

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
OCTOBER 19, 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 October 5th, 2021.
2. Consider approving the minutes of the "Work Session Meeting" of the Wyoming, Minnesota City Council for October 5th, 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 October 6th, 2021- October 19th, 2021.
4. To Consider **Resolution 21-10-103** Approving the Payment for Pay Voucher #3 to Forest Lake Contracting, Inc. For the 2021 Street Improvement Project (WSB Project 017084-000) In the Amount of \$336,099.77.

5. To consider **Resolution 21-10-104** a resolution approving a purchase of water meters in the amount of \$10,026.56 from Ferguson Waterworks.
6. To consider **Resolution 21-10-105** a resolution declaring certain administration department items as surplus property and authorizing the administration department to dispose of items through online auction or disposal process
7. Accept the resignation of Tom DeBilzan and approve the posting of the building inspector position

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

8. Report of the Public Safety Director, Paul Hoppe, for October 13th, 2021
9. Report of City Building Official, Fred Weck, IV for October 15, 2021.
10. Report of the City Attorney, Tom Loonan, for October 15th, 2021
11. Report of City Engineer Mark Erichson, WSB for October 15, 2021
12. Report of the Public Works Superintendent Chuck Almhjeld for October 14, 2021

COMMUNICATIONS:

13. 2020 Annual Report

OLD BUSINESS:

NEW BUSINESS:

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
OCTOBER 5, 2021
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for October 5, 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, 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: NONE

APPROVAL OF MINUTES:

1. **Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for September 21, 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 SEPTEMBER 21, 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.

2. To consider authorizing payment of recommended bills, payroll, and journal entries for the period of September 22, 2021 through October 5, 2021
3. To consider **Resolution 21-10-98** approving payment for pay voucher #1 to Forest Lake Contracting, Inc. for the 2021 Street Improvement Project (WSB Project 017084-000) in the amount of \$38,471.59
4. To accepted the resignation of T.J. Malaskee from the Wyoming Park Advisory Commission.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE #2, #3, and #4 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 DEPARTMENTS HEADS:

5. Report of City Building Official, Fred Weck, IV for October 1, 2021
6. Report of City Attorney Tom Loonan for September 29, 2021
7. Report of City Engineer Mark Erichson, WSB for October 1, 2021
8. Report of Public Works Superintendent Chuck Almhjeld for October 5, 2021

OLD BUSINESS: NONE

NEW BUSINESS

9. To consider changing the regularly scheduled meeting of the Wyoming City Council on November 2, 2021 to November 3, 2021 at 7:00 p.m. due to General Election Day.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE CHANGING THE REGULARLY SCHEDULED WYOMING CITY COUNCIL MEETING FROM NOVEMBER 2, 2021 TO NOVEMBER 3, 2021 AT 7:00 P.M.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

10. To consider **Resolution 21-10-99** Declaring the Cost to be Assessed and Ordering Preparation for Proposed Assessment Roll for the 2021 Street Improvement Project.

City Engineer Erichson – Explained that the next step in the process is to declare the cost to be assessed. He gave a brief review of the projected project costs which are about \$1.797 million which is a bit less than what was identified in the feasibility study. Staff is recommending approval.

Council Member Nanko Yeager – Confirmed that the assessment payback period would be 10 years. She asked why the City had moved from a 10 year term to a 15 year term and then back to a 10 year term again.

City Engineer Erichson – Explained that is open for discussion and believes it was because the longer time period was given for the projects that had a higher cost. He stated that this is something that the Council can discuss and change if they like.

Council Member Nanko Yeager – Asked that the City come up with a policy so there is a clear criteria of when something will be assessed for 10 years or for 15 years. Explained that she did not want it to be considered an arbitrary decision if it is done on a case by case basis.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 21-10-99 A RESOLUTION DECLARING THE COST TO BE ASSESSED AND ORDERED PREPARATION OF PROPOSED ASSESSMENT FOR THE 2021 STREET IMPROVEMENT PROJECT.

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

- 11.** To consider **Resolution 21-10-100** a resolution calling for a Public Hearing on assessments for the 2021 Street Improvement Project (City Project 21-02)

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-10-100 A RESOLUTION CALLING HEARING ON ASSESSMENTS FOR THE 2021 STREET IMPROVEMENT PROJECT.

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

- 12.** To consider **Resolution 21-10-101** a resolution calling for a Public Hearing on assessments on assessments for Parcel 21.10605.00 for the 2008 257th Street Improvement Project (City Project 2008-01)

City Administrator Linwood – Gave an overview of the history of this parcel and bond payments. He explained that the parcel has been sold and staff is asking the Council to reassess the parcel for the outstanding balance. .

Mayor Iverson – Asked how many other pieces of property along here have not paid assessments.

City Administrator Linwood - Noted that there are two other pieces that still exist in forfeiture that are available through a Sheriff's sale.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 21-10-101 DECLARING FOR HEARING PROPOSED ASSESSMENT FOR PARCEL 21.10605.00 AND THE 2008 WYOMING STREET AND UTILITY IMPROVEMENTS (257TH STREET) (CITY PROJECT NO. 2008-01)

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

- 13.** To consider and discuss design consideration for the 2022 East Viking Boulevard Road Improvement Project.

City Engineer Erichson– Explained that they are currently working on the engineering report for the federal grant that has been discussed and also using the same information to prepare a feasibility study. He stated that he is looking for some guidance from the Council on which option they would like to pursue moving forward. He gave a brief review of the options and the pros and cons for road construction.

The Council discussed future development possibilities for the area, traffic calming options, driver feedback signs, slopes, topography, maintenance of the trail or sidewalk, parking, pedestrian accommodations, the speed of the roadway, and possibility of designing the road as more of a boulevard.

There was Council consensus for a combination from the options that includes a trail that goes all the way around the curve to Goldman Townhomes and keeps the existing sidewalk on the opposite side.

- 14.** To consider a Proclamation declaring October 1 – October 31, 2021 as “Manufacturer’s Month” in the City of Wyoming

City Administrator Linwood – Explained that the City annually pays tribute to the area manufacturer’s by making this proclamation.

- 15.** To consider **Resolution 21-10-102** a resolution combining outstanding assessments (21019-16) from the 2015 street improvement project for Parcel 21.00226.00 and 21.00228.00 to the newly created Parcel of 21.00228.00

City Administrator Linwood – Explained that this situation was brought to the City’s attention earlier today. He stated that the Fairview facility was purchased and as part of their survey work it was noted that this entity had two parcels. He stated that the new owner applied for a combination of the two parcels through the County auditor which Zoning Administrator Weck had signed off on back in January of 2021. He noted that there were still 2 existing assessments on the parcels from the 2015 street improvement project. He stated that this resolution combines the existing assessments on the parcels into the newly created parcel.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-10-102 A RESOLUTION COMBINING OUTSTANDING ASSESSMENTS (21019-16) FROM THE 2015 STREET IMPROVEMENT PROJECT FOR PARCEL 21.00226.00 AND 21099228.00 TO THE NEW CREATED PARCEL OF 21.00228.00.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

City Administrator Linwood – Noted that he has one additional item to be added to the agenda and asked that there be a motion to add it to the agenda. He distributed paperwork to the Council.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO ADD AN AGENDA ITEM REGARDING THE RESIGNATION OF ASSISTANT CITY ADMINISTRATOR DUMAIS TO THE AGENDA.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

City Administrator Linwood – Explained that Assistant City Administrator Dumais has accepted a position at the City of Mendota Heights. He stated that staff is excited for her future and wishes her well, but is disappointed she will be leaving the City.

Mayor Iverson – Stated that Assistant City Administrator Dumais is very talented and is excited for what the future holds for her as well. She stated that she is very sad for the community, but wishes her well in the future.

The Council expressed their appreciation for the work Assistant City Administrator Dumais has done during her time with the City.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE RESIGNATION OF ASSISTANT CITY

ADMINISTRATOR KELLY DUMAIS.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

City Administrator Linwood – Asked that the Council add another agenda item to direct staff to move forward with hiring a replacement.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO ADD AN AGENDA ITEM THAT AUTHORIZES STAFF TO PROCEED WITH ADVERTISEMENT AND THE SELECTION PROCESS TO FILL THE RECENTLY VACATED ASSISTANT CITY ADMINISTRATOR POSITION.

Voting Aye: Nanko Yeager, Luger, Ohnstad, Iverson

Voting Nay: None

Abstain: None

Absent: Schilling

COUNCIL REPORTS:

Council Member Ohnstad – Attended the Planning Commission meeting and attended the Fire Department training, and the Council Work Session.

Council Member Nanko Yeager – Attended the Council Work Session.

Council Member Luger – Attended the Park Advisory Commission meeting and the Council Special Work Session.

Mayor Iverson – Attended the Council Work Session and the Chisago County Growth Committee meeting.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE OCTOBER 5, 2021 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:14 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:
OCTOBER 19, 2021
7:00PM

**UNAPPROVED MINUTES
CITY COUNCIL
SPECIAL WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
OCTOBER 5, 2021
6:00 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Work Session Meeting of the Wyoming City Council for October 5, 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 Member Dennis Schilling

Also Present: Robb Linwood, City Administrator; Kelly Dumais, Assistant City Administrator;

DETERMINATION OF A QUORUM:

OLD BUSINESS

1. To continue discussion on the council's mission statement, vision statement and guiding principles

The Wyoming city council has continued to work on the core values, vision statement and mission statement throughout the 2022 budget process. They continued discuss and work towards finalization of these items. The council focused on the mission statement core values and the actual statement throughout the work session. After considerable discussion about these items the council determined that they were in agreement with the final core values, vision statement and mission statement as seen below.

CORE VALUES	Vision Statement	Core Values	Mission Statement
Who we strive to be		How we do our work	
• Leader • Innovative • Sustainable • Transparent	The City of Wyoming will be a regional leader in providing innovative and long term economically sustainable government that is transparent to all.	• Efficient • Resilient • Connected • Accessible	The mission of the City of Wyoming is to efficiently provide public services, connect to our heritage, ensure community resilience and be a City that is accessible and welcoming to all.
• Leader • Innovative • Economically Responsible • Transparent	The City of Wyoming will be a regional leader in providing innovative and long term economically responsible government that is transparent to all	• Efficient • Growth • Accessible • United	The mission of the City of Wyoming is to efficiently provide public services that grow our community, promote unity and that are accessible and welcoming to all.
• Leader • Innovative • Economically Responsible • Transparent	The City of Wyoming will be a regional leader in providing innovative and long term economically responsible government that is transparent to all	• Efficient • Investment • Accessible • Stability	The Mission of the City of Wyoming is to efficiently do the work of the city, invest in the community and to operate with stability to provide reliable and adaptive services that are accessible to all.

MAYOR IVERSON ADJOURNED THE OCTOBER 5, 2021 “WORK SESSION MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 6:24PM

For Check Dates 10/12/2021 to 10/12/2021

Check Number	Name	Check Date
52485	PACIFIC LIFE INSURANCE	10/12/2021
Item Code	GL Number	Amount
ROTH	101-0000-21712	230.77
		<u>230.77</u>
52486	LAW ENFORCEMENT LABOR	10/12/2021
Item Code	GL Number	Amount
UNION POLICE	101-0000-21713	381.00
		<u>381.00</u>
EFT820	SELECTACCOUNT,	10/12/2021
Item Code	GL Number	Amount
DEP CARE	101-0000-21711	0.00
FSA CONT	101-0000-21711	0.00
HSA CONT	101-0000-21707	1,783.08
		<u>1,783.08</u>
EFT821	P.E.R.A.,	10/12/2021
Item Code	GL Number	Amount
CORD PERA	101-0000-21704	2,823.46
DCP PERA	101-0000-21704	0.00
DCP PERA MATCH	101-0000-21704	0.00
PERA CITY MATCH	101-0000-21704	3,257.83
PF PERA	101-0000-21704	3,928.90
PF PERA CITY	101-0000-21704	5,893.36
		<u>15,903.55</u>
EFT822	INTERNAL REVENUE SERVICE,	10/12/2021
Item Code	GL Number	Amount
FITW	101-0000-21701	7,087.57
MEDICARE_EE	101-0000-21703	1,047.16
MEDICARE_ER	101-0000-21703	1,047.16
SOCSEC_EE	101-0000-21703	2,540.60
SOCSEC_ER	101-0000-21703	2,540.60
		<u>14,263.09</u>
EFT823	STATE OF MINNESOTA,	10/12/2021
Item Code	GL Number	Amount

Check Number	Name	Check Date
SITW	101-0000-21702	3,162.06
		3,162.06

General Checking Account 10100
Total Amount Being Paid: \$35,723.55
Total Number of Checks: 6

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/11
October 15, 2021 01:23 PM
User: ssaxe
DR: Wyoming

10-19-2021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52487	10/19/2021	A-1 TIRE SERVICE INC			
72690					
	101-2110-43900	VEHICLE MAINTEN		\$193.00	VEHICLE MAINTENANCE
Total for A-1 TIRE SERVICE INC				\$193.00	
52488	10/19/2021	ADAM'S PEST CONTROL INC			
3372489					
	101-3100-42310	CONTRACTED SER		\$64.43	CONTRACTED SERVICES
3372488					
	101-3100-42310	CONTRACTED SER		\$37.58	CONTRACTED SERVICES
3372490					
	101-2110-42310	CONTRACTED SER		\$37.58	CONTRACTED SERVICES
Total for ADAM'S PEST CONTROL INC				\$139.59	
52489	10/19/2021	AEM FINANCIAL SOLUTIONS, LLC			
449203					
	101-1500-43000	PROFESSIONAL SE		\$3,875.00	PROFESSIONAL SERVICE (GENERAL)
Total for AEM FINANCIAL SOLUTIONS,				\$3,875.00	
52490	10/19/2021	ARCHIVESOCIAL, INC.			
18826					
	101-2110-42310	CONTRACTED SER		\$2,388.00	CONTRACTED SERVICES
Total for ARCHIVESOCIAL, INC.				\$2,388.00	
52491	10/19/2021	ASPEN MILLS			
281678					
	101-2110-44080	UNIFORMS		\$368.60	UNIFORMS
282145					
	101-2110-44080	UNIFORMS		\$958.95	UNIFORMS
Total for ASPEN MILLS				\$1,327.55	
52492	10/19/2021	AT & T MOBILITY			
287290589379X1003202					
	101-2110-43200	COMMUNICATIONS		\$2,463.43	COMMUNICATIONS (GENERAL)
Total for AT & T MOBILITY				\$2,463.43	
52493	10/19/2021	BITUMINOUS ROADWAYS, INC			
30846					
	101-3100-44410	STREET MAINT MA		\$238.56	STREET MAINT MATERIALS
Total for BITUMINOUS ROADWAYS, IN				\$238.56	
52494	10/19/2021	CHISAGO LAKES JOINT SEWAGE TRE			
13106					
	602-9425-44100	RENTALS (EQUIPM		\$1,778.31	RENTALS (EQUIPMENT)
Total for CHISAGO LAKES JOINT SEWA				\$1,778.31	

