITLE AND GRADE AS PRESENTED BY BAKER TILLY TO ASSIST THE CITY OF WYOMING IN ACHIEVING PAY EQUITY COMPLIANCE.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO ACCEPT THE PAY EQUITY REPORT AS PREPARED BY BAKER TILLY TO ASSIST THE CITY OF WYOMING IN ACHIEVING PAY EQUITY COMPLIANCE.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

22. To consider accepting a Long Term Plan for the City of Wyoming as prepared by AEM Financial Solutions, LLC

City Administrator Linwood – Noted that Jean McCann from AEM will be present later in the meeting and asked that the Council come back to this item when she arrived at the meeting.

23. To consider Resolution 21-07-70 a resolution approving the Site Plan Review of a Parking Lot expansion at 5376 260th Street

Zoning Administrator/Building Official Weck – Explained the request for a parking lot expansion and noted that the Planning Commission had recommended approval.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-07-70 A RESOLUTION APPROVING THE SITE PLAN REVIEW OF A PARKING LOT EXPANSION AT 5376 260TH STREET.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

24. To consider Resolution 21-07-71 a resolution approving Final Plat: D-21-008 “Heims Lake Villas North” at PID 21.11122.00 and 21.11123.00

Zoning Administrator/Building Official Weck – Gave an overview of the request by Heims Lake Villas North for Final Plat approval. He noted that the Planning Commission recommended approval.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 21-07-71 A RESOLUTION APPROVING A FINAL PLAT D-21-008 “HEIMS LAKE VILLAS NORTH” AT PROPERTY IDENTIFICATION NUMBER 21.11122.00 AND 21.11123.00

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

25. To consider **Resolution 21-07-72** a resolution approving Final Plat: D-21-009 Summer Fields 2nd Addition PID: 21.10582.61

Zoning Administrator/Building Official Weck – Gave an overview of the 15 lot residential subdivision at Summer Fields 2nd addition and noted that these will be detached townhomes. The Planning Commission recommended approval with the conditions as listed in the staff report.

Council Member Nanko Yeager – Asked about the outlot being a street and if the City would be involved in the maintenance.

Zoning Administrator/Building Official Weck – Explained that this would be a private street and the home owners association would be responsible for all maintenance. He noted that the Planning Commission did not catch that it was an outlot and a private road at the Preliminary Plat. He noted that there would not be room for a public street, so staff recommended going ahead with the private street as an outlot.

Council Member Nanko Yeager – Stressed the importance of having it in writing that the HOA will be responsible for all snow plowing and pot hole filling.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER NANKO YEAGER, TO APPROVE RESOLUTION 21-07-72 A RESOLUTION APPROVING A FINAL PLAT D-21-008 “HEIMS LAKE VILLAS NORTH” AT PROPERTY IDENTIFICATION NUMBER 21.11122.00 AND 21.11123.00

Voting Aye: Nanko Yeager, Luger, Iverson

Voting Nay: Ohnstad

Abstain: None

Absent: Schilling

22. To consider accepting a Long Term Plan for the City of Wyoming as prepared by AEM Financial Solutions, LLC – Continued....

Jean McCann, AEM – Reviewed the proposed Long Term Plan for the City and highlighted the items that have been changed since the last discussion and answered Council questions.

City Administrator Linwood – Reminded the Council that this document is considering a living document and will be reviewed and updated annually.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO ACCEPT A LONG TERM PLAN FOR THE CITY OF WYOMING AS PREPARED BY AEM FINANCIAL SOLUTIONS, LLC.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

26. To consider **Resolution 21-07-73** to purchase a 2021 306 Mini Hydraulic Excavator from Ziegler Cat for \$76,216.00 on the State Bid Contract

Public Works Superintendent Almhjeld – Explained that Public Works would like to replace the John Deere 401D backhoe with this mini hydraulic excavator. He noted that there had been some modifications made to the John Deere which meant that Ziegler Cat would not take it in on trade.

Mayor Iverson – Asked what this equipment would be used for and what its expected lifespan would be.

Public Works Superintendent Almhjeld – Explained that the expected lifespan would be 15 years because of its trade-in value. He stated that it can be used for cleaning out ponds, rivers, creeks, that have fallen trees in them, they can just be grabbed and pulled out with this equipment. He stated that they will also use it for trenching for electric and drain tile.

Council Member Nanko Yeager – Asked if the mini excavator could do everything that the backhoe could do.

Public Works Superintendent Almhjeld – Confirmed that it can do everything the same, except drive to the site because it is on tracks and not wheels.

Council Member Luger – Asked for an explanation of his statement that the John Deer backhoe is not safe to operate.

Public Works Superintendent Almhjeld – Gave an overview of where the roll bar assembly and cab have been drilled into for unknown purposes. He explained that it would roll over, the cab with be crushed. He stated that on of the main reasons why the City could not get a trade from Ziegler was because the safety features have been altered.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 21-07-73 A RESOLUTION APPROVING THE PURCHASE OF A 2021 306 MINI HYDRAULIC EXCAVATOR FROM ZIEGLER CAT FOR \$76,216.00 ON THE STATE BID CONTRACT

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

- 27.** To consider **Resolution 21-07-74** to approve the purchase of New 2021 Towmaster Trailer T-20D from RDO Equipment in the amount of \$14,802.00 with an adjusted cost from the trade in value of a 2013 PJ Trailer and a 1989 John Deere Backhoe in the amount of \$8,000 for a total cost not to exceed \$7,764.13

Public Works Superintendent Almhjeld – Explained that this is the trailer that will be necessary to haul the mini hydraulic excavator discussed in the previous agenda item.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-07-74 A RESOLUTION APPROVING THE PURCHASE OF NEW 2021 TOWMASTER TRAILER T-20D FROM RDO EQUIPMENT IN THE AMOUNT OF \$14,802.00 WITH AN ADJUSTED COST FROM THE TRADE-IN VALUE OF A 2013 PJ TRAILER AND 1989 JOHN DEER BACKHOE IN THE AMOUNT OF \$8,000 FOR A TOTAL COST NOT TO EXCEED \$7,764.13.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

COUNCIL REPORTS:

Council Member Ohnstad – No report.

Council Member Nanko Yeager – Attended the Sewer Commission meeting.

Council Member Luger – Attended the Park Advisory Commission meeting.

Mayor Iverson – Attended Economic Development Authority meeting, took a tour of Regal

machine, attended the Minnesota Mayor's Association meeting, the Sewer Commission, and the Park Advisory Commission.

City Administrator Linwood – Stated that on August 3, 2021, 6:00 at Goodview Park, the City will have a National Night Out celebration with a lot of great activities for families.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE JULY 20, 2021 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:21 PM

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

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

NEXT REGULAR MEETING:
AUGUST 4, 2021
7:00PM

**UNAPPROVED MINUTES
CITY COUNCIL
WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
JULY 28, 2021
6:00 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Work Session Meeting of the Wyoming City Council for July 25, 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: Mayor Lisa Iverson, and Council Members Linda Nanko Yeager and Claire Luger

ABSENT: Council Members' Dennis Schilling and Brett Ohnstad

Also Present: Robb Linwood, City Administrator; Kelly Dumais, Assistant City Administrator; Paul Hoppe, Public Safety Director, Fred Weck, Building Official/Zoning Administrator, Chuck Almhjeld, Public Works Superintendent, Jean McGann AEM Financial and Jessi Sturtz, AEM Financial.

DETERMINATION OF A QUORUM:

NEW BUSINESS

1. 2022 Draft Budget Memo

Jean McGann gave an overview of the first version of the draft 2022 budget with the following highlights.

The 2021 Budget included the Council approved priorities for each department. These will continue to be reviewed and updated as needed in the 2021 budget.

Key items in this year's budget:

- The 2022 tax rate is proposed to increase from 43.31% to 45.07% resulting in a 1.76% increase from 2021.
- The total 2022 tax levy is proposed to increase \$450,578 or 10.12% from 2021
- The general levy increased \$69,743 or 2.08%
 - Factors relating to this increase are explained in this memo under the General Fund Budget Summary section
- The debt levy increased \$50,835 or 5.74%
 - Increase is due to the issuance of the 2020A bonds for the 2020 street project and the subsequent tax levy needed to fund debt service payments
- The capital levy increased \$330,000
 - Capital levies are needed to fund equipment and improvements and details can be found in the City's Long Term Plan
 - The street replacement levy increased by \$300,000 or 100%. This is new item for 2022
- Staffing
 - The Crime Analyst was promoted to full-time starting in July 2021
 - All employees are projected to receive a COLA increase of 3% and eligible employees will receive a step increase
 - We have estimated a 8% increase to health insurance. Per the League of MN Cities, we have estimated a 20% increase to Worker's Comp and 12% increase for general liability insurance.

Staff discussed with the council regarding the increase in the street fund of \$300,000 for future projects along with the potential use of franchise fees that add an additional \$292,000. Some of the members of council preferred a levy action for this item while others preferred the use of franchise fees. Council gave direction to staff to look at some potential different allocations of levy dollars and franchise fees and adjust the street capital improvement plan if necessary to try to lessen the impacts.

2. City Park and Trail Master Plan

Staff presented a plan to council from WSB that would offer a strategic plan regarding the continued maintenance of parks and a master trail plan for existing and future plans in the city. There some concern that the plan would not address some of the current issues of maintenance and access to existing portions of the city, it was discussed that this would be included. The council discussed the goal of walkability in the community and that having this master plan would help develop a map for future developments and necessary connections and help prioritize the maintenance and improvements at city parks. Council directed staff to move this item to a future agenda for review and potential approval.

3. Resilient Communities Project Overview

Staff gave a review of the University of Minnesota Resilient community's project and what it could offer to the community in regards to senior's usage or parks and another project of a design for the history walk and veterans memorial at Railroad Park. After considerable discussion it was determined that the senior park plan would be somewhat redundant based on what the WSB plan would accomplish. The council did indicate interest in the Railroad Park engagement plan and design for veteran's memorial and history walk but requested more information on deliverables for this project and what they would be receiving from the University.

OLD BUSINESS:

4. City Council Mission and Vision Statements

The council asked that this item be reviewed at our next budget meeting when we had all of our council members present for discussion.

5. Diversity, Equity, and Inclusion Council Training Dates

The council indicated dates of availability and asked that the two council members who were not present to be contacted and asked what dates would work best for the training.

6. American Rescue Plan Update

Staff gave an updated on the American Rescue Plan and indicated that they are still reviewing guidance for the dollars. Staff shared the priorities that they had come up with fro the dollars and it would be determined yet which were eligible uses. Staff communicated that we did receive the first half of the dollars this week and in total the city of Wyoming would be receiving \$853,520.10, with the second half to be receiving in the summer of 2022. The council was invited to a collaborative meeting at Chisago County on August 16th, 2021 to discuss priorities of the city along with other council members, town board members, city staff and Chisago County Commissioners and staff. The county will be discussing the potential of partnering with communities on certain projects with dollars Chisago County received as part of the American Rescue Plan.

MAYOR IVERSON ADJOURNED THE JULY 28, 2021 "WORK SESSION MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:14PM

For Check Dates 07/20/2021 to 07/20/2021

Check Number Name		Check Date
52174 PACIFIC LIFE INSURANCE		07/20/2021
Item Code	GL Number	Amount
ROTH	101-0000-21712	230.77
		<u>230.77</u>
EFT792 P.E.R.A.,		07/20/2021
Item Code	GL Number	Amount
CORD PERA	101-0000-21704	0.00
DCP PERA	101-0000-21704	16.67
DCP PERA MATCH	101-0000-21704	16.67
PERA CITY MATCH	101-0000-21704	0.00
PF PERA	101-0000-21704	0.00
PF PERA CITY	101-0000-21704	0.00
		<u>33.34</u>
EFT793 INTERNAL REVENUE SERVICE,		07/20/2021
Item Code	GL Number	Amount
FITW	101-0000-21701	228.81
MEDICARE_EE	101-0000-21703	228.48
MEDICARE_ER	101-0000-21703	228.48
SOCSEC_EE	101-0000-21703	976.92
SOCSEC_ER	101-0000-21703	976.92
		<u>2,639.61</u>
EFT794 STATE OF MINNESOTA,		07/20/2021
Item Code	GL Number	Amount
SITW	101-0000-21702	138.99
		<u>138.99</u>
EFT795 SELECTACCOUNT,		07/20/2021
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>
EFT796 P.E.R.A.,		07/20/2021
Item Code	GL Number	Amount

For Check Dates 07/20/2021 to 07/20/2021

Check Number	Name		Check Date
CORD PERA	101-0000-21704	2,849.05	
DCP PERA	101-0000-21704	0.00	
DCP PERA MATCH	101-0000-21704	0.00	
PERA CITY MATCH	101-0000-21704	3,287.36	
PF PERA	101-0000-21704	3,550.14	
PF PERA CITY	101-0000-21704	5,325.21	
		15,011.76	

EFT797 INTERNAL REVENUE SERVICE,

07/20/2021

Item Code	GL Number	Amount
FITW	101-0000-21701	6,713.45
MEDICARE_EE	101-0000-21703	1,005.61
MEDICARE_ER	101-0000-21703	1,005.61
SOCSEC_EE	101-0000-21703	2,552.61
SOCSEC_ER	101-0000-21703	2,552.61
		13,829.89

EFT798 STATE OF MINNESOTA,

07/20/2021

Item Code	GL Number	Amount
SITW	101-0000-21702	2,797.15
		2,797.15

General Checking Account 10100**Total Amount Being Paid: \$36,389.59****Total Number of Checks: 8**_____
Mayor Iverson_____
Councilmember Luger_____
Councilmember Nanko/Yeager_____
Councilmember Schilling

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

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/2
July 29, 2021 09:11 AM
User: ssaxe
DR: Wyoming

072021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52175 INV 3	07/22/2021	SUMMER FIELDS LLC			
	800-0000-20575	SUMMER FIELDS II		\$183,866.00	SUMMER FIELDS IMPROVEMENT
Total for SUMMER FIELDS LLC				\$183,866.00	
52176 PRO 5 ODR	07/23/2021	BECKER ARENA PRODUCTS, INC.			
	404-5200-45350	IMPROVEMENTS		\$54,157.50	SWENSON PARK-HOCKEY RINK
Total for BECKER ARENA PRODUCTS, I				\$54,157.50	

City of Wyoming Check Detail Register

2/2
July 29, 2021 09:11 AM
User: ssaxe
DR: Wyoming

072021

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

General Checking Account 10100
Total Amount Being Paid: \$238,023.50
Total Number of Checks: 2

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/7
July 30, 2021 11:23 AM
User: ssaxe
DR: Wyoming

