

**APPROVED MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
AUGUST 4, 2021
7:00 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for August 4, 2021 to order at 7:00 PM

CALL OF ROLL:

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

ABSENT: None

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

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

SWEARING IN OF NEW OFFICER/OATH OF OFFICE:

Public Safety Director Hoppe gave an overview on the background of the new officer, and explained the significant of the badge and firearm. Mayor Iverson administered the Oath of Office to new officer, Jack Breitbach.

APPROVAL OF MINUTES:

1. **Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for July 20, 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 20, 2021 AS SUBMITTED.

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

Voting Nay: None

Abstain: None

Absent: None

2. **Consider approving the minutes of the “Work Session Meeting” of the Wyoming, Minnesota City Council for July 28, 2021**

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JULY 28, 2021 AS SUBMITTED.

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

Voting Nay: None

Abstain: None
Absent: None

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period of July 21, 2021 through August 4, 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 of the Wyoming Area Creative Arts Community for August 18, 2021 located at the Hallberg Center for the Arts
7. Cooperative Fire Protection Agreement between the City of Wyoming and the Minnesota Department of Natural Resources.
8. To consider **Resolution 21-08-77** to purchase a 2021 Polaris Ranger 570 from Motorsports in the amount of \$14,922.90 including documentation fee, minus \$3,000 trade-in of the 2006 Polaris Ranger for a total cost of \$11,992.90.
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

Council Member Schilling – Asked to pull item #8.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE #3, #4, #5, #6, #7, #9, #10, and #11 OF THE WYOMING CITY COUNCIL CONSENT AGENDA

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

#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 trade-in of the 2006 Polaris Ranger for a total cost of \$11,992.90.

Council Member Schilling – Asked if the City had gotten two bids on this item.

Public Works Superintendent Almhjeld – Confirmed that there were two bids received, one from Tousley and the other from Northway Sports.

Mayor Iverson – Confirmed that the only bids the City received were for Polaris equipment.

Public Works Superintendent Almhjeld – Stated that this was correct because they were trying to fit it into the CIP.

Mayor Iverson – Stated that she would like the Council to consider tabling this item because she would like to see some bids on equipment other than just Polaris brand in order to compare some other brand names before making a decision.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER SCHILLING TO TABLE CONSENT AGENDA ITEM #8 RESOLUTION 21-08-77 TO PURCHASE A 2021 POLARIS RANGER 570 FROM TOUSLEY MOTORSPORTS IN THE AMOUNT OF \$14,992.90 INCLUDING DOCUMENTATION FEE, MINUS \$3,000 TRADE-IN OF THE 2006 POLARIS RANGER FOR A TOTAL COST OF \$11,992.90 UNTIL THE AUGUST 17, 2021 CITY COUNCIL MEETING.

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

Voting Nay: None

Abstain: None

Absent: None

COMMUNICATIONS:

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 Public Works Superintendent Chuck Almhjeld for July 28, 2021

COMMUNICATIONS:

16. American Rescue Plan meeting invite from Chisago County

City Administrator Linwood – Explained that funds have begun coming in from the American Rescue Plan and as part of that, Chisago County has invited all the different entities within the County to come to a collaboration meeting on August 16, 2021 from 6:30-8:00. He stated that if the Council is planning to attend, he asked that they e-mail him so there is an accurate head count for the meeting.

17. Update on City of Wyoming In-house Utility Billing Launch

City Administrator Linwood – Updated the Council on the In-House Utility Billing Launch and noted that the City had sent out the very first bills yesterday.

Council Member Nanko Yeager – Asked if the bills would be able to come out sooner with the new billing system.

City Administrator Linwood - Explained that they will go off the last reads, but do anticipate that it will be a much more streamlined process without having a third party involved. He noted that for the next billing cycle they will be able to utilize some of the new capabilities such as reading meters from City Hall.

Council Member Nanko Yeager – Asked for details on the actual cost savings with this change.

City Administrator Linwood – Stated that they are estimating that moving in-house will save about \$15,000/year. He explained that part of the what was paid to Opus is now being taken on by the City with things like, mailing and copying.

Council Member Schilling – Asked if this would give the City the ability to bill monthly.

City Administrator Linwood – Explained that the City could explore the possibility of monthly billing in the future. He suggested that the City plan to get through this year with the currently

quarterly billing and then discuss the possibility of monthly billing.

Mayor Iverson – Asked that this item be scheduled for Council discussion sometime around February 2022. She stated that she would like to commend Utility Billing Clerk Jenny Olson for the time and effort she put into the in-house billing process.

City Administrator Linwood – Stated that in addition to Utility Billing Clerk Jenny Olson, there was a team effort with Assistant City Administrator Kelly Dumais and Accounting Clerk Stacy Saxe.

Mayor Iverson – Expressed her appreciation to the entire team involved in moving the City to in-house billing.

18. COVID-19 Business Preparedness Plan update

Assistant City Administrator Dumais – Gave an overview of the updates needed for the COVID-19 Business Preparedness Plan related to the CDC guidance.

OLD BUSINESS: NONE

NEW BUSINESS

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

City Administrator Linwood – Noted that City Engineer Erichson will be joining the meeting remotely.