City of Wyoming Check Detail Register

2/11
October 15, 2021 01:23 PM
User: ssaxe
DR: Wyoming

10-19-2021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52495	10/19/2021	CINTAS			
4097461798					
	101-1400-43600	CLEANING SERVIC		\$25.00	CLEANING SERVICE-CITY HALL
4097461738					
	101-2110-43600	CLEANING SERVIC		\$25.00	CLEANING SERVICE
4098778754					
	101-3100-44180	UNIFORMS		\$18.96	STREETS
	101-3100-42100	OPERATING SUPPL		\$135.61	SHOP SUPPLIES
Total for CINTAS				\$204.57	
52496	10/19/2021	CITY OF ST PAUL			
IN47004					
	101-2110-42080	TRAINING AND IN		\$180.00	TRAINING AND INSTRUCTION
Total for CITY OF ST PAUL				\$180.00	
52497	10/19/2021	CONNEXUS ENERGY			
09272021					
	101-3100-43800	UTILITIES-GAS/ELI		\$36.08	LAKE DR & HEATH - ST LIGHTS
	101-2110-43800	UTILITIES-GAS/ELI		\$5.00	HAMLET DR
	101-2110-43800	UTILITIES-GAS/ELI		\$5.00	FALLBROOK SIREN
	101-3100-43860	STREET LIGHTS		\$15.34	250TH STREET NE SIGN
	101-2110-43800	UTILITIES-GAS/ELI		\$5.00	PIONEER RD
Total for CONNEXUS ENERGY				\$66.42	
52498	10/19/2021	CORE & MAIN LP			
P639920					
	601-9425-44490	WATERMAIN BREA		\$844.59	WATERMAIN BREAK
Total for CORE & MAIN LP				\$844.59	
52499	10/19/2021	CULLIGAN WATER CONDITIONING			
SEPT 21					
	101-2110-42100	OPERATING SUPPL		\$83.60	OPERATING SUPPLIES
Total for CULLIGAN WATER CONDITIO				\$83.60	
52500	10/19/2021	DAN'S TOWING			
SEPT 21					
	202-2110-42310	CONTRACTED SER		\$273.60	TOWING
Total for DAN'S TOWING				\$273.60	
52501	10/19/2021	ECKBERG LAMMERS P.C.			
26132					
	101-1400-43040	ATTORNEY FEES		\$292.50	GENERAL
	101-1400-43040	ATTORNEY FEES		\$780.00	MEETINGS
	101-1400-43040	ATTORNEY FEES		\$3,815.00	GEERAL
	280-1000-43040	ATTORNEY FEES		\$357.50	ATTORNEY FEES
Total for ECKBERG LAMMERS P.C.				\$5,245.00	
52502	10/19/2021	ECM PUBLISHERS INC.			
855922					
	101-1400-43510	LEGAL NOTICE PUI		\$19.60	LEGAL NOTICE PUBLICATION
Total for ECM PUBLISHERS INC.				\$19.60	

City of Wyoming Check Detail Register

3/11
October 15, 2021 01:23 PM
User: ssaxe
DR: Wyoming

10-19-2021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52503	10/19/2021	FAIRVIEW HEALTH SERVICES			
15005546935					
		101-2110-43000	PROFESSIONAL SE	\$456.00	PROFESSIONAL SERVICE (GENERAL)
Total for FAIRVIEW HEALTH SERVICES				\$456.00	
52504	10/19/2021	FAIRVIEW HEALTH SERVICES			
15005540662					
		101-2110-43000	PROFESSIONAL SE	\$443.00	PROFESSIONAL SERVICE (GENERAL)
Total for FAIRVIEW HEALTH SERVICES				\$443.00	
52505	10/19/2021	FASTENAL COMPANY			
MNTC3214250					
		601-9425-44490	WATERMAIN BREA	\$78.14	WATERMAIN BREAK
Total for FASTENAL COMPANY				\$78.14	
52506	10/19/2021	FEDERATED CO-OPS			
36134200					
		101-5200-44010	REPAIRS & MAINT.	\$21.09	REPAIRS & MAINT. - BUILDINGS
Total for FEDERATED CO-OPS				\$21.09	
52507	10/19/2021	FERGUSON WATERWORKS			
0482837					
		601-9425-42290	METERS	\$10,026.56	METERS
8797797					
		601-9425-44040	REPAIRS & MAINT.	\$29.23	REPAIRS & MAINT. - EQUIPMENT
Total for FERGUSON WATERWORKS				\$10,055.79	
52508	10/19/2021	FIRST STATE BANK OF WYOMING			
11012021					
		280-1000-46010	DEBT SRV BOND P	\$12,490.94	DEBT SRV BOND PRINCIPAL
		280-1000-46110	BOND INTEREST	\$3,223.56	BOND INTEREST
Total for FIRST STATE BANK OF WYOM				\$15,714.50	
52509	10/19/2021	FLEET ALIGNMENT SERVICE			
3578					
		101-3100-44040	REPAIRS & MAINT.	\$319.40	REPAIRS & MAINT. - EQUIPMENT
Total for FLEET ALIGNMENT SERVICE				\$319.40	
52510	10/19/2021	FOREST LAKE CONTRACTING			
PAY VOUCHER 3					
		408-3100-45350	IMPROVEMENTS	\$336,099.77	IMPROVEMENTS
Total for FOREST LAKE CONTRACTING				\$336,099.77	
52511	10/19/2021	FROST INC			
8882					
		601-9425-42400	SMALL TOOLS/MIN	\$1,761.82	SMALL TOOLS/MINOR EQUIPMENT
Total for FROST INC				\$1,761.82	

City of Wyoming Check Detail Register

4/11
October 15, 2021 01:23 PM
User: ssaxe
DR: Wyoming

10-19-2021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52512	10/19/2021	GOPHER STATE ONE CALL			
1090853					
		601-9425-44650 LOCATES (GOPHER	\$71.53	LOCATES (GOPHER STATE)	
		602-9425-44650 LOCATES (GOPHER	\$71.53	LOCATES (GOPHER STATE)	
		651-9425-44650 LOCATES (GOPHER	\$71.59	LOCATES (GOPHER STATE)	
		Total for GOPHER STATE ONE CALL	\$214.65		
52513	10/19/2021	GRAFIX SHOPPE			
141257					
		401-2200-45000 CAPITAL OUTLAY	\$970.00	CAPITAL OUTLAY	
		Total for GRAFIX SHOPPE	\$970.00		
52514	10/19/2021	GRAINGER INC.			
9074841454					
		651-9425-42400 SMALL TOOLS/MIN	\$150.72	SMALL TOOLS/MINOR EQUIPMENT	
		Total for GRAINGER INC.	\$150.72		
52515	10/19/2021	H & W FUND I.U.O.E LOCAL 49			
10152021					
		101-0000-21706 HOSPITALIZATION	\$9,275.00	PREMIUMS	
		Total for H & W FUND I.U.O.E LOCAL 4	\$9,275.00		
52516	10/19/2021	HEALTH PARTNERS			
108002586					
		101-0000-21706 HOSPITALIZATION	\$1,848.38	DENTAL PREMIUMS	
		Total for HEALTH PARTNERS	\$1,848.38		
52517	10/19/2021	HOLIDAY COMPANIES			
0601011102100					
		101-2110-43900 VEHICLE MAINTEN	\$76.50	VEHICLE MAINTENANCE	
		Total for HOLIDAY COMPANIES	\$76.50		
52518	10/19/2021	HOSE PROS LLC			
2947					
		601-9425-42400 SMALL TOOLS/MIN	\$189.95	SMALL TOOLS/MINOR EQUIPMENT	
		Total for HOSE PROS LLC	\$189.95		
52519	10/19/2021	ICMA MEMBERSHIP PAYMENTS			
517861					
		101-1400-44330 DUES & SUBSCRIP	\$1,040.00	DUES & SUBSCRIPTIONS	
		Total for ICMA MEMBERSHIP PAYMEN	\$1,040.00		
52520	10/19/2021	INNOVATIVE OFFICE SOLUTIONS			
IN3515667					
		101-1400-42000 SUPPLIES - OFFICE	\$161.80	SUPPLIES - OFFICE/COPY/COMPUTR	
IN3513774					
		101-2110-42000 SUPPLIES - OFFICE	\$177.20	SUPPLIES - OFFICE/COPY/COMPUTR	
IN3516884					
		101-1400-42000 SUPPLIES - OFFICE	\$46.22	SUPPLIES - OFFICE/COPY/COMPUTR	
		Total for INNOVATIVE OFFICE SOLUTI	\$385.22		