08032021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
12444 9011-072922-1000	08/03/2021	EBSO			
		101-0000-21706 HOSPITALIZATION		\$23,602.85	HOSPITALIZATION/MEDICAL INS
Total for EBSO				\$23,602.85	
52178 446304	08/03/2021	AEM FINANCIAL SOLUTIONS, LLC			
		401-1000-45000 CAPITAL OUTLAY		\$7,750.00	CAPITAL OUTLAY
Total for AEM FINANCIAL SOLUTIONS,				\$7,750.00	
52179 46328	08/03/2021	AIRFRESH INDUSTRIES, INC			
		101-5200-44050 SATALLITE RENTAL		\$695.00	SATALLITE RENTAL
Total for AIRFRESH INDUSTRIES, INC				\$695.00	
52180 44019-00	08/03/2021	ANCOM COMMUNICATIONS			
		101-2110-45800 OTHER EQUIPMEN		\$1,529.00	OTHER EQUIPMENT
Total for ANCOM COMMUNICATIONS				\$1,529.00	
52181 277180	08/03/2021	ASPEN MILLS			
		101-2110-44080 UNIFORMS		\$7.00	UNIFORMS
Total for ASPEN MILLS				\$7.00	
52182 221389-1	08/03/2021	BARGEN INC			
		401-3100-45000 CAPITAL OUTLAY		\$48,542.00	CAPITAL OUTLAY
Total for BARGEN INC				\$48,542.00	
52183 30210	08/03/2021	BITUMINOUS ROADWAYS, INC			
		101-3100-44410 STREET MAINT MA		\$147.84	STREET MAINT MATERIALS
Total for BITUMINOUS ROADWAYS, IN				\$147.84	
52184 2509-301065	08/03/2021	CARQUEST AUTO PARTS			
		101-2110-43900 VEHICLE MAINTEN		\$140.27	VEHICLE MAINTENANCE
Total for CARQUEST AUTO PARTS				\$140.27	

City of Wyoming Check Detail Register

2/7
July 30, 2021 11:23 AM
User: ssaxe
DR: Wyoming

08032021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52185	08/03/2021	CINTAS			
4090799716					
	101-1400-43600	CLEANING SERVIC		\$25.00	CLEANING SERVICE-CITY HALL
4091455177					
	101-3100-44180	UNIFORMS		\$131.94	STREETS
	101-3100-42100	OPERATING SUPPL		\$3.50	SHOP SUPPLIES
409079978 2					
	101-3100-44180	UNIFORMS		\$126.16	STREETS
	101-3100-42100	OPERATING SUPPL		\$16.27	SHOP SUPPLIES
409079976 4					
	101-2110-43600	CLEANING SERVIC		\$25.00	CLEANING SERVICE
Total for CINTAS				\$327.87	
52186	08/03/2021	CITY OF FOREST LAKE			
2021-0-999					
	101-3100-44040	REPAIRS & MAINT.		\$3,333.00	REPAIRS & MAINT. - EQUIPMENT
	101-5200-44040	REPAIRS & MAINT.		\$3,333.00	REPAIRS & MAINT. - EQUIPMENT
	651-9425-44030	REP & MAIN. - OT		\$3,333.00	REP & MAIN. - OTHER THAN BLDGS
Total for CITY OF FOREST LAKE				\$9,999.00	
52187	08/03/2021	CITY OF ST PAUL			
IN46123					
	101-3100-44410	STREET MAINT MA		\$2,146.65	STREET MAINT MATERIALS
Total for CITY OF ST PAUL				\$2,146.65	
52188	08/03/2021	CW TECHNOLOGY			
CW66708					
	101-1400-42090	NETWORK MUNICI		\$2,928.00	MONTHLY SERVICES
Total for CW TECHNOLOGY				\$2,928.00	
52189	08/03/2021	DRESEL TRUCKING			
2037					
	101-3100-44410	STREET MAINT MA		\$278.69	STREET MAINT MATERIALS
Total for DRESEL TRUCKING				\$278.69	
52190	08/03/2021	ECM PUBLISHERS INC.			
845670					
	280-1000-43000	PROFESSIONAL SE		\$22.40	PROFESSIONAL SERVICE (GENERAL)
Total for ECM PUBLISHERS INC.				\$22.40	
52191	08/03/2021	EMERGENCY EQUIPMENT CONNECTION			
1948					
	401-2110-45000	CAPITAL OUTLAY		\$6,883.37	CAPITAL OUTLAY
Total for EMERGENCY EQUIPMENT COI				\$6,883.37	
52192	08/03/2021	ESS BROTHERS & SONS INC			
BB5646					
	651-9425-44410	STREET MAINT MA		\$1,105.50	STREET MAINT MATERIALS
Total for ESS BROTHERS & SONS INC				\$1,105.50	

City of Wyoming Check Detail Register

3/7
July 30, 2021 11:23 AM
User: ssaxe
DR: Wyoming

08032021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52193	08/03/2021	FACILICARE INC			
16720					
		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	
52194	08/03/2021	FERGUSON WATERWORKS			
0477247					
		601-9425-42290	METERS	\$550.00	METERS
0476257-1					
		601-9425-42100	OPERATING SUPPL	\$30.59	OPERATING SUPPLIES
		Total for FERGUSON WATERWORKS		\$580.59	
52195	08/03/2021	FOREST LAKE ACE			
58825-2021					
		101-3100-42400	SMALL TOOLS/MIN	\$19.42	SMALL TOOLS/MINOR EQUIPMENT
		Total for FOREST LAKE ACE		\$19.42	
52196	08/03/2021	FOREST LAKE PRINTING			
15573					
		101-2110-44080	UNIFORMS	\$652.00	UNIFORMS
		Total for FOREST LAKE PRINTING		\$652.00	
52197	08/03/2021	HARRIS			
507028673					
		601-9425-42310	CONTRACTED SER	\$199.00	CONTRACTED SERVICES
507028674					
		601-9425-42310	CONTRACTED SER	\$199.00	CONTRACTED SERVICES
		Total for HARRIS		\$398.00	
52198	08/03/2021	IDEAL SERVICES INC			
11212					
		601-9425-44390	REPAIRS & MAINT.	\$270.00	REPAIRS & MAINT. - WELLS
		Total for IDEAL SERVICES INC		\$270.00	
52199	08/03/2021	INNOVATIVE OFFICE SOLUTIONS			
IN3415711					
		101-1400-42000	SUPPLIES - OFFICE	\$8.48	SUPPLIES - OFFICE/COPY/COMPUTR
IN3422142					
		101-1400-42000	SUPPLIES - OFFICE	\$85.66	SUPPLIES - OFFICE/COPY/COMPUTR
IN3428178					
		101-1400-42000	SUPPLIES - OFFICE	\$29.53	SUPPLIES - OFFICE/COPY/COMPUTR
		Total for INNOVATIVE OFFICE SOLUTI		\$123.67	
52200	08/03/2021	JEREMY PELTIER			
102807151042					
		101-2110-44360	INVESTIGATIONS	\$13.99	INVESTIGATIONS
		Total for JEREMY PELTIER		\$13.99	

City of Wyoming Check Detail Register

4/7
July 30, 2021 11:23 AM
User: ssaxe
DR: Wyoming

08032021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52201	08/03/2021	LAKE AREA AUTO GLASS INC			
10731			101-2110-43900 VEHICLE MAINTEN	\$450.00	VEHICLE MAINTENANCE
Total for LAKE AREA AUTO GLASS INC				\$450.00	
52202	08/03/2021	MACQUEEN EMERGENCY			
P00395.2			101-2110-42300 SAFETY EQUIPMEN	\$8,075.25	SAFETY EQUIPMENT
Total for MACQUEEN EMERGENCY				\$8,075.25	
52203	08/03/2021	MENARDS- FOREST LAKE			
67495			101-1400-44010 REPAIRS & MAINT.	\$92.33	REPAIRS & MAINT. - BUILDINGS
Total for MENARDS- FOREST LAKE				\$92.33	
52204	08/03/2021	MINNESOTA RURAL WATER ASSOC.			
MEMBERSHIP 21-22			601-9425-43120 FEE (GOVERNMENT	\$300.00	FEE (GOVERNMENT-STATE)
Total for MINNESOTA RURAL WATER ASSOC.				\$300.00	
52205	08/03/2021	MINNESOTA VALLEY TESTING LABS			
1098451			601-9425-43110 LAB COSTS	\$77.00	LAB TESTS
1097773			601-9425-43110 LAB COSTS	\$97.50	LAB COSTS
1096421			651-9425-42310 CONTRACTED SER	\$102.00	CONTRACTED SERVICES
Total for MINNESOTA VALLEY TESTING LABS				\$276.50	
52206	08/03/2021	OPUS 21 MANAGEMENT SOLUTIONS			
210628			601-9425-43000 PROFESSIONAL SE	\$1,292.43	OPUS SERVICES PROVIDED
			602-9425-43000 PROFESSIONAL SE	\$1,292.42	OPUS SERVICES PROVIDED
Total for OPUS 21 MANAGEMENT SOLUTIONS				\$2,584.85	
52207	08/03/2021	REINDERS, INC.			
3081417-00			101-5200-44040 REPAIRS & MAINT.	\$233.64	REPAIRS & MAINT. - EQUIPMENT
Total for REINDERS, INC.				\$233.64	
52208	08/03/2021	TASC			
IN2063656			101-1400-43120 FEE (GOVERNMENT	\$150.00	FEE (GOVERNMENT-STATE)
Total for TASC				\$150.00	
52209	08/03/2021	TIMESAVER OFF SITE SECRETARIAL			
M26591			101-1400-42310 CONTRACTED SER	\$151.00	CITY COUNCIL MEETING
			101-1400-42310 CONTRACTED SER	\$151.00	PAC MEETING
Total for TIMESAVER OFF SITE SECRETARIAL				\$302.00	

City of Wyoming Check Detail Register

5/7
July 30, 2021 11:23 AM
User: ssaxe
DR: Wyoming

08032021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52210 9847	08/03/2021	TOTAL CONTROL SYSTEMS			
		602-9425-45350 IMPROVEMENTS		\$31,133.00	IMPROVEMENTS
		Total for TOTAL CONTROL SYSTEMS		\$31,133.00	
52211 142440990	08/03/2021	TRUGREEN CHEMLAWN			
		101-5200-42310 CONTRACTED SER		\$1,359.00	CONTRACTED SERVICES
		Total for TRUGREEN CHEMLAWN		\$1,359.00	
52212 72878990	08/03/2021	WEX BANK			
		101-2400-42120 MOTOR FUELS		\$118.10	BLDG DEPT
		101-2110-42120 MOTOR FUELS		\$548.75	FIRE DEPT
		101-2110-42120 MOTOR FUELS		\$2,478.42	POLICE DEPT
		101-3100-42120 MOTOR FUELS		\$758.75	STREETS DEPT
		101-5200-42120 MOTOR FUELS		\$35.12	PARKS DEPT
		601-9425-42120 MOTOR FUELS		\$396.93	WATER DEPT
		602-9425-42120 MOTOR FUELS		\$396.93	SEWER DEPT
		Total for WEX BANK		\$4,733.00	
52213 9011066665	08/03/2021	WILLIAMS SCOTSMAN, INC.			
		101-3100-44100 RENTALS (EQUIPM		\$429.40	RENTALS (EQUIPMENT)
		Total for WILLIAMS SCOTSMAN, INC.		\$429.40	
52214 434676	08/03/2021	WINNICK SUPPLY INC.			
		101-5200-42400 SMALL TOOLS/MIN		\$1,409.00	SMALL TOOLS/MINOR EQUIPMENT
		Total for WINNICK SUPPLY INC.		\$1,409.00	
52215 PB21-134	08/03/2021	WS & D PERMIT SERVICE INC			
		101-0000-32210 BUILDING PERMIT		\$64.00	BUILDING PERMITS REFUND PAYMENT PB21-134
		Total for WS & D PERMIT SERVICE INC		\$64.00	

City of Wyoming Check Detail Register

6/7
July 30, 2021 11:23 AM
User: ssaxe
DR: Wyoming

08032021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52216	08/03/2021	XCEL ENERGY			
739547815	101-3100-43860	STREET LIGHTS		\$12.02	STOP LIGHTS
739536602	101-3100-43800	UTILITIES-GAS/ELI		\$13.50	SPEED SIGN
739539356	101-3100-43800	UTILITIES-GAS/ELI		\$12.65	PARKS
739547859	101-3100-43860	STREET LIGHTS		\$5.90	STOP LIGHTS
739655133	601-9425-43800	UTILITIES-GAS/ELI		\$168.23	WELLHOUSE
739671783	101-3100-43800	UTILITIES-GAS/ELI		\$12.65	SPEED SIGN
739664815	101-3100-43800	UTILITIES-GAS/ELI		\$18.34	SPEED SIGN
739483687	101-3100-43800	UTILITIES-GAS/ELI		\$13.12	PARKS
739493568	101-3100-43800	UTILITIES-GAS/ELI		\$14.90	SPEED SIGN
740192979	601-9425-43800	UTILITIES-GAS/ELI		\$25.00	UTILITIES-GAS/ELEC/SEWER/WATER
	602-9425-43800	UTILITIES-GAS/ELI		\$1,042.77	UTILITIES-GAS/ELEC/SEWER/WATER
740231201	101-3100-43860	STREET LIGHTS		\$286.71	STOP LIGHTS
	101-3100-43800	UTILITIES-GAS/ELI		\$1,182.17	TRAFFIC LIGHTS
	601-9425-43800	UTILITIES-GAS/ELI		\$3,834.96	WELLHOUSE
	101-2110-43800	UTILITIES-GAS/ELI		\$655.16	POLICE/PUBLIC WORKS
	101-1400-43800	UTILITIES-GAS/ELI		\$50.50	CITY HALL
	101-5500-43800	UTILITIES-GAS/ELI		\$1,260.81	LIBRARY
	101-5200-43800	UTILITIES-GAS/ELI		\$404.38	UTILITIES
Total for XCEL ENERGY				\$9,013.77	
52217	08/03/2021	ZEE MEDICAL SERVICE			
54053851	101-2110-42100	OPERATING SUPPL		\$246.85	OPERATING SUPPLIES
Total for ZEE MEDICAL SERVICE				\$246.85	

City of Wyoming Check Detail Register

7/7
July 30, 2021 11:23 AM
User: ssaxe
DR: Wyoming

08032021

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

General Checking Account 10100
Total Amount Being Paid: \$170,737.10
Total Number of Checks: 41

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad

RESOLUTION NO. 21-08-75

A RESOLUTION ACCEPTING A DONATION FROM GRAND CASINO MILLE LACS

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

WHEREAS, the following persons and entities have offered to donate to the Veterans Memorial at Railroad Park.

<u>Name of Donor</u>	<u>Donation</u>
Grand Casino Mille Lacs	\$1,000.00

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

THEREFORE, BE IT RESOLVED, The City of Wyoming accepts the donation from Grand Casino Mille Lacs in the amount of \$1,000.00

HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 4TH DAY OF AUGUST, 2021

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator



Request for Action

Date: August 4, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Kelly Dumais, Assistant City Administrator

Department: Administration

Reference:

Background Information:

Center City Swine Circus has applied for a mobile food unit permit for 6-12 months in the City of Wyoming. They have submitted all the necessary forms, fees and paperwork and had a background check completed. They will be serving BBQ and have had outreach for scheduling from local businesses including Rosenbauer, Hallberg Center and various others.