City Engineer Erichson – Gave an overview of the planned improvement along East Viking Boulevard from Fenwick Avenue to Glen Oak Drive, and also from Glen Oak out to Polaris.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-08-80 A RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT PUBLIC IMPROVEMENTS FOR THE 2022 EAST VIKING BOULEVARD PROJECT.

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

Voting Nay: None

Abstain: None

Absent: None

- 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

City Engineer Erichson – Indicated that staff has finalized construction plans which have been permitted by the DNR and identified the need for an easement along this stretch. .

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 21-08-81 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.

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

Voting Nay: None

Abstain: None

Absent: None

21. To consider **Resolution 21-08-82** a resolution approving the contract with WSB to develop a Park and Trail Master Plan for the City of Wyoming for \$28,500

Assistant City Administrator Dumais – Gave an overview of Council discussion surrounding the Council's goal to pursue walkability within the City. She stated that creation of a Park and Trail Master Plan will create a strategic vision throughout the City to help build connectivity. She stated that the Parks Commission has recommended approval.

Mayor Iverson – Asked where the funding for the Park and Trail Master Plan would come from.

Assistant City Administrator Dumais – Stated that it will come from existing Park Funds.

Mayor Iverson – Asked what types of things would be used as part of the public engagement process.

City Engineer Erichson – Gave examples of the types of activities they would most likely use to garner public engagement.

Mayor Iverson – Stated that she would like to suggest that the City go out to the public and get their feedback rather than asking them to come in to the City.

The Council discussed the possible longevity of the document and asked questions about the demographic analysis, grant possibilities, and other details of the proposed Park and Trail Master Plan.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-08-82 A RESOLUTION APPROVING WSB TO DEVELOP A PARK AND TRAIL MASTER PLAN FOR THE CITY OF WYOMING FOR \$28,500.

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

Voting Nay: None

Abstain: None

Absent: None

22. To consider **Resolution 21-08-83** Regulating Non-essential Water Usage Upon Critical Water Deficiency as Authorized by Minn. Stat. 103G.291 and City of Wyoming Ordinance 36.60

Public Works Superintendent Almhjeld – Explained that the State is currently in a drought warning phase which means there are specific actions required as part of the DNR State-wide drought plan. He stated that they are asking public water suppliers to reduce usage to 50% above January levels. He reviewed the various restrictions that the City could use to meet that reduction in water usage, such as a lawn watering bans.

Mayor Iverson – Asked about the enforcement process for a watering ban

Public Safety Director Hoppe – Stated that any time there is a significant change in City regulations, they will begin with education on social media, the website, newsletters. He stated that if there is a report, it will be addressed and will initially be given a warning as an additional education component. He stated that repetitive contacts for a violation would be issued a citation.

Council Member Luger – Asked what the consequences would be if the City chose not to reduce water usage.

Public Works Superintendent Almhjeld – Explained that rather than a total watering ban, the City could choose to do just 1 or 2 days per week as a ban and encourage residents to reduce other uses, such as washing cars or pressing washing. He stated that the draw down in the City

wells are currently at 20 feet which is 10 feet below where it normally runs.

Mayor Iverson – Asked if the City was in jeopardy of ‘breaking’ the well if it drops down under 10 feet. She asked if there would be a problem with insurance coverage if the City had problems after neglecting to do something to reduce the water usage.

Public Works Superintendent Almhjeld – Stated that the City will not let the water get that low and noted that the levels are monitored daily. He explained the option of utilizing Well #3, but reminded the Council that there is a radium issue in that well.

City Administrator Linwood – Stated that the City can only do 30% of the total water supply out of Well #3.

Public Works Superintendent Almhjeld – Answered Council questions about the details surrounding a water ban as well as the current restrictions.

The Council discussed the possibility of changing the ambiguity in the language regarding community water systems.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 21-08-83 A RESOLUTION REGULATING NON-ESSENTIAL WATER USAGE UPON CRITICAL WATER DEFICIENCY AS AUTHORIZED BY MINN. STAT. 103G.291 AND CITY OF WYOMING ORDINANCE 36.60, AS PRESENTED.

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

Voting Nay: None

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Ohnstad – Attended National Night Out.

Council Member Nanko Yeager – Attended the East Viking Neighborhood meeting, the budget work session and National Night Out event where the Friends of the Library scooped out about 325 ice cream cones.

Council Member Luger – Attended National Night Out, Park Advisory Commission meeting, and the budget work session.

Council Member Schilling – No report.

Mayor Iverson – Attended the East Viking Neighborhood meeting, the budget meeting, the EDA meeting, the Planning Commission meeting, and the Advisory Board meeting along with National Night Out. She reminded people that Stacy Days will be next week and noted that she will be calling bingo at 4:00 p.m.

Public Safety Director Hoppe – Reviewed the individuals who took part or contributed to the National Night Out: Fire Department; Rosenbauer; Public Health; Lions Club; Dead Head Hayride Climbing Wall; Linwood Pizza; Boy Scouts; Police Department; Arts Community; K-9 from Chisago County; Friends of the Library; Holiday; McDonalds; and Bruce’s Foods.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING SECONDED BY COUNCILMEMBER OHNSTAD, TO ADJOURN THE AUGUST 4, 2021 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:15 PM

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

Voting Nay: None

Abstain: None

Absent: None

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

NEXT REGULAR MEETING:
AUGUST 17, 2021
7:00PM