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52521	10/19/2021	INTERSTATE COMPANIES			
R241075413					
	101-3100-44040	REPAIRS & MAINT.		\$429.00	REPAIRS & MAINT. - EQUIPMENT
R241075447					
	101-3100-44040	REPAIRS & MAINT.		\$399.00	REPAIRS & MAINT. - EQUIPMENT
Total for INTERSTATE COMPANIES				\$828.00	
52522	10/19/2021	IUOE LOCAL #49			
10012021					
	101-0000-21714	PW UNION DUES		\$245.00	MONTHLY DUES
Total for IUOE LOCAL #49				\$245.00	
52523	10/19/2021	JOHN & TERESA SALSBU			
10/11/2021					
	602-0000-11500	ACCOUNTS RECEIV		\$12.56	Sewer Usage
	601-0000-11500	ACCOUNTS RECEIV		\$5.64	Water - Meter Charge
	601-0000-11500	ACCOUNTS RECEIV		\$3.03	Water Usage
	651-0000-11500	ACCOUNTS RECEIV		\$0.60	Surface Water Mgmt
	601-0000-11500	ACCOUNTS RECEIV		\$0.36	State Surcharge
Total for JOHN & TERESA SALSBU				\$22.19	
52524	10/19/2021	KODIAK POWER SYSTEMS			
KPS0828					
	602-9425-44380	LIFT STATIONS MA		\$11,950.00	LIFT STATIONS MAINTENANCE
Total for KODIAK POWER SYSTEMS				\$11,950.00	
52525	10/19/2021	MIDCONTINENT COMMUNICATIONS			
14463230112246					
	101-1400-43210	TELEPHONE		\$111.84	CITY HALL
	101-1400-42310	CONTRACTED SER		\$922.73	FIBER
	101-2110-43210	TELEPHONE		\$188.19	POLICE DEPT
	101-3100-43210	TELEPHONE		\$63.57	PUBLIC WORKS
	601-9425-43210	TELEPHONE		\$186.46	WELL
	602-9425-43210	TELEPHONE		\$139.35	LIFTSTATIONS
Total for MIDCONTINENT COMMUNIC				\$1,612.14	
52526	10/19/2021	MINNESOTA DISCOUNT OFFICE FURNITURE			
US-1701					
	202-2110-45800	OTHER EQUIPMEN		\$1,796.40	OTHER EQUIPMENT
Total for MINNESOTA DISCOUNT OFFI				\$1,796.40	
52527	10/19/2021	MINNESOTA VALLEY TESTING LABS			
1111109					
	601-9425-43110	LAB COSTS		\$97.50	LAB TESTS
Total for MINNESOTA VALLEY TESTIN				\$97.50	
52528	10/19/2021	MN DEPT OF TRANSPORTATION			
P00013392					
	602-9425-43000	PROFESSIONAL SE		\$383.39	PROFESSIONAL SERVICE (GENERAL)
Total for MN DEPT OF TRANSPORTATI				\$383.39	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52529	10/19/2021	MODERN MARKETING			
MMI142937					
	205-2110-42230	CRIME PREVENTIC		\$534.62	CRIME PREVENTION
Total for MODERN MARKETING				\$534.62	
52530	10/19/2021	MUNICIPAL EMERGENCY SERVICES			
IN1628841					
	101-2110-42300	SAFETY EQUIPMEN		\$130.00	SAFETY EQUIPMENT
IN1621622					
	101-2110-42300	SAFETY EQUIPMEN		\$135.05	SAFETY EQUIPMENT
Total for MUNICIPAL EMERGENCY SER				\$265.05	
52531	10/19/2021	NUSS TRUCK & EQUIPMENT			
4030925					
	101-3100-44040	REPAIRS & MAINT.		\$490.09	REPAIRS & MAINT. - EQUIPMENT
Total for NUSS TRUCK & EQUIPMENT				\$490.09	
52532	10/19/2021	OLSON'S SEWER SERVICE			
96237					
	602-9425-42310	CONTRACTED SER		\$310.00	CONTRACTED SERVICES
Total for OLSON'S SEWER SERVICE				\$310.00	
52533	10/19/2021	PARSON, TRAVIS			
10122021					
	601-9425-42400	SMALL TOOLS/MIN		\$147.99	SMALL TOOLS/MINOR EQUIPMENT
Total for PARSON, TRAVIS				\$147.99	
52534	10/19/2021	PAUL HOPPE			
RTVJDS69U					
	101-2110-42080	TRAINING AND IN		\$552.30	TRAINING AND INSTRUCTION
Total for PAUL HOPPE				\$552.30	
52535	10/19/2021	RES SPECIALTY PYROTECNICS INC			
24428					
	101-1400-42310	CONTRACTED SER		\$6,500.00	CONTRACTED SERVICES
Total for RES SPECIALTY PYROTECNIC				\$6,500.00	
52536	10/19/2021	RICOH BUSINESS SYSTEMS			
105451090					
	101-1400-42150	COPIER		\$146.23	CITY HALL
	101-2110-42240	MAINTENANCE CO		\$77.19	POLICE DEPT
	101-2110-42240	MAINTENANCE CO		\$20.71	FIRE DEPT
Total for RICOH BUSINESS SYSTEMS				\$244.13	
52537	10/19/2021	RICOH USA			
5062927302					
	101-2110-42240	MAINTENANCE CO		\$273.20	POLICE DEPT
	101-2110-42240	MAINTENANCE CO		\$3.23	FIRE DEPT
	101-1400-42150	COPIER		\$122.57	CITY HALL
Total for RICOH USA				\$399.00	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52538 INV250664	10/19/2021	SAFE-FAST INC			
		601-9425-44040	REPAIRS & MAINT.	\$770.00	REPAIRS & MAINT. - EQUIPMENT
		Total for SAFE-FAST INC		\$770.00	
52539 50732	10/19/2021	STACY HARDWARE			
		101-5200-44040	REPAIRS & MAINT.	\$6.50	REPAIRS & MAINT. - EQUIPMENT
		Total for STACY HARDWARE		\$6.50	
52540 059991	10/19/2021	STEPP MFG			
		101-3100-44100	RENTALS (EQUIPM	\$1,500.00	RENTALS (EQUIPMENT)
		Total for STEPP MFG		\$1,500.00	
52541 845120878	10/19/2021	THOMSON REUTERS-WEST PUBLISH			
		101-2110-44360	INVESTIGATIONS	\$164.33	INVESTIGATIVE SUITE
		Total for THOMSON REUTERS-WEST PI		\$164.33	
52542 M26773	10/19/2021	TIMESAVER OFF SITE SECRETARIAL			
		101-1400-42310	CONTRACTED SER	\$151.00	PARK BOARD MEETING
		101-1400-42310	CONTRACTED SER	\$151.00	CITY COUNCIL MEETING
		Total for TIMESAVER OFF SITE SECRE1		\$302.00	
52543 9925	10/19/2021	TOTAL CONTROL SYSTEMS			
		602-9425-45350	IMPROVEMENTS	\$5,920.00	IMPROVEMENTS
		Total for TOTAL CONTROL SYSTEMS		\$5,920.00	
52544 11012021	10/19/2021	TOWN & COUNTRY DISPOSAL			
		101-5500-43840	REFUSE	\$21.00	1715 WYOMING LIBRARY
		101-1400-43840	REFUSE	\$129.76	804 CITY OF WYOMING
		101-5200-43840	REFUSE	\$95.82	930 WYOMING CITY GARAGE
		101-3100-43840	REFUSE	\$105.65	803 CITY OF WYOMING
		Total for TOWN & COUNTRY DISPOSAL		\$352.23	
52545 11012021	10/19/2021	UNUM LIFE INSURANCE			
		101-1400-41310	LIFE INSURANCE	\$168.46	ADMIN
		101-2110-41310	LIFE INSURANCE	\$704.00	POLICE
		101-1910-41310	LIFE INSURANCE	\$59.03	PLAN & ZONE
		101-2400-41310	LIFE INSURANCE	\$123.24	BLDG
		101-3100-41310	LIFE INSURANCE	\$248.76	STREETS
		601-9425-41310	LIFE INSURANCE	\$98.41	WATER
		602-9425-41310	LIFE INSURANCE	\$98.41	SEWER
110121		101-0000-21715	VOLUNTARY TERM	\$321.39	VOLUNTARY TERM LIFE
		Total for UNUM LIFE INSURANCE		\$1,821.70	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52546	10/19/2021	US BANK EQUIPMENT FINANCE			
454572876					
	101-2400-42000	SUPPLIES - OFFICE		\$162.00	SUPPLIES - OFFICE/COPY/COMPUTER
Total for US BANK EQUIPMENT FINANCE				\$162.00	
52547	10/19/2021	VERIZON			
9889358678					
	602-9425-43210	TELEPHONE		\$242.67	TELEPHONE
	601-9425-43210	TELEPHONE		\$242.67	TELEPHONE
	101-1400-43210	TELEPHONE		\$166.80	TELEPHONE
	101-2400-43210	TELEPHONE		\$83.39	TELEPHONE
Total for VERIZON				\$735.53	
52548	10/19/2021	SWISCO			
1719904					
	101-1400-44010	REPAIRS & MAINT.		\$48.81	REPAIRS & MAINT. - BUILDINGS
1445836710					
	651-9425-42080	TRAINING AND INSTRUCTION		\$60.00	TRAINING AND INSTRUCTION
578321238					
	651-9425-42080	TRAINING AND INSTRUCTION		\$90.00	TRAINING AND INSTRUCTION
Total for TRAINING EXPO-ST CLOUD				\$198.81	
52549	10/19/2021	ADOBE			
1490166328					
	101-1400-44330	DUES & SUBSCRIPTIONS		\$10.73	DUES & SUBSCRIPTIONS
113-7293984-4461018					
	101-1400-42000	SUPPLIES - OFFICE		\$26.83	SUPPLIES - OFFICE/COPY/COMPUTER
4114096475369286-839					
	101-2110-44330	DUES & SUBSCRIPTIONS		\$25.00	DUES & SUBSCRIPTIONS
196 67314					
	404-5200-45350	IMPROVEMENTS		\$309.50	IMPROVEMENTS
100416799					
	101-1400-44330	DUES & SUBSCRIPTIONS		\$4.00	DUES & SUBSCRIPTIONS
2163791					
	101-1400-42000	SUPPLIES - OFFICE		\$47.11	SUPPLIES - OFFICE/COPY/COMPUTER
O1647020944					
	101-1400-43220	POSTAGE		\$671.20	POSTAGE
INV108365668					
	101-1400-44330	DUES & SUBSCRIPTIONS		\$14.99	DUES & SUBSCRIPTIONS
Total for ZOOM				\$1,109.36	
52550	10/19/2021	AIBO REGISTRATION			
584707					
	101-2400-42080	TRAINING AND INSTRUCTION		\$135.00	TRAINING AND INSTRUCTION
Total for AIBO REGISTRATION				\$135.00	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52551	10/19/2021	AMAZON			
113-3006931-1945819	101-2110-44010	REPAIRS & MAINT.	\$201.40	REPAIRS & MAINT. - BUILDINGS	
113-7386577-5274657	101-2110-42100	OPERATING SUPPL	\$540.93	OPERATING SUPPLIES	
112-2601526-6892241	101-2110-42100	OPERATING SUPPL	\$27.90	OPERATING SUPPLIES	
MND546XF32	101-2110-42100	OPERATING SUPPL	\$12.87	OPERATING SUPPLIES	
28937	101-2110-42080	TRAINING AND IN:	\$219.05	TRAINING AND INSTRUCTION	
0-0000054108	201-2110-45800	OTHER EQUIPMEN	\$1,163.09	OTHER EQUIPMENT	
0-0000054727	101-2110-42100	OPERATING SUPPL	\$180.25	OPERATING SUPPLIES	
0505287-IN	101-2110-44360	INVESTIGATIONS	\$79.12	INVESTIGATIONS	
242440	101-2110-42080	TRAINING AND IN:	\$150.00	TRAINING AND INSTRUCTION	
09302021	101-2110-42000	SUPPLIES - OFFICE	\$36.37	SUPPLIES - OFFICE/COPY/COMPUTR	
W66222	101-2110-43200	COMMUNICATIONS	\$399.99	COMMUNICATIONS (GENERAL)	
Total for WE BOOST			\$3,010.97		
52552	10/19/2021	WHITE BEAR LOCKSMITH			
33150	101-5200-44010	REPAIRS & MAINT.	\$194.00	REPAIRS & MAINT. - BUILDINGS	
Total for WHITE BEAR LOCKSMITH			\$194.00		
52553	10/19/2021	WOLD ARCHITECTS AND ENGINEERS			
74955	401-1000-45000	CAPITAL OUTLAY	\$7,989.50	CAPITAL OUTLAY	
74954	401-1000-45000	CAPITAL OUTLAY	\$19,096.40	CAPITAL OUTLAY	
74983	401-1000-45000	CAPITAL OUTLAY	\$3,577.00	CAPITAL OUTLAY	
Total for WOLD ARCHITECTS AND ENG			\$30,662.90		
52554	10/19/2021	WYOMING FIRE RELIEF			
2021	101-2110-41240	FIRE PENSION COI	\$5,400.00	2021 FIRE RELIEF CONTRIBUTION	
Total for WYOMING FIRE RELIEF			\$5,400.00		

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Check # Invoice #	Check Date	Vendor Name		
	General Ledger #		Amount	Comment
52555	10/19/2021	XCEL ENERGY		
750575758				
	101-3100-43860	STREET LIGHTS	\$5,750.14	STOP LIGHTS
750847219				
	101-3100-43800	UTILITIES-GAS/ELI	\$46.44	TRAFFIC SIGNAL
751424474				
	101-3100-43800	UTILITIES-GAS/ELI	\$12.64	SPEED SIGN
751506857				
	101-3100-43860	STREET LIGHTS	\$47.23	STOP LIGHTS
Total for XCEL ENERGY			\$5,856.45	
52556	10/19/2021	ZIEGLER INC.		
IN000271518				
	101-5200-44040	REPAIRS & MAINT.	\$298.47	REPAIRS & MAINT. - EQUIPMENT
IN000-267757				
	101-5200-44040	REPAIRS & MAINT.	\$326.72	REPAIRS & MAINT. - EQUIPMENT
SI000081973				
	101-3100-44040	REPAIRS & MAINT.	\$386.19	REPAIRS & MAINT. - EQUIPMENT
Total for ZIEGLER INC.			\$1,011.38	

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10-19-2021

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

General Checking Account 10100
Total Amount Being Paid: \$484,111.71
Total Number of Checks: 70

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52558 072821-31	10/19/2021	COURT SURFACES & REPAIR, INC.			
		404-5200-45400-4 IMPROVEMENTS S		\$13,950.00	IMPROVEMENTS SWENSON PARK
		Total for COURT SURFACES & REPAIR,		\$13,950.00	

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DR: Wyoming

10-19-2021

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

General Checking Account 10100
Total Amount Being Paid: \$13,950.00
Total Number of Checks: 1

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad



Request for Action

Date: October 19, 2021

Presented to: Mayor Iverson and City Council Members

Presented by:

Department: Administration

Reference:

Background Information:

Recommended Action:



CITY OF WYOMING

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



Engineer's Report

October 15, 2021

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

Re: October 19, 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 completed. The concrete subcontractor has finished concrete repairs. Staff is currently working on final quantities and contract closeout documentation. Final acceptance and start of the 2-year warranty period is anticipated to be brought to the City Council for consideration in November.

2021 Street Improvement Project

Forest Lake Contracting has completed the first layer of asphalt on the project except at the intersection of 267th and Finley due to the concrete not yet having enough strength. Driveways and boulevard work will be taking place over the next two weeks. The final layer of asphalt is expected to follow immediately. The project will be completed this fall with the assessment hearing taking place on November 3rd. Mailed notice and notice in the paper have gone out.

TH 61 and East Viking Sanitary Sewer Upsizing Project

The project is substantially complete. Staff will be working with the contractor on finalizing the remaining punch list items. You may notice some additional work by Xcel Energy in the NE quadrant of the TH 61 and East Viking Boulevard intersection. They are planning to remove a pole and will need to replace a small portion of the concrete in this location. This is scheduled

to take place after stagecoach days. Final payment and project acceptance is expected to be brought to City Council for consideration in November.

Summer Fields Development

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

Second Addition (15 lots): A grading preconstruction meeting is scheduled for October 11th with utility construction planned for the spring of 2022. 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 were not 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. The northbound turn lane into the 2nd addition will be constructed as part of the grading process.

Third Addition

The developer has indicated that they may pursue the third addition and work towards final plat so they can begin in the spring on that as well. IT will be helpful to have the excess material in the second addition placed in the third addition to allow and early start there as well.

Preserve at Comfort Lake

The contractor has finalized much of the punch list developed by staff. Concrete Curb and gutter repairs have been completed and the final layer of asphalt has been placed. The developer is still required to maintain the site to be in compliance with the NPDES permit and continue our weekly site inspections.

Heims Lake Villas North

The City has received the signed development agreement and fees and the contractor has started grading the site. Once grading is complete, the utility contractor will take the site and begin construction. Main line sanitary sewer has been completed and the main line watermain is approximately 50% complete. A second utility crew will be coming to the site and services into each property and storm sewer are expected to be completed in the next two weeks. Street construction will immediately follow.

Comprehensive Plan

No new update. 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 worked with the applicants engineer on necessary scope of services for the EAW that is required for this development. The applicant has placed in escrow the amount to complete the EAW. Staff is waiting for the concept to begin aspects of the EAW. Other portions of the EAW preparation are underway. Staff is working with Chisago County to develop an additional study that will evaluate at a more detailed level to solve traffic issues facing this area. Chisago County will utilize that study to begin searching for funds for a portion of these improvements.

Past update: 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)

The project is now substantially complete with the first layer of asphalt being placed. A project punch list is currently being prepared.

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 approved the construction plans and a preconstruction meeting has occurred. Excavation of footings is currently underway with the site grading to follow.

Diamond Ridge Development

The development team is currently working to address concerns raised by the planning commission and staff.

Past update:

We had worked with the applicant on various concepts they provided us. Staff has received an application for three lots at the end of 261st Street. Staff prepared a staff report for the Planning Commission for their 9/14 meeting; however, they did not have a quorum and the public hearing had been rescheduled. The public hearing on 9/28 was held and the planning commission tabled the project and wants the developer to make modifications.

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 requirements (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 received guidance on the scope of the project at the 10/5 meeting to include parking on only the south side of East Viking and a trail on the north side. Again, this was asked at this time as the grant application needs to have the scope defined.

Past update: 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. Council has authorized staff to prepare a feasibility and prepare the Federal Public Works grant application. Staff is working on many aspects of this project with survey, soil borings, preliminary engineering report, property acquisition needs, and environmental documentation used to prepare the feasibility report.

Staff will be bringing some preliminary options for the council to consider (road width, trails, sidewalk, etc.) at the October 5th City Council meeting to select an option so we can finalize submittal of our grant application.

East Viking Bridge over the Sunrise River

Staff met with both Chisago County and Polaris (separately) to discuss the bridge replacement and access while the western access to Polaris is closed. Those meetings went well however Chisago County has asked for a follow up meeting, and we will work to address any potential concerns that come from this meeting. We have indicated that all construction traffic will come from the west and that Polaris is willing to minimize traffic generated from their facility (those that can work from home, will) during that timeframe where access closed from the west.

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.

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

Sincerely,

WSB and Associates, Inc.

Mark A. Erichson

Mark A. Erichson, PE

Request for Council Action

Date: October 11, 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: 2021 Street Improvement Project

Background and supporting documentation of request:

A Contract was awarded to Forest Lake Contracting, Inc. to complete the 2021 Street Improvement Project on July 6, 2021. Staff is requesting approval of payment for Pay Voucher No. 3 to Forest Lake Contracting, Inc. in the amount of \$336,099.77 for work completed on the project through September 30, 2021.

Recommendation:

Approve Resolution No. 21-10-103, a resolution Approving payment to Forest Lake Contracting, Inc. in the amount of \$336,099.77.