Recommended Action: Approve Resolution 21-08-76 approving a mobile food unit license for Center City Swine Circus for 6-12 months



CITY OF WYOMING

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

RESOLUTION NO. 21-08-76

**RESOLUTION APPROVING THE ISSUANCE OF A MOBILE FOOD UNIT LICENSE
IN THE CITY OF WYOMING FOR THE 12 MONTHS TO CENTER CITY SWINE
CIRCUS LLC**

WHEREAS the City of Wyoming requires that each establishment wishing to operate a mobile food unit within the City of Wyoming acquire a Mobile Food Unit License from the City as well as from the Minnesota Health Department, and

WHEREAS The City of Wyoming and the State of Minnesota require that license holders meet certain minimum requirements of proof of insurance and health code compliance to ensure that the vendor is not a health risk, and

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

WHEREAS Center City Swine Circus has completed the necessary paperwork for licensure

THEREFORE BE IT RESOLVED that the Wyoming City Council approve a Vendor license for 12 months for Center City Swine Circus to operate a mobile food unit in the City of Wyoming as they have submitted all necessary payment and forms:

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

This resolution was declared duly passed and adopted and was signed by the Mayor and attested to by the City Administrator this 4th day of August 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Action

Date: August 4, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Kelly Dumais, Assistant City Administrator

Department: Administration

Reference: Consent Agenda

Background Information:

The Wyoming Area Creative Arts Community is having an event on August 19th, 2021 where they will be selling Wine inside the Hallberg Center for the Arts Building. They have submitted all of the necessary paperwork to the City.

Recommended Action: Approve the temporary on sale liquor license for the Wyoming Area Creative Arts Community for August 18th, 2021 located at the Hallberg Center for the Arts



CITY OF WYOMING

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



Date: July 28, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Director Chief Paul Hoppe

Department: Public Safety

Reference: Cooperative Fire Protection Agreement with DNR

Method: Consent Agenda

Background Information:

The DNR is the primary responder for areas owned and operated by the DNR such as Carlos Avery Wildlife Management Area. Local area fire departments are requested as mutual aid to assist with the wildfires. Under the Cooperative Fire Protection Agreement communities can charge back for the resources.

Considering the unusually high risk for wildland fires this year, we have decided to update our cooperative agreement updating the rates we can charge back for our equipment and personnel use. The rates are predetermined by the DNR based on resource category, capability and staff to operate. The agreement between the City and DNR defines what those reimbursement rates are for both active response and standby status.

Recommendation:

Approve the cooperative agreement and reimbursement rates for fire resources.

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

Minnesota Department of Natural Resources
Division of Forestry and the Wyoming Fire Department
Cooperative Fire Protection Agreement
Agreement Number:

THIS COOPERATIVE FIRE PROTECTION AGREEMENT, is made and entered into by and between the State of Minnesota acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the "DNR" and the Wyoming Fire Department, hereinafter referred to as the "Fire Department," as authorized by M.S. 88.04 subd. 4; 88.11 subd. 1; and 89.01 subd. 4

I. PURPOSE

The purpose of this Cooperative Fire Protection Agreement is to cooperate in the prevention and suppression of wildland fires as authorized under M.S. 88.04. Assistance will only be provided when requested, when resources are available, and can be committed without diminishing either party's ability to protect its own jurisdiction.

II. STATEMENT OF MUTUAL BENEFITS AND INTERESTS

The DNR, *Division of Forestry*, is responsible for the prevention and suppression of wildland fire within the state. The Fire Department is responsible to prevent and extinguish all unwanted fires within its fire protection area.

It is mutually advantageous and in the public's interest for the parties to this instrument to coordinate and assist in each other's efforts in prevention, detection, and suppression of wildland fires and to cooperate in fire hazard reduction in and adjacent to areas of mutual responsibility.

III. THE FIRE DEPARTMENT SHALL:

1. Provide fully staffed and equipped fire fighting resources, when available for wildland fire suppression, as listed on the attached rate schedule.
2. Indemnify, save and hold the State, its representatives and employees, harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State, arising from the performance of this Agreement by the Fire Department or Fire Department's employees, agents or subcontractors. This clause shall not be construed to bar any legal remedies the Fire Department may have for the State's failure to fulfill its obligations pursuant to this Agreement.
3. Assume full responsibility, including legally required insurance and Workers' Compensation for all Fire Department personnel provided under this agreement.
4. Respond to all calls for wildland fires within the Fire Department's fire protection area when requested by the DNR.
5. Respond to additional wildland fire calls outside the Fire Department's fire protection area at the request of the DNR and at the discretion of the Fire Chief.
6. Submit a report to the DNR within 24 hours of any wildland fire on which the Fire Department takes independent action. Reporting can be in the form a DNR Fire Report Card, fax, e-mail, fire report form, DNR wildland fire invoice form, or other written communication that provides the same information as the Fire Report Card.

7. **Submit an invoice to the DNR within 30 days of an incident for which the fire department is requesting reimbursement. Invoices beyond 30 days may not be honored if the fire was not reported timely to the DNR.**
8. Stay with all wildland fires until out, or released by a DNR incident commander, or until called to another incident within the Fire Department's protection area, provided the wildland fire is considered safely contained.
9. Be committed to protection of lives and buildings as its first consideration.
10. Through the Fire Department officers, determine its capabilities and assume final decision authority on commitment of its vehicles and personnel into any area of operation that is requested by DNR personnel.
11. Furnish all tools, equipment, supplies, fuels, and lubricants, except for those items furnished by the DNR, as stated in this Agreement.
12. Assist the DNR with distribution of fire prevention materials and wildland fire prevention presentations.
13. Bill the DNR for wildland fire runs at the agreed upon rate per run. When additional resources are requested by DNR Forestry, *beyond the first 2 hours (the "run")* hourly rates for specific requested equipment, as described in the attached Rate Schedule, will apply. **Invoices must be submitted within thirty (30) days of the fire(s).**

IV. THE DNR SHALL:

1. Respond with specialized equipment for wildfire response, when possible, at the request of the Fire Chief or designate. This equipment includes, but is not limited to dozers, all terrain tracked vehicles, engines and aircraft.
2. Investigate violations of the burning laws of the State. (M.S. 88.01 to 88.22 and 88.75) This includes billing the responsible party for all wildland fire suppression costs of the DNR, and the Fire Department if the DNR pays the Fire Department for responding to the fire.
3. Assist the Fire Department in obtaining Federal Excess Property, specialized equipment, or grants for improving their firefighting capabilities.
4. Assist the Fire Department with procuring and distributing fire prevention materials.
5. Provide wildland fire suppression training to the Fire Department as workload permits.
6. Reimburse the Fire Department for wildland fire runs, according to the terms of this agreement.
7. Make reasonable effort to release the Fire Department as soon as possible to ensure that the Fire Department is available for other emergency response calls.

(Delete options that are not used.)

8. ☒ **(Optional)** Replace or reimburse the Fire Department for the cost of Class A firefighting foam used on wildland fires, with final approval of the DNR Forester.
9. ☐ **(Optional)** Loan wildland firefighting tools, as available, to the Fire Department.

V. REIMBURSEMENT POLICIES:

1. Lower rates may be negotiated for extended use at the Fire Department's discretion.
2. When the Fire Department is dispatched through its normal dispatch procedures, and not specifically requested by the DNR, the Fire Department shall only bill for a Wildland fire run. *(A Wildland Fire Run is described as the fire department's response to a wildland fire that takes up to two (2) hours to suppress.)*
3. For hourly billing of *equipment requested by DNR Forestry, after the wildland fire run (first 2 hours)*, time will be rounded to the nearest half hour. Billable time should begin when the Fire Department

leaves its station and continue until it returns to its station. Time spent refurbishing and readying equipment for the next call shall not be included as billable time.

4. The fire chief and local DNR forester may discuss charges that are in question prior to submitting a final invoice for payment.
5. If the Fire Department is released by the DNR before the Fire Department has taken any suppression action on the fire, the Fire Department shall not submit a bill for the run.
6. Attached rates shall be reviewed annually and may be changed with signature of the parties to this Agreement, or their successors in position.

This Agreement is effective on the date of the last signature and is to continue in force for five (5) years or until terminated by either party giving thirty (30) days written notice to the other. Both parties should review this Agreement annually.

Fire Department:

/s/ 

Date: 07/27/2021

Title: Director of Public Safety

State of Minnesota

Department of Natural Resources:

/s/ _____
Area Forester

Date: _____

Fire Department Cooperative Agreement Rate Schedule

ITEM DESCRIPTION <i>(include NWCG type, make, model, year, serial number and special features, such as 4X4, CAF or foam proportioners)</i>	NUMBER OF PERSONNEL W/ EQUIPMENT	WORK RATE		* STANDBY RATE	
		a. rate (includes personnel)	b. per unit (hour, etc.)	a. rate*	b. unit (hour, etc.)
a. Structure Engine 1 w/ Foam Rosenbauer 2005 1,000 gal 	6	\$ 385	hr	\$ 193	hr
b. Structure Engine 3 w/ Foam Rosenbauer 2010 2,500 Gal	6	\$ 385	hr	\$ 193	hr
c. Support Tender 2 Freightliner 2020 3,000 gal	2	\$ 230	hr	\$ 115	hr
d. Wildland Engine 6 Ford F-350 4x4 2001 250Gal 	2	\$ 215	hr	\$ 108	hr
e. Wildland Engine Type 5 F-550 4x4 w/ Foam 500 gal 	4	\$ 230	hr	\$ 115	hr
f. 2007 Polaris UTV w/ 100 gal water	2	\$ 90	hr	\$ 45	hr
g. Thermal Camera	1	\$ 300	day	\$ 150	day
h.					
i. Additional Requested firefighters		\$ 15	Per hour per firefighter		Same as work rate

*Standby rates shall be equal to ½ of the work rate, and shall apply only if equipment and personnel are ordered by the DNR to be staged and available for immediate action.

*Line items descriptions with an identified rate will be entered for any overhead positions. Individual positions when requested and filled, will be reimbursed at the wage rate of the resource (if applicable), or the firefighter pay level of the position as listed in the MN DNR Fire Business Manual.

Special Rates:

- a. Run charge of \$500.00 per Run, for up to 2 hour response. After two hours, equipment or personnel requested by the DNR will be charged at the rates in the above Rate Schedule.

The above rates have been agreed upon by:

Wyoming _____ Fire Department _____ DNR Area

/s/ _____ Date: _____

Area Forester

/s/ _____ Date: **07/27/2021**

Fire Chief

Public Safety Dir

/s/ _____ Date: _____

Regional Forest Manager (if required)

Payment for Mutual Aid Responses

Since the main purpose of the Cooperative Agreement is to provide a cost share for fires within a fire departments protection area, the "per run" rate does not apply to mutual aid fire department resources. Mutual aid requests from a fire department or automatic mutual aid calls are under the fire departments local mutual aid agreements. The DNR is under no obligation to pay for mutual aid resources ordered by a fire department or through automatic mutual aid calls. However, mutual aid resources may be compensated at the "per hour" rate for each piece of equipment that the DNR Forester agrees was needed and approves payment, not necessarily for every resource sent.

Suggested Equipment Standards and Hourly Rates for Fire Departments that have an agreement with the Division of Forestry MN/DNR

After the first two hour rate has expired, needed equipment will be placed on an hourly rate.
Equipment standard and rates include personnel; fuel will be furnished by the Fire Department.

The rate will be reduced by 10% for Engines and Water Tenders older than 25 years.

Engines

COMPONENTS	Structure Engines		Wildland Engines				
	1	2	3	4	5	6	7
Pump Rating	1000	500	150	50	50	50	10
Min. Flow (GPM)	150	150	250	100	100	100	100
At rated pressure (PSI)							
Tank Capacity (Gallon)	300	300	500	750	400	150	50
Hose 2 ½" (Feet)	1200	1000					
Hose 1 ½" (Feet)	500	500	1000	300	300	300	
Hose 1" (Feet)			500	300	300	300	200
Personnel	4	3	3	2	2	2	2
Equipment Rate /Hour	\$275	\$200	\$185	\$165	\$140	\$125	\$85

**Engines equipped with Compressed Air Foam Systems will be paid an additional \$20 an hour if CAFS is used on the incident.*

Water Tenders

Requirements	Water Tender Types				
	Support			Tactical	
COMPONENTS	S1	S2	S3	T1	T2
Tank Capacity (Gallons)	4000	2500	1000	2000	1000
Pump Minimum Flow (GPM)*	300	200	200	250	250
@ Rated Pressure (PSI)	50	50	50	150	150
Max Refill times (Min.)	30	20	15	-	-
Pump & Roll	-	-	-	yes	yes
Personnel	1	1	1	2	2
Equipment Rate /Hour	\$200	\$160	\$140	\$230	\$190

**Portable Pump Acceptable with tenders*

** Water tenders come with folding tanks*

Additional Firefighters use a rate of \$15.00/hr

Minimum Requirements for Personnel Responding to Incidents on National Forest System Lands

All firefighting personnel are required to wear and utilize the following Personal Protective Equipment: Nomex shirt and pants, hard hat, leather gloves, 8 inch boots with a lugged sole and an approved fire shelter. All personnel will be required to meet NWCG training requirements for a wildland firefighter, and attend an annual wildland refresher. Fire Chiefs will ensure Departments meet training requirements and are responsible for the upkeep of Department personnel training records. Physical fitness levels are established by each agency. Departments will meet their own physical fitness standards.

When responding to National Forest System Engines and Water tenders will need to meet the NWCG component standards and are recommended to meet NWCG stocking standards

Other Resources

Non-Vehicle Items used for support missions will be based on a daily rate

MODEL/DESCRIPTION	Min. # of Operators	Rate		
Tracked Vehicles	2	based on size		Use rate charts from Engine typing
UTV w/tank (tactical) *ROPS required	1	\$50/hr +		based on tank size 31-50 gal= \$50 hr 51-75+ gal= \$60 hr
ATV (support)	1	\$100/day		
Boat (must have pump and roll capabilities and used for tactical missions)	2	negotiated		based on size and pumping capabilities
Boat (support)	1	\$75/day +		based on size 14'=\$75/day 16-17'=\$150/day 18+= \$175/day
Portable Pump (high volume or pressure)	0	\$200/day		
Folding Tank	0	\$75/day+		*based on size 1000-2000= \$75/day 2000+= \$100/day
Thermal Camera	1	\$300/day		

Rates for non-vehicle equipment (such as boats, ATV's and folding tanks, etc.) will be based on a daily rate. Boats capable of tactical missions (pump and roll capabilities) are an exception and will be based on an hourly rate.

Tracked vehicles should use a rate for capacities based on Engine type.



Request for Council Action

Date: July 28, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: Purchase Polaris Ranger 570

Method: Consent

Background Information:

Public Works, currently, owns a 2006 Polaris Ranger 500 that is used in the parks and trails for maintenance activities. The unit is also used on street projects and events, like Stagecoach Days. The unit was donated by Polaris, so we reached out to them to see if there were any possibilities for replacement. They did send us a contact on purchasing a used unit from them. They had expensive larger units available that did not fit into the current CIP amount of \$12,000.00.

Public Works received two quotes from Polaris Dealers and the best option is to trade the current unit in for the same unit we have.

The two quotes were from Tousley Motorsports and Northway Sports. The unit, a 2021 Polaris Ranger 570 was quoted from both companies. Tousley Motorsport was the low bidder with a bid of \$11,922.20 with the trade in of the cities Polaris Ranger 500 with 700 hours on it. Northway Sports quoted the new unit with trade in at \$12,560.94.

The CIP has a budgeted amount of \$12,000.00 for the purchase in 2021.

Recommendation:

Staff recommends the purchase of a 2021 Polaris Ranger 570 from Tousley Motorsports in the amount of \$14,922.90, including documentation fee, minus \$3000.00 trade-in of the 2006 Polaris Ranger for a total cost of \$11,922.90.