2021 Street Improvement Project

Pay Voucher 3



Client: City of Wyoming 26885 Forest Blvd. Wyoming, MN 55092-0188	Contractor: Forest Lake Contracting, Inc. 14777 Lake Dr Forest Lake, MN 55025-9461
--	---

WSB Project No.: 017084-000
Client Project No.:
State Project No.:
Federal Project No.:

Contract Amount

Original Contract	\$1,410,601.00
Contract Changes	\$0.00
Revised Contract	\$1,410,601.00

Funds Encumbered

Original	\$1,410,601.00
Additional	N/A
Total	\$1,410,601.00

Work Certified To Date

Base Bid Items	\$666,304.25
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$666,304.25

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$353,789.23	\$666,304.25	\$33,315.21	\$296,889.27	\$336,099.77	\$632,989.04
Percent Retained: 5%			Percent Complete: 47.24%		

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

Approved By WSB

Project Engineer

Approved By Forest Lake Contracting, Inc.

Date

October 11, 2021

Date

Approved By City of Wyoming

Date



October 11, 2021

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

Re: 2021 Street Improvement Project
City of Wyoming, MN
WSB Project No.017084-000

Dear Mr. Linwood:

Please find enclosed Construction Pay Voucher No. 3 for the above referenced project in the amount of \$336,099.77. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Wyoming approve Construction Pay Voucher No. 3 for Forest Lake Contracting, Inc.

The amount indicated above reflects work certified through September 30, 2021, with a 5% retainage applied. Please include one executed copy with the payment to Forest Lake Contracting, Inc. and return one executed copy to our office for our file. If you have any questions or comments regarding this voucher, please contact me at 651.286.8463. Thank you.

Sincerely,

WSB

Mark Erichson, PE
City Engineer

Attachments

cc: Jeff Pearson, WSB

kkp

RESOLUTION NO. 21-10-102

A RESOLUTION APPROVING PAYMENT FOR PAY VOUCHER #3 TO FOREST LAKE CONTRACTING, INC. FOR THE 2021 STREET IMPROVEMENT PROJECT (WSB Project 017084-000) IN THE AMOUNT OF \$336,099.77.

WHERE AS, the City of Wyoming entered into a Contract with Forest Lake Contracting, Inc. to complete the **2021 Street Improvement Project**.

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

THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the "Payment of Pay Voucher #3" in the amount of **\$336,099.77** to **FOREST LAKE CONTRACTING, INC.** for the **2021 STREET IMPROVEMENT PROJECT**.

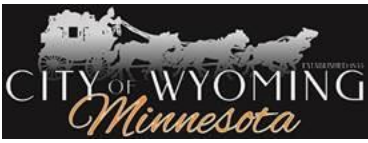
This resolution was adopted by the City Council of the City of Wyoming on the 19th day of October 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)



Request for Council Action

Date: October 14, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: Water Meters

Method: Consent

Background Information:

The City of Wyoming had 22 large meter accounts that we wanted to switch out with the new Neptune meters. Most of these are businesses and large water users. We had an inventory on hand and we used them up first. There was 10 meters we did not have on hand and I ordered them on 9/28/2021 at the purchase price of \$9,800.00. The freight charges were \$226.00 and that put the order over the \$10,000 Purchasing Policy maximum. The total price was \$10,026.56 and the funds will come out of the water meter fund 601-9425-42290.

Recommendation:

Staff recommends the approval of 10 Neptune meters at the purchase price, with freight, of \$10,026.56 from Ferguson Waterworks.



CITY OF WYOMING

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



1694 91ST AVE NE
BLAINE, MN 55449-4311

Please contact with Questions: 832-742-2930

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
0482837	\$10,026.56	25836	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**

FERGUSON WATERWORKS #2518
PO BOX 802817
CHICAGO, IL 60680-2817

SHIP TO:

CITY OF WYOMING
METER ACCOUNT
26885 FOREST BLVD
WYOMING, MN 55092

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
2518	2518	MNE	REMAINING LARGE MTRS	SMH	METER ACCOUNT	09/28/21	23341
ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT	
6	6	NEU2E2G1	2 MACH10 R900I USG 17 LL *X	980.000	EA	5880.00	
4	4	NEU2G2G1	2 MACH10 R900I USG 15-1/4 LL *X	980.000	EA	3920.00	
			INVOICE SUB-TOTAL			9800.00	
			FREIGHT			226.56	

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.							
Looking for a more convenient way to pay your bill?							
Log in to Ferguson.com and request access to Online Bill Pay.							



TERMS:	NET 10TH PROX	ORIGINAL INVOICE	TOTAL DUE	\$10,026.56
--------	---------------	------------------	-----------	-------------

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

RESOLUTION NO. 21-10-104

A RESOLUTION TO AUTHORIZING THE PURCHASE OF WATER METERS IN THE AMOUNT OF \$10,026.56 FROM FERGUSON WATERWORKS.

WHEREAS, the City of Wyoming has 22 large meter accounts that we want to switch out with the new Neptune meters, and

WHEREAS, the existing inventory of meters have already been installed, and

WHEREAS, the price to purchase 10 additional meters \$9,800, however the freight charges of \$226 put the total price over \$10,000.

THEREFORE BE IT RESOLVED, The City of Wyoming authorizes the purchase water meters in the amount of \$10,026.56.

CITY OF WYOMING

By:

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

RESOLUTION 21-10-105

A RESOLUTION DECLARING CERTAIN ADMINISTRATION DEPARTMENT ITEMS AS SURPLUS PROPERTY AND AUTHORIZING THE ADMINISTRATION DEPARTMENT TO DISPOSE OF ITEMS THROUGH ONLINE AUCTION OR DISPOSAL PROCESS

WHEREAS, The Wyoming Administration department has taken the necessary action to remove public safety data and markings from the decommissioned equipment so that the following equipment may be sold/disposed of

WHEREAS, The following equipment is now eligible to be declared surplus property of the City of Wyoming by sale of auction or by proper disposal

Following Items to be posted on www.surplusproperty.com on-line auction

Below is a list of City Property no-longer in use and should be decommissioned through either the auction process or by proper means of disposal.

Administration	Quantity	Items Description
	1	Fellows 58-97Cs Shredder (Inoperable)
	4	Pelonis Portable Air Conditioners
	1	Elkay Drinking Fountain (Inoperable)
	1	Office Chair (Broken)
	2	Computer Monitors (Broken)

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYOMING, MINNESOTA authorizes the Administration Department to sell/dispose of the vehicles through a public auction process or proper means of disposal.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 19TH DAY OF OCTOBER, 2021.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: October 15, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Fred Weck, Building Official / Zoning Administrator

Department: Department of Building Safety

Reference: Full Time Building Inspector Position

Method: New Business

Background Information:

Building Inspector Tom DeBilzan resigned from his position on October 15th, 2021 and the position of building inspector is now vacant.

The Wyoming City council approved a full-time Building Inspector position for the 2021 budget year at a hourly rate of \$28.54-\$34.69 commensurate with qualifications. The position will help with the building inspection workload. The Building Inspector position's main responsibilities are as follows:

- Performs duties and responsibilities as directed by the Building/Zoning Official.
- Reviews building permit applications and ensures that they are accurate, complete, and in compliance with City codes and requirements.
- Reviews detailed and complex building plans and specifications for compliance with city and state codes and regulations.
- Reviews and issues building permits and certificates of occupancy as determined by the building official.
- Issues verbal and/or written orders for correction of faulty, improper, or illegal construction.
- Conducts additional inspections including: energy, plumbing, and mechanical.
- Receives and answers written, telephone and face-to-face inquiries concerning permits, building standards, and code requirements.
- Performs related duties as assigned by building/zoning official.

The position notice will be posted on the League of MN Cities Website and in the City's official paper (Forest Lake Times) for two weeks. Once the position notice has closed, staff will review and score the applications received from potential candidates. Qualified candidates will be contacted for interviews and we will select a candidate based on skill set and the candidate that would serve the City of Wyoming's building and zoning operations most effectively. Once a candidate is selected it will be brought forward to the city council for hiring approval.

Recommendation: That the full-time Building Inspector position be advertised on the League of Minnesota Cities Website and the Forest Lake Times to begin the hiring process

Assistant Building Official / Building Inspector Job Description

The listed examples may not include all the duties performed.

NATURE OF WORK: Review construction drawings and inspect construction to assure compliance with applicable local, state and federal codes, laws and ordinances.

- Inspects construction methods and materials for compliance with building codes, contract specifications, and industry standards.
- As directed by the Building Official, review submitted construction documents for content and accuracy prior to permit issuance.
- Conduct inspections on all permitted construction work involving building, mechanical, plumbing, heating and septic systems, fire protection systems in new and existing structures to assure work is performed consistent with applicable codes and ordinances. Calculate fees and costs.
- Inspects structures and sites for compliance with zoning ordinances and life safety regulations.
- Inspects damaged or deteriorated structures for compliance with building code; records observations, and reports to supervisors, owners, contractors, and others.
- Maintain records of inspections made and actions taken.
- Investigates complaints regarding violations of zoning ordinances, the building code, contractor licensing, and other legislative code issues.
- Issues citations and correction orders when necessary to enforce compliance with building codes, zoning ordinances, and other legislative code issues; testifies in court, producing documents and records regarding inspection results.
- Issues correction orders regarding code and ordinance violations and issues stop work orders in instances where violations are severe or present a danger to the public.
- Explains and interprets building codes, and zoning ordinances, to contractors, property owners and the public upon request.
- Verifies building permits, licenses, and competency cards of persons engaged in construction projects in the city.
- Recommends corrective measures for code violations and may also instruct or make recommendations to novice-level persons in construction projects.
- Creates reports based on observations made during inspections and investigations, with regard to building code compliance, zoning ordinances, contract specifications, permit work, and complaints.
- Record and maintain office files relative to inspection and plan review activities.
- Attends meetings as required.
- Perform other job related duties as needed and directed.

EXTENT AND TYPE OF INTERACTION WITH THE PUBLIC:

- Provide concise and accurate verbal and written communication with contractors, designers, developers and the general public in a timely professional manner.
- Advise and assist contractors, developers, designers and the general public in matters relative to construction and code application.
- Assist other city departments as needed and directed in a team effort to provide quality city services.



Council Report

October 13, 2021

Mayor Iverson and City Council Members

Re: Public Safety Activity Report for October 19th, 2021 City Council Meeting

I have received a couple of questions about an article that was posted in the Star Tribune about decreased police clearance rates around the state and specifically commented on Wyoming's 20% clearance rate for 2020. On the surface, the rate seemed exceptionally low knowing internally what we are and have worked on in 2020, so the question simulated me to look back at 2020 to make sense of the data reported in the State's uniform crime report.

Four elements affected the clearance rate submittal, limited booking into the jails, reduced productivity in the court system, extended complaint process timelines, and a change in our reporting system mid-year from MOC coding to NIBRS. The COVID effect had a significant impact on the criminal justices system with the closing of courthouses, and extending timelines for processing formal complaints through the county attorney offices state-wide. The clearance rate is determined through the following mechanisms, a citation being issued, an arrest is made with an individual booked into jail, a formal complaint issued by the County Attorney's Office, or a report being exceptionally cleared without charges for reasons outside Law Enforcement's control. All other cases remain open and unsolved until cleared through one of those mechanisms.

The restrictions placed on jail facilities considerably limited our ability to book non-violent individuals into the jail, instead moving the clearance mechanism from an in-custody arrest to a formal complaint process through the County Attorney's Office. With the closing of the court system in 2020, and an increase in the formal complaint process, we experienced a significant slow down in the prosecution portion of the criminal justice system that still has 2020 cases backlogged to this date. Until those 2020 pending cases can be reviewed and processed through the County Attorney's Office and the court system, those 2020 cases remain open and uncleared, even though we have suspects identified and pending charges.

The CJIS report also has a cutoff date of Jan 31st of the following year, meaning any 2020 cases that were charged out after Jan 31st, 2021 will not be included in the 2020 statistical data reported in the Uniform Crime Report. With a backlog of 2020 cases still in the system, those pending cases will not be included as cleared cases, giving the perception of a lower clearance rate. The reality is, the longer prosecution timelines, and limited ability to book people into the jail significantly impacted the perception of solved crimes in 2020 through a reduced reported clearance rate.



PUBLIC SAFETY

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

The fourth element affecting the clearance rate is a system and process change in 2020. In August of 2020, we switched from MOC data to NIBRS reporting data to comply with federal reporting mandates. NIBRS is a complete remodeling of the crime classifications and required a new interface to be built between our RMS vendor and the State, agencies in Chisago County were the beta site for the new interface. With a major change in reporting functionality, we had to redesign our processes for reporting clearances. As part of the data examination, I have discovered a process error in how we report clearance data after the initial report is filed or pushed to the state; so there is a process factor error in the clearance rate as well. We are working through a modified process for reporting clearances after investigative data has already been pushed to the state. Essentially we had several cases that were charged out at a later date, and the updated arrest data was not pushed to the State prior to the reporting date deadline.

I expect to have a statistical data analysis completed in the next couple of weeks identifying where our 2020 cases are in process, and any error corrections made in the NIBRS reporting process.

We will be taking possession of our new grass ring in the next week, our staff has had the opportunity to run through the functionality of the rig and sent it back to Rosenbauer for the final modifications before putting the rig in service.

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: 10/13/21 16:13

Wyoming

	09/21	10/21	Total
911 Hangup or Open Line		7	7
Abandoned Vehicle		3	3
ALARM-Commercial	2	3	5
ALARM-Medical		1	1
ALARM-Residential		2	2
All Pedestrian		1	1
ANIMAL-Animal at Large		2	2
ANIMAL-Bite		1	1
ANIMAL-Found		2	2
ANIMAL-Lost		1	1
ANIMAL-Neglect/Abuse		1	1
ASSAULT (not in progress)	1	1	2
Assist Other Agency	1	13	14
Attempt to Locate		1	1
ATV/Off Road Veh Complaint		1	1
Burn Permit	1	3	4
Burning Complaint		1	1
CHECK-Area	3	31	34
CHECK-Business	6	30	36
CHECK-Park	4	28	32
CHECK-Residence	1		1
CHECK-the welfare		5	5
Child Protection/Neglect		1	1
Civil Complaint		2	2
Community Policing Planned Event		2	2
CRASH-Hit & Run (in progress)		1	1
CRASH-Property Damage ONLY	3	5	8
Criminal Sexual Conduct		1	1
Detail/Activities		10	10
Dispute		3	3



CAD Summary Report

Printed On: 10/13/21 16:13

	09/21	10/21	Total
Disturbance (in progress)		7	7
Disturbance (not in progress)		1	1
DOGBITE	1		1
DOMESTIC-physical (not in progress)		1	1
DOMESTIC-Verbal (in progress)		1	1
DOMESTIC-Verbal (not in progress)		1	1
Driving Complaint	1	8	9
Drug Activity		1	1
Financial Fraud-Check CCard		3	3
FOUND-Property		1	1
Gopher One emergency locate		1	1
Gun Complaint/Shots Fired		1	1
Gun Permit		2	2
Harassment		2	2
Informational ICR	1	1	2
Intoxicated Driver		1	1
JUVENILE-Missing Person		1	1
Lift Assist		1	1
MEDICAL	1	13	14
Natural Gas/Propane Leak		1	1
OFP/HRO/NCO Violation (not in progress)		1	1
Paper Service		1	1
Parking Complaint		2	2
Public Assist		6	6
PURSUIT-Vehicle		1	1
SQUAD CHECK	3	19	22
Stoparm Violation		1	1
Suicidal Person	1		1
Suspicious Activity	2	6	8
Suspicious Person		3	3



CAD Summary Report

Printed On: 10/13/21 16:13

	09/21	10/21	Total
Suspicious Vehicle		6	6
THEFT (not in progress)		2	2
THEFT-of Gas		1	1
THREATS (not in progress)		1	1
Traffic Enforcement/Radar		1	1
TRAFFIC Stop	4	37	41
Vehicle Lockout	2	2	4
WALKAWAY from Facility		1	1
WARRANT Arrest		1	1
WARRANT Info		1	1
WARRANT-Attempt		1	1
Total	38	305	343



October 15, 2021
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: OCTOBER 19, 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.

Hallberg RV Storage Site

Footings for all of the buildings and the foundations for three are in, site grading is being worked on.

Wyoming Drug

A replacement east entry stoop with frost footings has been constructed. The structure for the new entry has been completed and is being used. 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 framing for the addition has been approved and brick work has been completed. Parking lot improvements have begun. The plumbing & HVAC and framing inspections have been approved.

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

The daycare lost its lease and is no longer in the space. The property owner will complete the work.

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.

Sincerely,

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



DEPARTMENT OF BUILDING SAFETY

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

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

www.eckbergammers.com

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

Writer's Email:
tloonan@eckbergammers.com

October 15, 2021

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

Delivered via Email

Re: City of Wyoming
Status Update for the Period of – September 30, 2021 – October 15, 2021

Dear Robb:

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

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

Very Truly Yours,

s/ Thomas R. Loonan

Thomas R. Loonan
City Attorney

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

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



Engineer's Report

October 15, 2021

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

Re: October 19, 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 completed. The concrete subcontractor has finished concrete repairs. Staff is currently working on final quantities and contract closeout documentation. Final acceptance and start of the 2-year warranty period is anticipated to be brought to the City Council for consideration in November.

2021 Street Improvement Project

Forest Lake Contracting has completed the first layer of asphalt on the project except at the intersection of 267th and Finley due to the concrete not yet having enough strength. Driveways and boulevard work will be taking place over the next two weeks. The final layer of asphalt is expected to follow immediately. The project will be completed this fall with the assessment hearing taking place on November 3rd. Mailed notice and notice in the paper have gone out.

TH 61 and East Viking Sanitary Sewer Upsizing Project

The project is substantially complete. Staff will be working with the contractor on finalizing the remaining punch list items. You may notice some additional work by Xcel Energy in the NE quadrant of the TH 61 and East Viking Boulevard intersection. They are planning to remove a pole and will need to replace a small portion of the concrete in this location. This is scheduled

to take place after stagecoach days. Final payment and project acceptance is expected to be brought to City Council for consideration in November.

Summer Fields Development

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

Second Addition (15 lots): A grading preconstruction meeting is scheduled for October 11th with utility construction planned for the spring of 2022. 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 were not 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. The northbound turn lane into the 2nd addition will be constructed as part of the grading process.

Third Addition

The developer has indicated that they may pursue the third addition and work towards final plat so they can begin in the spring on that as well. IT will be helpful to have the excess material in the second addition placed in the third addition to allow and early start there as well.

Preserve at Comfort Lake

The contractor has finalized much of the punch list developed by staff. Concrete Curb and gutter repairs have been completed and the final layer of asphalt has been placed. The developer is still required to maintain the site to be in compliance with the NPDES permit and continue our weekly site inspections.

Heims Lake Villas North

The City has received the signed development agreement and fees and the contractor has started grading the site. Once grading is complete, the utility contractor will take the site and begin construction. Main line sanitary sewer has been completed and the main line watermain is approximately 50% complete. A second utility crew will be coming to the site and services into each property and storm sewer are expected to be completed in the next two weeks. Street construction will immediately follow.

Comprehensive Plan

No new update. 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 worked with the applicants engineer on necessary scope of services for the EAW that is required for this development. The applicant has placed in escrow the amount to complete the EAW. Staff is waiting for the concept to begin aspects of the EAW. Other portions of the EAW preparation are underway. Staff is working with Chisago County to develop an additional study that will evaluate at a more detailed level to solve traffic issues facing this area. Chisago County will utilize that study to begin searching for funds for a portion of these improvements.

Past update: 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)

The project is now substantially complete with the first layer of asphalt being placed. A project punch list is currently being prepared.

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 approved the construction plans and a preconstruction meeting has occurred. Excavation of footings is currently underway with the site grading to follow.

Diamond Ridge Development

The development team is currently working to address concerns raised by the planning commission and staff.

Past update:

We had worked with the applicant on various concepts they provided us. Staff has received an application for three lots at the end of 261st Street. Staff prepared a staff report for the Planning Commission for their 9/14 meeting; however, they did not have a quorum and the public hearing had been rescheduled. The public hearing on 9/28 was held and the planning commission tabled the project and wants the developer to make modifications.

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 requirements (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 received guidance on the scope of the project at the 10/5 meeting to include parking on only the south side of East Viking and a trail on the north side. Again, this was asked at this time as the grant application needs to have the scope defined.

Past update: 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. Council has authorized staff to prepare a feasibility and prepare the Federal Public Works grant application. Staff is working on many aspects of this project with survey, soil borings, preliminary engineering report, property acquisition needs, and environmental documentation used to prepare the feasibility report.

Staff will be bringing some preliminary options for the council to consider (road width, trails, sidewalk, etc.) at the October 5th City Council meeting to select an option so we can finalize submittal of our grant application.

East Viking Bridge over the Sunrise River

Staff met with both Chisago County and Polaris (separately) to discuss the bridge replacement and access while the western access to Polaris is closed. Those meetings went well however Chisago County has asked for a follow up meeting, and we will work to address any potential concerns that come from this meeting. We have indicated that all construction traffic will come from the west and that Polaris is willing to minimize traffic generated from their facility (those that can work from home, will) during that timeframe where access closed from the west.

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.

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

Sincerely,

WSB and Associates, Inc.

Mark A. Erichson

Mark A. Erichson, PE



City Council Report

Mayor Iverson and City Council Members

Public Works Report for October 19th, 2021 Council Meeting

Honorable Mayor Iverson and City Council Members,

Meter reading has been completed for the third quarter. Flushing of the hydrants continues to progress. Public Works will start televising and inspections of assets on Viking Boulevard for the 2022 Street Project.

There was a power outage on Wyoming Trail and the lift station was out of power for a short time. We now have the new generator installed that was approved earlier this year.

Swenson Park continues to be constructed. All the new lights are in, the Xcel transformer is in, the overhead wires are gone, the tennis court gate has been replaced. The asphalt on the hockey rink is scheduled for October 27th. The installation of the hockey boards is scheduled for November 1st. Public Works will be painting the warming house the week of October 18th. I have not received a date on the playground equipment.

The city owned tree inventory has been completed and I will be sharing the next steps with the Tree Board at the next Park and Recreation Advisory Committee Meeting. I have attached the Tree USA Foundation of Urban Forestry Program Development Form. In 2022 we will be on the third step that includes policies and plans.

Street sweeping has also started and will continue into the week of the 18th.

The large trucks and equipment are being DOT inspected and we are gearing up for winter.

Sincerely,

Chuck Almhjeld

Public Works Superintendent

Parks:

Playground equipment repair parts have been ordered.

Swenson Park Continues to proceed.

Sanitary Sewer:

Daily Rounds have been completed.

New generator has been installed on Wyoming Trail Lift Station.

Water:

Daily and monthly water tests have been completed.

Lawn sprinkling ban continues

Meter reading completed

Flushing has started

Streets:

Tree trimming

Surface Water:

Street sweeping continues

WYOMING PUBLIC WORKS

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

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

Tree City USA®

Creating greener communities nationwide



TREE CITY USA®
An Arbor Day Foundation Program

Cooler temperatures. Cleaner air. Healthier residents.

The benefits trees bring to urban environments are endless — and by meeting the four Tree City USA standards, your community can experience them firsthand.



PROGRAM SUMMARY

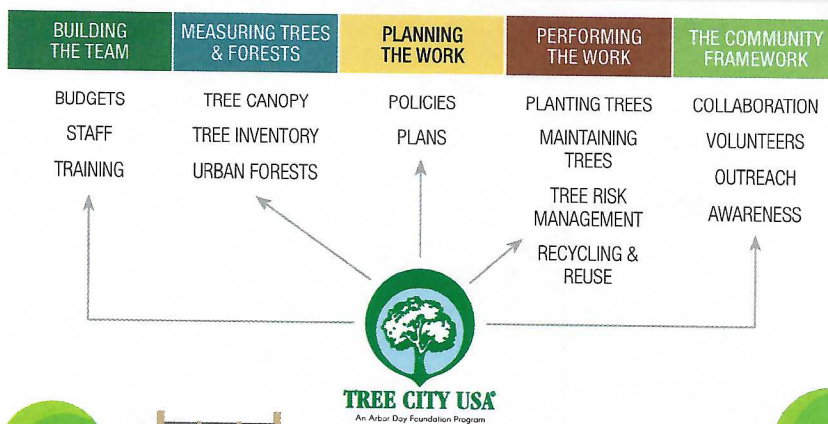
The Tree City USA program was founded in 1976 to celebrate towns and cities committed to growing their urban canopy. Led by the Arbor Day Foundation, with partners at USDA Forest Service and National Association of State Foresters, it provides the foundational framework necessary for communities to manage and expand their tree cover.

Program applications are completely free. Many cities renew their Tree City USA status every year, making them eligible for a Growth Award and other urban forestry opportunities.

THE FOUNDATION OF URBAN FORESTRY PROGRAM DEVELOPMENT

The Tree City USA program has helped more than 3,600 communities across the country build out their urban forests. Recognition forms the base layer for five different areas of growth, including expansion of personnel, financial investment, defined policies and plans, and engagement with residents.

GROWTH AWARD QUALIFYING ACTIVITIES





Council Communication

Date: October 19, 2021

Presented to: Mayor Iverson and City Council Members

Presented by:

Department: Administration

Reference:

Background Information:

The City of Wyoming Annual Report is meant to provide some context to readers about what the City accomplishes in a year's time. The annual report was prepared in 2021 but reviews accomplishments of the city in 2020. Data and projects reflect work completed in 2020 including budget information for 2021. This document is meant to illustrate and celebrate the work of the City and to help residents to better understand how public funds are used. In addition, this document is able to be used to provide insight into Wyoming for prospective contractors, consultants, applicants, residents or other people looking to get a better understanding of the City and the Wyoming community.

Results:



CITY OF WYOMING

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



2020-2021
Annual Report

City of
Wyoming,
Minnesota



2020 Wyoming City Council

Mayor Lisa Iverson
Council Member Joe Zerwas
Council Member Linda Nanko Yeager
Council Member Claire Luger
Council Member Dennis Schilling

2021 Wyoming City Council

Mayor Lisa Iverson
Council Member Linda Nanko Yeager
Council Member Claire Luger
Council Member Dennis Schilling
Council Member Brett Ohnstad



Vision Statement:

The City of Wyoming will be a regional leader in providing innovative and long term economically responsible government that is transparent to all.

Mission Statement:

The mission of the City of Wyoming is to efficiently do the work of the city, invest in the community and to operate with stability to provide reliable and adaptive services.

This document was prepared in 2021 to review the accomplishments of the City in 2020. Data and projects reflect work completed in 2020 including budget information for 2021.



Our Budget Values:

The City of Wyoming has four on-going goals for the City budget. These goals, agreed upon by the City Council, help to guide conversations and decisions about how public funds are planned for and used.

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

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

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

Build for Inclusivity: The City of Wyoming is a place where all people are welcome and where people can grow and age in a trusted community. City operations, community projects, and infrastructure combine to create not only accessibility for all, but also a sense of welcome.



Community Background

An 1837 treaty between the Dakota (Sioux) and Ojibwa (Chippewa) Indians opened the Wyoming, MN area for western settlement. While the eastern portion of the county was settled primarily by Scandinavian immigrants, Wyoming was primarily German settlers. The name “Wyoming” is Algonquin Indian and comes from the Wyoming Valley in Pennsylvania where a number of those settlers started from.

Transportation played an important role in Wyoming’s history. The earliest access to the area was by an Indian trail, later broadened into what was known as the Territorial Road. St. Paul, a two day trip by ox cart, was the nearest market for those early settlers. Later by stagecoach, it became a one day trip. Rail lines going north and later east created an important railroad hub in Wyoming. Highways 61 and 8 intersected here later and created a steady flow of traffic. In 1971, the completion of the I-35 freeway made it less expensive and easier to live in the country and work in the “Cities,” bringing a new group of settlers in search of a welcoming community to raise their families.