CITY OF WYOMING

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

NORTHWAY SPORTS

21429 ULYSSES ST NE
EAST BETHEL MN 55011
763-413-8988

CITY OF WYOMING

Buyer's Order

Date _____
Deal No. _____
Salesperson Andrew Erickson
Lienholder No Lien Holder

WYOMING MN

H 651-955-1348 C 651-955-1348 Email erydeen@wyomingmn.org

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Serial No.	MSRP	Price (Incl factory options)
New	2021	POLARIS	R21MAE57BX RANGER 570 PREMIUM		\$12,099.00	\$10,939.00

Options:

RGR-MID-K-DOOR,CNVS	\$854.99
RGR-MID-K-ROOF,RGT(SHIPS AS 2)	\$314.99
RGR-MID-K-GLASS,TIPOUT	\$926.99
RGR-MID-K-RR PNL,GLS	\$287.99
RGR-570-K-WINCH,3500,BASE,C	\$422.99
RGR-MID-K-HEATER,CAB MID-SIZE	\$746.99
INSTALL 6.5HR	\$773.50

Dealer Unit Price	\$10,939.00
Factory Options	\$0.00
Added Accessories	\$4,328.44
Freight	\$150.00
Dealer Prep	\$0.00

Registration Fees	\$68.50
-------------------	---------

Notes:
INCLUDES GOVERNMENT/ COMMUNITY SERVICE DISCOUNT

Sale Price (Price - tax and doc)	\$15,485.94
Trade Allowance	\$3,000.00
Payoff	\$0.00

Net Trade	\$3,000.00
Net Sale (Cash Price - Net Trade)	\$12,485.94
Sales Tax	\$0.00
Document Fee	\$75.00

Total (Net Sale + Other Charges)	\$12,560.94
Down Payment	\$0.00

Amount to Pay/Finance	\$12,560.94
-----------------------	-------------

Trade Information

2006 POLARIS R06RD50AA 4XARD50A36D740975

AVG. Monthly Payment of \$0.00 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.(4) All deposits are non-refundable.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Buyer Signature _____ Dealer Signature _____
Co Buyer _____

Thank You for Your Business!

Tousley Motorsports
1400 East County Rd E
White Bear Lake MN 55110
Phone: 651 483 8296

BILL OF SALE

NAME: CITY OF WYOMING	DEAL NUMBER: 34502
	DATE: 07/03/2021
ADDRESS: 26490 FAXTON AVE	SALESMAN: LEE BUSSE
WYOMING, MN 55092	MICHAEL BAUER
PHONE: 651-955-1348	LIENHOLDER: No Lien Holder
EMAIL: ERYDEEN@WYOMINGMN.ORG	

STOCK #	N/U	YEAR	MAKE	MODEL	MODEL NAME	VIN #	COLOR	ODOM	AMOUNT
WYOMING N		2021	POLARIS	R21MAA57B1	RANGER 570 PRM			0	\$10,890.00

TRADE INFORMATION

STK #	YEAR	MAKE	MODEL	VIN #	ODOM	TRADE \$
	2006	POLARIS	R06RD50AA	4XARD50A36D740975	700	\$3,000.00

ACCESSORIES

LABOR:	\$3,907.90
ACCESSORY TOTAL:	\$3,907.90
PREPAID MAINTENANCE:	\$0.00
TIRE & WHEEL:	\$0.00
SERVICE CONTRACT:	\$0.00
THEFT PROTECTION:	\$0.00
GAP INSURANCE:	\$0.00
GPS:	\$0.00
BATTERY WARRANTY:	\$0.00

PURCHASE AGREEMENT

TOTAL UNIT(S) PRICE:	\$10,890.00
DESTINATION / RECONDITIONING	\$0.00
SHIPPING/HANDLING:	\$0.00
ACCESSORY TOTAL:	\$3,907.90
TOTAL SELLING PRICE:	\$14,797.90
LESS TRADE ALLOWANCE:	\$3,000.00
TAXABLE AMOUNT:	\$11,797.90
EXCISE TAX/SALES TAX:	\$0.00
OPTIONAL PRODUCTS:	\$0.00
LICENSE:	\$0.00
ENVIRONMENTAL FEE:	\$0.00
DOCUMENTATION FEE:	\$125.00
UCC/TRANSIT TAX:	\$0.00
PLUS TRADE PAYOFF:	\$0.00
TOTAL:	\$11,922.90
LOSS OF CASH DISCOUNT:	\$0.00
DOWN PAYMENT:	\$0.00
BONUS BUCKS/ADDITIONAL PYMNT:	\$0.00
ACCESSORY COUPON:	\$0.00
AMOUNT DUE:	\$11,922.90

Customer(s)	07/03/2021
	Date
Seller	07/03/2021
	Date

** ALL SALES FINAL **

RESOLUTION NO. 21-08-77

A RESOLUTION APPROVING THE PURCHASE OF A 2021 POLARIS RANGER 570 FROM TOUSLEY MOTORSPORTS IN THE AMOUNT OF \$14,922.90 MINUS \$3,000.00 TRADE-IN OF THE 2006 POLARIS RANGER FOR A TOTAL COST OF \$11,922.90

WHEREAS, the City of Wyoming currently owns a donated 2006 Polaris Ranger 500 that is used for parks and trails maintenance as well as for street projects and events, and

WHEREAS, available used equipment from Polaris costs exceed the budget we have for the item, and

WHEREAS Tousley Motorsports provided the low bid with the trade in value for the Polaris Ranger 500 with 700 hours on it:

THEREFORE BE IT RESOLVED, the Wyoming City Council Authorizes the purchase of a 2021 Polaris Ranger 570 from Tousley Motorsports in the amount of \$14,922.90 including documentation fee, minus \$3,000.00 trade in of the 2006 Polaris Ranger for a total cost of \$11,922.90.

HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 4th Day of August, 2021

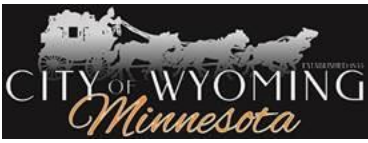
CITY OF WYOMING

By:

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: July 28, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: Surface Water Catch Basin Repairs

Method: Consent

Background Information:

Public Works has implemented a yearly surface water catch basin repair program. This will be our first year and we are looking to repair 20 surface water catch basins in the 2019-2020 street project areas. We will continue this program by following street projects and repairing the catch basins that leak.

Every Company has different products to seal the leaks and we looked at ESS Brothers and SpectraShield as the main two companies. ESS Brothers had the lowest estimate and have been repairing catch basins for many years.

The two bids are for 20 catch basin repairs. ESS Brothers estimate came in at \$14,250.00 for the 20 catch basins.

Hiperline estimate was \$43,305.00 significantly more than ESS Brothers.

The 2021 Surface/Storm Water Fund has a budget of \$35,000.00 for these types of repairs.

Recommendation:

Staff recommends approval of ESS Brothers for the amount of \$14,250.00 for the repair of 20 surface water catch basins.



CITY OF WYOMING

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



Ess Brothers and Sons, Inc.

9350 County Road 19
MN 55357

Phone # 763-478-2027

Fax # 763-478-8868

www.essbrothers.com

QUOTE

DATE	QUOTE #
6/28/2021	A8165

QUOTE

CITY	PROJECT NAME	QUOTED BY	ENGINEER	BID DATE
WYOMING, MN	WC	TRENT	CITY	UTILITIES

BID ITEM	DESCRIPTION	QTY	COST	WEIGHT	TOTAL
	Up to 16" (2x3) of FlexSeal Water Proofing Sealant Price Includes: Labor, Material and Chimney patching	20	700.00	20	14,000.00T
	IF NEEDED: Repair Dog Houses includes Labor and Material	1	250.00		250.00T
			0.00%		0.00

	TOTAL	\$14,250.00
--	--------------	-------------

HDPE Rings, Pro Rings, and Seals are non refundable.
Please order accordingly.

SIGNATURE _____

PROJECT # _____

Quantities are approximate, changes could alter price.

Freight is estimated on one single shipment.

Quotes Valid for 60 days

***SPECIAL ORDER ITEMS ARE

NON-RETURNABLE

Ess Brothers and Sons, Inc.

Contractor is responsible for correct sales tax & items



HIPERLINE
HIGH PERFORMANCE LINING

Manhole Quote

Sold To Eric Rydeen

Wyoming, MN
erydeen@wyomingmn.org
+1 (651) 955-1348

Date 6/21/2021

PO No.

				Mobilization:	\$1,200.00
Manhole	Location	Depth (ft)	Description of Repair	Cost	
1		3.00	SpectraShield, Storm Structure, None leaks	1,575.00	
2		4.00	SpectraShield, Storm Structure, None leaks	2,100.00	
3		3.00	SpectraShield, Storm Structure, None leaks	1,575.00	
4		3.20	SpectraShield, Storm Structure, None leaks	1,680.00	
5		5.00	SpectraShield, Storm Structure, None leaks	2,625.00	
6		3.60	SpectraShield, Storm Structure, None leaks	1,890.00	
7		6.90	SpectraShield, Storm Structure, None leaks	3,622.50	
8		3.20	SpectraShield, Storm Structure, None leaks	1,680.00	
9		3.00	SpectraShield, Storm Structure, None leaks	1,575.00	
10		6.00	SpectraShield, Storm Structure, None leaks	3,150.00	
11		7.90	SpectraShield, Storm Structure, None leaks	4,147.50	
12		3.80	SpectraShield, Storm Structure, None leaks	1,995.00	
13		3.20	SpectraShield, Storm Structure, None leaks	1,680.00	
14		3.10	SpectraShield, Storm Structure, None leaks	1,627.50	
15		3.50	SpectraShield, Storm Structure, None leaks	1,837.50	
16		5.80	SpectraShield, Storm Structure, leaks	3,045.00	
17		3.20	SpectraShield, Storm Structure, None leaks	1,680.00	
18		3.60	SpectraShield, Storm Structure, None leaks	1,890.00	
19		2.80	SpectraShield, Storm Structure, None leaks	1,470.00	
20		2.40	SpectraShield, Storm Structure, None leaks	1,260.00	
Total				\$43,305.00	

Notes:

- A site visit is agreed upon prior to mobilization if deemed necessary by HIPERLINE.
- Owner shall be responsible for providing a disposal site for all debris during the installation of the SpectraShield Liner System. This debris shall include, but not be limited to sand, chipped concrete, old linings, effluents, etc.
- Invoice(s) will be based upon field measurements and may increase or decrease the actual invoice/contract/purchase order amount accordingly.
- Our invoices are NET 30 DAYS, no retainage. A 1.5% interest charge per month for invoices over 30 days will apply.
- Sanitary sewer manholes include our industry leading 10 year warranty; storm sewer structures come with a standard 1 year warranty
- Removing manhole steps is part of the standard process unless noted otherwise
- If excessive grouting/leak-stopping is required (more than 1 workday), we will notify customer before proceeding. Additional grouting rates are \$300 per hour for the truck and crew, \$100 per gallon of grout, and \$25 per tube of grout

Customer Name

Customer Signature

Send Invoice To

Additional Notes:

If customer would prefer to line only the top two feet in each of the twenty structures listed, the total cost is \$24,800 which includes the \$1,200 mobilization. To select this option please sign here: _____

Thanks for the Opportunity to Serve You!

HIPERLINE 15725 US HWY 12 SW Cokato, MN 55321 320.286.2471

RESOLUTION NO. 21-08-78

**A RESOLUTION APPROVING THE CONTRACTING OF ESS BROTHERS
FOR THE AMOUNT OF \$14,250.00 FOR THE REPAIR OF 20 SURFACE
WATER CATCH BASINS**

WHEREAS, has implemented a yearly surface water catch basin repair program,
and

WHEREAS, we are looking to repair 20 surface water catch basins from the
2019-2022 street project areas, and

WHEREAS, Staff will continue to monitor street projects and repairing the catch
basins that leak, and

WHEREAS, ESS Brothers provided the lowest estimate and have many years of
experience repairing catch basins, and

WHEREAS, the budget for this repair is \$35,000.00 and the next lowest bidder
was \$43,304.00:

THEREFORE BE IT RESOLVED, the Wyoming City Council Authorizes the
contracting with ESS Brothers for the amount of \$14,250.00 for the repair of 20
surface water catch basins,

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND
ADOPTED THIS 4th Day of August, 2021**

CITY OF WYOMING

By:

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Action

Date: August 4, 2021

Presented to: Mayor Iverson and City Council Members

Presented by:

Department: Administration

Reference: Consent Agenda

Background Information:

Dustin Brown submitted his letter of resignation from the Wyoming Fire Department.

Recommended Action: Accept the resignation of Dustin Brown as a Volunteer Firefighter for the City of Wyoming



CITY OF WYOMING

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

I am writing that I am resigning from the Wyoming Fire Dept. This was a personal decision that was difficult to make. As Some of you know my daughter moved to Alabama with her mother. She comes up for holidays and summer This has taken its toll on me emotionally and feel it's best I seek help and put my focus into my emotional well being. When the time is right I would like to re apply and be apart of the Fire Dept I wish every one the best of luck

Sincerely

Dustin. Brown



Request for Council Action

Date: July 28, 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 29 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. Austin Smith will be offered a position as probationary firefighters with a start date of August, 15th. Austin 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. 20-08-79

**A RESOLUTION APPOINTING WYOMING PAID ON CALL
FIREFIGHTER 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 member to the status of **"Probationary Firefighter"**

Probationary Firefighters

Austin Smith

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 4TH
DAY OF August, 2021.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Council Report

July 28, 2021

Mayor Iverson and City Council Members

Re: Public Safety Activity Report for August 4th, 2021 City Council Meeting

The new Civil Defense/weather siren has been installed at the intersection of 259th and Flint Tr. This is the siren we have been experiencing issues with since the start of the year.

The Catalytic Converter Marking Event at Victory Auto went very well last weekend, we had over 100 cars show up to be marked. The business reports that a number of their new and past customers have asked to have theirs marked as well this past week. We received very positive and appreciative comments from those who attended. Thanks again to all the businesses who contributed to the event.



We are moving quickly through the hiring process, we are down to the final three candidates who I will be interviewing this week. I expect to have a recommendation to the council by the second meeting in August.

National Night Out is this Tuesday 5-8 pm. Set up at the park begins at noon with everything set to go by 4:30 pm. We have a number of new attractions this year. We will not have the large party tent as we did in the past, so if shading is needed everyone will have to bring their own.

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: 07/28/21 11:26

Wyoming

	07/21	Total
911 Hangup or Open Line	2	2
ALARM-Commercial	2	2
ALARM-Medical	1	1
ALARM-Residential	3	3
ANIMAL-Animal at Large	4	4
ANIMAL-Neglect/Abuse	3	3
Assist Other Agency	17	17
Backgrounds/Fingerprints	1	1
BURGLARY-Commercial (not in progress)	1	1
BURGLARY-Residential (in progress)	1	1
BURGLARY-Residential (not in progress)	1	1
Burning Complaint	5	5
CHECK-Area	38	38
CHECK-Business	41	41
CHECK-Park	33	33
CHECK-the welfare	5	5
Child Dispute/Visitation	2	2
Child Protection/Neglect	1	1
Civil Complaint	3	3
Community Policing	3	3
CRASH-Personal Injury	2	2
CRASH-Property Damage ONLY	2	2
CRASH-Veh vs Animal (Deer)	1	1
Detail/Activities	12	12
Disorderly Conduct (in progress)	1	1
Dispute	1	1
Disturbance (in progress)	2	2
Disturbance (not in progress)	1	1
Driving Complaint	9	9



CAD Summary Report

Printed On: 07/28/21 11:26

	07/21	Total
Drone/Drones	1	1
Dumping/Littering Complaint	1	1
Extra Patrol	5	5
Financial Fraud-Check CCard	4	4
FOUND-Property	3	3
Gun Permit	6	6
Harassment	1	1
Informational ICR	3	3
Intoxicated Driver	1	1
JUVENILE-Complaint	1	1
JUVENILE-Missing Person	1	1
LOST Property	1	1
MEDICAL	20	20
Minnesota Adult Abuse Reportin	1	1
Motorist Assist	4	4
Noise Complaint	1	1
NUISANCE PROPERTY	1	1
Parking Complaint	6	6
Public Assist	5	5
Road Hazard	3	3
SQUAD CHECK	25	25
Suspicious Activity	7	7
Suspicious Person	2	2
Suspicious Vehicle	8	8
THEFT (not in progress)	3	3
THEFT-Boat	1	1
THEFT-of Gas	2	2
Theft-of Identity	1	1
THEFT-OF Vehicle (in progress)	1	1
THREATS (in progress)	1	1
Traffic Enforcement/Radar	7	7



CAD Summary ReportPrinted On: 07/28/21 11:26

	07/21	Total
TRAFFIC Stop	53	53
Training	2	2
Vehicle Lockout	4	4
WALKAWAY from Facility	1	1
WARRANT-Attempt	1	1
Total	386	386



July 30, 2021
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: AUGUST 4, 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

The structure for the new entry has been completed and the majority of the interior framing has been completed and approved. The permit to remodel the interior of the building, primarily the pharmacist's area has been approved. The remodel includes eliminating the entry facing Forest Boulevard and replacing it with a small entry vestibule on the north side of the building.

Widseth Office Building

The footings and foundation for the addition have been approved. The plumbing & HVAC and framing inspections have been approved. The building permit has been issued to remodel the interior of the building. The building permit for the garage addition has been issued.

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.

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



Engineer's Report

July 30, 2021

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

Re: August 4, 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. Updating final punch list with public works staff. Final payment will be made once vegetation is established and all punch list items have been addressed.

2021 Street Improvement Project

A preconstruction meeting was scheduled to be held on Wednesday July 21st. Forest Lake Contracting has started work on the Glen Oak portion of the project. Staff has asked for a more detailed schedule for the contractor and we will continue to provide updates to property owners. The project will be completed this fall with the assessment hearing taking place in October or November.

TH 61 and East Viking Sanitary Sewer Upsizing Project

The project is nearly complete with striping to occur 7/30. Once the striping is complete, the roadway will be opened. All traffic control items will be removed that were associated with the project.

Summer Fields Development

First Addition (19 lots): Improvements are substantially complete through the first layer of asphalt. Staff has developed a punch list that the contractor will be addressing.

Second Addition (15 lots): The City Council approved the summer Fields 2nd Addition. The second addition is 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 addition. Plans have been approved for construction. Once the development agreement is signed, all securities are in place, and permitting is in hand, construction can begin.

Preserve at Comfort Lake

The contractor has finalized much of the punch list developed by staff. Concrete Curb and gutter repairs remain and once those have been completed, the final layer of asphalt will be placed in the development and on Heritage Lane.

Heims Lake Villas North

The final plat was reviewed and approved by City Council. Final plans have been approved. Construction is anticipated to begin in the near future once approval is granted, and the Development agreement, letter of credit, fees and permits are in place.

Comprehensive Plan

Staff has completed the utility sections updates as well as 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 providing 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 has prepared multiple sketch plans and we have met on numerous occasions to provide initial feedback. Chisago County has been involved in the concept review as well.

It is our understanding that the owner will be submitting another concept plan that consists of a hotel, two apartment buildings, and over 100 single family homes for staff to review.

Aadland Development (Hunter Hill)

Site grading and storm sewer construction is complete. Select granular and aggregate base and concrete curb and gutter have recently been completed. Bituminous pavement will follow within the next 2 weeks.

Hallberg Storage

Staff has received an application for review related to a new storage facility. The Planning Commission reviewed this application and followed staff recommendation to table the item. Staff has received the resubmitted plans and are currently reviewing the plans and stormwater model.

Diamond Ridge Development

We continue to work with the applicant on various concepts they provide us. Waiting on development team to determine which direction they will go.

Past update: 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 Boulevard (Fenwick to Polaris)

Staff held a neighborhood meeting on Wednesday, July 21st at 6:00 p.m. to discuss the project and get feedback as to what concerns they have and what this project may consist of. The meeting was lightly attended, but we did receive good feedback. Staff is asking for authorization to prepare a feasibility and prepare for a Federal grant application. This is an agenda item for your consideration.

East Viking Bridge over the Sunrise River

Staff has added an item to the City Council agenda for consideration. The item is related to easement acquisition for the portion of the project that extends beyond our current prescriptive rights area.

Past update:

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 \$268,000. 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.

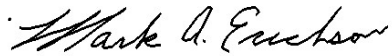
Professional Exteriors

Wyoming Planning Commission has reviewed and recommended approval of the lot line adjustment and site plan. Staff has reviewed and provided comments as also recommends approval. Staff has reviewed the plans and are prepared to approve the plans.

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 August 4th, 2021 Council Meeting

Honorable Mayor Iverson and City Council Members,

Public Works has been working on the Swenson Park project. The hockey boards and playground have been removed. Construction has started and the tennis courts have been resurfaced.

The 2021 RePlay has been applied. We are waiting for crack sealing a week after the RePlay is applied.

We are working on trail and street sidewalk policies and inspections to perform annual maintenance to them.

We have also been working on current inventories and goals for the Wold Architects.

The 2021 Street project has started and we have had a few calls from residents with issues, mostly signs and pipes on their lawn. They have been forwarded on and taken care of.

The SCADA has been monitoring the drawdowns on our city wells. I have been in contact with WSB and we are still in good shape even though are drawdowns have increased.

Sincerely,

Chuck Almhjeld

Public Works Superintendent

Parks:

I met with WSB on Swenson Park moving forward

Tree watering

Sanitary Sewer:

Daily Rounds have been completed.

Waiting for jetting truck rehabilitation for sewer line cleaning.

Water:

Daily and monthly water tests have been completed

Streets:

Replay scheduled for July

Notices to residents have been sent out for street maintenance projects for Public Works

Surface Water:

Annual Maintenance estimates have been obtained.

WYOMING PUBLIC WORKS

P.O. Box 188, 26490 Faxton Ave. Wyoming, MN 55092

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



Council Communication

Date: July 30, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: ARP Chisago County Collaboration meeting

Method: Communications

Background Information:

On March 11, 2021 the federal government passed the \$1.9 trillion-dollar American Rescue Plan (ARP) in response to the hardships created by the COVID-19 pandemic. \$350 billion of ARP funds have been allocated towards State and Local Fiscal Recovery Funds (FRF) of which \$130.2 billion is allocated to local governments (townships, cities, and counties). Approximately \$17 million is expected to be allocated to Chisago County via the townships, cities and County.

The Chisago County Board of Commissioners invites you to attend a 'Chisago County-wide American Rescue Plan Collaboration Meeting' on Monday, August 16th at 6:30 p.m. – 8:00 p.m. at the Chisago County Government Center. The purpose of this meeting is to create an opportunity for all entities in the County to ask questions regarding ARP funds to Baker Tilly, the contracted consultant of Chisago County, and for everyone to discuss the priorities of their communities for their ARP funds.

The Board has invited each of Chisago County's townships, cities, and school districts, in addition to the County's Chambers of Commerce, the Chisago County HRA-EDA and others. They are asking any council members to RSVP for the event. If you are interested please email me so I can RSVP your spot.



CITY OF WYOMING

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

CHISAGO COUNTY-WIDE AMERICAN RESCUE PLAN COLLABORATION MEETING

Monday, August 16th, 2021

6:30 p.m. – 8:00 p.m.

Chisago County Government Center

**313 N. Main St. Center City, MN
55012**



**Event is Open to the Public
Hosted by Chisago County**



Council Communication

Date: July 30, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Utility Billing Update

Method: Communications

Background Information:

In 2020 the Wyoming City Council approved the purchase of BS&A software to replace the city's current software that it had been using for finance, point of sale, payroll and timesheets. With the introduction of BS&A we also added other features including Human Resources, Building department/Inspections, online services, special assessments and Utility Billing. One of the main features in BS&A was the utility billing application that would allow for the City of Wyoming to take utility back in house and discontinue using a 3rd party biller.

Bringing the Utility billing back in house will give staff and public works a significant more amount of accountability for the overall billing system. Not only will there be additional accountability, but a cost savings to the city from the change from the outside 3rd party biller to bringing this in house. In 2020 the city spent approximately \$40,000 for a 3rd party biller. With the operations coming back in house we will be able to save approximately \$15,000 annually and believe better our serve our residents and businesses. Additionally the new system will give our customers significantly more options on how they manage, review and pay their bill. Customers will be able to do the following:

- View your current bill, billing history and water usage history
- Be in control of your payments
- Set up auto pay that works for you
- Sign up for paperless billing
- Pay by text or by phone
- Or if you prefer you can still pay by check by mail or cash at city hall

City staff has created a web page to walk our customers through some of the new options at the following link: <https://www.wyomingmn.org/utilitybilling>. The City will be sending out new utility bill early next week and along with that will include the city newsletter that has information on the change and instructions on how to set up your account(s) to your preferences.



CITY OF WYOMING

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

Utility Billing Update

To improve customer service for the City's Utility services, we have updated our utility billing software and we have a few changes we would like to share with you!

- **New Account Features** - You can view your current bill, billing history, usage history and be in control of your payments¹ by going to www.wyomingmn.org/utilitybilling, click on "View Your Utility Account Here"
- **Autopay**¹ - Create an online account to pay your utility bill, schedule payments and/or set up autopay
- **Paperless Billing** - Sign up for paperless billing quickly and easily in your payment account
- **Contact Us** - If you have any questions or concerns about your bill or your account - Call 651-462-0575 or email wyoming@wyomingmn.org

Accessing Your Account

Go to www.wyomingmn.org/utilitybilling, click on "View Your Utility Account Here". In the search box, enter your last name, account number, address or parcel. Click "Search" or hit Enter. Your account will appear (if not, double check your search for misspellings, errors, etc.). Double click on your account and your utility information will appear.

The screenshot shows a web interface for accessing a utility account. At the top, there are input fields for 'Account Number' and '(Property Address)', along with 'Map It' and 'Print' buttons. Below this is a section for 'UB Customer Name' with a 'Summary Information' link and a note that 'Utility Billing Information found'. A 'Utility Bill Info.' section contains a 'Jump To:' dropdown menu with 'Customer Information' selected. Below the dropdown is a 'Customer Information' tab. At the bottom, there are input fields for 'Name', 'Address', 'Parcel Number', and 'Account Number', with a 'Back To Top' button on the right.

To make a payment, click on "Pay Now", click "Make Payment" and you'll be directed over to our new payment system¹. From here you can make a one time payment or you may register/log-in to your payment account for several features including autopay, paperless billing, pay by text and more.

Create an Online Account

Go to www.wyomingmn.org/utilitybilling, click on "View Your Utility Account Here". Search for your account using your account number, address, last name or parcel number. Double click on your account. Click on "Pay Now", click "Make Payment" and you'll be directed to our payment system¹. Once you've reached "Your Invoice", click on "I want to Register this Account". Follow the prompts to complete your registration.

The screenshot shows the 'Your Invoice' page. It includes a header 'Your Invoice' and a note 'Click on Proceed to Checkout when you are ready to pay.' Below this is a table with columns: 'Type - Water', 'Account #', 'Invoice #', 'Due Date', 'Balance Due', and 'Options'. The table has one row for 'Water, Sewer' with a due date of 4/2/2020 and a balance due of \$0.00. A 'View Invoice' link is next to the balance. Below the table, there is a 'Subtotal (1 Items) \$0.00' and a note 'Not including any applicable service fees.' A 'Proceed To Checkout' button is at the bottom right. At the very bottom, there is a blue arrow pointing right and a link 'I want to Register this Account'.

The screenshot shows the 'Your Account at a glance' page. It has a header 'Your Account at a glance'. Below the header, there are two main sections. The left section is 'I want to...' with a 'Pay my Invoices' button and a list of links: 'View my payment history', 'View my scheduled payment history', 'Manage my Autopay settings', and 'Update my account information'. The right section is 'Services' with three options: 'AutoPay', 'Paperless', and 'Pay By Text', each with an 'EDIT' link. Below these are two sections: 'Recent Open Invoices' and 'Recent Closed Invoices'. The 'Recent Open Invoices' section has a table with columns 'Due On' and 'Invoice Date', showing two rows of dates. The 'Recent Closed Invoices' section has a note 'No history available'. At the bottom, there are two more sections: 'Recent Payments' and 'Upcoming Scheduled Payments', both with a note 'No history available'.

¹Fees apply to all credit/debit card and bank account payments (Credit/Debit Card fees = 2.95% transaction fee or a minimum of \$2.95; Bank Account fees = \$1.50 flat fee)

Utility Billing Update

Update your Online Bill Pay

If you currently make utility payments online through your bank or credit union, please update your online payments with your new **account number** and our new **mailing address**. Your new account number is located on your current enclosed bill. Our new mailing address is City Of Wyoming, PO Box 188, Wyoming, MN 55092.

Sign up for Paperless Billing

Sign into your account at www.wyomingmn.org/utilitybilling, click on “View Your Utility Account Here”. On your dashboard, click on “Paperless”. On the paperless screen, select yes and “Save my changes”.

Sign Up for Autopay

Sign into your account at www.wyomingmn.org/utilitybilling, click on “View Your Utility Account Here”. Before you set up autopay, click on “My Profile” located above your dashboard and click on “Payment Methods”. Select your payment method - credit/debit card² or bank account³ - and add your payment information.

Once completed, click on “My Profile” again and click on “AutoPay”. Click on “Edit”, fill in the required fields and click “Save this AutoPay Setup”. The next page will show that it’s waiting on an email confirmation. Go to your email and click on the link to approve this autopay. You’re autopay is set up once you’ve clicked the link in your email. You may edit this autopay at any time in your account.

² Credit/Debit Card fees = 2.95% transaction fee or a minimum of \$2.95

³ Bank Account fees = \$1.50 flat fee

Do you Currently Pay Your Utility Bill in This Portal?

If you do, we are moving payment information to here

You **DO NOT** need to do to anything at this time. In the future, when you need to update your payment information, you will need to create a new account. See “Create An Online Account” on the other side of this page to login and edit your information.

Questions?

Staff at City Hall can answer your questions in person, by phone at (651-462-0575) or email at (Wyoming@wyomingmn.org)

The screenshot shows the 'Paperless' section of the utility billing portal. It includes a heading 'Paperless' with a leaf icon. Below is a text block: 'Going Paperless saves time and money by eliminating the need for paper printing and mailing of invoices and payments. [Need help with this feature?](#)'. A table follows with columns: 'Account #', 'Type', 'Status', and 'Paperless'. The table has one row: '10000-00', 'Electric, Natural Gas, Water, Wastewater', and 'Paperless'. There are radio buttons for 'Yes' (selected) and 'No'. At the bottom is a blue button labeled 'Save my changes'.