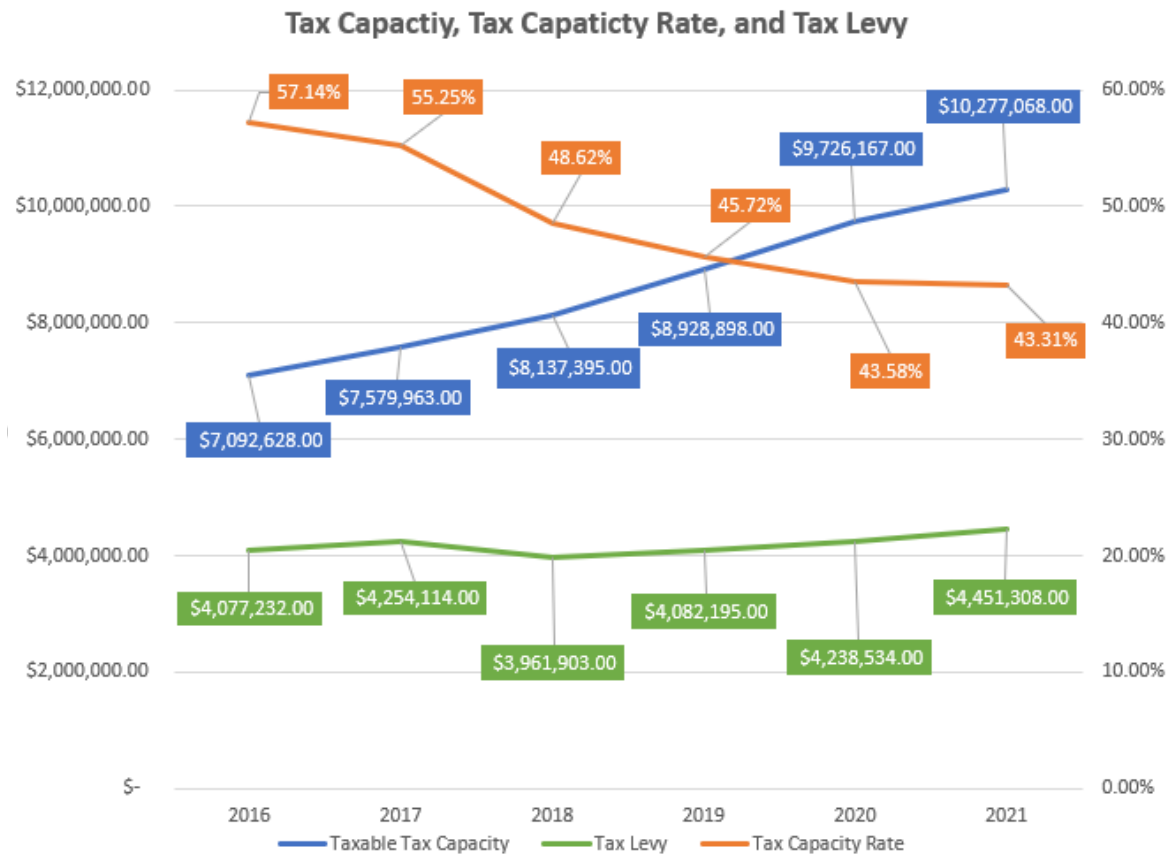
Wyoming is located in Southwest Chisago County. The City is comprised of 21.29 square miles. In 2008, the City of Wyoming annexed the Wyoming Township, forming the current city boundaries that are in place today. In 2021, the population of Wyoming is estimated to be 8,237 residents. The City has 27 full time employees and serves approximately 2,921 households.



City of Wyoming Property Taxes

The City of Wyoming Tax Rate has decreased every year since 2016. The Tax Rate (Orange Line) is the percentage of the total value of Wyoming Property Taxes that is taxed for City services. The Tax Levy (Green Line) is the actual dollars that the City collects through property taxes. The tax capacity (Grey Line) is a dollar amount that reflects a percentage of the total value of property within Wyoming. This line shows the impact of growth in the City as well as increases in property values.

What the graph below shows is that while growth and property values have increased a total of 31% since 2016, the City has been able to maintain a relatively flat budget over that time, providing more resources to more people and businesses without large increases in property taxes.



In 2021, a Wyoming home worth \$300,000 paid \$1,255 dollars in property taxes to the City.



Where do my property taxes go?*



City	27.3%
County	40.1%
Schools	24.8%
Other (County HRA, TIF, Watershed, etc.)	2.2%
State	5.6%

*2021 Property Tax Data
from Chisago County

How do we compare?

Property Tax comparison to other cities

2021 City taxes on a \$300,000 house

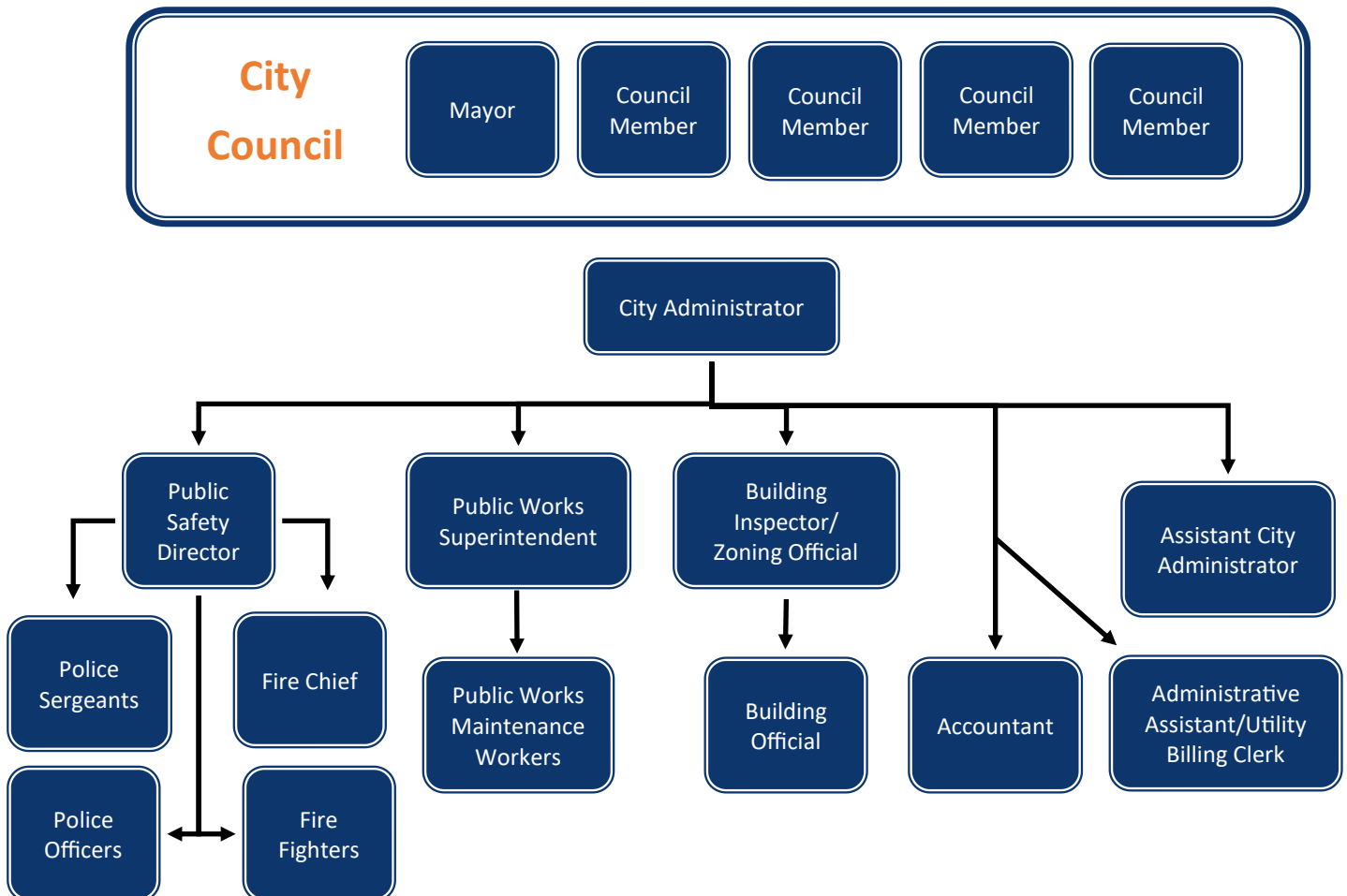
City of Lake Elmo	\$ 680.36
Falcon Heights	\$ 1,051.31
City of Mahtomedi	\$ 1,079.07
City of Ostego	\$ 1,079.07
City of Hugo	\$ 1,135.12
Chisago City A	\$ 1,162.01
Forest Lake	\$ 1,178.91
Chisago City B	\$ 1,192.18
Wyoming	\$ 1,255.00
City of North Branch	\$ 1,325.84
Lindstrom	\$ 1,411.33
Circle Pines	\$ 1,448.71
City of St. Francis	\$ 1,455.32
City of Isanti	\$ 1,773.00
City of St. Anthony Village	\$ 1,816.47



Organization Highlights

The City of Wyoming is a “Plan A” statutory City as defined by Minnesota statutes. The City operates under a Council-Administrator form of government. Policy-making and legislative and operational authority are vested in a City Council (Council) consisting of the Mayor and four council members, all elected on a non-partisan basis. The Council is responsible, among other things, for adopting the budget, approving ordinances, appointment committees and directing City operations. Council Members serve four-year terms with two Council members elected every two years. The Mayor also serves a four-year term. The mayor and council members are all elected at large.

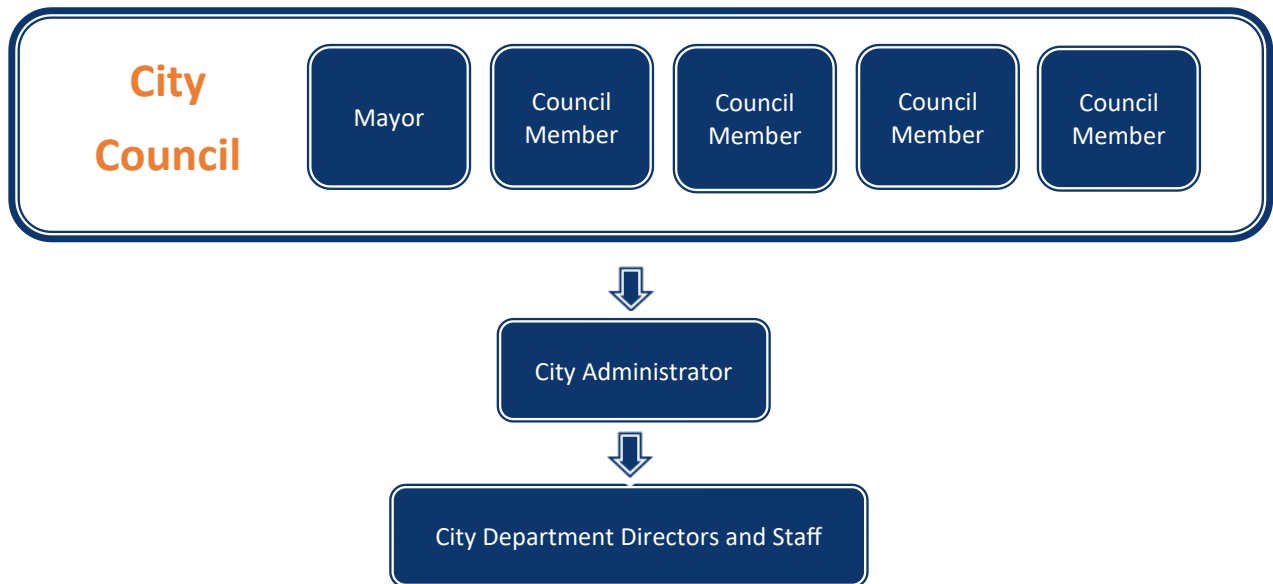
The City Administrator is the city’s chief administrative officer and is responsible for carrying out the direction of the City Council. The City Administrator oversees all functions of the City including preparing budget materials and managing City staff. The City Administrator may delegate functions to various staff as needed.



Organization Highlights

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How a dollar is divided in the 2021 Wyoming City Budget

49.6%	Public Safety
20.2%	Highways Streets and Roads
10.1%	City Clerk
6.8%	Financial Administration
5.6%	Building Inspection
4.4%	Parks
1.5%	Planning and Zoning
1%	Library
.7%	City Council
.1%	Other



City Goals

2020 Wyoming Community Events

2020 was a challenging year for community events as the City of Wyoming as well as the entire world responded to the Covid-19 Pandemic that prevented people from safely gathering together. The necessity of social distancing, wearing face masks, and avoiding gatherings to manage the spread of the virus caused many people to feel isolated and alone. While events could not look “normal” the City worked to create opportunities for people to come together safely when we could.

(Don't) Touch a Truck & Stagecoach Fireworks

Instead of our usual annual Touch a Truck event, Wyoming hosted a (Don't) Touch a Truck event, which was a parade of most of our usual attendees around Wyoming. Families were able to watch the parade from the safety of their own homes while still getting to experience the fun of the big trucks! Following the parade, the City hosted a our stagecoach days fireworks display in Goodview Park. City staff painted socially distanced circles throughout the park to ensure that people could gather safely to enjoy the display.



No Hunger November Food and Resource Drive

The pandemic created many economic challenges for people. Food shelves in 2020 were in high demand. The City hosted a food and resource drive in November and collected nearly 3,000 pounds of donations. The generosity of the Wyoming community is truly amazing and the Family Pathways Food Shelf was very grateful for the donations made by the community.

Fire Department Toy Drive

Not many kids had an opportunity to go see Santa Claus in 2020 as most in person events were cancelled. The Wyoming Fire Department had some great connections though and had Santa join Wyoming Firefighters in driving every street in the City, collecting toys for kids in need and saying hello to Wyoming kids during the holiday season.



Tree Lighting Ceremony

While an in-person event for the Wyoming Tree Lighting was not possible this year due to restrictions on gatherings, the City put together a video to share with the community celebrating the annual tradition and sharing the stories of some community members who usually support the event.

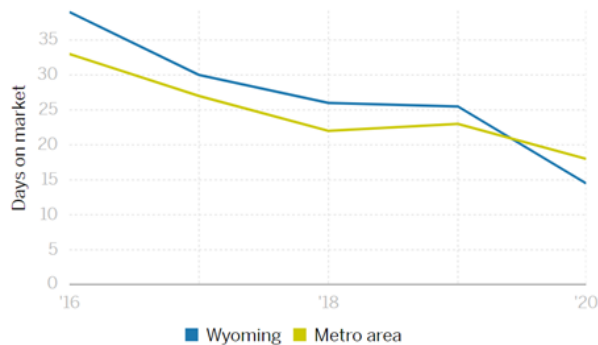


Wyoming ranked 22 out of 115 cities on the Star Tribune's 2020 Hot Housing Index. Average price per square foot was up 16 percent compared to previous four-year average. Houses sold, on average, 11 days faster than the previous year.

Source: <https://www.startribune.com/ranking-the-hottest-housing-markets-in-the-twin-cities-2020-2021/502089881/#place-17>

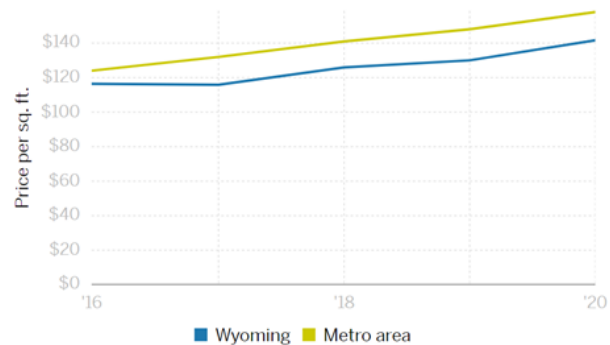
Median days on market

The median number of days it took to sell a house in this community compared with the 13-county metro as a whole.



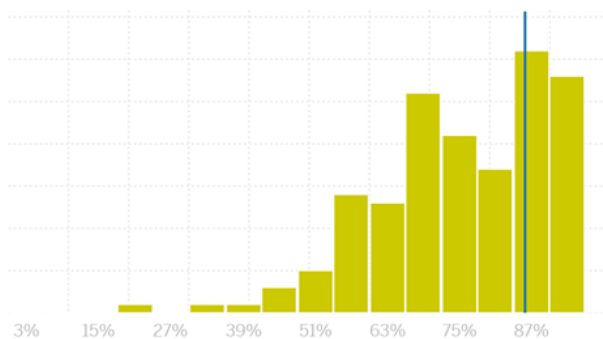
Median sale price per square foot

Prices in this community compared to the 13-county metro as a whole.



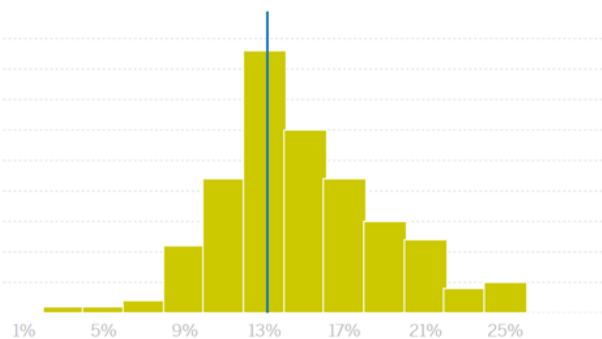
Percent owner-occupied homes

In most metro cities, the housing stock is dominated by owner-occupied homes with a relatively smaller share of rental units. In Wyoming, about 86% of the housing units are owner-occupied.



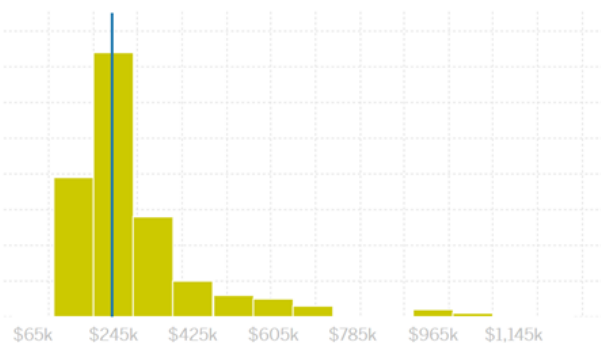
Percent cost-burdened owners

Households that spend 30% or more of their income on housing costs are considered "cost-burdened." In some metro cities, as much as 27% of homeowners are cost-burdened. In Wyoming, about 13% of homeowners are cost-burdened.



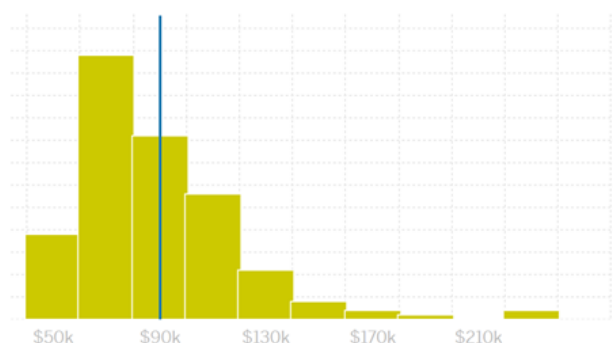
Median value of owner-occupied homes

Most metro cities have a median home value of about \$250,000. The median home value in Wyoming is \$242,600.



Median household income

There are cities in the metro that have median household incomes as low as \$36,000 or as high as \$250,000. The median household income in Wyoming is \$89,967.



City Goals

Administration

Department

Robb Linwood– City Administrator

Kelly Dumais– Assistant City Administrator

Jenny Olson-Administrative Assistant/Utility Billing Clerk

Stacey Saxe– Accounting Clerk

Allison Steenblock– Administrative Assistant/Utility Billing Clerk*

The City Administrator is appointed by the City Council to manage all functions of city government and along with other department supervisors oversees, evaluates and makes recommendations to the City Council on all issues of concern to the City. The Finance Department maintains accounting records for the general fund, special revenue funds, debt service funds, capital project funds; managing cash and investments; preparing the budget and monitoring revenues and expenditures for budgetary compliance, processing payroll, accounts payable, accounts receivable, utility billing process utilizing a private vendor and coordinating the annual audit. The City of Wyoming has a service agreement with Abdo Eick and Meyer to receive some base level financial services; along with, the utilization of a Finance Director level consultant that handles more complex financial issues including budgeting, audit prep, debt service and long range financial planning.

- City Council Staffing
- Park Advisory Commission Staffing
- Economic Development Authority Staffing
- Utility Billing
- Financial Planning
- Financial Management
- Budgeting
- Debt Service Management
- Audit coordination
- Licensing
- Election Administration
- Communications
- Payroll
- Accounts Receivable/Accounts Payable
- Human Resources
- Information Technology
- Policy Development
- Sustainability
- Community Events

2020 Highlights

- COVID-19 Pandemic Management
- Online Agenda Management Software and Council Devices
- 2020 Elections Administration
- Railroad Park Bike Spur and Rest Station
- Updated City's Purchasing Policy
- Long Term Plan Development
- 2021-2025 Capital Improvement Plan
- Tree City USA designation
- South Water Tower Rehabilitation Project
- Railroad Park Master Plan
- Railroad Park Bike Spur
- Hired four Full Time Employees
 - Assistant City Administrator
 - Admin. Assistant/ Utility Billing Specialist



City Goals

Lead

Innovate

Transparent

Economically Responsible

Administration

Mark Erichson—City Engineer (WSB Engineering Consultants)

Department

Street Projects 2020

The City of Wyoming has reconstructed approximately 13.75 miles of streets since 2014 and another 3.7 miles in the 2021 Street Construction Project for a total of approximately 17.5 Miles of its 68 Miles of City Streets. Some of Wyoming's streets are paved, some of them are gravel. The type of road that is constructed reflects the needs and use of that roadway and may change over time.

In 2020, the City completed the a street reconstruction on the west side of town. In addition to reconstructing the streets highlight in the adjacent figure, we also added paved trails and paved parking to Lion's Park.



City Goals

Lead

Innovate

Transparent

Economically Responsible

Public Safety

Department



Paul Hoppe-Public Safety Director
 Kallie Rezny- Crime Analyst
 Lauren Studer- Administrative Assistant
 Brian Rod- Police Sergeant
 Lance Beardsley- Police Sergeant
 Allison Edwards- Patrol Officer
 Jeremy Peltier- Patrol Officer/Investigator
 John Roettger- Patrol Officer
 Matt Paavola- Patrol Officer*
 Rachel Columbus- Patrol Officer
 Scott Boecker- Patrol Officer
 Tony Zerwas- Patrol Officer*
 Scott Thomas- Investigator*
 Jack Breitbach- Patrol Officer
 Trevor Minor- Patrol Officer

The Wyoming Public Safety Department consists of a Fire Division and a Police Division. The Wyoming Police Department believes in promoting meaningful police/citizen interaction with emphasis on problem solving, actively responding to community concerns and public education. We are committed to the values of integrity, impartiality, professionalism and ethical practices in the performance of our duties. The mission of the Wyoming Police Department is to work in partnership with the community to provide quality public safety services in a responsible manner through innovation, leadership and the cooperation of dedicated people. As a progressive, professional organization, the Wyoming Fire Division takes pride in providing exceptional service in the most efficient manner to our community.

We take pride in being a highly trained organization of professional paid on-call employees committed to providing an exceptional response. Our staff provides fire suppression, rescue operations, hazardous material incident mitigation, emergency medical services, and mutual aid response to our neighboring community partners. In addition to emergency response, we are committed to prevention through community education and raised awareness. We work closely with our schools, hospital, and businesses to prevent, prepare and plan for a variety of emergency events, to ensure our residents and businesses are doing what they can to reduce the risks in our community. 2020 was a challenging year for many reasons including that our police department operated with a vacant position throughout the entire year.



2020 Highlights

- COVID-19 Pandemic Emergency Management
- Interagency collaboration for COVID-19 response
- Implementation of Body Cameras
- Hiring of Police Officer Edwards
- Bolawrap implementation



Public Safety– Police Department

- Traffic Enforcement
- Drug Arrests
- Traffic Control
- Vehicle Crash Response
- Service Calls
- Chisago County Special Weapons and Tactics (SWAT) Team
- Investigations
- Data Practices Requests
- Community Engagement Events
- Impound lot
- Public surplus auctions
- Crime analysis
- City licensing background checks
- Fingerprint services
- Non emergency dispatching
- Police Reserve Program

Patrol:

Wyoming Police Patrol provides services for the community 24 hours a day, 365 days a year. They handle most calls for service, whether for the initial report or to handle it in entirety. While some officers have areas that they specialize in, such as use of force or firearm instruction, all of our patrol officers are trained and equipped to handle the wide variety of situations they encounter. This includes in-progress and not in-progress crimes, medicals, crisis calls, traffic enforcement, motor vehicle accidents, disputes and community assistance calls. Every year brings its own set of challenges, but our officers will continue to put this community first and focus on maintaining safety for all.

Investigations:

The Investigations unit uses a wide variety of tools to solve crimes and to bring those responsible for those crimes to justice. Investigators use sophisticated databases which may allow suspects to be filtered by a multitude of different parameters, view pawn histories, criminal history, court records, etc. The unit has the ability to deploy mobile camera systems which can provide live streams to officers or directly to the Police Department, motion cameras, mobile alarm systems, decoy vehicles, and more. The investigations unit uses a wide variety of evidence collection equipment and technology which includes DNA collection and testing, finger printing, UV light and cyanoacrylate print recovery technologies, fluid collections, and more.

Administration:

The Administrative Assistant acts as the primary liaison between our agency and other law enforcement or human services agencies, and both the Administrative Assistant and the Crime Analyst perform a wide range of clerical and administrative tasks designed to ensure the smooth operation of police functions. This position also handles other tasks for the public including answering the general office phone, fulfilling data practices requests, Permit to Purchase a handgun background checks and issuing permits, city licensing background checks, city employee background checks, fingerprint services, and non-emergency dispatching.

Police Reserve Unit

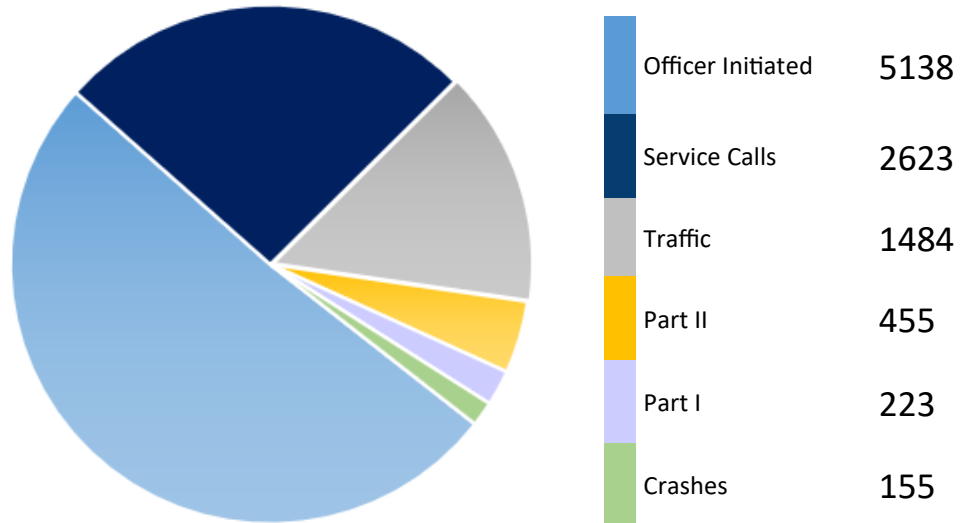
The Police Department relies on a group of 9 community volunteers that make up our Police Reserve Unit. They are individuals from all walks of life, including those interested in pursuing a law enforcement career and those who simply want to volunteer. They are unpaid and volunteer in their spare time to help with community events, do ride alongs with officers, patrol the community as an additional presence and help officers on a number of community service calls.



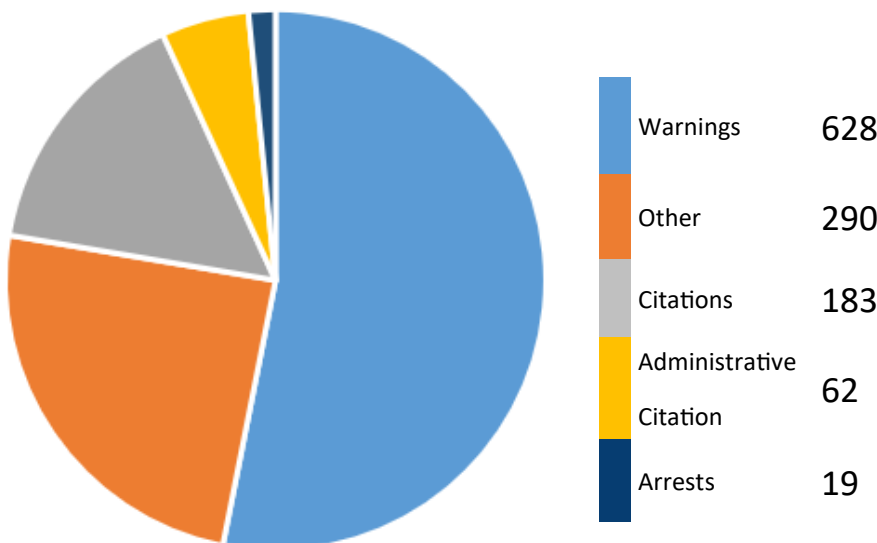
Public Safety– Data Review

The majority of the activity that our officers do is officer initiated stops. These stops include things such as assisting other agencies, alcohol or tobacco compliance checks, area checks, search warrants, and community policing. Service calls are any type of call for service or help where there is not a criminal element but assistance is needed. Traffic stops are considered any type of stop when an officer pulls over a vehicle, and crash stops are responding to vehicle crashes. Part I and Part II stops are classifications of other crimes. Part I crimes are more serious crimes including murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson. Part II crimes are less serious offenses such as assaults, forgery, disorderly conduct, weapons violations, etc.