The screenshot shows the 'Your Account at a glance' dashboard. It has a header with 'BSA SOFTWARE TEST' and navigation links 'My Account' and 'My Profile'. A dropdown menu is open under 'My Profile', showing options: 'AutoPay', 'Change Password', 'Manage Accounts', 'Paperless', 'Payment Methods', 'Pay by Text', and 'Update Account Info'. The main area has a 'Pay my invoices' button and a 'Services' section with an 'AutoPay' button.

The screenshot shows the 'AutoPay' setup screen. It has a heading 'AutoPay' and a 'Manage' section with a link 'View Fees Disclosure'. Below is a text block: 'Save trees, checks, stamps, and time. Sign up for AutoPay and pay invoices automatically on their AutoPay collection date. AutoPay will automatically pay invoices on their due date using your default payment method. AutoPay will send you an email confirmation of your transaction as each invoice is paid, automatically.' A table follows with columns: 'Account #', 'Type', 'Status', and 'Payment Method'. The table has one row: 'UTL-1072', 'Utility Services', 'Not Signed Up', and '---'. There is an 'Edit' button at the bottom right.

The screenshot shows a navigation bar with the City of Wyoming logo on the left. To the right are three icons: a dollar sign for 'PAYMENTS', a gear for 'SETTINGS', and a question mark for 'SUPPORT'.

The screenshot shows the header of the payment portal. It includes the 'thawte SECURED' logo, the 'PSN' logo, and the text 'Authorized payment portal for City of Wyoming, MN (Utility)'. Below the logos are links for 'SECURITY', 'PRIVACY', and 'ABOUT PSN'. At the bottom is a copyright notice: '© Copyright 2021.6.223, Payment Service Network Inc.'

The screenshot shows the 'Your Account at a glance' dashboard, powered by InvoiceCloud. It has a heading 'Your Account at a glance' and 'Powered By InvoiceCloud'. Below is a 'Pay my invoices' button and a 'Services' section with buttons for 'AutoPay', 'Paperless', and 'Pay By Text'. There is also a list of links: 'View my payment history', 'View my scheduled payment history', 'Manage my AutoPay settings', 'Manage my Paperless settings', and 'Update my account information'.



Council Communication

Date: August 4, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Wyoming COVID-19 Business Preparedness Plan Update

Method: Council Communication

Background Information:

The City of Wyoming is committed to providing a safe and healthy workplace for all our workers and visitors. To ensure that, the City tracks guidance from the Center for Disease Control and the Minnesota Department of Health to ensure that we are operating within best practices to reduce the spread of the virus to our staff, visitors, and larger community. The previous city COVID-19 business preparedness plan included guidance from the CDC which stated that vaccinated people could safely be indoors with vaccinated and unvaccinated people without transmitting the virus. This recommendation was based on how the vaccines reduced the transmission of the virus at that time. However, since that time, new variants, specifically the Delta variant of COVID-19, have evolved and unlike previous strains of the virus, this one is transmissible by both vaccinated and unvaccinated people.

In response to this new situation, the CDC has updated their guidance for both vaccinated and unvaccinated people to wear masks in areas which are experiencing either substantial or high rates of transmission of COVID-19. Chisago County is currently experiencing substantial transmission of the virus according to CDC data. Therefore, staff have updated the COVID-19 business preparedness plan to reflect that the city will highly encourage staff and visitors to wear face masks while inside public facilities as long as Chisago County is in a substantial or high rate of transmission for the COVID-19 virus.



CITY OF WYOMING

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



**City of Wyoming, MN
COVID-19 Preparedness Plan
August 4th, 2021**

City of Wyoming COVID-19 Preparedness Plan

The City of Wyoming is committed to providing a safe and healthy workplace for all our workers and visitors. To ensure that, the City implemented a COVID-19 preparedness plan to guide the city's implementation of Minnesota Department of Health guidelines and to establish operational guidance for how the city would navigate the COVID-19 pandemic. This is the fourth iteration of this plan, staff have continued updating it as the COVID-19 situation evolves in response to CDC guidance.

Vaccines have become widely available to Minnesotans over the age of 12. The City began connecting employees with opportunities for vaccination in January of 2021. According to the Minnesota Department of Health Vaccine Data dashboard, as of August 3rd, 46% of residents of Chisago County have received at least one dose of vaccine.

Vaccines approved for use in the United States have been shown to be effective in reducing the likelihood of infection for vaccinated people. In breakthrough cases where vaccinated people do contract COVID-19, they have much more mild symptoms and are less likely to be hospitalized or to die from the virus than people who contract the virus while being unvaccinated. The CDC recommends that both vaccinated and unvaccinated people continue to wear masks and socially distance as variants of the virus have shown the ability to be transmissible to others by both vaccinated and unvaccinated people.

The State of Minnesota has lifted many of the statewide COVID-19 restrictions that were put in place during the beginning of the pandemic including the statewide mask mandate. Facemasks have been shown to be highly effective at reducing the transmission of the COVID-19 virus.

In response to these new updates, the City would like to make several adjustments to our emergency operating procedures based on current CDC guidance.

1. The City will hold in person public meetings starting on June 1st, 2021. Masks and social distancing will not be required for these meetings, however they will not be prohibited either. Individuals attending in person meetings may wear facemasks or request social distancing.
2. Masks will not be required within city facilities, however facemasks will remain available to the public who are interested in one. Facemasks will be allowed and respected within city facilities. While Chisago County is experiencing either substantial or high transmission rate of COVID-19, the City will highly encourage individuals, both employees and visitors to wear masks, whether they are vaccinated or not, whenever they are inside public facilities.
3. If an employee is vaccinated with a COVID-19 vaccine and has an exposure to COVID-19, they will not be required to quarantine. If an employee who is not vaccinated has an exposure to COVID-19, they will be required to quarantine according to the Minnesota Department of Health guidance. No additional leave will be provided by the City for mandatory quarantine, if an employee is not able to perform their work duties remotely, they will be required to use either available sick or vacation time or unpaid time off.

4. Employees experiencing COVID-19 symptoms, whether they are vaccinated or not, should immediately report their symptoms to their supervisor and stay away from City facilities. Administration will follow up with the employee to ensure Minnesota Department of Health guidance is followed in terms of when an employee may return to the office after experiencing symptoms of COVID-19. Employees may have an opportunity to work remotely in the case of illness or to use paid leave. In the instance that an employee does not have paid leave available and is not able to work remotely while experiencing COVID-19 symptoms, they will be required to take unpaid time off.
5. Signs requesting that visitors experiencing COVID-19 symptoms not enter public buildings will be posted on public buildings.
6. The City will continue to monitor updates from the CDC and the Minnesota Department of Health per their guidance regarding the COVID-19 pandemic. These operational guidelines will continue to stay in place through the conclusion of the city's emergency order. Unless additional updates are made to this plan, these policies will sunset on December 31st, 2021.

Request for Council Action

Date: August 4, 2021

To: Wyoming City Council, Mayor Lisa Iverson, Councilmembers Claire Luger, Linda Nanko/Yeager, Brett Ohnstad, and Dennis Schilling

Cc: Robb Linwood; File

From: City Engineer, Mark Erichson, PE

RE: Preparation of Feasibility Study for the 2022 East Viking Boulevard Improvements

Staff has evaluated City streets by conducting pavement condition ratings and road tours to prioritize improvement projects, resulting in a multi-year Capital Improvement Plan (CIP). The CIP provides a schedule for the various roadway improvements that are necessary to maintain the City streets in an effective and efficient manner. In the spring of 2020, Staff provided Council a 5-year CIP for consideration. The following proposed improvements in 2022, include the following roadway segments:

- East Viking Boulevard from Fenwick Avenue to Glen Oak Drive - Reconstruction
- East Viking Boulevard from Glen Oak Drive to Polaris (West Gate) - Reclamation

The capital improvements for East Viking Boulevard include the reconstruction of the urban section roadway between Fenwick Avenue and Glen Oak Drive and reclamation of the remaining roadway from Glen Oak Drive to Polaris (West Gate). The reconstruction section (Fenwick Avenue to Glen Oak) is the only portion that is included in the Capital Improvements Plan, except for the bridge replacement located within the reclamation portion of the project (Glen Oak Drive to Polaris west gate). Staff will be completing a grant application for the entire section and recommend the feasibility study include both sections as this information is needed for the Engineering Report as part of the grant application.

The improvements identified for 2022 propose assessments to benefitting property owners and require adherence to the process outline in Chapter 429 of the Minnesota State Statute. Part of this process involves preparing a feasibility study identifying proposed assessments. Assessments for reconstruction and reclamation differ and will require breakdown by segment in the feasibility report.

Staff is requesting authorization to prepare the feasibility study for the 2022 East Viking Boulevard Improvements.

Recommendation:

Approve Resolution No. 21-08-80, a resolution ordering the preparation of a Feasibility Report for the 2022 East Viking Boulevard Improvements.

RESOLUTION NO. 21-08-80

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION
ORDERING PREPARATION OF A FEASIBILITY REPORT FOR
PUBLIC IMPROVEMENTS FOR THE 2022 EAST VIKING BOULEVARD PROJECT**

WHEREAS, it is proposed to improve all or portions of the following roadways and to potentially assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429:

- East Viking Boulevard from Fenwick Avenue to Glen Oak Drive - Reconstruction
- East Viking Boulevard from Glen Oak Drive to Polaris (West Gate) - Reclamation

WHEREAS, it is proposed to prepare application for federal public works grant for partial funding of the proposed improvements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WYOMING, MINNESOTA:

That the proposed improvement, referred to as the 2022 East Viking Boulevard Improvement Project for study and that the engineer is instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for benefitting properties.

This resolution was adopted by the City Council of the City of Wyoming on the 4th day of August, 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)

Request for Council Action

Date: August 4, 2021

To: Wyoming City Council, Mayor Lisa Iverson, Councilmembers Claire Luger, Linda Nanko/Yeager, Brett Ohnstad, and Dennis Schilling

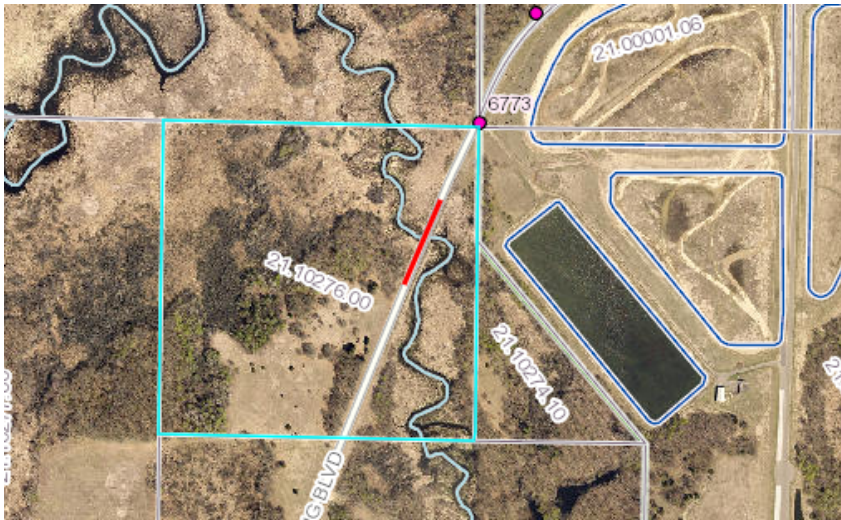
Cc: Robb Linwood; File

From: City Engineer, Mark Erichson, PE

RE: Authorization to Acquire Roadway Easement for Bridge 13J22 – East Viking Blvd. over So. Branch Sunrise River

Staff has been working with the DNR on permitting and easements for the construction of the replacement of Bridge No. 13506 with Bridge 13J22. The DNR has issued permits for the wetland impacts and design requirements, and it has been determined there is not a dedicated easement or right of way for the existing roadway. The proposed bridge replacement requires widening the roadway and new bridge to meet State funding requirements.

The bridge and segment of East Viking Boulevard in the improvement project is through a parcel owned by the State and managed by the DNR. The parcel is part of the Carlos Avery Wildlife management Area which receives both state and federal funding. The project location is shown below for reference.



In order to construct the project, temporary and permanent roadway easements will need to be acquired, with the review and approval of state and federal agencies. Since the property has a federal funding component, the DNR cannot authorize use of the property without issuance of easements. The DNR has a process for acquiring the easements, which includes a \$2,0000 application fee and a resolution from the city authorizing easement acquisition.

Plans and specifications are complete, the project is approved for funding by the State, permits are approved, and the last remaining component is easement acquisition.

Staff is requesting authorization to make application to the DNR for temporary and permanent roadway easements for this project.

Recommendation:

Approve Resolution No. 21-08-81 a resolution authorizing acquisition of roadway easements from the Minnesota DNR for Bridge 13J22 – East Viking Blvd. over So. Branch Sunrise River.

RESOLUTION NO. 21-08-81

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION
AUTHORIZING ROADWAY EASEMENT ACQUISITION FROM THE MINNESOTA
DEPARTMENT OF NATURAL RESOURCES FOR
BRIDGE NO. 13J22 – EAST VIKING BOULEVARD OVER THE SOUTH
BRANCH SUNRISE RIVER**

WHEREAS, it is proposed to replace Bridge No. 13506, East Viking Boulevard Over the South Branch Sunrise River with Bridge No. 13J22 and approach roadway; and

WHEREAS, it is necessary to widen the existing roadway approaches to the new bridge and widen Bridge 13J22 to meet State design and funding requirements; and

WHEREAS, it is necessary to acquire temporary and permanent easements from the State of Minnesota and the Department of Natural Resources for construction and maintenance of Bridge No. 13J22 and portions of East Viking Boulevard each side of the bridge for said improvements, authorized by Council on August 4, 2021.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WYOMING, MINNESOTA:

That the application and acquisition of necessary temporary and permanent easements for said improvements is hereby authorized.

This resolution was adopted by the City Council of the City of Wyoming on the 4th day of August, 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)



Staff Report

Date: July 30th, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Kelly Dumais, Assistant City Administrator

Department: Administration

Reference: Park and Trail Master Plan

Summary:

At the July 28th, 2021 City Council Budget Workshop, staff presented this draft proposal to the City Council for feedback. The City has requested a proposal from WSB for a Park and Trail Master Plan to identify needs within the City's Park and Trail system and to develop an overall strategic vision that can help to direct the investments of the City moving forward. This initiative seeks to support the Council's 2021 goal to improve walkability within the City of Wyoming. The cost of the proposal is \$28,500.

Background Information:

The City Council identified park improvements and increased walkability both as priorities for 2021. We have a challenge in implementing significant progress on these items as we currently lack a comprehensive vision for what the city's park facilities and trail facilities should look like, how they should function, and ways in which we can leverage these resources to better serve the Wyoming community.

Walkability is a valuable feature to have when marketing a community to prospective homeowners and businesses. Walkability connects the community together, it facilitates personal interactions between neighbors, and it supports all people in more safely traveling throughout the community. Ensuring that the City's trail infrastructure support this goal requires additional conversation about the current status of the city's trail system as well as planning for how future city projects and development initiatives would support the vision of the City Council to improve walkability throughout the City.