2020 Police Activity by Service Type



2020 Traffic Enforcement by Disposition



For much of 2020, the Chisago County jail only accepted arrests of people who committed Felony Level crimes of Violence due to the danger of COVID-19 in inmate populations. That means that our arrest data shows a decrease in arrests due to most crimes being handled through the County Attorney's Office and Court System after the crime happened and not necessarily with an arrest at the time of the incident.

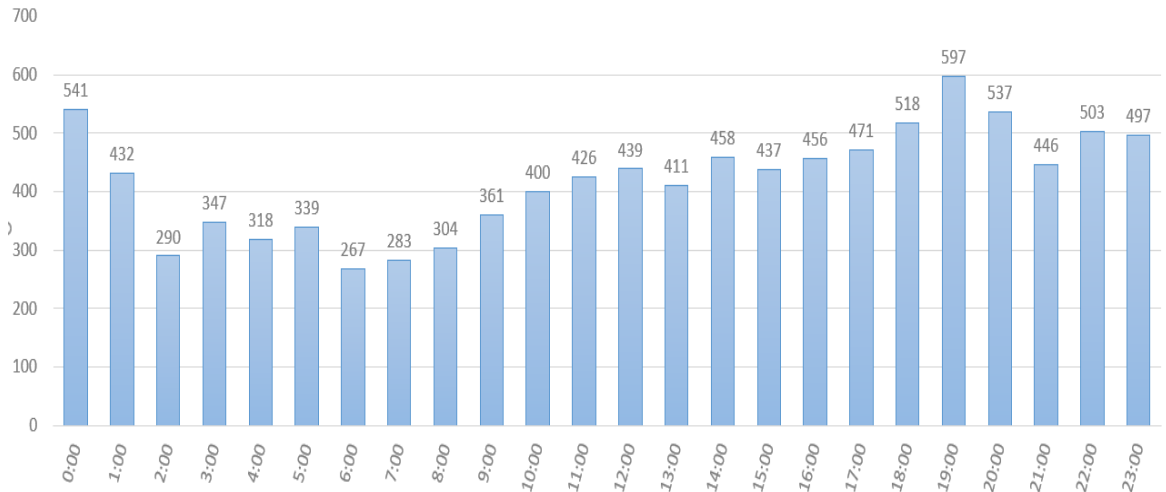


City Goals

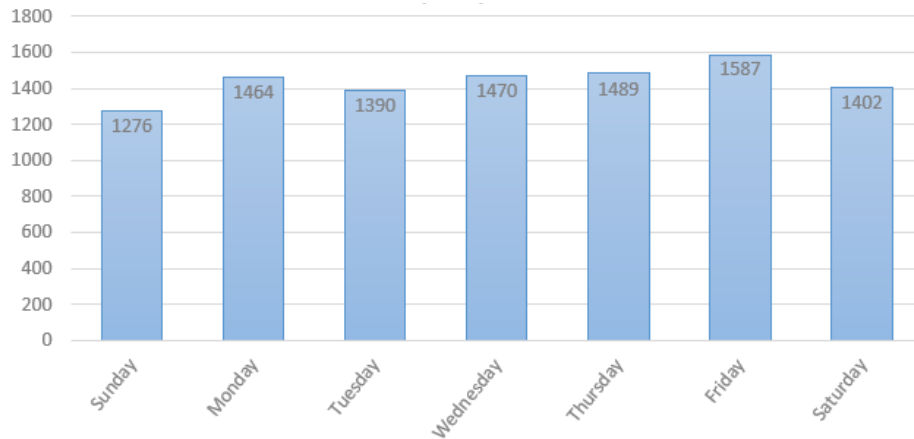
Public Safety– Data Review

Our officers are working 24 hours a day, seven days a week, every day of the year. There is some variation of when our officers are busiest, overall, we see consistency

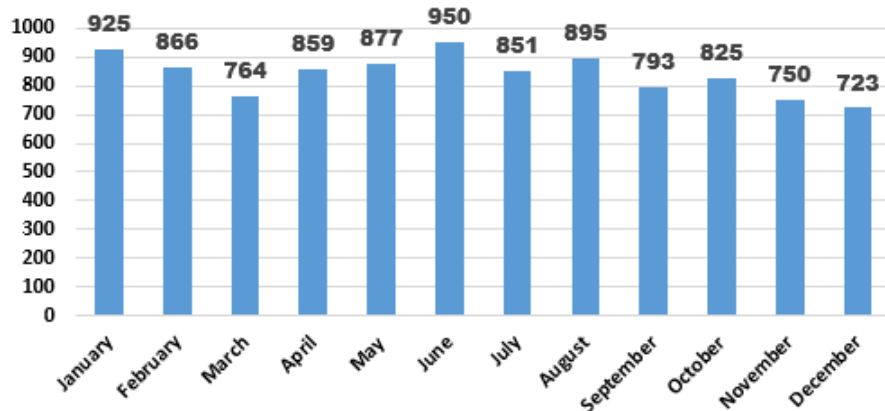
Calls by time of day



Calls by day of the week



Calls by month



City Goals

Public Safety– Fire Department

- Structural Fire Response
- Motor Vehicle Accident Response
- Medical Calls
- Community Engagement Events

What makes this group of men and women so strong as a unit is our diversity. We own businesses and raise children at home. We are military reservists, laborers, and managers. The single most common thing amongst all of our firefighters is our dedication to community and our Fire Department. Our personnel are truly top notch.



The trainings the Wyoming Fire Department attends on an annual basis is quite varied. We train twice a month on Fire/Rescue subjects and once a month on Emergency Medical Services. The rest of our training time is split up between unscheduled trainings and classes for development of all Wyoming Firefighters, from the newest recruit to the most senior officers. We are very fortunate to have the Stacy-Lent Burn Tower just up the road from us and this affords us the opportunity to train with live fire in a controlled environment. Personal and professional development never ends in this business. There is an old adage that holds quite true, “The day you stop learning is the day you are done.”

Equipment:

The Wyoming Fire Department operates a fleet of 4 apparatus (fire trucks) and 5 support vehicles.

Our 4 apparatus' include a 2005 Rosenbauer built engine (Engine 1) that has seating for 6, a pump that can move 1,500 gallons of water/minute and 1,000 gallons of water in a booster tank. Engine 1 is our first engine to all fire and rescue responses. We also have a 2010 Rosenbauer built engine/tanker (Engine 3) that is similarly set up to Engine 1. Engine 3 has all of the same capabilities as Engine 1 but carries a total of 2,500 gallons of water and is utilized as a “Heavy Rescue” for vehicle accidents. Engine 3 has a set of hydraulic extrication tools along with vehicle stabilization equipment. Our ladder truck (Ladder 1) is a 2000 General Safety built truck on an International Chassis and can reach a total of 75 feet with a nozzle at the end of the ladder, capable of delivering in excess of 500 gallons of water use per minute. Our oldest engine (Engine 2) was built by General in 1996 and can also carry 2,500 gallons. These 4 vehicles allow us to respond to any structure fire in our response area with more than 6,000 gallons of water in less than 10 minutes.

Our fleet of support vehicles includes a 2014 Ford F-450 currently in use as a rescue truck. Rescue 1 is our first response vehicle for all Medical emergencies. Rescue 1 is also currently outfitted with all of our cold water rescue equipment and some of our vehicle stabilization equipment. We also have a 2001 F350 pickup out-fitted for wildland fires as our Grass rig, and 2012 and 2014 Ford Explorers used as a Command Vehicles.



City Goals

Building and Zoning

Department

Fred Weck IV– Building Official and
Zoning Administrator

Tom Debilzan-Building Inspector

- Minnesota State Building Code and Septic Ordinance Enforcement
- Comprehensive City Plan
- Zoning ordinance
- Septic System Management
- Subdivision Ordinance
- Shoreland regulations

The Building and Zoning Department is responsible for plan reviews, permitting, and inspection of all construction within the city. City inspectors ensure that construction meets the prescribed standards regulated by the [State Building Code](#) for the safety and security of all residents.

In 2020, we saw a decrease in building permits in the City. However, preliminary numbers from 2021 project back up to near or possibly even exceeding figures from 2019.

- Floodplain regulations
- Stormwater Management
- Planning Commission Staffing



Permit Revenue Summary

2020 Highlights

- Approved 184 new single family parcels
- Midco Data Center Construction
- Planning Commission progress on Comprehensive Plan Update
- Gender Specific pronouns were removed from City Code
- Increased impervious coverage amounts
- Removed storm shelter requirements

Building Permits (incl. plumb & heat)	\$110,892.20
Sign Permits	\$300.00
Fence Permits	\$1,150.00
Septic Permits	\$3,550.00
Septic System Maintenance Report Fee	\$4,400.00
Silt Fence Escrow	\$6,300.00
Total	\$126,592.20
<i>2019 difference</i>	<i>-\$181,868.13</i>

Building Permits	262
Fence Permits	23
Sign Permits	4
New Septic Permits	2
Replace/Repair Septic Permits	17
Total Heating Permits	93
Total Plumbing Permits	45
Total Permits Issued by Building Dept.	446
<i>2019 difference</i>	<i>-109</i>



Public Works

Department

Chuck Almhjeld– Public Works Superintendent
 Eric Rydeen–Lead Maintenance Worker
 Jason Lumsden– Maintenance worker
 Dave Torma– Maintenance Worker
 Josh Smith– Maintenance Worker
 Travis Parsons– Maintenance Worker
 Sam Geisthardt– Maintenance Worker
 Mike Jenson– Maintenance Worker*
 Pat Parenteau– Maintenance Worker
 Steve Kustrich– Maintenance Worker

- Park Landscape Management
- Pot Hole Repair
- Snow Plowing
- Equipment Maintenance
- Storm Water Management
- Utility Maintenance
- Tree Management
- Sewer Maintenance
- Salt Management
- Building Maintenance

The City's Public Works Department is responsible for streets, parks and water systems (surface & waste collection). For questions regarding utility connections, water meters, city trees, potholes and road restrictions, please contact Public Works.

Safety was a big concern for Public Works in 2020. Upgrades in processes and technology that helped to promote social distancing during the pandemic also helped to provide public works staff with updated resources and tools to work both safer and smarter. Some of these improvements included a new man lift, new scales installed for chemical weights and records on SCADA, a fixed network AMI system installed on the water towers, mobile readers for water meters, Locating equipment with GIS, a televising push camera, wells and chemicals on SCADA recording data and new devices for staff. While navigating the challenging landscape of COVID-19, we worked to ensure that the short term solutions we needed during the pandemic would also continue to serve the city into the future.

2020 Highlights

- DNR Swenson Park Grant
- Tree USA program budget implemented
- 2020 Planted first trees in Comfort Park
- Playground Equipment replacement budget
- Salt/Bringin operations implemented for two seasons with a savings of 150 tons of salt use per year
- Salt calibration on public works trucks
- Aquired a televising push camera
- 2020 lift station rehabilitation



City Goals

2020 Temporary and Part Time Employees and Volunteers

Wyoming Firefighters:

Jesse Milligan– Fire Chief
 Nicholas Acker– Firefighter
 Nathan Ennis– Firefighter
 Jacob Grindeland– Firefighter
 Jacquelyn Hastings– Firefighter
 John Hastings– Firefighter
 John Hastings Jr.– Firefighter
 Joseph Kuskey– Firefighter
 Traci Johnson– Firefighter
 Travis Parsons– Firefighter
 Alexander Palmquist– Firefighter
 Keith Woinarowicz– Firefighter
 Paul Schneider– Firefighter
 Alex Bulmer– Firefighter
 Anthony Sarff– Firefighter
 Hunter Huberty– Firefighter
 Timothy Quast– Firefighter
 Chris Kubal– Firefighter
 Anthony Hyrkas– Firefighter
 Zach Bergman– Firefighter
 Joshua Bergan– Firefighter

Wyoming Police Reserve Officers

Evelyn Rodrique– Police Reserve Officer
 Dan Gnau– Police Reserve Officer
 Quinn Massey– Police Reserve Officer
 Jeffrey Zerwas– Police Reserve Officer
 Luke Flint– Police Reserve Officer
 Chris Hernandez– Police Reserve Officer
 Molly Quast– Police Reserve Officer
 Jack Breitbach– Police Reserve Officer
 Sanjin Boskovic– Police Reserve Officer

Public Works Part Time Staff

David Fisher– Maintenance Worker
 Ryan Kling– Maintenance Worker
 John Peka– Maintenance Worker
 Troy Pleski– Maintenance Worker
 Blake

Wyoming Election Judges

Evelyn Rodrique– Head Election Judge
 Robb Linwood– Head Election Judge
 Kelly Dumais– Head Election Judge
 Ann Grode– Election Judge
 Lori Norman– Election Judge
 Pat Adams– Election Judge
 Ellen Anderson– Election Judge
 Cheryl Bengston– Election Judge
 Jessica Bergan– Election Judge
 Sue DeReu– Election Judge
 Paula Dye– Election Judge
 Lisa Eickman– Election Judge
 Barbara Grams– Election Judge
 Alisa Kocian– Election Judge
 Lauren Studer– Election Judge
 Kallie Rezny– Election Judge
 Katherine Rubio– Election Judge
 Beth Soller– Election Judge
 Alli Steenblock– Election Judge
 Cheryl Sternhagen– Election Judge
 Kristi Streff– Election Judge
 Stephanie Tiedeman– Election Judge
 Mary Utecht– Election Judge
 Sulie Larson– Election Judge
 Julia Odell– Election Judge

Park Advisory Commission

Bruce Spangler– Chair
 Barb Williams– Vice Chair
 Monica Wick– Member*
 Sherry Christiansen– Member*
 Amy Buccanero– Member*
 Sherry Schilling– Member*
 Heather Vandenheuval– Member
 TJ Malaskee– Member*

Economic Development Authority

Mike Soule– President
 Steve Sicheneder– Vice President
 Alex Bulmer– Treasurer
 Andrew Buccanero– Asst. Treasurer
 Eddie Prigge– Member

Planning Commission

Mark Lobermeier, Chair
 Bryan Murdock, Vice chair
 Katie West–member
 Kevin Teel–member
 Roger Carr–member
 Joel Ericson– member

*indicates an employee who left their position in 2020 or 2021