Trails and Parks are highly linked in the effort to promote walkability. Parks can be destinations that people want to walk/run/ or bike to, they can also be thoroughfares for people trying to get to other parts of the city by means other than cars. Currently, the City's park investment strategy is driven by the replacement needs of our current infrastructure. In 2020, the City Council updated the park maintenance budget to \$25,000 a year. This represents the average cost over a 22 year period that it would cost to replace the City's existing park infrastructure with the addition of cement curb which is needed for ADA with the replacement of this equipment. This calculation does not take into account any changes to the City's park facilities or addressing any gaps of service within the city's park system. Additionally, some parks are more expensive to replace the equipment in than others. Identifying what the city wants to do in our parks can help us to financially plan for those improvements.

In addition, the City Council and the Park Advisory Commission have highlighted an interest in identifying and addressing issues of accessibility with city parks and in expanding resources that would serve different demographics within the City



CITY OF WYOMING

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

whether than be seniors, kids, adults interested in maintaining an active lifestyle, people with special needs, etc. The City's park system and trail system are interconnected to meet these goals. Trails function best when they are connected to each other.

Staff reached out the WSB to develop a proposal that would include a needs analysis including site visits, review of planning materials, demographic analysis, trail gap analysis and needs prioritization. Then also to coordinate community engagement, planning recommendations, and a final proposal that would include a comprehensive picture of a park and trail system for the City.

There would be extensive value in this type of document for the City. It would streamline efforts both for planning and for engagement around all future park and trail developments and improvements. It would introduce a strategic vision for the city's efforts around park and trail maintenance and/or expansion to reflect community needs. The total cost of the proposal is \$28,500.



CITY OF WYOMING

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

July 15, 2021

Ms. Kelly Dumais
Assistant City Administrator
City of Wyoming
26885 Forest Blvd
Wyoming, MN 55092

Re: 2021 Park System Plan

Dear Ms. Dumais:

I am pleased to submit this letter proposal on behalf of WSB & Associates, Inc. (WSB) to the City of Wyoming (City) to complete a park system master plan to include the existing 17 park sites as well as a high level trail system plan to address community connectivity for primary routes.

SCOPE OF SERVICES

The following scope of services is meant to provide the City of Wyoming with the steps necessary to complete a high level park system master plan to guide future park and trail improvements in alignment with community needs.

A. Project Management & Kick-Off

- 1) WSB will provide project management and coordination efforts throughout the planning process.
\$1,700
- 2) WSB staff will attend a virtual meeting with city staff to review the work plan, schedule and overall expectations of the system planning effort. We will confirm key leaders and stakeholders that have insight into the park and open space system at a general or specific level. At this time, it will be important to discuss city known issues or deficiencies in the park system. Afterwards, we will provide meeting summary notes to those in attendance.
\$500
- 3) WSB will develop GIS maps of all existing park facilities based on available City and County data for planning purposes.
\$800

Task A: \$3,000

B. Needs Analysis

- 1) Park Inventory & Service Level Analysis: WSB staff will conduct site visits of each park in the system to determine the existing level of service. The level of service indicates general park function in relation to populations served based on factors such as overall age, condition, design, and accessibility. A map will be prepared to identify the results of the service level analysis.
\$1,500

- 2) Planning Analysis: WSB will collect all relevant planning materials and documents for review. These include the Comprehensive Plan, Zoning and Subdivision Ordinances, Park Dedication requirements, and any park concept or master plans. WSB will review and summarize the findings of these resources in a memo for distribution to the City.
\$700
- 3) Demographics Analysis: WSB will prepare a demographics analysis and will review the location of the parks in relation to the neighborhood service areas to determine any redundancies, or underserved populations based on existing park locations. Demographics maps and analysis maps of neighborhood service areas will be prepared utilizing existing ESRI data.
\$550
- 4) Trails Gap Analysis: WSB will conduct an analysis of the trails and walkways to identify regional routes, existing gaps, and overall connectivity in relation to major destinations within the community.
\$650
- 5) Needs Analysis & Graphics: A summary of the needs analysis will be developed based on the results of the system inventory and analysis to identify the greatest needs and desires that may affect prioritization. Summary information and graphic maps that illustrate the outcomes of the inventory and analysis will be prepared.
\$1,200

Task B: \$4,600

C. Community Engagement

- 1) Interactive Map: WSB will set up a project page utilizing Social Pinpoint, an online forum with an interactive map that can be used through various forms of social media and devices. This map provides a tool where users can drag and drops pins on a map to leave comments related to parks and trails, idea generation and design preferences. Community surveys can be linked to this platform to provide additional feedback to guide the planning process. Fee includes \$500 service fee for Social Pinpoint.
\$1,400
- 2) Stakeholder Meetings: WSB will collaborate with city staff to identify project stakeholders who may have more specific information and feedback related to the planning process. Meetings with specific project stakeholders can be held virtually or in person. We are including up to 8 hours per two staff members for stakeholder meetings.
\$1,200
- 3) Community Events: WSB is including attendance at two (2) community events or locations to conduct pop-up meetings in order to go where people are for quick and easy input through local events and activities. WSB will coordinate with the city to determine the events and locations for pop-up meetings.
\$1,500

- 4) Open House Mtg #1: WSB can facilitate a Public Open House meeting to gather input, ideas and concerns from those in attendance in order to help identify community needs, desires and concerns related to parks and trails.
\$1,300

Task C: \$5,400

D. Planning Recommendations and Approvals

- 1) Draft System Plan
 - i. The park system master plan will identify a community vision and parks mission statement along with a list of goals and priorities, in alignment with the 2040 Comprehensive Plan.
 - ii. Park Recommendations: WSB will outline recommendations for each park meant to guide future park planning efforts, based upon the outcome of the needs analysis. This planning effort will include recommendations for future park search areas as well as potential modifications or clarifications related to park dedication requirements.
 - iii. Trail Recommendations: WSB will outline recommendations of primary trail routes or gaps to be filled in order to improve connectivity to primary destination areas.
 - iv. Estimation: WSB will prepare high level estimates based on recommendations of the plans for future budgeting purposes.
 - v. Priorities: WSB will prepare a preliminary list of priority projects based upon the needs assessment and in alignment with city goals and policies.
 - vi. The draft plan will summarize the planning process and will be formatted into an Appendix document to the 2040 Comprehensive Plan utilizing city branding.

\$10,000

- 2) Final Plan: Upon completion of review and feedback of the draft plan, WSB will refine and finalize the plan document for review and approval.
\$1,500
- 3) Open House Mtg #2: WSB can facilitate a public open house meeting to present the draft recommendations for further review and feedback from the community prior to finalization of the plan document.
\$1,300
- 4) City Meetings:
 - i. Staff Review Meetings: It is anticipated that up to four (4) virtual review meetings will be held with city staff to review schedule, recommendations and outcomes throughout the planning process.
 - ii. Parks Advisory Commission Meeting: WSB shall attend a Parks Advisory Commission Meeting to present the draft park system master plan and priorities for review and feedback.

- iii. Planning Commission Meeting: WSB shall attend a Planning Commission Meeting to present the draft park system master plan and priorities for review and approval to bring to the City Council.
- iv. City Council Meeting: WSB shall attend a City Council Meeting to present the final park system master plan for review and adoption to be included as an amendment to the 2040 Comprehensive Plan.

\$2,700

Task D: \$15,500

E. Additional Services

WSB will complete additional services, other than those listed in the Scope of Services above, as requested and authorized in writing by the City. These services shall be billed on an hourly basis according to the current Hourly Rate Schedule.

FEES FOR PROFESSIONAL SERVICES

It is proposed that the following Tasks be billed on an hourly-not-to-exceed basis as follows:

Scope "A" (Kick-Off & Data Collection):	\$ 3,000
Scope "B" (Needs Analysis):	\$ 4,600
Scope "C" (Community Engagement)	\$ 5,400
Scope "D" (Final Plan & Approvals)	\$15,500
Total:	\$28,500

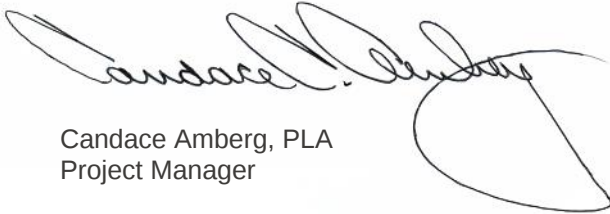
ACCEPTANCE

This letter represents our entire understanding of the project scope. If the City of Wyoming is in agreement, the necessary contract documents can be provided and signed. WSB will start work upon receipt of a signed contract.

Thank you for the opportunity to propose on this project. If you should have any questions regarding this proposal, please contact Candace at 763-231-4848.

Sincerely,

WSB



Candace Amberg, PLA
Project Manager



Jason L. Amberg, PLA
Director of Landscape Architecture

RESOLUTION NO. 21-08-82

**A RESOLUTION APPROVING WSB TO DEVELOP A PARK AND
TRAIL MASTER PLAN FOR THE CITY OF WYOMING FOR
\$28,500**

WHEREAS, there is interest in pursuing the next steps in planning for the future investments in parks and trails in the City of Wyoming, and

WHEREAS, the proposal is to develop a park system master plan to include the existing 17 park sites as well as a high level trail system plan to address community connectivity for primary routes throughout the City, and

WHEREAS, walkability has been identified as a 2021 city council priority, and

WHEREAS, the attached plan will provide a framework for future development and project initiatives to support an overall council vision for walkability and park investment in the City.

THEREFORE BE IT RESOLVED, the City of Wyoming authorizes WSB to develop a Park and Trail Master Plan for the City of Wyoming for \$28,500.

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 4th DAY OF August, 2021.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: July 30, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: Lawn Sprinkling Ban

Method: New Business

Background Information:

The Minnesota Department of Natural Resources has determined that the state of Minnesota is currently in a drought warning phase. The DNR's State Drought Plan specifies actions that Public Water Suppliers must implement to conserve water. In the drought warning phase, DNR State Drought Plan asks all public water suppliers to reduce water use to 50% above January levels. On July, 16th, 2021 all cities received an e-mail that the State of Minnesota is in a drought warning phase. The drought plan calls for the City to implement water restrictions as necessary to reduce water use to 50% above average January levels for the month of August 2021. For the City of Wyoming that is 525,000 gallons per day. Currently, we are averaging 624,000 gallons a day.

The City needs to comply with the water restriction requirements. A city-wide lawn sprinkling ban would be the best way to reduce our water usage and try to reduce our usage by 99,000 gallons a day. The watering ban is indefinite at this time and will remain in place until the Minnesota Department of Natural Resources determines that the drought warning phase has been lifted. The watering ban may continue into 2022. Lawn sprinkling would be for properties served by City water only and could be applied to community well systems, but does apply to private wells in the city.

CITY OF WYOMING CODE

Sec. 36-60. Restricted hours for sprinkling. (a) The council may impose emergency regulations pertaining to the conservation of water by resolution of the council or by giving notice by publication or by posting at the city hall and at such public places as the council may direct.

(b) Any water customer or other person who shall cause or permit water to be used in violation of the provisions of such resolution shall, in addition to being subject to the penalties otherwise provided for, be charged \$25.00 for each day of such violation, which charge shall be added to their next water bill. Continued violation is prohibited and shall be cause for discontinuance of water service.

Recommendation:

Staff recommends a lawn sprinkling ban, effective immediately, for compliance of the DNR water restriction requirements.



CITY OF WYOMING

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

July 16, 2021

Dear water suppliers in areas with severe drought conditions,

With more than 50 percent of Minnesota experiencing severe drought and some areas experiencing extreme drought, the Minnesota Department of Natural Resources (DNR) has determined that the state is now in the drought warning phase. With this designation, the DNR and others are taking additional steps such as restricting some water uses.

Water Supplier Actions Needed

The [State Drought Plan](#) specifies actions that water suppliers must implement once the state is elevated to drought warning phase.

1. **Population over 1,000** - Public water suppliers implement appropriate water use restrictions contained in their Water Supply Plan.
 - a. Your plan can be found in your MPARS account, under the Attachments tab.
 - b. Begin implementing your Water Supply demand reduction measures in Plan Part 2 (Tables 18, 19). These actions can be supported by measures that are identified in the Water Supply Plan, Part 3 Water Conservation.
2. **All Water Suppliers** - Public water suppliers will implement water use reduction actions with a goal of reducing water use to 50% above January levels.
 - a. For example: A city uses 4 million gallons of water in January, and normally uses 6.8 million in August. During the drought warning phase, they should only use 6 million gallons in August.
 - b. Websites with water conservation messages: DNR [Water Conservation webpage](#) and <https://www.ready.gov/drought>.

Significant demand reduction is achievable by restricting or banning non-essential outdoor water use, especially lawn irrigation, power washing buildings, car washing and swimming pool filling. Encourage customers to fix leaks, install water saving devices and water-efficient appliances. Have conversations with your biggest water users and ask them how they might reduce water use, especially during peak times.

Use a variety of communication methods: Large exterior signs around the community, mailing/emailing all customers, radio station announcements, Facebook posts or other social media, and a news release to any local media. Explain the critical situation and that you need everyone's help. Ask customers to conserve water as much as possible.

Other Suggestions:

- During times of severe drought, monitor your water levels closely. Keep in mind that water quality may be impacted by increased concentrations of contaminants.
- Please alert your local [DNR hydrologist](#) to any water supply concerns or issues during the summer.

- [Sign up](#) to receive GovDelivery updates about drought in Minnesota, drought preparations and response, and important ways to conserve water.

Best regards,

Randall Doneen

Conservation Assistance and Regulations (CAR) Section Manager | Ecological & Water Resources

Phone: 651-259-5156

Email: randall.doneen@state.mn.us

mndnr.gov

MDH Email to All Community Public Water Systems

From Carmelita Nelson, DNR Water Conservation Consultant 7/20/2021

Drought Status and what should water suppliers do?

What is a Drought Warning Phase? Minnesota has entered the Drought Warning Phase. Since we have not had a Drought Warning since 2012, you may want to familiarize yourself with the Minnesota [Statewide Drought Plan](#) (4-page document). Now that we are in the Drought Warning Phase, the Drought Plan requires that the Minnesota Department of Natural Resources (DNR) take additional actions. These actions include: convening the State Drought Task Force, increasing public awareness of drought, and asking public water suppliers to implement demand reductions with the goal of having water use 50% above January levels. This is the third of five drought phases.

What water suppliers are impacted? Drought conditions are designated according to watersheds. Seven of the 12 major watersheds are currently in severe drought including: the Red River, the Mississippi Headwaters, and the Minnesota River watersheds. Approximately 500 water suppliers are now in a watershed with severe drought conditions. Those water suppliers, who have both surface and groundwater systems, were notified on July 16. If you did not receive a notice from the DNR, your watershed is not in severe drought, however, you are strongly encouraged to prepare now, because of the continued rapid increase in severe drought across much of the state.

What if we have deep wells? If your watershed is in severe drought, then you are to implement additional water conservation measures, *even if you have deep wells or your community itself is not in severe drought*.

When do we need to take action? Additional water conservation measures must begin as soon as possible with a focus on reducing outdoor water use. Examples include:

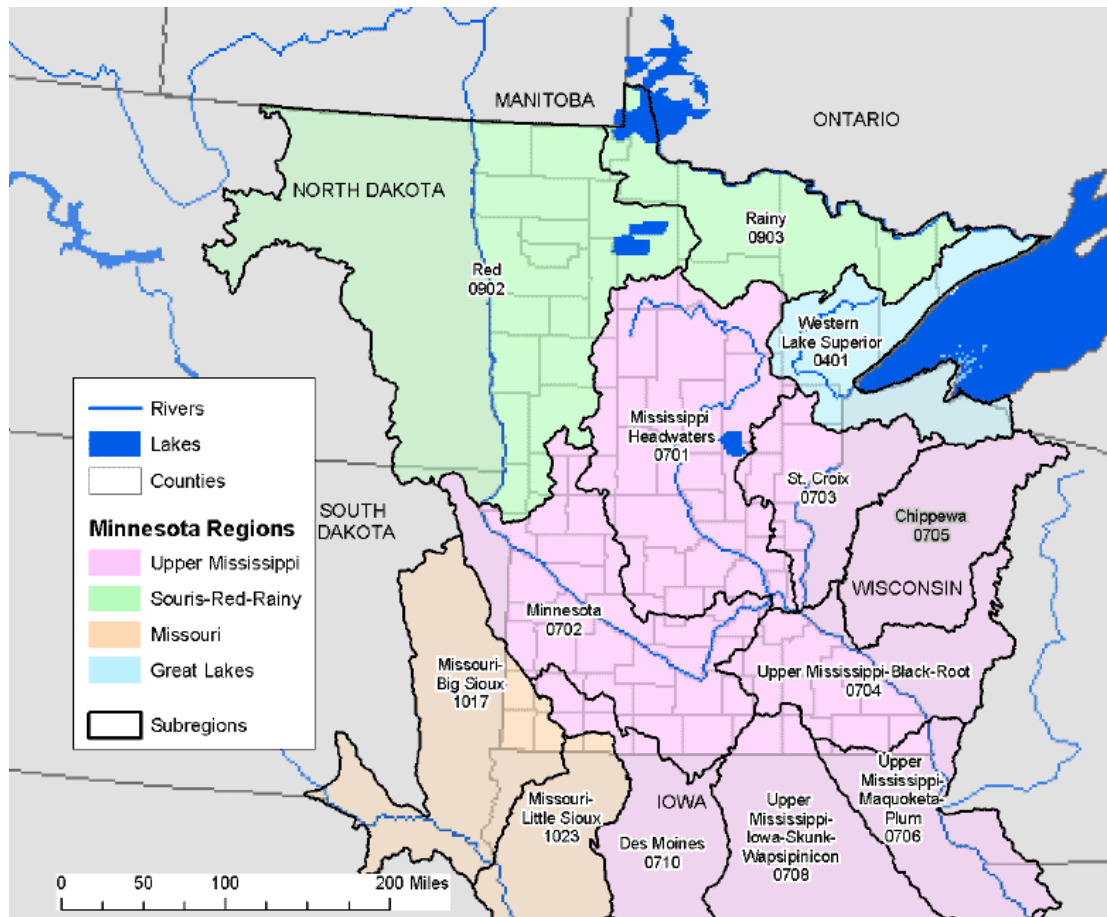
- Reducing the number of days that lawn irrigation is allowed, e.g. only one or two days per week.
- If there are splash pads, reducing the hours of operation or water pressure.
- Encouraging residents to reduce car washing and to delay pressure-washing homes until fall or next spring.
- Inspecting and fixing leaks in the water supply system, hydrants, city pools, and fountains.
- Encouraging your ten largest water users to save water.

Public water suppliers are required to comply with the State Drought Plan. Efforts to meet water conservation goals must be implemented. There are no mandatory restrictions at this time. Mandatory restrictions would only occur under a “critical water deficiency declaration” by the Governor, and that would only occur under exceptional drought conditions in the Emergency Drought Phase.

Where can I learn more? The DNR encourages all public water suppliers to [sign up](#) to receive GovDelivery drought email updates. DNR will offer a drought webinar soon. The Minnesota Rural Water Association conference, from August 24-26, will have sessions on drought. Templates and outreach materials from [EPA WaterSense](#). For community-specific questions or water supply concerns, contact your DNR Area Hydrologist or Carmelita Nelson at 651-259-5034 or Carmelita.nelson@state.mn.us

Minnesota Statewide Drought Plan

This plan provides a framework for preparing for and responding to droughts to minimize conflicts and negative impacts on Minnesota's natural resources and economy.



Statewide Drought Plan watersheds:

- Red 0902
- Rainy 0903
- Western Lake Superior 0401
- Mississippi Headwaters 0701
- St. Croix 0703
- Minnesota 0702
- Upper Mississippi-Black-Root 0704
- Upper Mississippi-Maquoketa-Plum 0706
- Upper Mississippi-Iowa-Skunk-Wapsipinicon 0708
- Des Moines 0710
- Missouri-Little Sioux 1023
- Missouri-Big Sioux 1017

STATEWIDE DROUGHT PLAN MATRIX

Drought Phase/Triggers	State and Federal Actions	Water Users and Suppliers Actions
NON-DROUGHT PHASE A significant portion of the watershed (see map) is not under drought conditions according to the U.S. Drought Monitor. The U.S. Drought Monitor is a weekly index depicting the location and intensity of drought conditions using a blend of quantitative and qualitative indicators. Drought conditions referenced in this plan are keyed to the U.S. Drought Monitor. http://drought.unl.edu/dm/monitor.html	➤ Develop/maintain precipitation, stream flow, ground water and water quality monitoring programs. ➤ Conduct state and regional water studies and coordinate actions. ➤ Assist water suppliers and other users in developing conservation measures. ➤ Continue and improve water conservation education.	➤ Develop/update/implement water supply plans (including drought preparedness and response and water conservation programs). ➤ Adopt conservation rate structures and ordinances. ➤ Establish mutual aid agreements, interconnections, conservation education, redundant/alternative supplies, etc. ➤ Minimize water supply system losses and improve water use efficiency.
DROUGHT WATCH PHASE A significant portion of the watershed (see map) is “Abnormally Dry” or in a “Moderate Drought”.	➤ Inform Drought Task Force of conditions. ➤ Intensify selected monitoring activities. ➤ Initiate public awareness. ➤ Notify water suppliers of moderate drought conditions. ➤ Monitor Mississippi River flows and coordinate with the U.S. Army Corps of Engineers (USACE) and hydropower facility owners.	➤ Monitor potential conflicts and problems and notify DNR of source conflicts. ➤ Public water suppliers provide conservation information and request customers to implement voluntary measures to reduce water use.
DROUGHT WARNING PHASE A significant portion of the watershed (see map) is in a “Severe Drought”, or for public water suppliers using the Mississippi River, the average daily flow at the USGS gage near Anoka is at or below 2000 cfs for five consecutive days.	➤ Convene Drought Task Force. ➤ Increase public drought awareness. ➤ Notify water suppliers of severe drought conditions. ➤ Monitor implementation of the Mississippi River System-Wide Low-Flow Management Plan.	➤ Public water suppliers implement appropriate water use restrictions contained in their water supply plans. ➤ Other water users implement appropriate conservation measures. ➤ Public water suppliers implement water use reduction actions with a goal of reducing water use to 50% above January levels. ➤ Dam operators implement the Mississippi river System-Wide Low-Flow Management Plan.
RESTRICTIVE PHASE A significant portion of the watershed (see map) is in an “Extreme Drought”, or for public water suppliers using the Mississippi River, the average daily flow at the USGS gage near Anoka is at or below 1500 cfs for five consecutive days.	➤ Notify water suppliers of extreme drought conditions. ➤ Closely monitor river flows. ➤ Continue drought awareness efforts to encourage conservation.	➤ Follow MDNR allocation restrictions. ➤ Public water suppliers implement water use reduction actions with a goal of reducing water use to 25% above January levels. ➤ All appropriators conserve water and minimize non-essential water uses.
EMERGENCY PHASE A significant portion of the watershed (see map) is in an “Exceptional Drought”, or highest priority water supply needs are not being met, or there are threatened or actual electricity shortages due to cooling water supply shortages, or for public water suppliers in the Twin Cities, the average daily flow of the Mississippi River USGS gage near Anoka is at or below 1000 cfs for five consecutive days.	➤ Advise Governor on need for emergency declaration. ➤ Minnesota Division of Homeland Security and Emergency Management implements MN Emergency Operations Plan (MEOP). ➤ Consider request to the USACE for the release of water from the Mississippi River Headwaters Reservoirs.	➤ Public water suppliers implement mandatory water use reduction actions with a goal of reducing water use to January levels. ➤ Limit water used based on highest priorities defined in Minnesota Statutes 103G.261. ➤ Implement measures consistent with an emergency declaration. ➤ Provide bottled water, hauled water, and sanitation supplies to users, as needed.

Responsibilities, Plans and Actions Related to Drought Planning

Minnesota Statewide Drought Plan

Legislation enacted in 1990 mandated the Department of Natural Resources (DNR) to prepare a drought plan. Minnesota Statutes (MS), Section 103G.293 states:

"The commissioner shall establish a plan to respond to drought-related emergencies and to prepare a statewide framework for drought response. The plan must consider metropolitan water supply plans of the metropolitan council prepared under section 473.156. The plan must provide a framework for implementing drought response actions in a staged approach related to decreasing levels of flow. Permits issued under 103G.261 must provide conditions on water appropriation consistent with the drought response plan established by this section."

The attached Drought Plan table outlines the staged approach for implementing drought response actions.

Major Participants

State, Federal and local agencies, along with water users and suppliers in Minnesota, all have responsibilities before and during times of drought. In addition to ongoing studies and coordination efforts, the primary responsibilities of the major participants are:

- MN DNR – [DNR Waters](#) is responsible for maintaining and updating the Statewide Drought Plan, monitoring and communicating drought conditions, as well as for convening the State Drought Task Force. DNR Waters [regulates water use by permit \(water appropriation\)](#) and by requiring [Water Supply Plans](#) for public water suppliers serving more than 1,000 people. Other DNR divisions monitor drought impacts on forestry, wildlife and fisheries.
- [Metropolitan Council](#) – the Metropolitan Council is responsible for development of a regional master water supply plan for the seven-county metropolitan area and reviews local water supplies as part of community comprehensive plans.
- [U.S. Army Corps of Engineers](#) – the USACE operates reservoirs in 3 river systems in Minnesota primarily for commercial navigation, flood control and/or navigation (Minnesota River, Red River of the North and the Mississippi River). The Mississippi River headwaters reservoirs have been studied for purposes of water releases during times of drought. Under the USACE operations plans, emergency releases may be done only under certain conditions to meet health and safety needs and in consultation with the [federal Bureau of Indian Affairs](#), the [Minnesota Chippewa Tribal government](#), and the MN DNR. The USACE also helps with preparedness and equipment.
- Water Users and Suppliers – local communities and water users must implement conservation measures as required by DNR Waters and Met Council.
- [Governor of Minnesota](#) – the Governor is empowered to declare a critical water deficiency by executive order. (103G.291 Subd.1)

Other Participants and their capabilities

[Department of Public Safety, Homeland Security and Emergency Management \(HSEM\)](#) – Public information and response coordination

[Pollution Control Agency](#) – Public information, response procedures, exercise capabilities, data collection

[National Weather Service](#) – Weather and hydrologic forecasts and warnings

[Department of Agriculture](#) – Assistance with crop and other farming-related drought issues

[Department of Health](#) – Public Water Supply

[Board of Water and Soil Resources \(BWSR\)](#) – technical and financial assistance to agricultural producers

Related Plans

- [Local Water Supply Plans](#) – address projected demands, adequacy of the water supply system and planned improvements, existing and future water sources, natural resource impacts or limitations, emergency preparedness, water conservation, supply and demand reduction measures, and allocation priorities. [Met Council oversees those in the 7-county metro area.](#)
- [Mississippi River System-Wide Low-Flow Management Plan](#) – A plan conceived by the DNR, the USACE and the hydropower facilities along the Mississippi River upstream of St. Paul, the primary purpose of which is to help ensure run-of-river operations during low flow periods and coordination among the hydropower facility operators.
- [MN Emergency Operations Plan \(MEOP\)](#) – The MEOP addresses drought as well as other natural hazards. The plan responds to potential emergencies (nuclear power plants, etc.) as they relate to extreme drought conditions.

STATE DROUGHT TASK FORCE

Purpose and Role

The State Drought Task Force is convened, as defined in the Restrictive Phase of the Drought Table, to provide coordination and communication between agencies and institutions affected by drought and to provide a central source for the news media. The Task Force could also be called together at other times as needed to serve as a forum for discussion of drought management plans and policies. In cases of more localized drought conditions, the Director of DNR Waters may bring appropriate parties together on a Regional Drought Task Force for the same purposes.

Members

DNR Waters	Director/Assistant Director
DNR Waters	State Climatologist
DNR Wildlife	Director
DNR Forestry	Wildfire Suppression Supervisor
Board of Water and Soil Resources	Executive Director
Department of Agriculture	Director, Agronomy & Plant Protection
Department of Agriculture	State Statistician
Department of Health	Director, Drinking Water Protection
Department of Public Safety	Director, Homeland Security and Emergency Mgmt
Department of Transportation	Director, Environmental Services
Minnesota Planning	Director, Local Planning Assistance
Pollution Control Agency	Director, Environmental Outcomes
University of Minnesota	Climatologist/Meteorologist, Extension Service
Metropolitan Council	General Manager, Environmental Services
National Weather Service	Meteorologists-in Charge
North Central River Forecast Center	Hydrologist-in-Charge, Chanhassen
U.S. Army Corps of Engineers	Chief, Water Control Section
U.S. Department of Agriculture	Executive Director, MN Farm Service Agency
U.S. Department of Agriculture	State Conservationist, NRCS
U.S. Geological Survey	Director, Minnesota Water Science Center
American Waterworks Association	Water Utilities Council
Association of Minnesota Counties (AMC)	Executive Director
Hospitality Minnesota	Executive Vice President

Last modified: April 29, 2009 - MNDNR Division of Waters

**CITY OF WYOMING
CHISAGO COUNTY, MN**

RESOLUTION NO. 21-08-83

**RESOLUTION REGULATING NONESSENTIAL WATER USAGE UPON
CRITICAL WATER DEFICIENCY AS AUTHORIZED BY MINN. STAT. §
103G.291 AND CITY OF WYOMING ORDINANCE § 36.60**

WHEREAS, on July 16, 2021, the City of Wyoming received notice from the Minnesota Department of Natural Resources (“DNR Notice”) that due the State’s current severe drought conditions, the City must implement water restrictions as necessary to reduce water use to 50% above average January levels for the month of August 2021; and

WHEREAS, for the reasons stated in the DNR Notice and to comply with the water restriction requirements, the City Council finds that it necessary to enact a lawn sprinkling ban.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF CITY OF WYOMING, CHISAGO COUNTY, MINNESOTA AS FOLLOWS:**

1. A City-wide lawn sprinkling ban effective immediately, which shall continue until further Council action, pursuant to the following conditions:
 - a. Ban is in effect for property served by City water only and can be applied to community water systems.
 - b. Any water customer or other person who shall cause or permit water to be used in violation of the provisions of such resolution shall, in addition to being subject to the penalties otherwise provided for, be charged \$25.00 for each day of such violation, which charge shall be added to their next water bill. Continued violation is prohibited and shall be cause for discontinuance of water service.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 4th
DAY OF AUGUST, 2021.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk