

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
DECEMBER 21, 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".

1. Swearing in of Public Safety Director, Neil Bauer

APPROVAL OF MINUTES:

2. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota city Council for December 7, 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 December 8, 2021 to December 21, 2021
4. To consider **Resolution 21-12-131** a resolution to accept the coronavirus local fiscal recovery fund established under the American Rescue Plan Act
5. To consider **Resolution 21-12-132** a resolution approving payment to Becker Arena

Prodcuts, Inc. for the Swenson Park Project in the amount of \$66,192.50

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

6. Report of the Public Safety Director, Paul Hoppe, for December 15, 2021
7. Report of City Building Official, Fred Weck, IV for December 15, 2021
8. Report of the City Attorney, Tom Loonan, for December 15, 2021
9. Report of City Engineer Mark Erichson, WSB for December 17, 2021
10. Report of the Public Works Superintendent Chuck Almhjeld for December 15, 2021

COMMUNICATIONS:

11. Franchise Fees Open House Communication

OLD BUSINESS:

NEW BUSINESS:

12. To consider The Wyoming Fire Relief Associations request to the City of Wyoming raising the Relief Association's pension level to \$4,000 per year of active service
13. To consider **Resolution 21-12-133** a resolution receiving the feasibility report and setting the Public Hearing for the 2022 East Viking Boulevard improvement project.
14. To consider approval of the City of Wyoming Emergency Operation Plan Update
15. To consider **Resolution 21-12-134** resolution adopting the National Incidement Management System as the basis for emergency management operations
16. To consider the hiring of Alex Saxe as Assistant City Administrator with a starting wage of \$36.21/hr with a tentative start date of January 10, 2021.
17. To consider entering a closed session under MN State Statute 13D.05, Subd 3(a) for an annual performance evaluation of City Administrator Robb Linwood

COUNCIL REPORTS:

ADJOURN

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

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for December 7, 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, Dennis Schilling, Claire Luger. Participating remotely: Councilmember Brett Ohnstad (from 355 South Ocean Drive, Hollywood, FL)

ABSENT: None

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

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 November 16, 2021**

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR NOVEMBER 16, 2021, AS SUBMITTED.

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

Voting Nay: None

Abstain: None

Absent: None

2. **Consider approving the minutes of the “Special Meeting” of the Wyoming, Minnesota City Council for November 17, 2021**

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE THE MINUTES OF THE “SPECIAL MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR NOVEMBER 17, 2021, AS SUBMITTED.

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

Voting Nay: None

Abstain: None

Absent: None

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS:

3. Consider **Resolution 21-12-117** a resolution certifying the 2021 Tax Levy collectible in 2022
4. Consider **Resolution 21-12-118** a resolution approving the proposed 2022 expenditures budget by department

Finance Director Victoria Holthaus, AEM – Gave an overview of the proposed 2022 Tax Levy and Budget and the proposed 2022 expenditures budget by department. She noted that the 2022 tax levy is proposed to increase to 7.85% from 2021, but noted that because there was a growth in tax capacity, the tax rate only grew from 43.3% to 45%. She reviewed examples of the impact of the proposed 2022 tax levy and tax rate to various valued homes in the City. She reviewed and highlighted various items in the General Fund budget and how they have changed from 2021. She noted that Public Safety accounts for 50.5% of the General Fund budget, followed by Streets and Roads at 21.2% with the remainder taken up by other administrative functions.

Mayor Iverson – Asked if Public Safety accounting for 50.5% of the budget was common for other communities.

Finance Director Holthaus – Stated that the provision of Public Safety is the number one expenditure in all of the communities that she works with.

Mayor Iverson – Asked for an explanation of the 2009 A Bond increase.

Finance Director Holthaus – Gave a brief overview of the 2009 A Bond and noted that the increase was as a result of the debt management analysis evaluation which determined additional resources were needed to cover that debt service.

Mayor Iverson – Stated that she has gotten some questions about the increase in the workmen's compensation and general liability insurance. She stated that she has been asked if the City goes out and gets bids or if it is confident that the League of Minnesota Cities offers the best rate.

City Administrator Linwood – Explained that all the city municipalities utilize the League of Minnesota Cities insurance trust, which is a significant value to the City because a private insurer could not offer the type of rates that are received through that. He agreed that there has been some significant increases in the workmen's compensation and the property and liability this year. He stated that the workmen's compensation increase is due to some of the things being seen in Public Safety and were related to things like PTSD claims. He reiterated that despite the increase, there is really no better option than through the League of Minnesota Cities.

Mayor Iverson – Stated that she has also gotten questions about the Street Replacement Fund. She noted that this is new and asked for a brief explanation of why the City has started this fund.

City Administrator Linwood – Stated that in the past, the City had done all street work with general obligation bonds. He stated that after analysis, they found that the debt levy kept increasing and the City would be unable to keep that same pace to keep doing the projects by bonding for them. He stated that the City created a long term plan and the City is trying to transition to a pay-as-you-go option, which is the reason for the significant increase in the Street Replacement Fund. He stated that this is a starting point and will continue to be evaluated year after year.

Mayor Iverson – Stated that she believes the City has done 17 miles of road and has 68 miles within the City. She asked if she was correct in saying that if the City continued to bond for

roadways that the City's credit rating could go down and asked how much money the City has put into its roads over the last 8 years.

City Administrator Linwood – Confirmed that the credit rating could be adversely affected and noted that he would estimate the amount spent on roads to be around \$20 million.

City Engineer Erichson – Stated that he would estimate it to be a bit over \$20 million as a very rough number.

Council Member Ohnstad – Confirmed that the increase in the property tax level indicated is per year. He asked about the City's tax rate and noted that it appears that it is still lower than what it was in 2019.

Finance Director Holthaus – Stated that was correct and noted that the tax rate has been falling for the last several years.

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

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

Voting Nay: None

Abstain: None

Absent: None

There were no public comments.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO CLOSE THE PUBLIC HEARING.

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

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 21-12-117 A RESOLUTION CERTIFYING THE 2021 TAX LEVY COLLECTIBLE IN 2022.

Voting Aye: Schilling, Luger, Ohnstad, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE RESOLUTION 21-12-118 A RESOLUTION APPROVING THE PROPOSED 2022 EXPENDITURES BUDGET BY DEPARTMENT

Voting Aye: Schilling, Luger, Ohnstad, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

CONSENT AGENDA:

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

5. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period of November 17, 2021 to December 7, 2021.
6. To consider adopting **Resolution 21-12-119** a resolution approving the issuance of various On-Sale, Off-Sale, and Combination Liquor Licenses in the City of Wyoming for the year 2022

7. To consider adopting **Resolution 21-12-120** a resolution approving the issuance of various Tobacco, Waste haulers, and Massage Occupancy Licenses in the City of Wyoming for the year 2022.
8. To consider **Resolution 21-12-121** a resolution accepting a donation to the City from WSB Engineering for a donation to the 5th annual tree lighting ceremony at Railroad Park on December 4, 2021.
9. To consider **Resolution 21-12-122** a resolution accepting a donation to the City from Xcel Energy for a donation to the 5th annual tree lighting ceremony at Railroad Park on December 4, 2021.
10. To consider **Resolution 21-12-123** a resolution accepting a donation to the City from Big Apple Bagels, Forest Lake, for a donation to the 5th annual tree lighting ceremony at Railroad Park on December 4, 2021.
11. To consider **Resolution 21-12-124** a resolution accepting a donation to the City from Pinehaven Farms, Forest Lake, for a donation to the 5th annual tree lighting ceremony at Railroad Park on December 4, 2021.
12. To consider **Resolution 21-12-125** a resolution accepting donation to the City from Jeanine Sachs for a donation to the 5th annual tree lighting ceremony at Railroad Park on December 4, 2021.
13. To consider **Resolution 21-12-126** a resolution accepting a donation to the City from Sunrise Apple Farms for a donation to the 5th annual tree lighting ceremony at Railroad Park on December 4, 2021.
14. To consider **Resolution 21-12-127** a resolution approving payment to Minnesota Wisconsin Playground for the purchase and installation of playground equipment at Swenson Park in the amount of \$46,272.60 - **Pulled for discussion**
15. To consider **Resolution 21-12-128** a resolution approving the purchase of water meters from Ferguson Waterworks in the amount of \$25,200.00 – **Pulled for discussion**
16. To consider **Resolution 21-12-129** a resolution approving payment for pay voucher #5 to Forest Lake Contracting, Inc. for the 2021 Street Improvement Project (WSB Project 017084-000) in the amount of \$116,003.29 – **Pulled for discussion**
17. To consider **Resolution 21-12-130** a resolution approving payment to Interstate Companies Co. for the blacktop overlay of the rink at Swenson Park in the amount of \$23,375.00
18. To consider the resignation of Paul Hoppe as Public Safety Director for the City of Wyoming effective January 3, 2021 – **Pulled for discussion**

Mayor Iverson – Asked to pull items #14, #15, and #16.

Council Member Schilling – Asked to pull item #18

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE #5, #6, #7, #8, #9, #10, #11, #12, #13, and #17 OF THE WYOMING CITY COUNCIL CONSENT AGENDA

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

Voting Nay: None

Abstain: None

Absent: None

#14. To consider **Resolution 21-12-127** a resolution approving payment to Minnesota Wisconsin Playground for the purchase and installation of playground equipment at Swenson Park in the amount of \$46,272.60

Mayor Iverson – Asked for an explanation of Swenson Park and why the City is proceeding in this manner.

City Administrator Linwood – Gave an overview of the Minnesota DNR grant that the City received for Swenson Park. He noted that it will be the City's first ADA compliant park and gave an overview of the work that has been completed. He noted that the hockey boards had been delayed on a cargo ship but arrived a few weeks ago and have now been installed.

#15. To consider **Resolution 21-12-128** a resolution approving the purchase of water meters from Ferguson Waterworks in the amount of \$25,200.00

Mayor Iverson – Asked for an explanation on why it is important to purchase new water meters.

Public Works Director Almhjeld – Stated that a water meter's average life span is around 20 years and most of the current meters are not readable from City Hall. He stated that the City has already replaced 22 commercial meters thus far this year and noted that the new meters have been working well.

#16. To consider **Resolution 21-12-129** a resolution approving payment for pay voucher #5 to Forest Lake Contracting, Inc. for the 2021 Street Improvement Project (WSB Project 017084-000) in the amount of \$116,003.29

Mayor Iverson – Noted that there are still some things that still need to be completed and stated that she wanted to make sure that until those are taken care of, the City will not be paying the full amount.

City Engineer Erichson – Stated that the City will not pay the full amount until all punch list items are completed. He stated that the City holds onto 'retainage' funds until the full work has been completed. He stated that the City has a very good contractor and has not had any problems with them so he does not expect any issues.

#18. To consider the resignation of Paul Hoppe as Public Safety Director for the City of Wyoming effective January 3, 2021

Council Member Schilling – Stated that he wanted to say that he has worked with Public Safety Director Hoppe for the last 13 years as he has served on various Boards, Commission, and the Council. He stated that it has been a real pleasure and noted that Public Safety Director Hoppe has done a lot of good things for the community and is also well recognized throughout the Twin Cities and other law enforcement agencies. He stated that he has always valued Public Safety Director Hoppe's opinion, his professionalism, and has been able to handle every situation that has presented itself. He expressed his appreciation to Public Safety Director Hoppe for everything he has done for the City and explained that he would be greatly missed.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER OHNSTAD, TO APPROVE CONSENT AGENDA ITEMS #14, #15, #16, and #18.

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

Voting Nay: None

Abstain: None

Absent: None

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

19. Report of the Public Safety Director, Paul Hoppe for December 1, 2021

20. Report of City Building Official, Fred Weck, IV for December 3, 2021

21. Report of City Attorney Tom Loonan for December 3, 2021

22. Report of City Engineer Mark Erichson, WSB for December 3, 2021

23. Report of Public Works Superintendent Chuck Almhjeld for December 1, 2021

Mayor Iverson – Asked to pull item #19 for further discussion. She asked for an explanation of the report and why this information is important.

Public Safety Director Hoppe – Explained that earlier this year there was a report by the City of Rogers that the Wyoming's crime clearance rate was at 20%. He stated was an extremely low number and when it was brought to his attention, he tasked the Crime Analyst to dive into the analytics and explain why the clearance rate was being reported at 20%. He stated that they looked at every single call which is about 24,000 calls over the last two years. He stated that the City, in August of 2020, switched from MOC reporting to National Incident Based Reporting System (NIBRS) which was very different. He stated that in that analysis they found 'operator errors' where some of the reports were not properly classified. He stated that have made the appropriate changes and done some re-training amongst the staff to ensure those errors do not happen again. He stated that they also found some problems in clearance by arrest. He stated that in 2020 the court systems essentially shut down so people were not being processed and the County Attorney's office delayed what would normally be a more expedited process for charging people and was essentially halted. He stated that the jail was also shut down and was only taking the worst of the worst violent criminals and did not accept normal arrestees which forced a number of the normal arrest procedures into citations. He stated that there is an error in the State's system that does not properly convert the citation dispositions to clearance rates. He stated that there is kind of a trifecta thing that happened in 2020 from the court system and jail being shut down to delayed charges being reported and processed post-reporting deadline which drove the statistics downward. He stated that they manually looked at every single case in the City in the last 24 months and reported the actual clearance rate and compared it to the past 4 years. He noted that in 2017 the clearance rate was 91%, 2018 – 89%, 2019 - 87%, and in 2020 – 76%. He stated that these clearance rates are still about 30-40% higher than the State average. He explained the importance of clearance rates and correcting this information. He expressed appreciation to Council Member Nanko Yeager for bringing this to his attention and noted that it was a good thing because the analysis identified some important issues that were inside and outside of their control that have now been addressed.

COMMUNICATIONS:

24. Retirement Send-off for Public Safety Director Hoppe – December 22, 2021 – Wyoming City Hall from 5:00 to 7:00 PM

City Administrator Linwood – Gave an overview of the plans for a retirement send-off for the community to be able to wish Public Safety Director Hoppe well and say their goodbyes.

OLD BUSINESS:

NEW BUSINESS

COUNCIL REPORTS:

Council Member Ohnstad – Attended the pet friendly Tree Lighting Ceremony and noted that, in his opinion, just keeps getting better every year.

Council Member Nanko Yeager – Attended the budget work session and the Tree Lighting Ceremony.

Council Member Luger – Attended the Park Advisory Commission meeting and the Tree Lighting Ceremony. She expressed her appreciation to the community businesses, organizations, and City staff that pitched in to make it a successful event.

Council Member Schilling – Attended the budget work session. He stated that he got a lot of positive feedback on the Tree Lighting Ceremony and expressed his appreciation to the Public

Works Department because he knows they worked very hard on setting it up, as well as the business and entities that contributed.

Mayor Iverson – Attended the budget workshop, the Park Advisory Commission, and the Tree Lighting Ceremony. She stated that she wanted to publicly thank WSB Engineering, Xcel Energy, Big Apple Bagels, Pinehaven Farms, Jeanine Sachs, Sunrise Apple Farm, and City staff for their work to make this a successful event. She thanked the fire department for driving Santa around the community and to the residents for their donations. She thanked Public Safety Director Hoppe for the positive impact he has had on the community and explained that the City has been extremely lucky to have him for 13 years. She reminded people of the celebration in his honor on December 22, 2021.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE DECEMBER 7, 2021 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 7:54 PM

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

Voting Nay: None

Abstain: None

Absent: None

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

NEXT REGULAR MEETING:
DECEMBER 21, 2021
7:00PM

For Check Dates 12/07/2021 to 12/07/2021

Check Number Name		Check Date
52735 PACIFIC LIFE INSURANCE		12/07/2021
Item Code	GL Number	Amount
ROTH	101-0000-21712	230.77
		<u>230.77</u>
52736 LAW ENFORCEMENT LABOR		12/07/2021
Item Code	GL Number	Amount
UNION POLICE	101-0000-21713	444.50
		<u>444.50</u>
EFT836 SELECTACCOUNT,		12/07/2021
Item Code	GL Number	Amount
DEP CARE	101-0000-21711	0.00
FSA CONT	101-0000-21711	0.00
HSA CONT	101-0000-21707	2,069.62
		<u>2,069.62</u>
EFT837 P.E.R.A.,		12/07/2021
Item Code	GL Number	Amount
CORD PERA	101-0000-21704	2,404.63
DCP PERA	101-0000-21704	0.00
DCP PERA MATCH	101-0000-21704	0.00
PERA CITY MATCH	101-0000-21704	2,774.57
PF PERA	101-0000-21704	4,101.09
PF PERA CITY	101-0000-21704	6,151.63
		<u>15,431.92</u>
EFT838 INTERNAL REVENUE SERVICE,		12/07/2021
Item Code	GL Number	Amount
FITW	101-0000-21701	10,805.72
MEDICARE_EE	101-0000-21703	1,395.45
MEDICARE_ER	101-0000-21703	1,395.45
SOCSEC_EE	101-0000-21703	2,117.72
SOCSEC_ER	101-0000-21703	2,117.72
		<u>17,832.06</u>
EFT839 STATE OF MINNESOTA,		12/07/2021
Item Code	GL Number	Amount

For Check Dates 12/07/2021 to 12/07/2021

Check Number	Name	Check Date
SITW	101-0000-21702	4,604.33
		4,604.33

General Checking Account 10100**Total Amount Being Paid: \$40,613.20****Total Number of Checks: 6**

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/11
December 17, 2021 11:18 AM
User: ssaxe
DR: Wyoming

12-21-2021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52739 74466	12/21/2021	A-1 TIRE SERVICE INC			
		101-3100-44040 REPAIRS & MAINT.		\$275.00	REPAIRS & MAINT. - EQUIPMENT
Total for A-1 TIRE SERVICE INC				\$275.00	
52740 0169367-IN	12/21/2021	ABM EQUIPMENT, LLC			
		602-9425-44380 LIFT STATIONS MA		\$4,287.37	LIFT STATIONS MAINTENANCE
Total for ABM EQUIPMENT, LLC				\$4,287.37	
52741 3416041	12/21/2021	ADAM'S PEST CONTROL INC			
		101-3100-42310 CONTRACTED SER		\$37.58	CONTRACTED SERVICES
3416042		101-3100-42310 CONTRACTED SER		\$64.43	CONTRACTED SERVICES
3416043		101-2110-42310 CONTRACTED SER		\$37.58	CONTRACTED SERVICES
Total for ADAM'S PEST CONTROL INC				\$139.59	
52742 451142	12/21/2021	AEM FINANCIAL SOLUTIONS, LLC			
		101-1500-43000 PROFESSIONAL SE		\$3,875.00	PROFESSIONAL SERVICE (GENERAL)
Total for AEM FINANCIAL SOLUTIONS,				\$3,875.00	
52743 48898	12/21/2021	AIRFRESH INDUSTRIES, INC			
		101-5200-44050 SATALLITE RENTAL		\$185.00	SATALLITE RENTAL
Total for AIRFRESH INDUSTRIES, INC				\$185.00	
52744 83345	12/21/2021	ANDERSON - KOCH FORD			
		101-2110-43900 VEHICLE MAINTEN		\$319.44	VEHICLE MAINTENANCE
Total for ANDERSON - KOCH FORD				\$319.44	
52745 287290589379X1203202	12/21/2021	AT & T MOBILITY			
		101-2110-43200 COMMUNICATIONS		\$1,398.77	COMMUNICATIONS (GENERAL)
Total for AT & T MOBILITY				\$1,398.77	
52746 603394	12/21/2021	BECKER ARENA PRODUCTS, INC.			
		404-5200-45400-5 IMPROVEMENTS S		\$66,192.50	IMPROVEMENTS SWENSON PARK
Total for BECKER ARENA PRODUCTS, I				\$66,192.50	
52747 138372	12/21/2021	BS& A SOFTWARE			
		601-9425-42080 TRAINING AND IN		\$1,000.00	TRAINING AND INSTRUCTION
Total for BS& A SOFTWARE				\$1,000.00	

City of Wyoming Check Detail Register

2/11
December 17, 2021 11:18 AM
User: ssaxe
DR: Wyoming

12-21-2021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52748	12/21/2021	CAROL LOUGHREY			
12/15/2021					
	602-0000-11500	ACCOUNTS RECEIV	\$58.71	Sewer Usage	
	601-0000-11500	ACCOUNTS RECEIV	\$18.02	Water - Meter Charge	
	601-0000-11500	ACCOUNTS RECEIV	\$17.17	Water Usage	
	651-0000-11500	ACCOUNTS RECEIV	\$1.90	Surface Water Mgmt	
	601-0000-11500	ACCOUNTS RECEIV	\$1.15	State Surcharge	
Total for CAROL LOUGHREY				\$96.95	
52749	12/21/2021	CINTAS			
4103539384					
	101-3100-44180	UNIFORMS	\$135.80	STREETS	
	101-3100-42100	OPERATING SUPPL	\$12.50	SHOP SUPPLIES	
4104228755					
	101-2110-43600	CLEANING SERVIC	\$25.00	CLEANING SERVICE-PUBLIC SAFETY	
4104228879					
	101-1400-43600	CLEANING SERVIC	\$26.77	CLEANING SERVICE-CITY HALL	
4104229155					
	101-3100-44180	UNIFORMS	\$135.80	STREETS	
	101-3100-42100	OPERATING SUPPL	\$26.23	SHOP SUPPLIES	
4104911993					
	101-3100-44180	UNIFORMS	\$135.80	STREETS	
	101-3100-42100	OPERATING SUPPL	\$12.50	SHOP SUPPLIES	
Total for CINTAS				\$510.40	
52750	12/21/2021	CITY OF LINDSTROM			
12132021					
	101-3100-42310	CONTRACTED SER	\$6,469.49	CONTRACTED SERVICES	
Total for CITY OF LINDSTROM				\$6,469.49	
52751	12/21/2021	CONNEXUS ENERGY			
11292021					
	101-3100-43800	UTILITIES-GAS/EL	\$35.72	LAKE DR & HEATH - ST LIGHTS	
	101-2110-43800	UTILITIES-GAS/EL	\$5.00	HAMLET DR	
	101-2110-43800	UTILITIES-GAS/EL	\$5.00	FALLBROOK SIREN	
	101-3100-43860	STREET LIGHTS	\$15.67	250TH STREET NE SIGN	
	101-2110-43800	UTILITIES-GAS/EL	\$5.00	PIONEER RD	
Total for CONNEXUS ENERGY				\$66.39	
52752	12/21/2021	CW TECHNOLOGY			
INV0072229					
	101-1400-44330	DUES & SUBSCRIP	\$188.00	DUES & SUBSCRIPTIONS	
Total for CW TECHNOLOGY				\$188.00	
52753	12/21/2021	DAN'S TOWING			
NOV 2021					
	202-2110-42310	CONTRACTED SER	\$273.39	TOWING	
Total for DAN'S TOWING				\$273.39	

City of Wyoming Check Detail Register

3/11
December 17, 2021 11:18 AM
User: ssaxe
DR: Wyoming

12-21-2021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52754 12162021	12/21/2021	DAVID TORMA			
		601-9425-42400	SMALL TOOLS/MIN	\$119.00	SMALL TOOLS/MINOR EQUIPMENT
		101-5200-42250	LANDSCAPING MA	\$236.20	LANDSCAPING MATERIALS
		Total for DAVID TORMA		\$355.20	
52755 26965	12/21/2021	ECKBERG LAMMERS P.C.			
		101-1400-43040	ATTORNEY FEES	\$220.00	GENERAL
		101-1400-43040	ATTORNEY FEES	\$915.00	MEETINGS
		101-1400-43040	ATTORNEY FEES	\$595.00	AGREEMENTS
		800-0000-20568	MOXNESS SUMMER	\$315.00	MOXNESS SUMMER FIELDS ESCROW
		280-1000-43040	ATTORNEY FEES	\$1,120.00	ATTORNEY FEES
		800-0000-20572	HEIMS LAKE VILLA	\$157.50	HEIMS LAKE VILLA NORTH SKETCH
		800-0000-20536	AADLAND WEST W	\$52.50	AADLAND WEST WETLAND ESCROW
		800-0000-20586	HALLBERG BINGHA	\$70.00	HALLBERG BINGHAM SITE PLAN ESCROW
		Total for ECKBERG LAMMERS P.C.		\$3,445.00	
52756 11344	12/21/2021	ECONOMIC DEVELOP ASSOC OF MN			
		280-1000-43000	PROFESSIONAL SE	\$20.00	PROFESSIONAL SERVICE (GENERAL)
		Total for ECONOMIC DEVELOP ASSOC		\$20.00	
52757 RYDEEN	12/21/2021	ERIC RYDEEN			
		651-9425-42400	SMALL TOOLS/MIN	\$198.95	SMALL TOOLS/MINOR EQUIPMENT
		Total for ERIC RYDEEN		\$198.95	
52758 521	12/21/2021	EVERWOOD INDUSTRIES, INC			
		280-1000-43000	PROFESSIONAL SE	\$67.24	PROFESSIONAL SERVICE (GENERAL)
		101-1330-42100	OPERATING SUPPL	\$67.24	OPERATING SUPPLIES
		Total for EVERWOOD INDUSTRIES, IN		\$134.48	
52759 0487712 0487419-1	12/21/2021	FERGUSON WATERWORKS			
		601-9425-42290	METERS	\$1,021.20	METERS
		601-9425-44490	WATERMAIN BREA	\$328.14	WATERMAIN BREAK
		Total for FERGUSON WATERWORKS		\$1,349.34	
52760 INV217630	12/21/2021	GOVERNMENT BRAND SHARED SERVIC			
		101-1400-44330	DUES & SUBSCRIP	\$2,190.00	DUES & SUBSCRIPTIONS
		Total for GOVERNMENT BRAND SHARE		\$2,190.00	
52761 12152021	12/21/2021	H & W FUND I.U.O.E LOCAL 49			
		101-0000-21706	HOSPITALIZATION	\$9,275.00	PREMIUMS
		Total for H & W FUND I.U.O.E LOCAL 4		\$9,275.00	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52762	12/21/2021	HEALTH PARTNERS			
109198222			101-0000-21706 HOSPITALIZATION	\$1,807.46	HOSPITALIZATION/MEDICAL INS
Total for HEALTH PARTNERS				\$1,807.46	
52763	12/21/2021	HITCH-IT			
4220			401-3100-45000 CAPITAL OUTLAY	\$8,536.79	CAPITAL OUTLAY
4223			101-3100-44400 SALT & SAND	\$1,265.00	SALT & SAND
Total for HITCH-IT				\$9,801.79	
52764	12/21/2021	HOLIDAY 3550			
1132380			101-3100-42120 MOTOR FUELS	\$94.64	MOTOR FUELS
Total for HOLIDAY 3550				\$94.64	
52765	12/21/2021	HOLIDAY COMPANIES			
060101122100			101-2110-43900 VEHICLE MAINTEN	\$72.00	VEHICLE MAINTENANCE
Total for HOLIDAY COMPANIES				\$72.00	
52766	12/21/2021	HYDRAULICS PLUS & CONSULTING			
14884			101-3100-44040 REPAIRS & MAINT.	\$361.18	REPAIRS & MAINT. - EQUIPMENT
Total for HYDRAULICS PLUS & CONSULTING				\$361.18	
52767	12/21/2021	INNOVATIVE OFFICE SOLUTIONS			
IN3581392			101-2110-42000 SUPPLIES - OFFICE	\$8.85	SUPPLIES - OFFICE/COPY/COMPUTR
IN3581246			101-2110-42000 SUPPLIES - OFFICE	\$89.82	SUPPLIES - OFFICE/COPY/COMPUTR
IN3581249			101-1400-42000 SUPPLIES - OFFICE	\$5.51	SUPPLIES - OFFICE/COPY/COMPUTR
IN3584405			101-2110-42000 SUPPLIES - OFFICE	\$156.23	SUPPLIES - OFFICE/COPY/COMPUTR
Total for INNOVATIVE OFFICE SOLUTIONS				\$260.41	
52768	12/21/2021	IUOE LOCAL #49			
12062021			101-0000-21714 PW UNION DUES	\$245.00	MONTHLY DUES
Total for IUOE LOCAL #49				\$245.00	
52769	12/21/2021	JIMMY'S JOHNNYS, INC.			
33			651-9425-44410 STREET MAINT MA	\$5,100.00	STREET MAINT MATERIALS
Total for JIMMY'S JOHNNYS, INC.				\$5,100.00	
52770	12/21/2021	KELLER, MICHAEL DR.			
12072021			101-2110-43000 PROFESSIONAL SE	\$125.00	PROFESSIONAL SERVICE (GENERAL)
Total for KELLER, MICHAEL DR.				\$125.00	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52771	12/21/2021	MENARDS- FOREST LAKE			
75095					
	101-5200-42250	LANDSCAPING MA		\$60.33	LANDSCAPING MATERIALS
75102					
	601-9425-42400	SMALL TOOLS/MIN		\$76.42	SMALL TOOLS/MINOR EQUIPMENT
75153					
	101-5200-44010	REPAIRS & MAINT.		\$144.90	REPAIRS & MAINT. - BUILDINGS
75385					
	101-5200-42250	LANDSCAPING MA		\$27.94	LANDSCAPING MATERIALS
75771					
	101-5200-44010	REPAIRS & MAINT.		\$503.46	REPAIRS & MAINT. - BUILDINGS
75825					
	101-5200-44010	REPAIRS & MAINT.		\$157.85	REPAIRS & MAINT. - BUILDINGS
Total for MENARDS- FOREST LAKE				\$970.90	
52772	12/21/2021	MIDCONTINENT COMMUNICATIONS			
14463230112359					
	101-1400-43210	TELEPHONE		\$111.80	CITY HALL
	101-1400-42310	CONTRACTED SER		\$911.69	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/				\$1,601.06	
52773	12/21/2021	MN DEPT OF LABOR AND INDUSTRY			
ABR0271331X					
	601-9425-43120	FEE (GOVERNMENT		\$10.00	FEE (GOVERNMENT-STATE)
Total for MN DEPT OF LABOR AND IND				\$10.00	
52774	12/21/2021	MN SECRETARY OF STATE-NOTARY			
OLSON					
	101-1400-42100	OPERATING SUPPL		\$120.00	OPERATING SUPPLIES
Total for MN SECRETARY OF STATE-NC				\$120.00	
52775	12/21/2021	NAPA AUTO PARTS			
069020					
	101-3100-42120	MOTOR FUELS		\$105.17	MOTOR FUELS
Total for NAPA AUTO PARTS				\$105.17	
52776	12/21/2021	NORTH COUNTRY BEAVER CONTROL			
11182021					
	651-9425-42310	CONTRACTED SER		\$300.00	CONTRACTED SERVICES
Total for NORTH COUNTRY BEAVER CC				\$300.00	
52777	12/21/2021	NORTHERN SALT INC			
23344					
	101-3100-44410	STREET MAINT MA		\$1,545.57	STREET MAINT MATERIALS
23351					
	101-3100-44410	STREET MAINT MA		\$1,434.42	STREET MAINT MATERIALS
Total for NORTHERN SALT INC				\$2,979.99	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52778	12/21/2021	OPUS 21 MANAGEMENT SOLUTIONS			
210960					
		601-9425-43000	PROFESSIONAL SE	\$3,914.40	PROFESSIONAL SERVICE (GENERAL)
		602-9425-43000	PROFESSIONAL SE	\$3,914.40	PROFESSIONAL SERVICE (GENERAL)
Total for OPUS 21 MANAGEMENT SOLL				\$7,828.80	
52779	12/21/2021	PETERSON'S NORTH BRANCH MILL			
142185					
		651-9425-42400	SMALL TOOLS/MIN	\$219.99	SMALL TOOLS/MINOR EQUIPMENT
142243					
		101-3100-44010	REPAIRS & MAINT.	\$39.98	REPAIRS & MAINT. - BUILDINGS
Total for PETERSON'S NORTH BRANCH				\$259.97	
52780	12/21/2021	RDO EQUIPMENT CO.			
E0092914					
		401-3100-45000	CAPITAL OUTLAY	\$6,802.00	CAPITAL OUTLAY
Total for RDO EQUIPMENT CO.				\$6,802.00	
52781	12/21/2021	RICOH BUSINESS SYSTEMS			
105641191					
		101-1400-42150	COPIER	\$157.59	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				\$255.49	
52782	12/21/2021	RICOH USA			
5063314148					
		101-2110-42240	MAINTENANCE CO	\$25.04	POLICE DEPT
		101-2110-42240	MAINTENANCE CO	\$3.37	FIRE DEPT
		101-1400-42150	COPIER	\$723.62	CITY HALL
Total for RICOH USA				\$752.03	
52783	12/21/2021	ROSENBAUER			
50408					
		101-2110-43040	ATTORNEY FEES	\$144.66	ATTORNEY FEES
50283					
		101-2110-43700	INSPECTIONS	\$1,627.00	INSPECTIONS
50284					
		101-2110-43700	INSPECTIONS	\$1,805.19	INSPECTIONS
50286					
		101-2110-43700	INSPECTIONS	\$2,849.30	INSPECTIONS
50292					
		101-2110-43900	VEHICLE MAINTEN	\$4,600.00	VEHICLE MAINTENANCE
50315					
		101-2110-43700	INSPECTIONS	\$1,962.36	INSPECTIONS
Total for ROSENBAUER				\$12,988.51	
52784	12/21/2021	ST CLOUD STATE UNIVERSITY			
4809804					
		101-2110-42080	TRAINING AND IN	\$455.00	TRAINING AND INSTRUCTION
Total for ST CLOUD STATE UNIVERSITY				\$455.00	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52785	12/21/2021	THOMSON REUTERS-WEST PUBLISH			
845455012					
	101-2110-44360	INVESTIGATIONS		\$164.33	INVESTIGATIVE SUITE
Total for THOMSON REUTERS-WEST PI				\$164.33	
52786	12/21/2021	TIMESAVER OFF SITE SECRETARIAL			
M26805					
	101-1910-42310	CONTRACTED SER		\$187.00	CONTRACTED SERVICES
	101-1400-42310	CONTRACTED SER		\$151.00	CONTRACTED SERVICES
	101-1400-42310	CONTRACTED SER		\$187.00	CONTRACTED SERVICES
M26933					
	101-1910-42310	CONTRACTED SER		\$151.00	CONTRACTED SERVICES
	101-1400-42310	CONTRACTED SER		\$151.00	CONTRACTED SERVICES
Total for TIMESAVER OFF SITE SECRE				\$827.00	
52787	12/21/2021	TOWN & COUNTRY DISPOSAL			
112021					
	101-5500-43840	REFUSE		\$15.75	1715 WYOMING LIBRARY
	101-1400-43840	REFUSE		\$207.46	804 CITY OF WYOMING
	101-5200-43840	REFUSE		\$125.31	930 WYOMING CITY GARAGE
	101-3100-43840	REFUSE		\$135.14	803 CITY OF WYOMING
Total for TOWN & COUNTRY DISPOSAL				\$483.66	
52788	12/21/2021	US BANK - AGENT FEES			
6333395					
	601-7000-46200	FISCAL AGENT FEE		\$450.00	FISCAL AGENT FEES
Total for US BANK - AGENT FEES				\$450.00	
52789	12/21/2021	US BANK EQUIPMENT FINANCE			
459586822					
	101-2400-42000	SUPPLIES - OFFICE		\$162.00	PLOTTER
Total for US BANK EQUIPMENT FINAN				\$162.00	
52790	12/21/2021	VICTORY AUTOMOTIVE SERVICE			
802656					
	101-2110-43900	VEHICLE MAINTEN		\$123.48	VEHICLE MAINTENANCE
802683					
	101-2110-43900	VEHICLE MAINTEN		\$35.44	VEHICLE MAINTENANCE
802738					
	101-2110-43900	VEHICLE MAINTEN		\$58.06	VEHICLE MAINTENANCE
Total for VICTORY AUTOMOTIVE SERV				\$216.98	
52791	12/21/2021	SUBURBAN GLASSWORKS			
9180197320094722					
	101-3100-44010	REPAIRS & MAINT.		\$192.60	REPAIRS & MAINT. - BUILDINGS
Total for SUBURBAN GLASSWORKS				\$192.60	

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Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52792	12/21/2021	ADOBE			
1531635715	101-1400-44330	DUES & SUBSCRIP	\$10.73	DUES & SUBSCRIPTIONS	
113-1380844-3517007	101-5200-44010	REPAIRS & MAINT.	\$9.65	REPAIRS & MAINT. - BUILDINGS	
113-4970047-8320234	101-2400-42000	SUPPLIES - OFFICE	\$12.32	SUPPLIES - OFFICE/COPY/COMPUTR	
113-2459676-1798652	101-1400-42000	SUPPLIES - OFFICE	\$13.94	SUPPLIES - OFFICE/COPY/COMPUTR	
113-5728283-9774662	101-1400-42000	SUPPLIES - OFFICE	\$12.32	SUPPLIES - OFFICE/COPY/COMPUTR	
113-6858795-1085029	101-1400-42000	SUPPLIES - OFFICE	\$17.17	SUPPLIES - OFFICE/COPY/COMPUTR	
113-6423906-5455439	101-2400-42000	SUPPLIES - OFFICE	\$21.00	SUPPLIES - OFFICE/COPY/COMPUTR	
113-9587003-5237029	101-1400-42000	SUPPLIES - OFFICE	\$16.10	SUPPLIES - OFFICE/COPY/COMPUTR	
03244-34595414	101-1400-44330	DUES & SUBSCRIP	\$119.40	DUES & SUBSCRIPTIONS	
10312021	101-1400-42100	OPERATING SUPPL	\$79.98	OPERATING SUPPLIES	
	101-1400-42100	OPERATING SUPPL	\$99.99	OPERATING SUPPLIES	
118444445	101-1400-44010	REPAIRS & MAINT.	\$1,528.53	REPAIRS & MAINT. - BUILDINGS	
WP18428933	404-5200-45350	IMPROVEMENTS	\$694.58	IMPROVEMENTS	
	404-5200-45350	IMPROVEMENTS	\$(49.98)	IMPROVEMENTS	
WP18759349	404-5200-45350	IMPROVEMENTS	\$99.00	IMPROVEMENTS	
100445416	101-1400-44330	DUES & SUBSCRIP	\$4.00	DUES & SUBSCRIPTIONS	
11222021	101-1110-42000	SUPPLIES - OFFICE	\$107.36	SUPPLIES - OFFICE/COPY/COMPUTR	
O1682742862	101-1400-43220	POSTAGE	\$340.10	POSTAGE	
INV118775090	101-1400-44330	DUES & SUBSCRIP	\$14.99	DUES & SUBSCRIPTIONS	
Total for ZOOM				\$3,151.18	
52793	12/21/2021	DEPARTMENT OF LABOR & INDUSTRY			
MN1DLI000672847	101-2400-44330	DUES & SUBSCRIP	\$65.00	DUES & SUBSCRIPTIONS	
101190700	101-2400-44330	DUES & SUBSCRIP	\$95.00	DUES & SUBSCRIPTIONS	
Total for ICC				\$160.00	

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Check # Invoice #	Check Date	Vendor Name	Amount	Comment
General Ledger #				
52794	12/21/2021	AMAZON		
112-5804927-1648210	202-2110-45800	OTHER EQUIPMEN	\$286.63	OTHER EQUIPMENT
118482991146	101-2110-42100	OPERATING SUPPL	\$12.87	OPERATING SUPPLIES
O-0000058425	101-2110-42080	TRAINING AND IN	\$375.00	TRAINING AND INSTRUCTION
Total for AXON			\$674.50	
52795	12/21/2021	WEX BANK		
76735013	101-2400-42120	MOTOR FUELS	\$89.24	BLDG DEPT
	101-2110-42120	MOTOR FUELS	\$937.46	FIRE DEPT
	101-2110-42120	MOTOR FUELS	\$2,381.32	POLICE DEPT
	101-3100-42120	MOTOR FUELS	\$1,022.44	STREETS DEPT
	101-5200-42120	MOTOR FUELS	\$36.85	PARKS DEPT
	601-9425-42120	MOTOR FUELS	\$529.65	WATER DEPT
	602-9425-42120	MOTOR FUELS	\$529.64	SEWER DEPT
Total for WEX BANK			\$5,526.60	
52796	12/21/2021	WSB		
10312021	408-3100-43030	ENGINEERING	\$417.75	2020 STREET IMPROVEMENT
	101-1400-43030	ENGINEERING	\$1,935.75	2021 GENERAL ENGINEERING
	651-1000-43030	ENGINEERING	\$425.00	2021 LGU SERVICES
	408-3100-43030	ENGINEERING	\$37,085.25	2021 STREET IMPROVEMENT
	408-3100-43030	ENGINEERING	\$8,346.50	PAVEMENT MANAGEMENT 2021
	651-9425-43100	MS4 PERMIT - ENC	\$113.75	MS4 SERVICES
	101-3100-43030	ENGINEERING	\$728.50	2021 BRIDGE SAFETY INSPECTIONS
	800-0000-20531	AADLAND WEST	\$1,989.50	WSB-SHORE VIEW TWO PRELIM PLAT
	800-0000-20569	DIAMOND RIDGE C	\$813.50	2020 EMERALD AVE IMPROVEMENTS PROJECT
	408-3100-43030	ENGINEERING	\$33,565.75	2022 EAST VIKING BLVD IMPROVEMENT
	800-0000-20582	AADLAND ACRES 3	\$647.75	WSB-AADLAND ACRES 3RD PLAT ESCROW SKETCH
	408-3100-43030	ENGINEERING	\$49.25	BRIDGE 13506 REPLACEMENT
	602-9425-43000	PROFESSIONAL SE	\$797.75	E VIKING BLVD SANITARY SEWER IMPROVEMENT
	800-0000-20574	NORTHERN TIER-S	\$12,609.50	WSB-NORTHERN TIER-SKETCH PLAN
	800-0000-20586	HALLBERG BINGH	\$3,011.25	WSB-HALLBERG BINGHAM SITE PLAN ESCROW
	800-0000-20580	HALLBERG SP2100	\$423.75	WSB-HALLBERG STORAGE SITE SP21002 ESCROW
	800-0000-20572	HEIMS LAKE VILLA	\$9,154.50	WSB-HEIMS LAKE VILLA NORTH SKETCH
	601-9425-43030	ENGINEERING	\$483.00	RISK ASSESSMENT EMERGENCY RESPONSE PLAN
	800-0000-20568	MOXNESS SUMME	\$147.75	WSB-MOXNESS SUMMER FIELDS 1ST ADDITION
	800-0000-20568	MOXNESS SUMME	\$968.00	WSB-MOXNESS SUMMER FIELDS 2ND ADDITION
	101-3100-42050	SOFTWARE UPGRA	\$405.00	BASE MAPPING
	101-5200-44040	REPAIRS & MAINT	\$2,389.25	PARK SYSTEM PLAN
	401-1000-45000	CAPITAL OUTLAY	\$6,907.50	WYOMING PUBLIC BUILDINGS SITE DESIGN
Total for WSB			\$123,415.50	

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Check # Invoice #	Check Date	Vendor Name		
	General Ledger #	Amount		Comment
52797	12/21/2021	XCEL ENERGY		
758573088				
	101-3100-43860	STREET LIGHTS	\$5,829.25	STOP LIGHTS
758832813				
	101-3100-43800	UTILITIES-GAS/ELI	\$44.01	TRAFFIC SIGNAL
759597417				
	601-9425-43800	UTILITIES-GAS/ELI	\$223.18	WELLHOUSE
759658745				
	101-3100-43800	UTILITIES-GAS/ELI	\$18.15	SPEED SIGN
759614068				
	101-3100-43800	UTILITIES-GAS/ELI	\$12.65	SPEED SIGN
Total for XCEL ENERGY			\$6,127.24	
52798	12/21/2021	ZIEGLER INC.		
IN000344131				
	101-3100-42120	MOTOR FUELS	\$190.70	MOTOR FUELS
Total for ZIEGLER INC.			\$190.70	

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12-21-2021

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

General Checking Account 10100
Total Amount Being Paid: \$297,283.95
Total Number of Checks: 60

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming

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12-22-2021 NYe

Check # Invoice #	Check Date	Vendor Name		
	General Ledger #	Amount	Comment	
52799	12/22/2021	UNUM LIFE INSURANCE		
01012022				
	101-1400-41310	LIFE INSURANCE	\$72.49	ADMIN
	101-2110-41310	LIFE INSURANCE	\$713.25	POLICE
	101-1910-41310	LIFE INSURANCE	\$63.33	PLAN & ZONE
	101-2400-41310	LIFE INSURANCE	\$(4.76)	BLDG
	101-3100-41310	LIFE INSURANCE	\$187.33	STREETS
	601-9425-41310	LIFE INSURANCE	\$82.86	WATER
	602-9425-41310	LIFE INSURANCE	\$82.85	SEWER
010122				
	101-0000-21715	VOLUNTARY TERM	\$338.23	VOLUNTARY TERM LIFE
Total for UNUM LIFE INSURANCE			\$1,535.58	

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12-22-2021 NYe

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

General Checking Account 10100
Total Amount Being Paid: \$1,535.58
Total Number of Checks: 1

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

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12-23-2021

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
52800 12312021	12/23/2021	POLARIS INDUSTRIES, INC.			
	101-1500-47140	TAX ABATEMENT		\$36,567.00	TAX ABATEMENT
	Total for POLARIS INDUSTRIES, INC.			\$36,567.00	
52801 9893771723	12/23/2021	VERIZON			
	602-9425-43210	TELEPHONE		\$241.81	TELEPHONE
	601-9425-43210	TELEPHONE		\$241.81	TELEPHONE
	101-1400-43210	TELEPHONE		\$166.04	TELEPHONE
	101-2400-43210	TELEPHONE		\$83.02	TELEPHONE
	Total for VERIZON			\$732.68	

City of Wyoming Check Detail Register

2/2
December 17, 2021 11:20 AM
User: ssaxe
DR: Wyoming

12-23-2021

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

General Checking Account 10100
Total Amount Being Paid: \$37,299.68
Total Number of Checks: 2

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad



Request for Council Action

Date: December 15, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Approve acceptance of the coronavirus local fiscal recovery funds established under the American Rescue Plan Act

Method: Consent Agenda

Background Information:

Congress adopted the American Rescue Plan Act in March 2021 (ARPA) which included \$65 billion in recovery funds for cities across the country. Guidance has been provided by the US Treasury for each city to follow when establishing ways to use the funds.

After the deadline passed for local governments to request ARPA funds, nearly \$12 million of the \$377 million available to Minnesota's cities with populations less than 50,000, also referred to as non-entitlement units of local government (NEUs), remained unrequested. As allowed by the US Treasury, the state of Minnesota has redistributed these remaining funds amongst eligible local governments who requested ARPA funds. The per capita redistribution amount is approximately \$3.47 however actual allocations may be decreased due to the 75% budget cap. Half was distributed to eligible NEUs on or about Nov. 22, 2021 and the balance will follow in 2022 unless guidance changes. This equates to approximately \$1.73 per capita in supplemental distribution in both 2021 and 2022.

The MN Covid-19 Response Accountability Office is the responsible party to distribute monies to each city. The City received **\$13,975.22** at the end of November, representing the City's portion of the redistributed funds of the American Rescue Plan allotment. A second distribution is expected in one year.

Funds are available for appropriation through December 31, 2024. The US Treasury provided several options for use of these funds including; responding to the public health emergency's negative economic impacts, responding to workers performing essential work, the provision of government services to the extent of the reduction in revenue, or necessary investments in water, sewer, or broadband infrastructure.

Recommendation: To approve a resolution 21-12-131 to accept the coronavirus local fiscal recovery fund established under the American Rescue Plan Act

**CITY OF WYOMING
RESOLUTION NO. 21-12-131**

**A RESOLUTION TO ACCEPT THE CORONAVIRUS LOCAL FISCAL RECOVERY
FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT**

WHEREAS, since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 32 million and killed over 575,000 Americans (“Pandemic”). The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs;

WHEREAS, as a result of the Pandemic cities have been called on to respond to the needs of their communities through the prevention, treatment, and vaccination of COVID-19.

WHEREAS, city revenues, businesses and nonprofits in the city have faced economic impacts due to the Pandemic.

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“ARPA”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, the City of Wyoming (“City”) was allocated and distributed additional funds in November, 2021 pursuant to the ARPA (“Allocation”).

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

WHEREAS, the City, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance.

WHEREAS, the State of Minnesota will distribute ARPA funds to the City because its population is less than 50,000.

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

1. The City intends to collect its share of ARPA funds from the State of Minnesota to use in a manner consistent with the Department of Treasury’s guidance.
2. City staff, together with the Mayor are hereby authorized to take any actions necessary to receive the City’s share of ARPA funds from the State of Minnesota for expenses incurred because of the Pandemic.

This resolution was adopted by the City Council of the City of Wyoming on the 21st day of December 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

Request for Council Action

Date: December 15, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Becker Arena Products Dasher Board Payment \$66,192.50

Method: Consent

Background Information:

The Swenson Park Project is nearing completion. The City was able to secure a DNR matching grant for the work in the park of approximately \$165,000.00 to match the City's funds of \$165,000. Concrete and pathways have been installed to meet ADA standards around the park, playground equipment has been installed, warming house modifications for ADA compliance and upgrades have been completed, electrical lines have been buried and Hockey Boards have been installed. Making of ice at the rinks will begin on December 16, 2021. Staff will share when a date is selected in January to have at having a Ribbon cutting for the first completely ADA park in the City of Wyoming

Recommendation: To approve Resolution 21-12-132 a resolution approving payment to Becker Arena Products, Inc. for the Swenson Park project in the amount of \$66,192.50



**CITY OF WYOMING, MN
RESOLUTION NO. 21-12-132**

**A RESOLUTION APPROVING PAYMENT TO BECKER ARENA PRODUCTS, INC.
FOR THE SWENSON PARK PROJECT IN THE AMOUNT OF \$66,192.50**

WHERE AS, the City of Wyoming entered into an agreement with Becker Arena Products, Inc. for purchase and installation of playground equipment for the **Swenson Park Project**.

WHERE AS, staff have inspected and approved the work on this project.

THEREFORE BE IT RESOLVED that the City of Wyoming authorizes the Payment in the amount \$ **\$66,192.50** to **Becker Arena Products, Inc.** for the **Swenson Park Project**.

This resolution was adopted by the City Council of the City of Wyoming on the 21st day of December 2021.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



CAD Summary Report

Printed On: 12/15/21 12:20

Wyoming

	12/21	Total
911 Hangup or Open Line	3	3
Abandoned Vehicle	1	1
ADULT-Missing Person	1	1
ALARM-Commercial	6	6
ALARM-Medical	2	2
ALARM-Residential	1	1
Alcohol or Tobacco Compliance	11	11
All Pedestrian	1	1
ANIMAL-Animal at Large	4	4
ANIMAL-Animal to Dispatch	1	1
Assist Other Agency	11	11
Backgrounds/Fingerprints	2	2
Burn Permit	4	4
Burning Complaint	3	3
CHECK-Area	59	59
CHECK-Business	64	64
CHECK-Park	67	67
CHECK-Residence	2	2
CHECK-the welfare	4	4
Child Dispute/Visitation	1	1
Child Protection/Neglect	3	3
Civil Complaint	1	1
Community Policing	2	2
CRASH-Personal Injury	3	3
CRASH-Property Damage ONLY	1	1
CRASH-Veh vs Animal (Deer)	1	1
CRIM DAMAGE to property (not in progress)	1	1
Detail/Activities	8	8
Disturbance (in progress)	6	6



CAD Summary Report

Printed On: 12/15/21 12:20

	12/21	Total
DOMESTIC-physical (not in progress)	1	1
DOMESTIC-Verbal (in progress)	1	1
DOMESTIC-Verbal (not in progress)	1	1
Driving Complaint	7	7
Extra Patrol	1	1
Gopher One emergency locate	1	1
Gun Complaint/Shots Fired	2	2
Gun Permit	2	2
Harassment	1	1
Hunting/Fishing/Trapping	1	1
Informational ICR	1	1
Intoxicated Driver	3	3
Intoxicated person	1	1
Lift Assist	1	1
MEDICAL	15	15
Motorist Assist	5	5
Noise Complaint	1	1
Open Door/Window	3	3
Ordinance Violation/Peddler Complaint	1	1
Parking Complaint	4	4
Public Assist	7	7
Road Hazard	3	3
Slumper	3	3
Snowmobile	1	1
SQUAD CHECK	30	30
Suspicious Activity	4	4
Suspicious Person	3	3
Suspicious Vehicle	14	14
THEFT (not in progress)	4	4
THEFT-FROM Vehicle	1	1



CAD Summary Report

Printed On: 12/15/21 12:20

	12/21	Total
THEFT-of Gun	1	1
THEFT-of Services	1	1
THEFT-OF Vehicle (not in progr	1	1
Tow	1	1
Traffic Enforcement/Radar	8	8
TRAFFIC Stop	42	42
Training	3	3
Utility Co Callout	1	1
Vehicle Lockout	5	5
Total	460	460



Council Report

December 15, 2021

Mayor Iverson and City Council Members

Re: Public Safety Activity Report December 21st, 2021 City Council Meeting

One of our officers was involved in a motor vehicle accident last Thursday during the winter storm event. A motorist ran the stop sign at Goodview Ave and Wyoming Trl. as the Squad was heading back to the office, striking the squad on the passenger side. The officer received minor injuries and was treated and released the same evening from the hospital, the driver of the other vehicle was uninjured. The officer was back to work the next evening.



The squad is out for bid to repair, the preliminary report is the vehicle may be totaled. This vehicle was scheduled to be replaced in 2023, in the event it is not repairable we will be adding the vehicle to the list of vehicles to be replaced in 2022.

Because this would be in addition to the two vehicles we plan to replace in 2022, we will be intending to use the insurance pay out and additional supplement funds to replace the vehicle without impacting the 2022 budget.

With anticipated wait times on new vehicles, we would be looking at running a vehicle short for at least 6-9

months which will impact the planned mileage on our other vehicles.

With Neil Bauer starting on Monday the 20th, he will take over as the main contact for Public Safety. The City cell phone number assigned to the Public Safety Director position xxx-1212 will be transitioned to him effective December 20th. His email address is nbauer@wyomingmn.org, he will also be assigned as the City's CLEO (chief law enforcement officer) as of Monday as well. Chief Bauer will be sworn in at the beginning of the Council Meeting, then excused to engage with his family/friends, I will conduct the department's business with the City Council in his place.

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



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

RE: DECEMBER 21, 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

The floor slab for the two northernmost buildings have been placed. All footings and the foundations for the buildings are in, site grading is near completion.

Hallberg Bingham Site

A grading permit has been applied for; the civil plans will need to be approved before the permit is issued. The building permit application was submitted this week.

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

A building final inspection was done, there are some minor interior items that needed to be completed and the roof top heating and A/C units still need to be installed.

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.

2021 New Homes

Permits for 28 new homes have been issued this year. Nine additional permit applications were submitted this past week.

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

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Writer's Email:
tloonan@eckberglammers.com

December 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 – December 4, 2021 – December 15, 2021

Dear Robb:

Our office is assisting the City in responding to legal concerns relating to general real estate matters in the City. We compiled reports and prepared data in preparation of the City Administrator annual review. We are advising the City on franchise agreements as well as other questions regarding City contracts and employment matters. We are continuing 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

December 17, 2021

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

Re: December 21, 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

The project has been completed. Staff has prepared the final payment voucher and has sent to Dresel Contracting along with a letter outlining the contract closeout documents needed. Once staff receives the contract closeout documentation, staff will place on the City Council agenda for final payment and acceptance of the improvements. This will start the two-year warranty period.

2021 Street Improvement Project

Final street paving has been completed. Restoration and dormant seeding has also been completed. Punch list items will carry forward into the spring of 2022. The assessment Hearing has occurred, and staff certified assessments to Chisago County after the 30-day pre-pay period had elapsed. Once all punch list items have been completed, staff will process the final payment voucher and request all contract closeout documentation. Once the project is accepted, the two-year warranty period will begin.

TH 61 and East Viking Sanitary Sewer Upsizing Project

The project is complete with the exception of a few minor punch list items that were not able to be completed this construction season. Once all punch list items have been completed, staff will process the final payment voucher and request all contract closeout documentation. Once the project is accepted, the two-year warranty period will begin.

Summer Fields Development

First Addition (19 lots): Improvements are substantially complete through the first layer of asphalt. Staff has developed a punch list that the contractor will be addressing in 2022 prior to the placement of the final layer of asphalt. Once the project is accepted, the two-year warranty period will begin.

Second Addition (15 lots): A grading preconstruction meeting was held on October 11th. Grading has resumed and hauling of excess material from the east side of Kettle River Boulevard to the west side of Kettle River Boulevard, forming an additional 18 lots that have not yet been platted, but are anticipated to form the 3rd Addition. The turn lane on Kettle River Boulevard has been constructed up to the gravel base. Utility construction on the 2nd Addition is planned for the spring of 2022.

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 an early start there as well. The 3rd Addition will involve the design of a City lift station within the site and will require design and ordering of lift station components. An on-site generator will also be required to be installed at the downstream lift station. The lead time on this is significant and that information has been provided to the developer to make sure these do not impede the timing of their next phase.

Preserve at Comfort Lake

Minor punch list items remain. Once these have been addressed, staff will be ready to recommend acceptance of the improvements and start the two-year warranty period.

Heims Lake Villas North

All sanitary sewer, watermain, and storm sewer have been completed. Aggregate base and curb and gutter and first layer of asphalt has recently been completed, allowing building permits to be issued.

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 developer's engineer was not able to complete their portion of the EAW and asked us to complete their sections. The applicant has placed in escrow the amount to complete the EAW including the additional work they were originally going to

prepare. Staff has completed the draft EAW and will be sending to City staff and the development team for review. Once reviewed, staff will notice the EAW with the Environmental Quality Board. Once published, there is a 30-day comment period, followed by staff preparing responses to comments received. Staff will then bring forward an agenda item that will identify whether any further environmental study/review is necessary.

Staff is working with Chisago County to develop an additional study that will evaluate at a more detailed/comprehensive level to solve traffic issues facing this area. The Chisago County Board recently approved this contract with WSB. Chisago County will utilize that study to begin searching for funds for improvements to this area. It is expected the development will need to participate in costs related to impacts they create with their project.

Aadland Development (Hunter Hill)

The project is now substantially complete with the first layer of asphalt being placed. A project punch list has been provided to the development contractor.

Hallberg Storage

Staff has approved the construction plans and a preconstruction meeting has occurred. Excavation of footings and slab for the building have been completed. Site grading is underway.

Diamond Ridge Development

The development team is current working to address concerns raised by the planning commission and staff. Staff has received the revised plans and are currently reviewing.

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 and Council held an informational meeting on 11/2/21 to discuss potential alternatives. Great community feedback was provided. Following the informational meeting, Council provided staff with direction on how to proceed with completion of the feasibility study and grant application. The feasibility study has been finalized and is on the agenda for Council consideration. Staff will recommend council receive the feasibility study and set the public hearing. Staff will also set the 3rd public informational meeting.

East Viking Bridge over the Sunrise River

No new update:

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.

Bingham Property – Hallberg Project

Staff has been working with the project engineer and have provided comments and guidance. Staff has reviewed the applicant's resubmittal and sent comments back to the developers engineer on 12/3/2021 and again on 12/14. Staff is also finalizing the development agreement for this project.

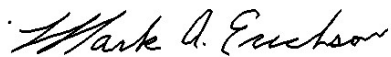
Park System Plan

Staff has been working on the Wyoming Park System Plan. The open house was lightly attended, however we received great feedback during the tree lighting ceremony as well as online feedback.

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

Sincerely,

WSB and Associates, Inc.



Mark A. Erichson, PE



City Council Report

Mayor Iverson and City Council Members

Public Works Report for December 21st, 2021 Council Meeting

Honorable Mayor Iverson and City Council Members,

We had our first snow event and everything went well.

The warming house has been painted inside and will be ready for the opening. The weather has not cooperated for making ice. The ice making process will start December 16th, 2021.

We had a VFD, (variable frequency drive), go out in well #2. The new one is ordered and in stock. It will be replaced soon.

We completed some ditch mowing for the winter with the nice temperatures. We also graded one more time before everything freezes.

I have reviewed the applicants for the Public Works Employee and the interviewing process will begin.

Sincerely,

Chuck Almhjeld

Public Works Superintendent

Parks:

Swenson Park Continues to proceed. The interior is painted.

Sanitary Sewer:

Daily Rounds have been completed.

Lift station contracted work has been scheduled for 2022.

Water:

Daily and monthly water tests have been completed.

Lawn sprinkling ban continues.

Streets:

Tree trimming

Last grading of gravels.

Surface Water:

Ditch Mowing.

Beaver removal from Sunrise River. One Dam removed

WYOMING PUBLIC WORKS

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

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



Council Communication

Date: December 17, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Franchise Fees Open House

Method: Communications

Background Information:

The City of Wyoming City Council is considering whether to implement a franchise fee in 2022. A franchise fee on utilities (gas and electric) would help fund the unfunded costs relating to city streets. A franchise fee is collected by 357 cities out of 853 cities in Minnesota. Implementing franchise fees has become a common way for a city to raise revenue. Neighboring cities including, Lindstrom, Chisago City, Forest Lake, and North Branch have implemented and utilize these fees to supplement road construction.

Utility companies have the right to pass franchise fees on to their customers. If implemented, utility customers would likely see an increase on their gas and electric bills noted as a "City Fee." The utility companies would collect the franchise fees and remit them to the City. The current proposal is to add a \$1.50 fee per month, per account on residential gas bills and a \$3.75 fee per month, per account on residential electric bills. That means residential utility customers would see total fees of \$5.25 per month. Commercial rates are proposed to vary based on the utility company's account class. The commercial fees will range from \$13 to \$190.

The proposed franchise fees will generate approximately \$290,337 in revenue annually that will help the city cover unfunded costs relating to city streets that are not paid for from taxes, special assessments or other funding sources. Franchise fees will help offset the associated costs without increasing property taxes. Utility franchise fees would apply to all utility customers in the city regardless of whether they pay property taxes. This includes non-profit organizations, schools, churches and government customers. Thus, these fees are more equally distributed than property taxes.

Staff is planning to hold an Open House on Wednesday, January 5th, 2021 from 5:00 to 7:00PM to share information about franchise fees and receive feedback from residents.



CITY OF WYOMING

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

Request for Council Action

Presented to Mayor Iverson and City Council Members

Presented By: Fire Relief Treasure Alex Bulmer

Department: Fire Relief Association

Reference: Increase in Firefighter Pension

Method: New Business

Background Information:

The purpose of the Relief Association (RA) is to manage funding for retirement and ancillary benefits of members of the Fire Department and their dependents. The Association is an entity separate from its affiliated fire department and city. Benefits issued by this Association are governed by these bylaws and federal and state laws.

The RA and the affiliated fire department are not only separate entities their finances are separate as well. The RA has 4 sources of income for use in pension benefits:

1. Investments - the RA maintains several investments to allow for current monies to grow. This year our investments provided more than \$100,000 in growth.
2. State - the RA receives money back from the state, which is based on Insurance premiums for the protected area. This money by law must go to the RA for use in firefighter pensions. Last year the State money was around \$44,000. We do not expect this amount to change.
3. Fundraising - the RA manages several fundraising efforts during the year. 80% of the money raised goes to support the firefighter's pension fund, while 20% goes to internal and external funds for support of the community, scholarships, etc. Last year the fundraising efforts of the RA resulted in over \$30,000 in growth.
4. City - the city contributes \$200/year/firefighter to the pension. This amount has not changed in many years, and will remain constant for the foreseeable future.

Due in part by successful investment growth, but mostly an increase in fund raising efforts we have successfully attained a position of being able to evaluate the pension payout and increase it, pending council approval. An increase in pension payout would be an increase in using the retirement as a recruitment and retention tool, as well as a positive reinforcement for the hard work of fundraising. We wish to maximize the benefit to our members thereby better accomplishing the mission of the Relief Association.

The Office of the State Auditor has issued a Statement of Position for considerations Fire Relief Associations should take when making benefit changes. Those steps are:

Determine the Maximum Allowable Benefit Level-Minnesota Statute 424A.02 subd. 3 regulates what the maximum benefit can be. For 2020 this amount is \$5,000.

Run Financial Projections-This has been done following the State Auditor's recommendation. In 2021 the funding level was over 200% with our current pension payout of \$3,500/year of service.

Relief Association Board Approval

Municipal Ratification

Submit Amended Bylaws for approval by the State of Minnesota.

Comparison to Nearby Cities

City	Benefit Level*
Wyoming	\$3,000
Stacy	\$2,200
Forest Lake	\$5,300
Lake Elmo	\$5,800
Chisago City	\$4,600

*As of 2019

As you can see by the comparison, Wyoming falls in the bottom of the pack for retirement benefits; not only amongst our peers, but also among similarly sized and similar volume (calls) cities. The RA has been focused on increasing this for the past few years.

Current funding levels put our maximum benefit as determined by the state at \$5,000. Although the goal is to get the pension to this benefit level as quickly as possible, moving to the max doesn't allow for any flexibility in markets changing. It would also provide a pension plateau that wouldn't allow for annual re-evaluation. We believe it is financially more prudent to err on the side of conservancy and plan out a path over the next 3 years to reach a goal of \$5,000/year of service in smaller, annual step

increments. This plan allows for continual growth, while motivating all parties involved to have ownership in managing the financial success of the RA.

The RA Board of Directors met in December and approved a motion increasing a new pension payment amount of \$4,000/year of service. This level of service would put our current funding level at 183%, well above the state suggested 110% funding level. Over the next few years through annual re-evaluation we hope to get that funding level much closer to the 110% target without making large steps and stagnating growth. The motion was accepted by the body of the RA and now only needs council approval to move forward.

REQUEST

The Wyoming Fire Relief Association requests the Council to approve raising the current Relief Association's pension level to \$4,000 per year of active service.

Sincerely,

Alex Bulmer, Treasurer of the Wyoming Fire Relief Association

Request for Council Action

Date: December 15, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Fire Relief Association Benefit Level Increase

Method: New Business

Background Information:

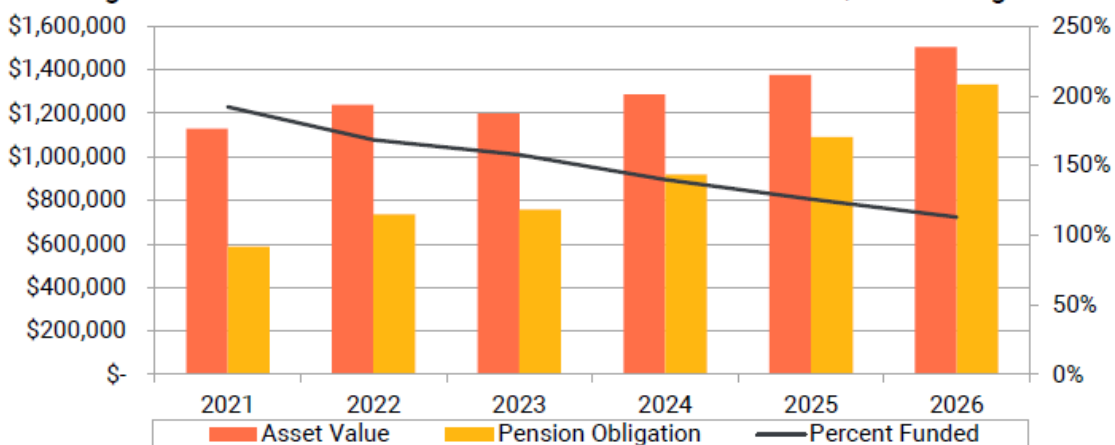
The Wyoming Fire Relief Association (FRA) requests the Council to approve raising the current Relief Association's pension level to \$4,000 per year of active service. Analysis was completed by staff and the city's finance director Abdo regarding the request to ensure that the requested increase did not have any negative impact on the city or financial liability. Currently the city's annual contribution to the FRA is \$200 per firefighter. The analysis completed by Abdo was from 2021 to 2026 and gave projections with potential pension increases and the most recent request of changing the level from \$3,500 to \$4,000. A scenario was completed and identified possible city contributions based on the amount change in the annual benefit level.

Scenario 1 - Annual benefit level increase to \$4,000 with annual increases of \$500 through 2026. Under this scenario, the Relief assumes a rate of return of 5 percent annually

Funding Level 2021 Actual with an Increase of \$500 Through 2026

YEAR	BENEFIT LEVEL	State Maximum Benefit Level (\$15K)	MUNICIPAL CONTRIBUTION		PROJECTED ACCRUED LIABILITY	PROJECTED ASSETS	SURPLUS/ (DEFICIT)	PERCENTAGE FUNDED
			Voluntary	Required				
2021	\$ 3,500	\$ 6,180	\$ -	\$ -	\$ 587,416	\$ 1,129,006	\$ 541,590	192%
2022	4,000	6,330	-	-	735,741	1,239,232	503,490	168%
2023	4,500	6,320	-	-	759,645	1,199,082	439,437	158%
2024	5,000	6,320	-	-	918,281	1,286,086	367,805	140%
2025	5,500	6,250	-	-	1,092,318	1,376,152	283,834	126%
2026	6,000	5,900	-	-	1,331,989	1,505,484	173,495	113%
Total			\$ -	\$ -				

Funding Level 2021 Actual with an Increase in Benefit Level of \$500 Through 2026



Given this scenario of a \$500 annual Increase the city does not have any potential additional contribution in 2021 through 2026.

The request of the increase of \$500 to \$4,000 does not have a negative impact on the city's contribution or financial liability for the FRA. The city will need to continue to annually evaluate and analyze future requests and take into consideration the growth of the FRA's portfolio, the current market conditions and the potential increase in state fire aid that could positively impact the FRA.

Recommendation: To approve the Wyoming Fire Relief Associations request of the increase of their pension from \$3,500 to \$4,500 annually.



Benefit Projections

Wyoming Fire Relief Association

Wyoming, Minnesota

For the year ended December 31, 2022 through 2026



Edina Office

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

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727
F 507.388.9139

Wyoming Fire Relief Association
Wyoming, Minnesota
Benefit Projections
December 31, 2022 through December 31, 2026
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Wyoming Fire Relief Association
Wyoming, Minnesota
Benefit Projections
December 31, 2022 through December 31, 2026

I. Introduction

We have performed procedures which were agreed to by the Wyoming Fire Relief Association (the Association), solely to assist in evaluating the projected benefit levels of the Wyoming Fire Relief Association and any subsequent municipal contribution for the City of Wyoming Lake for the years ended December 31, 2022 through 2026. The Association's management is responsible for the projection format and the assumptions made.

The City of Wyoming, Minnesota (the City) operates a municipal fire department. The members of the department are also members of the Fire Relief Association which is a separate non-profit corporation. The Association provides for a retirement benefit based on years of service and the City Council ultimately approves and agrees to the benefit level. Annually a calculation is completed under State Statutes (MN Stat. section 69.772) that determines whether a municipal contribution is required based on the projected earnings and costs of the Association. This projection follows the format outlined in section 69.772 and uses the assumptions described below.

The financial projection is based on revenue and expense as summarized in the assumptions listed below and presents, to the best of management's knowledge and belief, the Association's expected results of cash flows for the projection period if such revenue, earnings, retirements and expenses of cash occur. Accordingly, the projection reflects the Associations' judgment as of December 14, 2021 the date of this projection, of the expected conditions and its expected course of action if such results were attained. The presentation is designed to provide information to the City Council concerning the required municipal contribution and should not be considered to be a presentation of expected future results. Accordingly, this projection may not be useful for other purposes. The assumptions disclosed herein are those that management believes are significant to the projection. Furthermore, there will usually be differences between projected and actual results, because events and circumstances frequently do not occur as expected and those differences may be material.

II. Summary of Assumptions

The significant assumptions used are listed below:

Revenue

State Aid - Subsequent years assume a 3 percent increase over prior years.

Interest and Investment Returns - Assumed a positive 5 percent with each projection

Municipal Contribution – No voluntary contribution is assumed each year in addition to the required to maintain consistent municipal contribution

Expenditures

Pensions Paid -

Deferred - All members were assumed unpaid if they were on the deferred list

Active - Assumed that members would remain active at 50 years.

Active – Assumed that membership will remain static for the next 4 years.

Administrative Expense - Assumed no expenses as in prior years.

Calculated Municipal Benefit - The calculation of a required municipal contribution was completed using the state statute formula outlined in Minnesota Statute Section 69.772.

Other

Maximum Benefit - MN Statues section 424A.02, subd. 3 outline the process to determine the maximum pension benefit allowed per year of service. That amount was calculated and included for each year.

Wyoming Fire Relief Association
Wyoming, Minnesota
Benefit Projections
December 31, 2022 through December 31, 2026

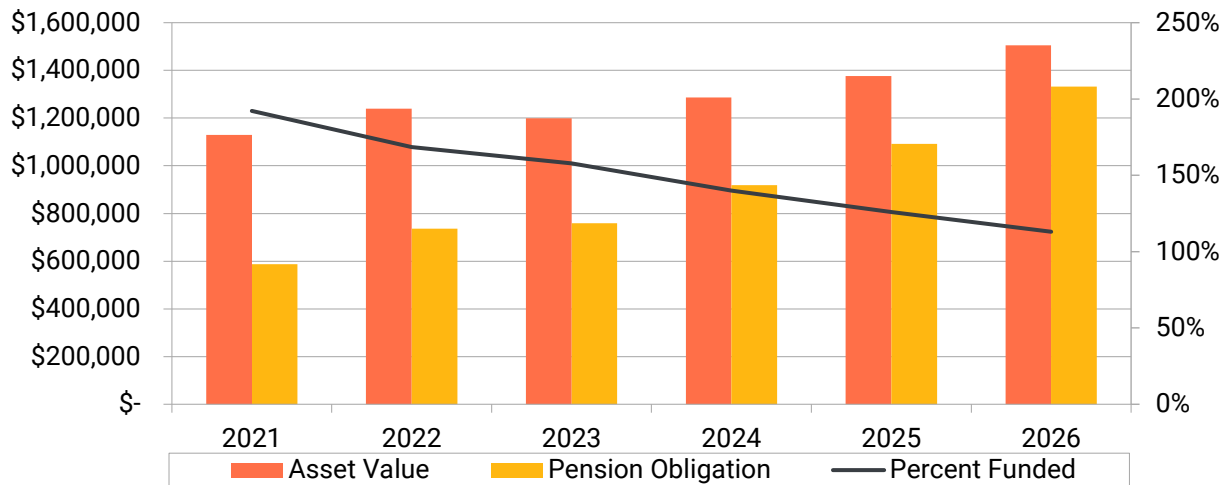
III. Summary of Alternatives

Scenario 1 - Annual benefit level increase of \$500 through 2026. Under this scenario, the Relief assumes a rate of return of 5 percent annually.

Funding Level 2021 Actual with an Increase of \$500 Through 2026

YEAR	BENEFIT LEVEL	State Maximum Benefit Level (\$15K)	MUNICIPAL CONTRIBUTION		PROJECTED ACCRUED LIABILITY	PROJECTED ASSETS	SURPLUS/ (DEFICIT)	PERCENTAGE FUNDED
			Voluntary	Required				
2021	\$ 3,500	\$ 6,180	\$ -	\$ -	\$ 587,416	\$ 1,129,006	\$ 541,590	192%
2022	4,000	6,330	-	-	735,741	1,239,232	503,490	168%
2023	4,500	6,320	-	-	759,645	1,199,082	439,437	158%
2024	5,000	6,320	-	-	918,281	1,286,086	367,805	140%
2025	5,500	6,250	-	-	1,092,318	1,376,152	283,834	126%
2026	6,000	5,900	-	-	1,331,989	1,505,484	173,495	113%
Total			\$ -	\$ -				

Funding Level 2021 Actual with an Increase in Benefit Level of \$500 Through 2026



Request for Council Action

Date: December 21, 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: 2022 East Viking Boulevard Improvement Project - Receive Feasibility Report and Set the Public Hearing Date

Background and supporting documentation of request:

The 2022 East Viking Boulevard Improvement Project includes reconstruction of the roadway from Fenwick Avenue to Glen Oak Drive and full-depth reclamation of the pavement from Glen Oak Drive to the west Polaris access.

Improvements included in street reconstruction (Fenwick Avenue to Glen Oak Drive):

- Removal and replacement of aggregate base and pavement with subgrade correction in isolated areas
- Removal and replacement of deficient storm sewer and drainage structures
- Construction of new storm sewer and drainage structures
- Rehabilitation of drainage structures
- Removal and replacement of deficient sanitary sewer and manholes
- Construction of sanitary sewer chimney seals to reduce I & I
- Removal of existing sidewalk and replacement with new sidewalk
- Construction of new sidewalk along the north side of the roadway
- Pavement markings
- Restoration of turf

Improvements included in full-depth reclamation construction (Glen Oak Drive to west Polaris access):

- Reclamation of pavement incorporating a portion of existing aggregate base
- Grading and shaping roadway surface to establish crown
- Construction of new pavement on reclaimed graded surface
- Pavement markings
- Construction of new hydrants between Railroad Boulevard and Polaris (only 1 hydrant exists in this area) to provide access for maintenance
- Restoration of turf

The total estimated project cost for the improvements is approximately **\$4,371,500** which incorporates 2021 construction costs and include a 5% construction contingency and indirect costs estimated in the amount of 30% of the construction costs. Enclosed is a copy of the Feasibility Report. A detailed PowerPoint presentation will be given at the Council meeting and funding sources will be discussed in detail

The project costs are summarized as follows:

2022 East Viking Boulevard Improvements City of Wyoming, MN Project Costs and Funding			
Improvements	City Fund	Special Assessments	Total
Schedule A. - Surface Improvement - Street Reconstruction	\$1,902,000	\$301,900	\$2,203,900
Schedule B. - Sanitary Sewer Improvements	\$130,700		\$130,700
Schedule C. - Storm Sewer Improvements	\$288,800	\$72,300	\$361,100
Schedule D. - Surface Improvements - Pavement Reclamation	\$1,362,100	\$313,700	\$1,675,800
Total Improvements	\$3,683,600	\$687,900	\$4,371,500

Funding for the project will come from Roadway Improvement Funds, Municipal State Aid Funds, Sanitary Sewer Fund, Watermain Fund, and special assessments to benefitting properties.

The proposed unit assessment is estimated as follows:

East Viking Boulevard Reconstruction - \$6,992.02

East Viking Boulevard Pavement Reclamation - \$5,271.74

Staff is preparing an application for a Federal Public Works Grant through the Economic Development Administration as part of this project.

Staff has a tentative date of January 12, 2021 for a Neighborhood meeting for the project.

Staff is recommending the acceptance of the feasibility report and setting the public hearing for January 18, 2022.

Recommendation:

Approve Resolution No. 21-12-133, a resolution receiving Feasibility Report and Setting the Public Hearing for January 18, 2022, for the 2022 East Viking Boulevard Improvement Project.



FEASIBILITY REPORT

2022 EAST VIKING BOULEVARD IMPROVEMENT PROJECT

CITY OF WYOMING | CHISAGO COUNTY | MINNESOTA

DECEMBER 21, 2021

Prepared for:

City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

S.A.P. 248-108-002

WSB PROJECT NO. 018553-000



FEASIBILITY REPORT

2022 EAST VIKING BOULEVARD IMPROVEMENT PROJECT

S.A.P. 248-108-002

**FOR THE CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

December 21, 2021

Prepared By:



December 21, 2021

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

Re: Feasibility Report
2022 East Viking Boulevard Improvement Project
S.A.P. 248-108-002
WSB Project No. 018553-000

Dear Mayor and City Council Members:

Transmitted herewith is the feasibility report for the above-referenced project. The report addresses the street, sanitary sewer, watermain and drainage improvements, in accordance with the Capital Improvement Plan and Pavement Management Plan, along East Viking Boulevard.

The proposed improvements along East Viking Boulevard include roadway reconstruction from Fenwick Avenue to Glen Oak Drive including installation of concrete sidewalk, and the full depth reclamation of the existing street section from Glen Oak Drive to the west Polaris access. Additional Improvements include replacement of deficient storm sewer, extension of new storm sewer to address isolated drainage issues, replacement of deficient sanitary sewer, inflow and infiltration improvements to the existing sanitary sewer manholes, and minor improvements to the existing watermain system. The report herein presents costs for the project as well as proposed funding, including assessments, based on the City assessment policy and past practice.

We would be happy to discuss this report with you at your convenience. If you have any questions, please do not hesitate to call me at 651.286.8463.

Sincerely,

WSB



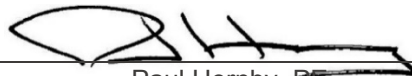
Mark A. Erichson, PE
City Engineer

Attachment

kkp

CERTIFICATION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Paul Hornby, PE

Date: December 21, 2021

License No. 23359

Quality Assurance/Quality Control:



Mark A. Erichson, PE

Date: December 21, 2021

License No. 40886

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LETTER OF TRANSMITTAL
CERTIFICATION SHEET
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1. EXECUTIVE SUMMARY

The 2022 East Viking Boulevard Improvement Project consists of roadway reconstruction from Fenwick Avenue to Glen Oak Drive including concrete walk, storm sewer rehabilitation, sanitary sewer rehabilitation, and restoration. The improvement project also includes full depth pavement reclamation of the existing street section and construction of new pavement from Glen Oak Drive to the west Polaris access.

The public utility improvements between Fenwick Avenue and Glen Oak Drive include rehabilitation of the existing storm sewer, new storm sewer where facilities do not exist and additional catch basins to improve area drainage. Sanitary sewer improvements include removal and replacement of a sewer segment crossing organic soils and adjustment of manhole castings, chimney seals, and if necessary, pipe rehabilitation by trenchless construction methods. Watermain improvements include the addition of hydrants along the existing system between Railroad Boulevard and the west Polaris access to provide for maintenance access.

A map illustrating the project location is shown on **Figure 1** in **Appendix A**.

The total estimated project cost for the 2022 East Viking Boulevard Improvement Project is approximately **\$4,371,500** which incorporates 2021 construction costs, including a 5% construction contingency and indirect costs estimated to be 30% of the estimated construction costs. The indirect costs include legal, engineering, administrative, and financing considerations. Funding for the project will come from City funds/bonding, Municipal State Aid (MSA) funds and special assessments to benefitting properties. An application for funding through Federal Economic Development Administration (EDA) is being prepared and will be submitted in the next month. The success of the grant application will become known at a later date.

The 2022 East Viking Boulevard Improvements construction as proposed can be completed, including the final lift of bituminous paving and all restoration items, in 2022.

This project is feasible, necessary, and cost effective from an engineering standpoint and should be constructed as proposed herein.

2. INTRODUCTION

2.1 Authorization

On August 4, 2021, the Wyoming City Council authorized the preparation of an engineering feasibility report for the 2022 East Viking Boulevard Improvement Project.

2.2 Scope

The proposed project consists of roadway reconstruction from Fenwick Avenue to Glen Oak Drive including new concrete walk, storm sewer rehabilitation, restoration; and full depth pavement reclamation of the existing street section and construction of new pavement from Glen Oak Drive to the west Polaris access.

Utility improvements include rehabilitation of storm drainage structures and extending new storm sewer where facilities do not exist to address isolated drainage issues. It also includes the addition of new storm drains to improve area drainage as needed and replacement of pipe sections found to be deficient. Sanitary sewer has been televised and at least one segment has been found to be deficient, requiring replacement due to settlement of the pipe and manholes. Construction will also include new castings with chimney seals to reduce potential inflow and infiltration of clear water into the system. Watermain improvements include the addition of hydrants along the existing watermain between Railroad Boulevard and the west Polaris access. The additional hydrants will provide maintenance access points to the system to assist in water quality improvement.

A map illustrating the project location can be found on **Figure 1 of Appendix A**.

2.3 Data Available

Information and materials used in the preparation of this report include the following:

- City of Wyoming record drawings
- City of Wyoming base and topographic maps
- City of Wyoming Pavement Condition Index
- City of Wyoming Capital Improvement Plan
- Field observations of the area and discussions with City staff
- Pavement Coring Forensic Report prepared by WSB, dated April 28, 2016
- Soil Boring completed by WSB, dated June 8, 2016
- Sanitary sewer televising provided by the City
- City of Wyoming Assessment Policy

2.4 Project History

Staff has evaluated City streets by conducting pavement condition ratings and road tours to prioritize improvement projects, resulting in a multi-year Capital Improvement Plan (CIP). The CIP provides a schedule for the various roadway improvements that are necessary to maintain the City streets in an effective and efficient manner. In the spring of 2020, Staff provided Council a 5-year CIP for consideration. Improvement to East Viking Boulevard is the next scheduled project within the City's CIP.

3. EXISTING CONDITIONS

3.1 Surface

East Viking Boulevard from Fenwick Avenue to the west Polaris access is experiencing varying severity of distresses including alligator, block, transverse, and longitudinal cracking.

The segment of East Viking Boulevard from Fenwick Avenue to Garden Lane was reconstructed in 1988 and consists of a 44-foot-wide urban roadway with a concrete sidewalk along the south side from Fenwick Avenue to Forli Avenue and a concrete sidewalk along the north side from Fenwick Avenue to 5802 E Viking Boulevard. The soil borings taken along this section of East Viking Boulevard indicate the underlying soils consists of a silty sand material. A copy of the soil boring logs is included in **Appendix D** of this report.

East Viking Boulevard from Garden Lane to the west Polaris access is a 26-foot-wide rural roadway. Pavement cores taken indicated existing asphalt thicknesses range from 3 ¼ inches to 6 inches and aggregate thickness of approximately 8 inches to 11 ¼ inches. The cores taken indicated cracks extending the full depth of the existing pavement. The Pavement Coring Forensic Report is included in **Appendix D** of this report.

3.2 Municipal Utilities

3.2.1 Sanitary Sewer

The sanitary sewer system within the project area consists of 12-inch diameter polyvinyl chloride pipe (PVC) installed in 1975 from Fenwick Avenue to Forli Avenue and 8-inch diameter PVC from Forli Avenue to Glen Oak Drive. Sanitary sewer services extend from the mainline sewer to the property lines to serve properties along this sanitary sewer.

Properties along East Viking Boulevard from Glen Oak Drive to the west Polaris access are generally served by individual sewage treatment systems (ISTS), or “septic” systems.

3.2.2 Watermain

The watermain along East Viking Boulevard was replaced in 2004 with a 16-inch Ductile Iron Pipe (DIP) and High-Density Polyethylene (HDPE) pipe. To date, there are no known breaks in the area since the watermain was replaced. Public Works has completed a review of the existing water main components, such as gate valve locations, gate valve condition, and hydrant conditions.

3.3 Drainage

The existing storm sewer along East Viking Boulevard from Fenwick Avenue to Glen Oak Drive consists of 15-inch to 30-inch reinforced concrete pipe (RCP). The drainage system outlets to an existing wetland to the north of the roadway between Fenwick Avenue and Forli Avenue.

East Viking Boulevard from Glen Oak Drive to the west Polaris access is a rural road section consisting of ditches and culverts to convey storm water runoff.

3.4 Bridge No. 13506

Bridge 13506 is a timber bridge that was built in 1967, carrying traffic over the South Branch of the Sunrise River. Most bridges can be divided into three basic components: deck, superstructure, and substructure. The National Bridge Inventory (NBI) condition ratings of these components describe the general overall condition of a bridge. Bridge 13506 has several infrastructure deficiencies as noted on its MnDOT bridge inspection report (BIR) which was updated in 2020. Bridge 13506 is load-posted and has a deck and superstructure scores of 4 and substructure score of 5 (fair). Additionally, the BIR also indicated that the bridge has critical defects and that may create safety hazards. Existing bridge posts and rails have extensive decay, the deck is noted as having severe and excessive permanent dead load deflection, and approach roadway settlement in all four bridge corners with patching. Replacement of the bridge is necessary.

4. PROPOSED IMPROVEMENTS

4.1 Surface

Improvements to East Viking Boulevard are intended to improve the design strength of the pavement system and provide a street surface with an extended life.

Improvements proposed for East Viking Boulevard from Fenwick Avenue to Glen Oak Drive include reconstruction of the existing street including replacement of the existing walk with a 5-foot concrete walk and extension of a new 5-foot wide walk on the north side. A portion of East Viking Boulevard between Fenwick Avenue and Glen Oak Drive is on the Municipal State-Aid (MSA) system and will be constructed to MnDOT design standards.

Reconstruction of the roadway will include the following pavement section: two-inches (2") of bituminous wear course, two-inches (2") of bituminous base course, eight-inches (8") of Class 5 aggregate base over an acceptable and compacted subgrade. There is one known area where the roadway was constructed over deep organic soils and this section is proposed for a subgrade correction to provide stability to the road section. The proposed typical sections for East Viking Boulevard between Fenwick Avenue and Glen Oak Drive are shown in **Figure 2** in **Appendix A**.

Improvements proposed for East Viking Boulevard from Glen Oak Drive to the west Polaris access include bituminous pavement reclamation. Reclamation is the process by which the existing deteriorating roadway pavement is pulverized and mixed with the underlying aggregate base, reused as a strengthened aggregate base for the new street surface. This section of East Viking Boulevard will be reclaimed and paved to match existing pavement widths. Improvements to the roadway will consist of the following section: two-inches (2") of bituminous wearing course, two-inches (2") of bituminous base course, and eight-inches (8") of reclaimed aggregate base over the existing subgrade. The proposed typical section for East Viking Boulevard between Glen Oak Drive and the west Polaris access is shown in **Figure 3** in **Appendix A**.

Street grades are proposed to generally follow the existing grades with adjustments up to one foot, to improve drainage and minimize construction impacts to City utilities and adjacent properties.

4.1.1 Bridge Replacement

The Existing Bridge 13506 carrying East Viking Boulevard over the South Branch Sunrise River, is located approximately 1.4 miles north and east of Glen Oak Drive and will be replaced with two concrete box culverts (16-foot span x 6-foot height and 6-foot span x 6-foot height) placed immediately adjacent to each other and with the same flowline elevation. The new box culverts will be Bridge No. 13J22 and will be approximately 75 feet long within the South Branch Sunrise River channel at a slight skew to the roadway.

Plans for Bridge No. 13J22 are complete, approved by MnDOT and shelf-ready for inclusion with the East Viking Boulevard 2022 Improvements.

4.2 Municipal Utilities

4.2.1 Sanitary Sewer

The proposed sanitary sewer improvements include adjusting existing manhole castings to the new roadway surface with the addition of chimney seals to reduce inflow and infiltration of storm water into the manholes.

The existing sanitary sewer pipe system was televised to determine if there are any issues requiring removal and replacement or other deficiencies that can be rehabilitated with trenchless methods. Trenchless rehabilitation is preferred to excavation, removal and replacement of sewers to reduce deep excavations in the roadway section.

One segment of sanitary sewer was found to have 50% reduction in capacity due to a sag in the sewer pipe. The sag occurs in one sewer segment where soil borings indicated organic material from depths of 10 feet to about 18 feet in depth. The sag occurs when the sewer settled due to compressible organic soils. The proposed replacement of this sanitary sewer segment and the manholes will provide aggregate bedding for the pipe and manholes to reduce future settlement. Excavation of the organic materials is not economical due to the depth and width of excavation required.

4.2.2 Watermain

Watermain improvements between Fenwick Avenue and Glen Oak Drive include relocation of hydrants that conflict with other proposed improvements. Watermain Improvements between Glen Oak Drive and the Polaris west access include the addition of 6 hydrants to accommodate maintenance of the existing watermain.

4.3 Drainage

The proposed project will maintain the existing drainage patterns and discharge points to the greatest extent possible. The proposed storm sewer improvements between Fenwick Avenue and Glen Oak Drive include rehabilitation of existing storm drain structures and construction of new storm sewer inlets and pipe to the existing system as necessary to meet drainage design standards for State funding. Existing drainage structures that are found to be deficient are planned to be rehabilitated as feasible or replaced if necessary.

Drainage ditches along East Viking Boulevard from Glen Oak Drive to the west Polaris access are planned to remain as-is with minor adjustments for maintenance needs.

4.4 Easements and Right-of-Way

The existing right-of-way throughout the project corridor varies. A number of properties have not been platted and have property lines that extend within the roadway. In these areas, the City has prescriptive rights for the operation and maintenance of the roadway and drainage system. Permanent right-of-way or easement acquisition will be required in areas along East Viking Boulevard to construct the project as proposed. The properties where the City has prescriptive roadway rights and properties where easement acquisition is necessary are shown in **Figure 4** in **Appendix A**.

4.5 Street Sign Replacement

All existing street signs within the project that do not meet the Federal Highway Administration's (FHWA) requirements for retro-reflectivity will be replaced with new street signs.

4.6 Permits and Approvals

The anticipated permits, approvals required, and the respective regulatory agencies are listed below:

- MN Pollution Control Agency (MPCA) Erosion/Stormwater

4.7 Construction Access and Staging

The Contractor will be responsible for providing access to all properties throughout the project. Adequately signed staging and detours will be identified to direct traffic around the construction zones and notify users of the increased truck and construction activity. The contractor will be required to perform construction in a staged manner in these areas to minimize the inconvenience to area residents.

4.8 Public Involvement

A public meeting was held on July 21, 2021, to provide initial project information to property owners and residents within the project area. Residents were encouraged to share their knowledge of the project area, specifically any known areas of concern. A second public meeting to refine resident preference for the corridor design was held on November 3, 2021.

As part of the Chapter 429 process, once the feasibility study is accepted, a public hearing will be scheduled. Property owners proposed for improvement assessment will be notified of the public hearing and will be invited to hear more details about the project and provide public testimony regarding the proposed improvements.

5. FINANCING

5.1 Opinion of Probable Cost

A detailed engineer's opinion of probable costs for the proposed improvements can be found in **Appendix B** of this report. The opinion of probable cost incorporates bid prices from the 2021 construction season projected to a 2022 cost basis including a 5% construction contingency. Indirect costs are typically budgeted at 30% of the construction cost and include engineering, legal, financing, and administrative costs. The indirect costs do not include the funding required to purchase easements.

The table below provides a summary of the opinion of probable costs (rounded to the next higher hundreds place) for the 2022 East Viking Boulevard Improvement Project:

2022 East Viking Boulevard Improvements			
City of Wyoming, MN			
Project Costs and Funding			
Improvements	City Fund	Special Assessments	Total
Schedule A. - Surface Improvement - Street Reconstruction	\$1,902,000	\$301,900	\$2,203,900
Schedule B. - Sanitary Sewer Improvements	\$130,700		\$130,700
Schedule C. - Storm Sewer Improvements	\$288,800	\$72,300	\$361,100
Schedule D. - Surface Improvements - Pavement Reclamation	\$1,362,100	\$313,700	\$1,675,800
Total Improvements	\$3,683,600	\$687,900	\$4,371,500

5.2 Funding

Funding for the project will come from City funds, MSA funds and Special Assessments to benefitting properties. A Federal Public Works grant application will be submitted and will offset City cost responsibilities if successful.

The City's Assessment Policy includes the following as it relates to this project:

- Street Improvements: Assess 20% of the total surface and drainage improvements
- Past practice for roadway improvement projects has been to assess by the "unit"

East Viking Boulevard from Fenwick Avenue to Glen Oak Drive

Total Assessable Surface Improvement Cost	\$1,509,322.65
Total Assessable Drainage Improvement Cost	\$361,042.50
Total Assessable Surface and Drainage Cost	\$1,870,365.15

20% Surface and Drainage Assessed	\$374,073.03
Number of Assessable Units	53.50
Assessment per Unit	\$6,992.02

East Viking Boulevard from Glen Oak Drive to the west Polaris access

Total Assessable Surface Improvement Cost	\$1,572,138.75
Total Assessable Drainage Improvement Cost	\$0.00
Total Assessable Surface and Drainage Cost	\$1,572,138.75

20% Surface and Drainage Assessed	\$313,668.75
Number of Assessable Units	59.50
Assessment per Unit	\$5,271.74

The assessment map and preliminary assessment rolls are included in **Appendix C** of this report.

Following acceptance of the feasibility report, grant opportunities through the Economic Development Administration (EDA) will be submitted. Portions of the project that may qualify for funding will not impact the proposed assessments.

6. PROJECT SCHEDULE

The proposed schedule for the 2022 East Viking Boulevard Improvement Project is as follows:

1 st Public Information Meeting	July 21, 2021
2 nd Public Information Meeting	November 3, 2021
Receive Feasibility Report / Set Public Hearing Date	December 21, 2021
3 rd Public Information Meeting	January 12, 2021
Public Hearing / Order Plans and Specifications.....	January 18, 2022
Approve Plans and Specifications and Order Advertisement for Bids	March 2022
Receive Bids	April 2022
Award Contract.....	May 2022
Begin Construction	May/June 2022
Final Completion of Construction	October 2022
Assessment Hearing	October 2022

Schedule assumes any necessary private utility work is completed prior to start of construction.
The schedule is subject to change based on many variables such as timing of grant results, easement acquisition, permitting, and other circumstances outside the jurisdiction of the City.

7. FEASIBILITY AND RECOMMENDATION

The 2022 East Viking Boulevard Improvement Project consists of roadway reconstruction from Fenwick Avenue to Glen Oak Road including extension of new concrete walk, replacement of existing concrete walk; and full depth reclamation of the existing street section from Glen Oak Drive to the west Polaris access.

The public utility improvements include rehabilitation of existing storm sewer and construction of new storm sewer to improve area drainage. The project also includes adjustment of sanitary sewer manhole castings with chimney seals to reduce inflow and infiltration into the wastewater system.

Due to the poor structural condition of the roadway, the improvements proposed herein are recommended for construction in 2022. The total estimated cost for the 2022 East Viking Boulevard Improvement Project is **\$4,371,500** funded through City funds, MSA funds and Special Assessments to benefitting properties. Following acceptance of the feasibility report, grant opportunities through the Economic Development Administration (EDA) will be submitted. The results of the grant application will be made available during the final design phase of the project.

This project is feasible, necessary, and cost-effective from an engineering standpoint. The project funding is subject to financial review by the City. Based on the information contained in this report, it is recommended to proceed with the improvements as outlined herein.

APPENDIX A

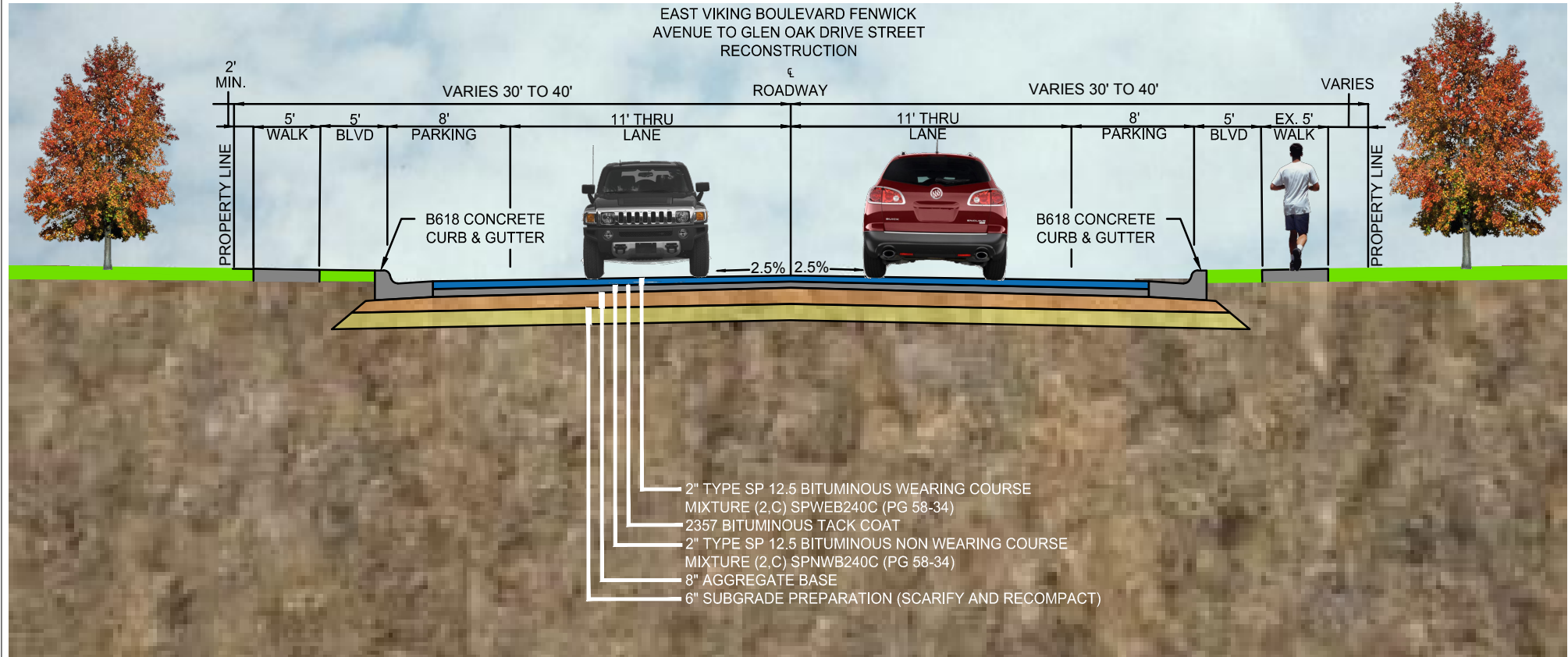
Figures

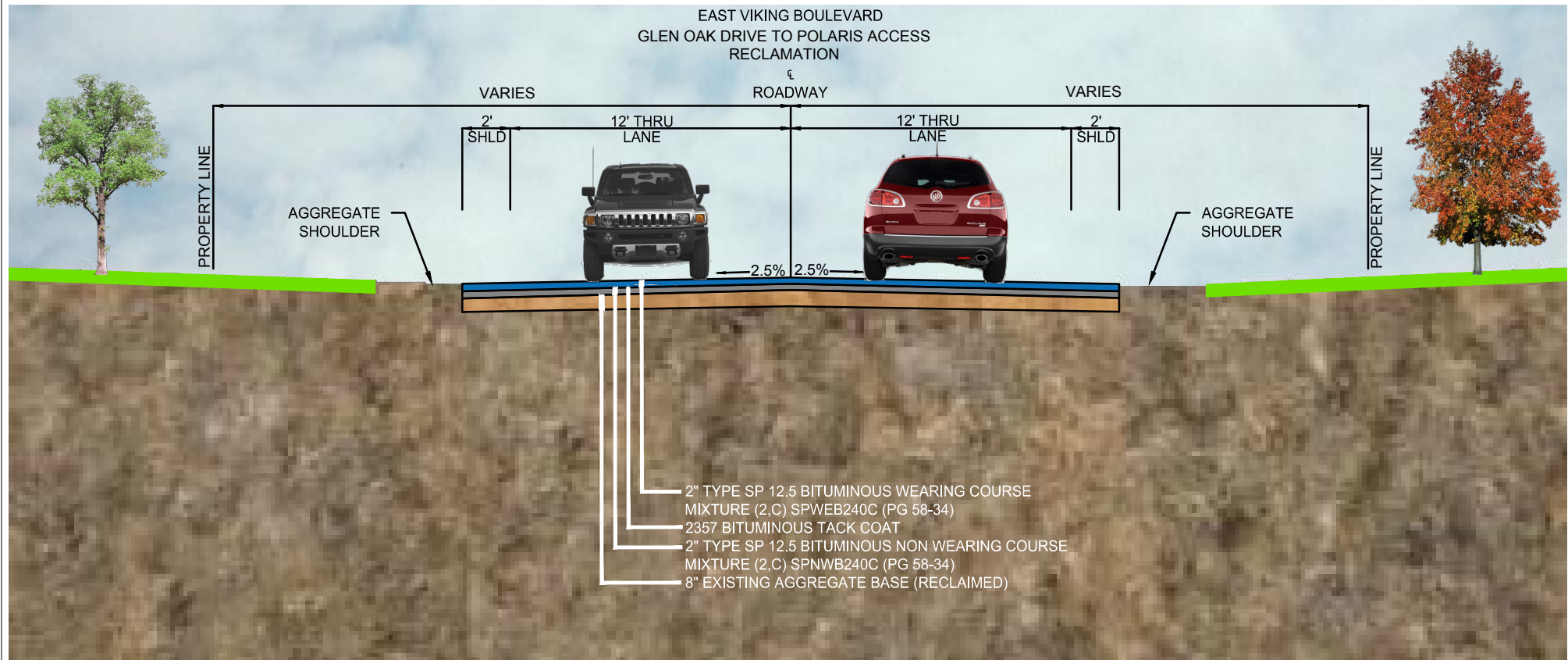


2022 East Viking Boulevard Improvement Project Wyoming, MN



0 2,200
 Feet
 1 inch = 2,200 feet





APPENDIX B

Opinion of Probable Cost

OPINION OF PROBABLE COSTS 2022 EAST VIKING BOULEVARD IMPROVEMENT PROJECT PROJECT NO. 018553-000 WYOMING, MN DECEMBER 7, 2021						
No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
SCHEDULE A - SURFACE IMPROVEMENTS - STREET RECONSTRUCTION						
1	2021.501	MOBILIZATION	L S	\$94,100.00	1	\$94,100.00
2	2021.601	CONTRACTOR COORDINATION	L S	\$1,000.00	1	\$1,000.00
3	2101.505	CLEARING	ACRE	\$10,000.00	0.2	\$2,000.00
4	2101.505	GRUBBING	ACRE	\$10,000.00	0.2	\$2,000.00
5	2101.524	CLEARING	EACH	\$500.00	10	\$5,000.00
6	2101.524	GRUBBING	EACH	\$500.00	10	\$5,000.00
7	2104.502	REMOVE SIGN	EACH	\$50.00	20	\$1,000.00
8	2104.502	SALVAGE DRIVER FEEDBACK SIGN	EACH	\$1,500.00	1	\$1,500.00
9	2104.502	SALVAGE HYDRANT ASSEMBLY	EACH	\$1,500.00	3	\$4,500.00
10	2104.503	REMOVE CURB AND GUTTER	L F	\$3.50	7600	\$26,600.00
11	2104.503	SALVAGE FENCE	LF	\$15.00	100	\$1,500.00
12	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$4.00	900	\$3,600.00
13	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	\$5.00	100	\$500.00
14	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$4.50	440	\$1,980.00
15	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$3.50	17300	\$60,550.00
16	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	\$6.50	520	\$3,380.00
17	2104.518	REMOVE CONCRETE WALK	S F	\$2.50	16200	\$40,500.00
18	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	L S	\$5,000.00	1	\$5,000.00
19	2106.504	GEOTEXTILE FABRIC TYPE V	S Y	\$1.50	2400	\$3,600.00
20	2106.507	EXCAVATION - COMMON (P)	C Y	\$25.00	5200	\$130,000.00
21	2106.507	EXCAVATION - MUCK	C Y	\$25.00	2400	\$60,000.00
22	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	C Y	\$32.00	2400	\$76,800.00
23	2112.601	SUBGRADE PREPARATION	ROAD STA	\$250.00	38	\$9,500.00
24	2123.610	1.5 CU YD BACK HOE	HOURL	\$200.00	10	\$2,000.00
25	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	\$150.00	100	\$15,000.00
26	2130.523	WATER	MGAL	\$40.00	100	\$4,000.00
27	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	\$28.00	4000	\$112,000.00
28	2331.501	JOINT ADHESIVE - MASTIC	L F	\$1.00	7900	\$7,900.00
29	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$3.50	900	\$3,150.00
30	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,C) 3.0" THICK	S Y	\$40.00	310	\$12,400.00
31	2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	\$75.00	2100	\$157,500.00
32	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$78.00	2100	\$163,800.00
33	2411.502	CONCRETE STAIRWAY	EACH	\$2,500.00	4	\$10,000.00
34	2411.603	MODULAR BLOCK RETAINING WALL	S F	\$65.00	1500	\$97,500.00
35	2502.503	4" PVC PIPE DRAIN	L F	\$22.00	200	\$4,400.00
36	2502.602	4" PVC CLEAN OUT	EACH	\$250.00	4	\$1,000.00
37	2504.602	ADJUST CURB BOX	EACH	\$250.00	40	\$10,000.00
38	2504.602	ADJUST GATE VALVE AND BOX	EACH	\$500.00	16	\$8,000.00
39	2504.602	INSTALL HYDRANT ASSEMBLY	EACH	\$3,000.00	3	\$9,000.00
40	2504.602	IRRIGATION SYSTEM REPAIR	EACH	\$500.00	10	\$5,000.00
41	2505.601	UTILITY COORDINATION	L S	\$2,000.00	1	\$2,000.00
42	2521.518	4" CONCRETE WALK	S F	\$5.00	690	\$3,450.00
43	2521.518	6" CONCRETE WALK	S F	\$6.50	17300	\$112,450.00
44	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	\$18.00	7600	\$136,800.00
45	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	S Y	\$75.00	520	\$39,000.00
46	2531.618	TRUNCATED DOMES	S F	\$50.00	120	\$6,000.00
47	2540.602	MAIL BOX SUPPORT	EACH	\$100.00	10	\$1,000.00
48	2540.602	MAILBOX (TEMPORARY)	EACH	\$75.00	30	\$2,250.00
49	2557.602	REPAIR DOG FENCE	EACH	\$350.00	5	\$1,750.00
50	2557.603	INSTALL FENCE	L F	\$15.00	100	\$1,500.00
51	2563.601	TRAFFIC CONTROL	L S	\$10,000.00	1	\$10,000.00
52	2564.533	SIGN PANELS TYPE C	S F	\$45.00	90	\$4,050.00
53	2564.602	SIGN PANELS TYPE SPECIAL	EACH	\$250.00	20	\$5,000.00
54	2571.524	CONIFEROUS TREE 12' HT B&B	EACH	\$650.00	5	\$3,250.00
55	2571.524	DECIDUOUS TREE 3" CAL B&B	EACH	\$650.00	5	\$3,250.00
56	2573.502	SILT FENCE, TYPE MS	L F	\$3.00	4000	\$12,000.00
57	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$200.00	20	\$4,000.00

OPINION OF PROBABLE COSTS 2022 EAST VIKING BOULEVARD IMPROVEMENT PROJECT PROJECT NO. 018553-000 WYOMING, MN DECEMBER 7, 2021						
No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
SCHEDULE A - SURFACE IMPROVEMENTS - STREET RECONSTRUCTION						
58	2573.503	SEDIMENT CONTROL LOG TYPE STRAW BIOROLL	L F	\$3.00	4000	\$12,000.00
59	2573.604	STABILIZED CONSTRUCTION ENTRANCE	L S	\$2,000.00	1	\$2,000.00
60	2574.507	COMMON TOPSOIL BORROW	C Y	\$32.00	1000	\$32,000.00
61	2575.505	SEEDING	ACRE	\$3,000.00	1.8	\$5,400.00
62	2575.508	SEED MIXTURE 25-151	POUND	\$5.00	300	\$1,500.00
63	2575.508	STABILIZED FIBER MATRIX	POUND	\$3.50	4000	\$14,000.00
64	2575.523	RAPID STABILIZATION METHOD 3	M GALLONS	\$750.00	10	\$7,500.00
65	2575.535	WATER	M GALLONS	\$45.00	100	\$4,500.00
66	2575.604	ROLLED EROSION PREVENTION CATEGORY 20	S Y	\$5.00	2200	\$11,000.00
67	2575.605	FERTILIZER TYPE 3	POUND	\$3.00	700	\$2,100.00
68	2582.501	4" DBL SOLID LINE - PAINT	L F	\$1.00	3800	\$3,800.00
69	2582.501	4" SOLID LINE - PAINT	L F	\$0.50	7500	\$3,750.00
70	2582.518	CROSSWALK - PAINT	S F	\$5.00	500	\$2,500.00
71		INSTALL DRIVER FEEDBACK SIGN	EACH	\$2,500.00	1	\$2,500.00
SUBTOTAL SCHEDULE A - SURFACE IMPROVEMENTS - STREET RECONSTRUCTION						\$1,614,560.00
+ 5% CONTINGENCIES						\$80,728.00
SUBTOTAL SCHEDULE A - SURFACE IMPROVEMENTS - STREET RECONSTRUCTION						\$1,695,288.00
+ 30% ADMINISTRATIVE, LEGAL, ETC.						\$508,586.40
TOTAL SCHEDULE A - SURFACE IMPROVEMENTS - STREET RECONSTRUCTION						\$2,203,874.40

OPINION OF PROBABLE COSTS

2022 EAST VIKING BOULEVARD IMPROVEMENT PROJECT

PROJECT NO. 018553-000

WYOMING, MN

DECEMBER 7, 2021

No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
SCHEDULE B - SANITARY SEWER IMPROVEMENTS						
72	2104.502	REMOVE CASTING	EACH	\$400.00	9	\$3,600.00
73	2104.502	REMOVE MANHOLE	EACH	\$500.00	2	\$1,000.00
74	2104.503	REMOVE SEWER PIPE (SANITARY)	L F	\$10.00	400	\$4,000.00
75	2105.504	GEOTEXTILE FABRIC TYPE V	S Y	\$5.00	450	\$2,250.00
76	2105.601	DEWATERING	L S	\$10,000.00	1	\$10,000.00
77	2451.603	AGGREGATE BEDDING	L F	\$25.00	400	\$10,000.00
78	2503.602	8"X4" PVC WYE	L F	\$500.00	3	\$1,500.00
79	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	\$2,000.00	2	\$4,000.00
80	2503.602	CONNECT TO EXISTING SANITARY SEWER SERVICE	EACH	\$350.00	3	\$1,050.00
81	2503.603	8" PVC PIPE SEWER	L F	\$55.00	400	\$22,000.00
82	2503.603	TELEWISE SANITARY SEWER	L F	\$2.50	400	\$1,000.00
83	2506.502	CASTING ASSEMBLY (SANITARY)	EACH	\$1,000.00	11	\$11,000.00
84	2506.602	CHIMNEY SEALS	EACH	\$350.00	11	\$3,850.00
85	2506.602	RECONSTRUCT MANHOLE (SANITARY)	EACH	\$2,500.00	3	\$7,500.00
86	2506.603	CONST 48" DIA SAN SEWER MANHOLE	L F	\$650.00	20	\$13,000.00
SUBTOTAL SCHEDULE B - SANITARY SEWER IMPROVEMENTS						\$95,750.00
+ 5% CONTINGENCIES						\$4,787.50
SUBTOTAL SCHEDULE B - SANITARY SEWER IMPROVEMENTS						\$100,537.50
+ 30% ADMINISTRATIVE, LEGAL, ETC.						\$30,161.25
TOTAL SCHEDULE B - SANITARY SEWER IMPROVEMENTS						\$130,698.75

OPINION OF PROBABLE COSTS

2022 EAST VIKING BOULEVARD IMPROVEMENT PROJECT

PROJECT NO. 018553-000

WYOMING, MN

DECEMBER 7, 2021

No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
SCHEDULE C - DRAINAGE IMPROVEMENTS						
87	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	\$500.00	8	\$4,000.00
88	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$10.00	650	\$6,500.00
89	2105.504	GEOTEXTILE FABRIC TYPE V	S Y	\$5.00	450	\$2,250.00
90	2105.601	DEWATERING	L S	\$5,000.00	1	\$5,000.00
91	2451.603	AGGREGATE BEDDING	L F	\$25.00	400	\$10,000.00
92	2501.502	42" SPAN RC PIPE-ARCH APRON	EACH	\$7,500.00	1	\$7,500.00
93	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	L F	\$58.00	310	\$17,980.00
94	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS V	L F	\$62.00	110	\$6,820.00
95	2503.503	27" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$85.00	330	\$28,050.00
96	2503.503	36" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$100.00	130	\$13,000.00
97	2503.503	42" SPAN RC PIPE-ARCH SEWER CL IIIA	L F	\$150.00	50	\$7,500.00
98	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	\$2,000.00	16	\$32,000.00
99	2506.502	CASTING ASSEMBLY (STORM)	EACH	\$750.00	8	\$6,000.00
100	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	L F	\$550.00	50	\$27,500.00
101	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	L F	\$750.00	60	\$45,000.00
102	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020	L F	\$1,100.00	10	\$11,000.00
103	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL	EACH	\$2,500.00	10	\$25,000.00
104	2506.602	CHIMNEY SEALS	EACH	\$300.00	18	\$5,400.00
105	2511.507	RANDOM RIPRAP CLASS III	C Y	\$200.00	20	\$4,000.00
SUBTOTAL SCHEDULE C - DRAINAGE IMPROVEMENTS						\$264,500.00
+ 5% CONTINGENCIES						\$13,225.00
SUBTOTAL SCHEDULE C - DRAINAGE IMPROVEMENTS						\$277,725.00
+ 30% ADMINISTRATIVE, LEGAL, ETC.						\$83,317.50
TOTAL SCHEDULE C - DRAINAGE IMPROVEMENTS						\$361,042.50

OPINION OF PROBABLE COSTS

2022 EAST VIKING BOULEVARD IMPROVEMENT PROJECT

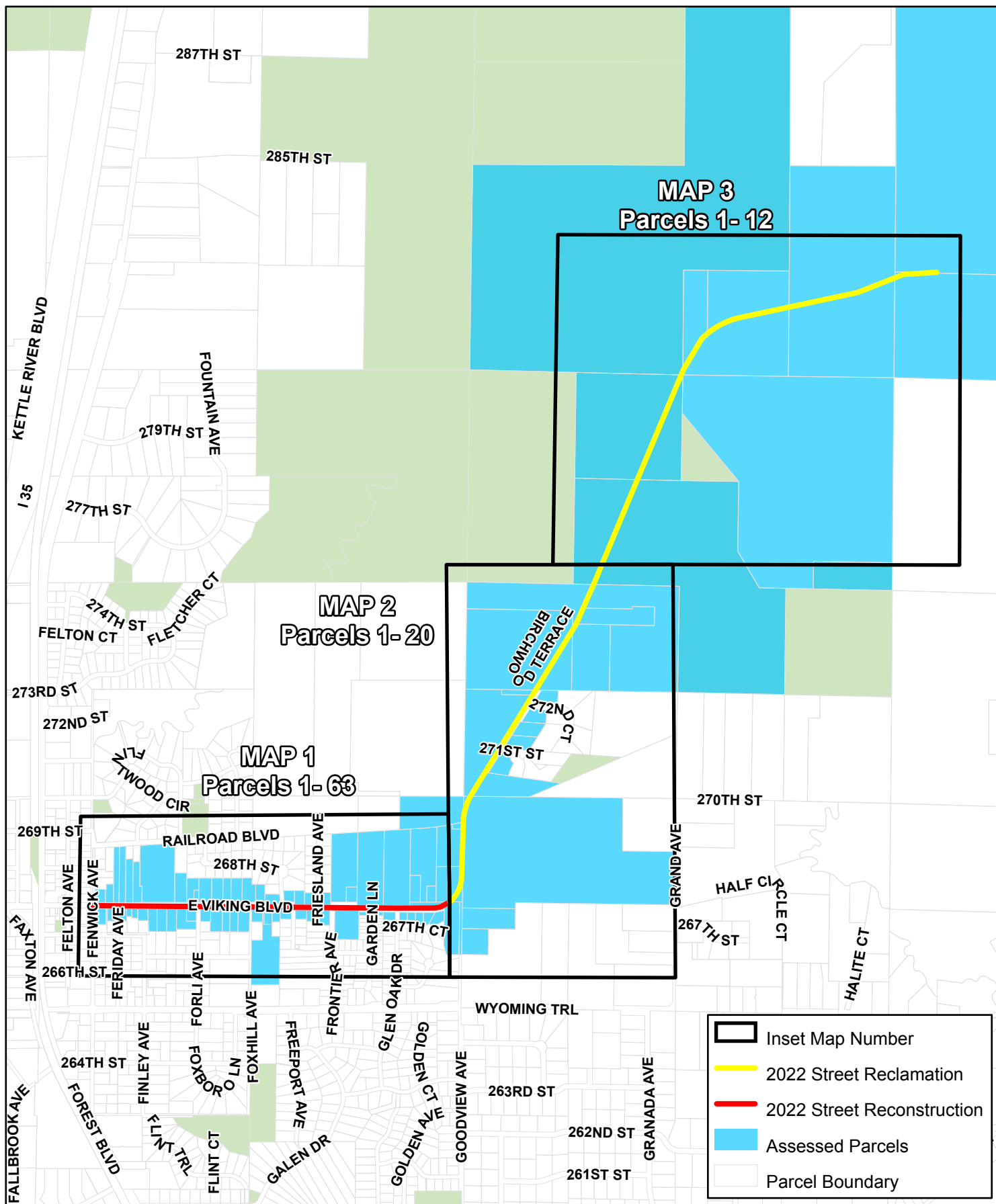
PROJECT NO. 018553-000

WYOMING, MN

DECEMBER 7, 2021

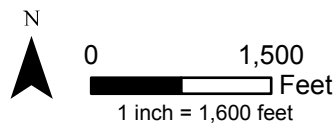
No.	Mat. No.	Item	Units	Estimated Unit Price	Estimated Quantity	Estimated Cost
SCHEDULE D - SURFACE IMPROVEMENTS - PAVEMENT RECLAMATION						
106	2021.501	MOBILIZATION	L S	\$58,500.00	1	\$58,500.00
107	2104.502	REMOVE SIGN	EACH	\$50.00	31	\$1,550.00
108	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$4.00	500	\$2,000.00
109	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	\$4.50	300	\$1,350.00
110	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	\$150.00	40	\$6,000.00
111	2130.523	WATER	MGAL	\$40.00	100	\$4,000.00
112	2215.504	FULL DEPTH RECLAMATION	S Y	\$3.50	37,000	\$129,500.00
113	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	\$3.50	2,000	\$7,000.00
114	2360.504	TYPE SP 9.5 WEAR CRS MIX (2,C) 3.0" THICK	S Y	\$40.00	300	\$12,000.00
115	2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	\$75.00	4,900	\$367,500.00
116	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$78.00	4,900	\$382,200.00
117	2504.602	16"x6" WET TAP	EACH	\$4,500.00	6	\$27,000.00
118	2504.602	HYDRANT	EACH	\$5,900.00	6	\$35,400.00
119	2504.602	6" GATE VALVE & BOX	EACH	\$1,650.00	6	\$9,900.00
120	2504.603	6" WATERMAIN DUCTILE IRON CL 52	L F	\$60.00	60	\$3,600.00
121	2563.601	TRAFFIC CONTROL	L S	\$10,000.00	1	\$10,000.00
122	2564.533	SIGN PANELS TYPE C	S F	\$45.00	110	\$4,950.00
123	2564.602	SIGN PANELS TYPE SPECIAL	EACH	\$250.00	10	\$2,500.00
124	2573.502	SILT FENCE, TYPE MS	L F	\$3.00	11,200	\$33,600.00
125	2573.503	SEDIMENT CONTROL LOG TYPE STRAW BIOROLL	L F	\$3.00	11,200	\$33,600.00
126	2573.604	STABILIZED CONSTRUCTION ENTRANCE	L S	\$2,000.00	1	\$2,000.00
127	2574.507	COMMON TOPSOIL BORROW	C Y	\$32.00	900	\$28,800.00
128	2575.505	SEEDING	ACRE	\$2,500.00	3	\$6,500.00
129	2575.508	SEED MIXTURE 25-121	POUND	\$5.00	160	\$800.00
130	2575.508	STABILIZED FIBER MATRIX	POUND	\$3.50	7,700	\$26,950.00
131	2575.535	WATER	M GALLONS	\$45.00	120	\$5,400.00
132	2575.605	FERTILIZER TYPE 3	POUND	\$3.00	900	\$2,700.00
133	2582.501	4" DBL SOLID LINE - PAINT	L F	\$1.00	11,200	\$11,200.00
134	2582.501	4" SOLID LINE - PAINT	L F	\$0.50	22,300	\$11,150.00
SUBTOTAL SCHEDULE D - SURFACE IMPROVEMENTS - PAVEMENT RECLAMATION						\$1,227,650.00
+ 5% CONTINGENCIES						\$61,382.50
SUBTOTAL SCHEDULE D - SURFACE IMPROVEMENTS - PAVEMENT RECLAMATION						\$1,289,032.50
+ 30% ADMINISTRATIVE, LEGAL, ETC.						\$386,709.75
TOTAL SCHEDULE D - SURFACE IMPROVEMENTS - PAVEMENT RECLAMATION						\$1,675,742.25

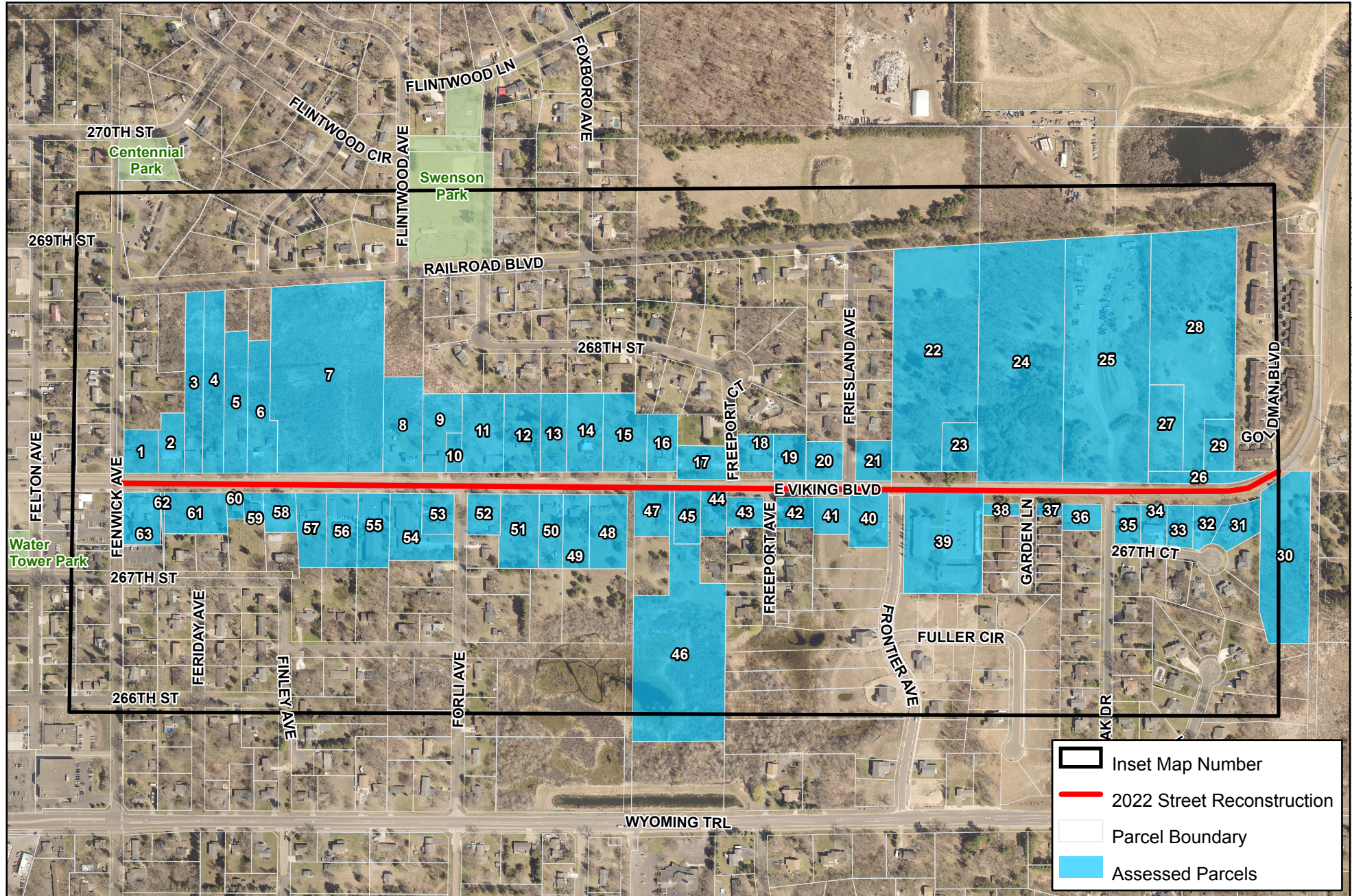
APPENDIX C
Preliminary Assessment Roll



Assessment Overview Map

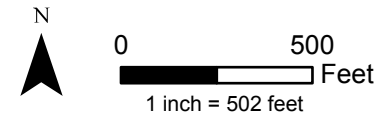
2022 East Viking Boulevard Improvement Project
Wyoming, MN

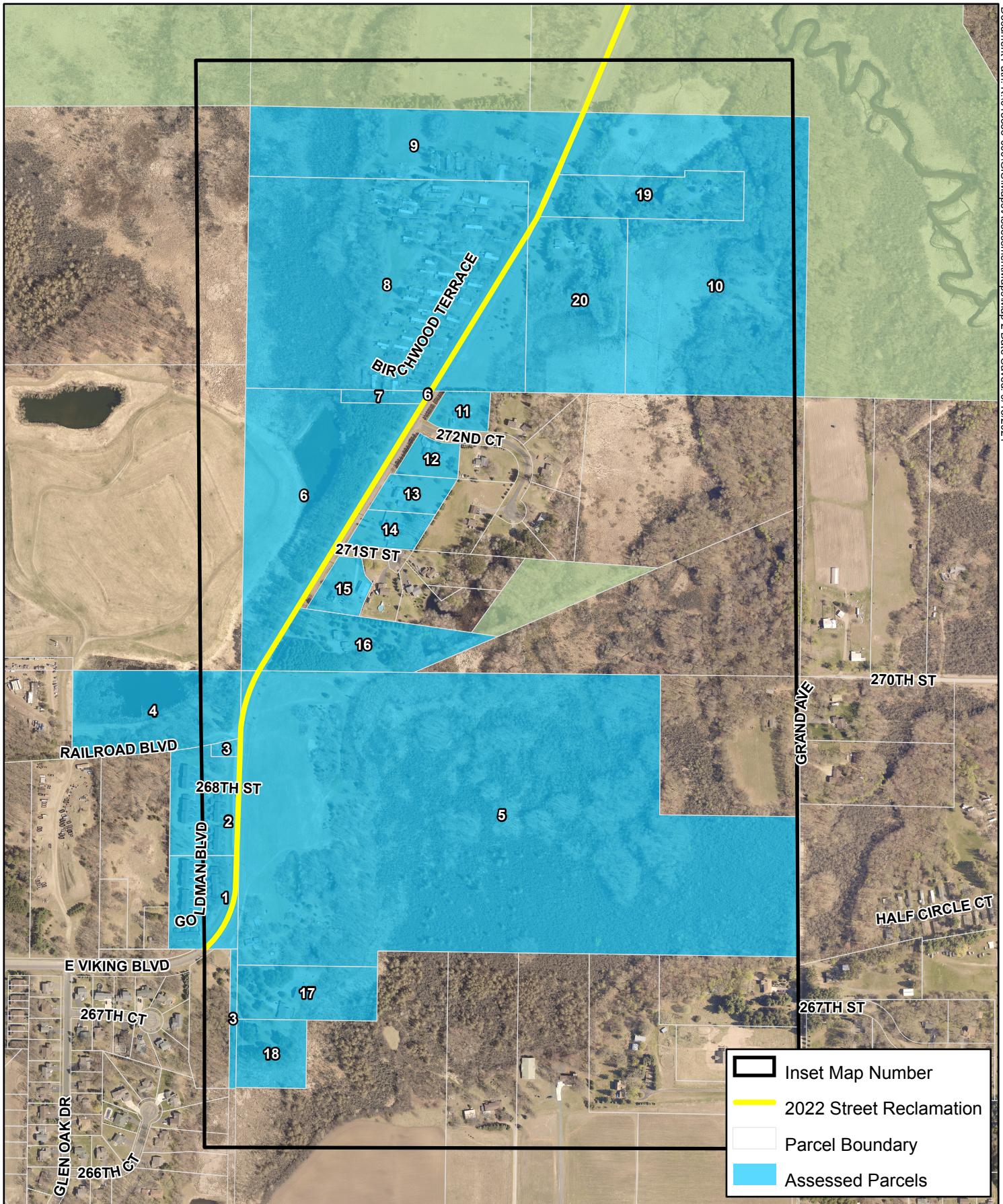




Assessment Map 1

2022 East Viking Boulevard Improvement Project
Wyoming, MN





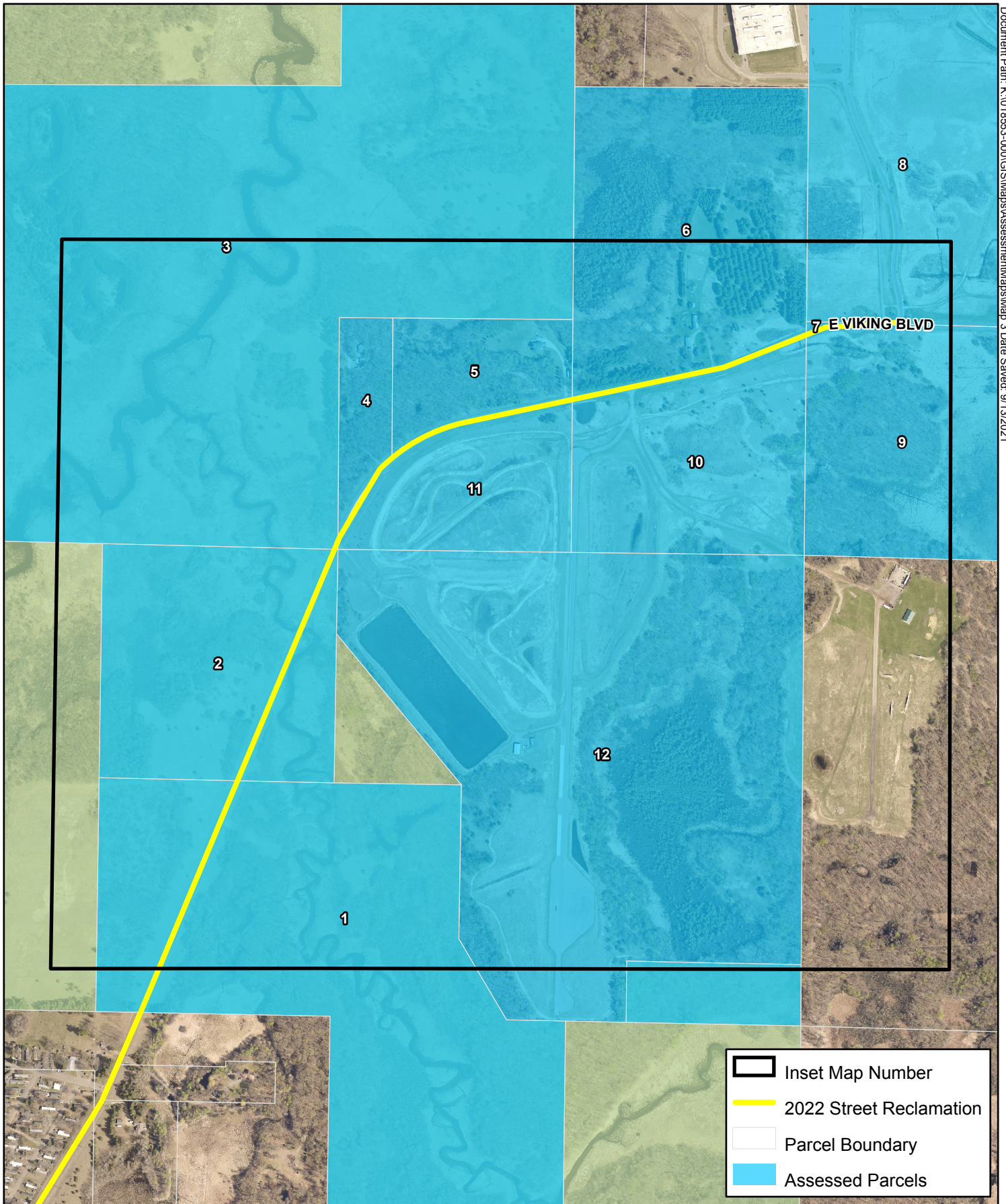
Assessment Map 2

2022 East Viking Boulevard Improvement Project
Wyoming, MN



0 600
Feet
1 inch = 608 feet





Assessment Map 3

2022 East Viking Boulevard Improvement Project
Wyoming, MN



0 725
Feet
1 inch = 725 feet

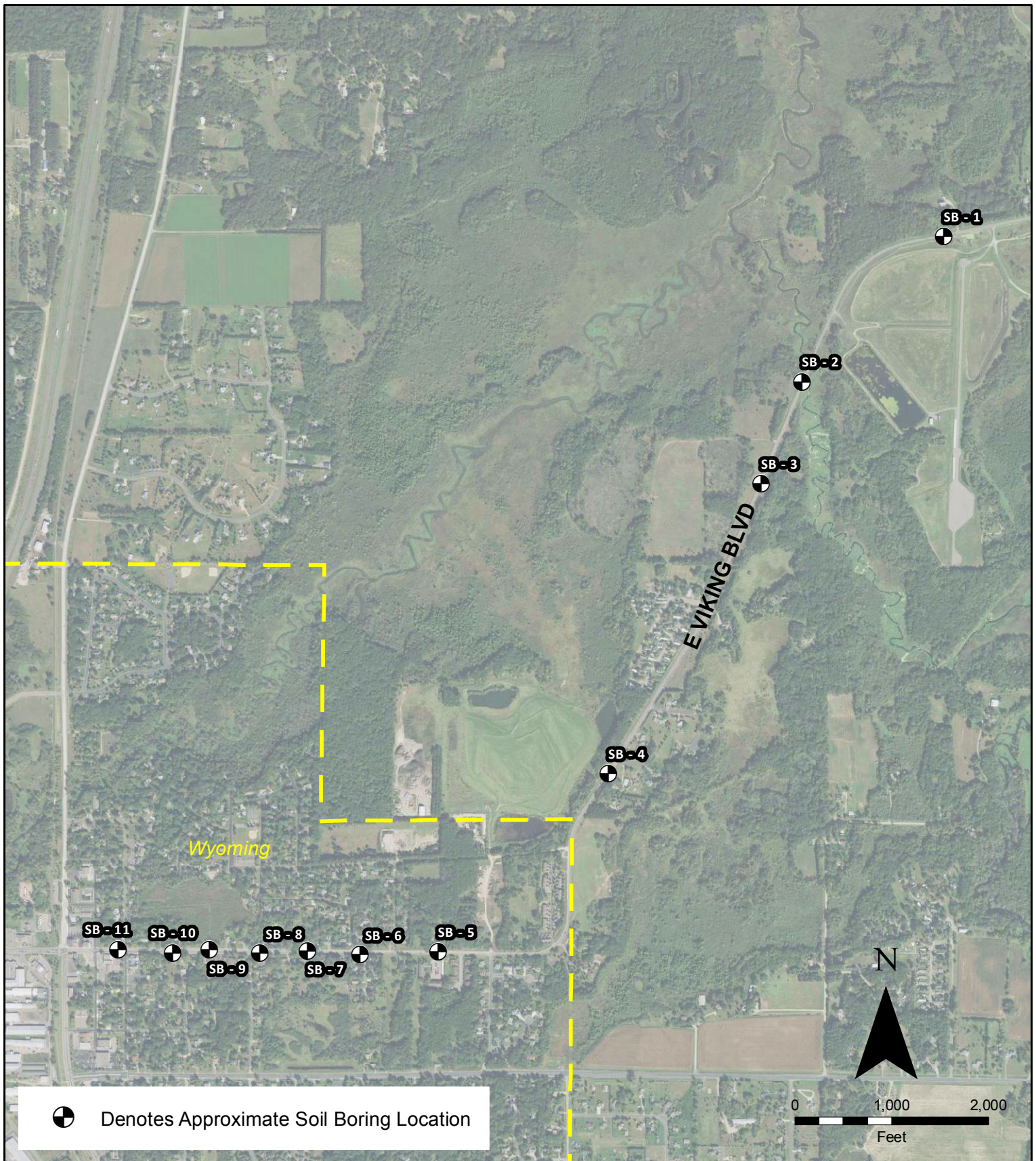


Preliminary Assessment Roll															
WSB Project: 2022 East Viking Boulevard Improvements														Date:	9/10/2021
Project Location: City of Wyoming														Revised:	11/23/2021
WSB Project No. : R-018553-000														Printed:	11/23/2021
Map ID	Owner Name	Property Owner Address				Property Address				PIN #	Land Use Description	Assessable Units	Method	Assessment Rate	Total Proposed Assessment
Map 1															
1	MASTELLER THOMAS C	5440 E VIKING BLVD	WYOMING	MN	55092	5440 E VIKING BLVD	WYOMING	MN	55092	210010900	R3	1	UNIT	\$6,992.02	\$6,992.02
2	ENGSTROM ANDREW J & SHURENE M	5478 E VIKING BLVD	WYOMING	MN	55092	5478 E VIKING BLVD	WYOMING	MN	55092	210011000	R3	1	UNIT	\$6,992.02	\$6,992.02
3	CARDINAL KENNETH	5484 E VIKING BLVD	WYOMING	MN	55092	5484 E VIKING BLVD	WYOMING	MN	55092	210010300	R3	0	UNIT	\$8,356.90	\$0.00
4	WEST DAVID J & CATHY S	PO BOX 332	WYOMING	MN	55092-0332	5500 E VIKING BLVD	WYOMING	MN	55092	210010400	R3	0	UNIT	\$6,992.02	\$0.00
5	OLSON MICHAEL C & SANDRA M	5512 E VIKING BLVD	WYOMING	MN	55092	5512 E VIKING BLVD	WYOMING	MN	55092	210010500	R3	1	UNIT	\$6,992.02	\$6,992.02
6	JASKOWIAK STUART A	5534 E VIKING BLVD	WYOMING	MN	55092	5534 E VIKING BLVD	WYOMING	MN	55092	210010800	R3	1	UNIT	\$6,992.02	\$6,992.02
7	CITY OF WYOMING									210010200	R3	0	UNIT	\$6,992.02	\$0.00
8	HINDS ANDREA	5634 E VIKING BLVD	WYOMING	MN	55092	5634 E VIKING BLVD	WYOMING	MN	55092	210009900	R3	1	UNIT	\$6,992.02	\$6,992.02
9	ZICOPULA ZACHARY A	5648 E VIKING BLVD	WYOMING	MN	55092	5648 E VIKING BLVD	WYOMING	MN	55092	210009600	R3	1	UNIT	\$6,992.02	\$6,992.02
10	JOHANSON HERBERT A	5670 E VIKING BLVD	WYOMING	MN	55092	5670 E VIKING BLVD	WYOMING	MN	55092	210009700	R3	1	UNIT	\$6,992.02	\$6,992.02
11	NORTON ADAM & JACLYN	5692 E VIKING BLVD	WYOMING	MN	55092	5692 E VIKING BLVD	WYOMING	MN	55092	210009100	R3	1	UNIT	\$6,992.02	\$6,992.02
12	SYCKS GARY W & CHRISTINE K	PO BOX 217	WYOMING	MN	55092-0217	5710 E VIKING BLVD	WYOMING	MN	55092	210009200	R3	1	UNIT	\$6,992.02	\$6,992.02
13	JAMBOR BRIAN A	5734 E VIKING BLVD	WYOMING	MN	55092	5734 E VIKING BLVD	WYOMING	MN	55092	210009500	R3	1	UNIT	\$6,992.02	\$6,992.02
14	DEEGAN GARY J & SHEILA R JOHNSON	5762 E VIKING BLVD	WYOMING	MN	55092	5762 E VIKING BLVD	WYOMING	MN	55092	210010000	R3	1	UNIT	\$6,992.02	\$6,992.02
15	PROSSER MICHAEL D & STACEY A	5802 E VIKING BLVD	WYOMING	MN	55092	5802 E VIKING BLVD	WYOMING	MN	55092	210010100	R3	1	UNIT	\$6,992.02	\$6,992.02
16	MORRIS ROGER A	5832 E VIKING BLVD	WYOMING	MN	55092	5832 E VIKING BLVD	WYOMING	MN	55092	210008400	R3	1	UNIT	\$6,992.02	\$6,992.02
17	TERRY THOMAS L & PENNY J	26752 FREEPORT CT	WYOMING	MN	55092	26752 FREEPORT CT	WYOMING	MN	55092	210056100	R3	0	UNIT	\$6,992.02	\$0.00
18	KOPPY KEITH & RAMONA R	PO BOX 191	WYOMING	MN	55092-0191	5894 E VIKING BLVD	WYOMING	MN	55092	210008300	R3	0	UNIT	\$6,992.02	\$0.00
19	LOEPPKY RYAN J AND & JESSICA A CERNIUS	5910 VIKING BLVD	WYOMING	MN	55092	5910 E VIKING BLVD	WYOMING	MN	55092	210008310	R3	1	UNIT	\$6,992.02	\$6,992.02
20	FILLA HELEN	5940 E VIKING BLVD	WYOMING	MN	55092	5940 E VIKING BLVD	WYOMING	MN	55092	210007400	R3	0	UNIT	\$6,992.02	\$0.00
21	CARTER ROBERT E & MARY L	26755 FRIESLAND AVE	WYOMING	MN	55092	26755 FRIESLAND AVE	WYOMING	MN	55092	210058900	R3	0	UNIT	\$6,992.02	\$0.00
22	CAMERON & MARGARET STRAND FAMILY TRUST	9567 NORTH SHORE TRL N	FOREST LAKE	MN	55025-0145					210007010	R3	1	UNIT	\$6,992.02	\$6,992.02
23	DINA JOSEPH A	6044 E VIKING BLVD	WYOMING	MN	55092	6044 E VIKING BLVD	WYOMING	MN	55092	210007000	R3	1	UNIT	\$6,992.02	\$6,992.02
24	CAMERON & MARGARET STRAND FAMILY TRUST	9567 NORTH SHORE TRL N	FOREST LAKE	MN	55025-0145					210006900	R3	3	UNIT	\$6,992.02	\$20,976.06
25	STRAND CAMERON E	9567 NORTH SHORE TRL N	FOREST LAKE	MN	55025					210006600	R6	3	UNIT	\$6,992.02	\$20,976.06
26	CITY OF WYOMING									210037438	R6	0	UNIT	\$6,992.02	\$0.00
27	VOGEL CHARLES F	17209 145TH AVE	MILACA	MN	56353	6168 E VIKING BLVD	WYOMING	MN	55092	210006200	R6	1	UNIT	\$6,992.02	\$6,992.02
28	VOGEL CHARLES F	17209 145TH AVE	MILACA	MN	56353					210006100	R6	1	UNIT	\$6,992.02	\$6,992.02
29	TAX FORFEITED LAND READY FOR APPRAISAL	313 N MAIN ST	CENTER CITY	MN	55012	6190 E VIKING BLVD	WYOMING	MN	55092	210006300	R6	1	UNIT	\$6,992.02	\$6,992.02
30	RABEL LAWRENCE & ELINOR K	6210 WYOMING TRL	WYOMING	MN	55092	6210 WYOMING TRL	WYOMING	MN	55092	210006520	R3	1	UNIT	\$6,992.02	\$6,992.02
31	LEVIN NICHOLAS SCOTT & KRISTINA KATLYN	6216 267TH CT	WYOMING	MN	55092	6216 267TH CT	WYOMING	MN	55092	210037414	R3	0	UNIT	\$6,992.02	\$0.00
32	PROVIDE CARE INC	4722 ISANTI TR	NORTH BRANCH	MN	55056-0538	6210 267TH CT	WYOMING	MN	55092	210037413	R3	0	UNIT	\$6,992.02	\$0.00
33	HAGE ALLEN J	6192 267TH CT	WYOMING	MN	55092	6192 267TH CT	WYOMING	MN	55092	210037412	R3	0	UNIT	\$6,992.02	\$0.00
34	O'DELL KEVIN	6184 267TH CT	WYOMING	MN	55092	6184 267TH CT	WYOMING	MN	55092	210037411	R3	0	UNIT	\$6,992.02	\$0.00
35	MARTIN BRADLEY C & CHRISTINE	6162 267TH CT	WYOMING	MN	55092	6162 267TH CT	WYOMING	MN	55092	210037410	R3	0	UNIT	\$6,992.02	\$0.00
36	ZAUNER GARY B & ANNA E	26724 GLEN OAK DR	WYOMING	MN	55092	26724 GLEN OAK DR	WYOMING	MN	55092	210037400	R3	0	UNIT	\$6,992.02	\$0.00
37	PETERSON JAMES GORDON & PATRICIA ANN PETERSON	26735 GARDEN LN	WYOMING	MN	55092	26735 GARDEN LN	WYOMING	MN	55092	210064700	R6	0	UNIT	\$6,992.02	\$0.00
38	CULLY JENNIFER LYNN	26736 GARDEN LN	WYOMING	MN	55092	26736 GARDEN LN	WYOMING	MN	55092	210064709	R6	0	UNIT	\$6,992.02	\$0.00
39	OAKRIDGE APARTMENTS LLC	56 E BROADWAY AVE NO 200	FOREST LAKE	MN	55025	6001 E VIKING BLVD	WYOMING	MN	55092	210009000	R6	2.5	UNIT	\$6,992.02	\$17,480.05
40	GIERKE ROGER & NANCY GIERKE	5963 E VIKING BLVD	WYOMING	MN	55092-9207	5963 E VIKING BLVD	WYOMING	MN	55092	210008500	R6	1	UNIT	\$6,992.02	\$6,992.02
41	DANNER FAMILY LIMITED PARTNERSHIP	843 HARDMAN AVE S	SOUTH SAINT PAUL	MN	55075	5939 E VIKING BLVD	WYOMING	MN	55092	210007701	R4	2	UNIT	\$6,992.02	\$13,984.04
42	SARRACCO JOHN P & SHANNON S	26179 GALEN DR	WYOMING	MN	55092	26745 FREEPORT AVE	WYOMING	MN	55092	210057100	R3	0	UNIT	\$6,992.02	\$0.00
43	LOUGHREY THOMAS E & CAROL M	26746 FREEPORT AVE	WYOMING	MN	55092	26746 FREEPORT AVE	WYOMING	MN	55092	210057500	R3	0	UNIT	\$6,992.02	\$0.00
44	PAPE GERALD CARL & SHIRLEY A	5869 E VIKING BLVD	WYOMING	MN	55092	5869 E VIKING BLVD	WYOMING	MN	55092	210007520	R3	1	UNIT	\$6,992.02	\$6,992.02
45	JOHNSON DANIEL J	5843 E VIKING BLVD	WYOMING	MN	55092	5843 E VIKING BLVD	WYOMING	MN	55092	210007600	R3	1	UNIT	\$6,992.02	\$6,992.02
46	JOHNSON DANIEL J	5843 E VIKING BLVD	WYOMING	MN	55092					210007510	R3	1	UNIT	\$6,992.02	\$6,992.02
47	JORGENSEN EDWARD & BRIDGET	5831 E VINING BLVD	WYOMING	MN	55092	5831 E VIKING BLVD	WYOMING	MN	55092	210008200	R3	1	UNIT	\$6,992.02	\$6,992.02
48	FRATTALONE DEVON D	5765 EAST VIKING BLVD	WYOMING	MN	55092	5765 E VIKING BLVD	WYOMING	MN	55092	210035700	R4	1	UNIT	\$6,992.02	\$6,992.02
49	ROEHRICK RENEE E	5761 E VIKING BLVD	WYOMING	MN	55092	5761 E VIKING BLVD	WYOMING	MN	55092	210035810	R4	1	UNIT	\$6,992.02	\$6,992.02
50	BRIDGEMAN DUANE A	5735 EAST VIKING BLVD	WYOMING	MN	55092	5735 E VIKING BLVD	WYOMING	MN	55092	210035800	R4	1	UNIT	\$6,992.02	\$6,992.02
51	HAVENS KENNETH J	5715 VIKING BLVD	WYOMING	MN	55092	5715 E VIKING BLVD	WYOMING	MN	55092	210035900	R4	1	UNIT	\$6,992.02	\$6,992.02
52	BOUDIN JOHN R & VALERIE	5703 E VIKING BLVD	WYOMING	MN	55092	5703 E VIKING BLVD	WYOMING	MN	55092	210036000	R4	1	UNIT	\$6,992.02	\$6,992.02
53	WETTERLING JAMES R & DAWN L	5649 E VIKING BLVD	WYOMING	MN	55092	5649 E VIKING BLVD	WYOMING	MN	55092	210034600	R6	1	UNIT	\$6,992.02	\$6,992.02
54	HAVEN PROPERTIES	26811 FREEPORT CT	WYOMING	MN	55092	5635 E VIKING BLVD	WYOMING	MN	55092	210034800	R6	0	UNIT	\$6,992.02	\$0.00
55	HAVEN PROPERTIES	26811 FREEPORT CT	WYOMING	MN	55092	5613 E VIKING BLVD	WYOMING	MN	55092	210034700	R6	2.5	UNIT	\$6,992.02	\$17,480.05
56	HAVEN PROPERTIES	26811 FREEPORT CT	WYOMING	MN	55092	5595 E VIKING BLVD	WYOMING	MN	55092	210034900	R6	2.5	UNIT	\$6,992.02	\$17,480.05
57	RUBEN WILLIAM JOHN & KAREN E	5571 E VIKING BLVD	WYOMING	MN	55092	5571 E VIKING BLVD	WYOMING	MN	55092	210035000	R6	1	UNIT	\$6,992.02	\$6,992.02
58	WYOMING AREA CREATIVE ARTS COMMUNITY INC	PO BOX 608	WYOMING	MN	55092					210012100	R6	1	UNIT	\$6,992.02	\$6,992.02
59	WYOMING AREA CREATIVE ARTS COMMUNITY INC	PO BOX 608	WYOMING	MN	55092	5521 E VIKING BLVD	WYOMING	MN	55092	210011500	R6	1	UNIT	\$6,992.02	\$6,992.02
60	KUSY JEROME	PO BOX 1352	STAFFORD	VA	22555	5507 E VIKING BLVD	WYOMING	MN	55092	210011400	R6	1	UNIT	\$6,992.02	\$6,992.02
61	GATZOW NEIL H	5481 E VIKING BLVD	WYOMING	MN	55092	5481 E VIKING BLVD	WYOMING	MN	55092	210011800	R6	2	UNIT	\$6,992.02	\$13,984.04
62	WYOMING UNITED METH CHURCH	PO BOX 247	WYOMING	MN	55092-0247					210011700	R6	0	UNIT	\$6,992.02	\$0.00
63	WYOMING UNITED METH CHURCH	PO BOX 247	WYOMING	MN	55092-0247	5459 E VIKING BLVD	WYOMING	MN	55092	210025900	R6	1	UNIT	\$6,992.02	\$6,992.02
TOTAL 2022 EAST VIKING BOULEVARD STREET IMPROVEMENT PROJECT - STREET RECONSTRUCTION												53.5			\$374

Preliminary Assessment Roll															
WSB Project: 2022 East Viking Boulevard Improvements Project Location: City of Wyoming WSB Project No. : R-018553-000														Date:	9/10/2021
														Revised:	11/29/2021
														Printed:	11/29/2021
Map ID	Owner Name	Property Owner Address				Property Address				PIN #	Land Use Description	Assessable Units	Method	Assessment Rate	Total Proposed Assessment
Map 2															
1	WYOMING II LLC	12708 WAYZATA BLVD STE 450	MINNETONKA	MN	55305	GOLDMAN BLVD	WYOMING	MN	55092	210006410	R6	2.5	UNIT	\$5,271.74	\$13,179.35
2	WYOMING I LLC	12708 WAYZATA BLVD STE 450	MINNETONKA	MN	55305	26841 GOLDMAN BLVD	WYOMING	MN	55092	210006400	R6	2.5	UNIT	\$5,271.74	\$13,179.35
3	WYOMING LIMITED PARTNERSHIP	11900 WAYZATA BLVD STE 216J	MINNEAPOLIS	MN	55305					210006000	CLR	0	UNIT	\$5,271.74	\$0.00
4	ST OF MN POLLUTION CONTROL AGY & POLLUTION CONTROL AGENCY	500 LAFAYETTE RD	ST PAUL	MN	55155					210006700	R1	0	UNIT	\$5,271.74	\$0.00
5	LARSON ELLSWORTH R & CAROL L	6221 E VIKING BLVD	WYOMING	MN	55092	6221 E VIKING BLVD	WYOMING	MN	55092	211033200	R1	5	UNIT	\$5,271.74	\$26,358.70
6	ST OF MN POLLUTION CONTROL AGY & POLLUTION CONTROL AGENCY	500 LAFAYETTE RD	ST PAUL	MN	55155					211028500	R1	0	UNIT	\$5,271.74	\$0.00
7	CAMERON & MARGARET STRAND FAMILY TRUST	9567 NORTH SHORE TRL N	FOREST LAKE	MN	55025-0145					211028510	R1	0	UNIT	\$5,271.74	\$0.00
8	BIRCHWOOD MDG LLC	126 48TH AVE SW	MOORHEAD	MN	56560	6522 E VIKING BLVD	WYOMING	MN	55092	211028000	RI	2.5	UNIT	\$5,271.74	\$13,179.35
9	TESTAMENTARY TRUST UNDER THE LAST WILL AND TESTAMENT OF JEANETTE MARCOTT	155 S LAKE ST	FOREST LAKE	MN	55025	6532 E VIKING BLVD	WYOMING	MN	55092	211027900	CLR	1	UNIT	\$5,271.74	\$5,271.74
10	GRAVES CONNOR	6535 EAST VIKING BLVD	WYOMING	MN	55092	6535 E VIKING BLVD	WYOMING	MN	55092	211027820	R1	1	UNIT	\$5,271.74	\$5,271.74
11	BLACK MATTHEW & JASMINE	6444 272ND CT	WYOMING	MN	55092	6444 272ND CT	WYOMING	MN	55092	211103900	R5	0	UNIT	\$5,271.74	\$0.00
12	NEBY MICHAEL ERIC	6429 272ND CT	WYOMING	MN	55092	6429 272ND CT	WYOMING	MN	55092	211104400	R1	0	UNIT	\$5,271.74	\$0.00
13	SELBY SAUL M & KAREN L	6389 E VIKING BLVD	WYOMING	MN	55092	6389 E VIKING BLVD	WYOMING	MN	55092	211103810	RI	1	UNIT	\$5,271.74	\$5,271.74
14	DAVIS TIMOTHY R & CHRISTINE C	6349 VIKING BLVD	WYOMING	MN	55092	6349 E VIKING BLVD	WYOMING	MN	55092	211103811	R1	1	UNIT	\$5,271.74	\$5,271.74
15	WRIGHT ALAN M	6385 271ST ST	WYOMING	MN	55092	6385 271ST ST	WYOMING	MN	55092	211078890	R1	0	UNIT	\$5,271.74	\$0.00
16	HARMS ROGER DEAN	6337 E VIKING BLVD	WYOMING	MN	55092	6337 E VIKING BLVD	WYOMING	MN	55092	211028700	R1	1	UNIT	\$5,271.74	\$5,271.74
17	MANDERSCHIED PAUL & BRENDA	6215 E VIKING BLVD	WYOMING	MN	55092	6215 E VIKING BLVD	WYOMING	MN	55092	211033420	R1	1	UNIT	\$5,271.74	\$5,271.74
18	MANDERSCHIED PAUL & BRENDA	6215 E VIKING BLVD	WYOMING	MN	55092					211033440	R1	1	UNIT	\$5,271.74	\$5,271.74
Map 3															
1	STATE OF MINNESOTA & ATTN: TAX SEPCIALIST	500 LAFAYETTE RD	ST PAUL	MN	55155-4030					211027500	I	0	UNIT	\$5,271.74	\$0.00
2	STATE OF MINNESOTA & ATTN: TAX SEPCIALIST	500 LAFAYETTE RD	ST PAUL	MN	55155-4030					211027600	A	0	UNIT	\$5,271.74	\$0.00
3	STATE OF MINNESOTA & ATTN: TAX SEPCIALIST	500 LAFAYETTE RD	ST PAUL	MN	55155-4030					211014200	A	0	UNIT	\$5,271.74	\$0.00
4	MILLER JAMES P & LAURIE J	6858 E VIKING BLVD	WYOMING	MN	55092-0521	6858 E VIKING BLVD	WYOMING	MN	55092	211014800	I	1	UNIT	\$5,271.74	\$5,271.74
5	MILLER KENNETH M	7056 E VIKING BLVD	WYOMING	MN	55092	7056 E VIKING BLVD	WYOMING	MN	55092	211014700	A	1	UNIT	\$5,271.74	\$5,271.74
6	MILLER KENNETH & LINDA	7196 E VIKING BLVD	WYOMING	MN	55092	7196 E VIKING BLVD	WYOMING	MN	55092	211014500	A	4	UNIT	\$5,271.74	\$21,086.96
7	MILLER KENNETH & LINDA	7196 E VIKING BLVD	WYOMING	MN	55092					211015600	A	0	UNIT	\$5,271.74	\$0.00
8	POLARIS INDUSTRIES INC & ATTN: PAUL MOE	2100 HIGHWAY 55	MEDINA	MN	55340					210000125	I	2	UNIT	\$5,271.74	\$10,543.48
9	POLARIS INDUSTRIES INC & ATTN: PAUL MOE	2100 HIGHWAY 55	MEDINA	MN	55340					210000127	A	3	UNIT	\$5,271.74	\$15,815.22
10	POLARIS INDUSTRIES INC & ATTN: PAUL MOE	2100 HIGHWAY 55	MEDINA	MN	55340	7119 E VIKING BLVD	WYOMING	MN	55092	210000105	I	13	UNIT	\$5,271.74	\$68,532.62
11	POLARIS INDUSTRIES INC & ATTN: PAUL MOE	2100 HIGHWAY 55	MEDINA	MN	55340					210000106	I	15	UNIT	\$5,271.74	\$79,076.10
12	POLARIS INDUSTRIES INC & ATTN: PAUL MOE	2100 HIGHWAY 55	MEDINA	MN	55340	6773 E VIKING BLVD	WYOMING	MN	55092	210000120	I	1	UNIT	\$5,271.74	\$5,271.74
TOTAL 2022 EAST VIKING BOULEVARD STREET IMPROVEMENT PROJECT - PAVEMENT RECLAMATION												59.5			\$313,668.53

APPENDIX D

Geotechnical Evaluation



SOIL BORING EXHIBIT

GEOTECHNICAL REPORT
EAST VIKING BOULEVARD
WYOMING, MINNESOTA



WSB # 02591-370

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 900.2 ft

BORING NUMBER PB 1

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL	USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS				
							No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)	
1	899	ASPHALT 0 - 4 1/2" AGGREGATE BASE 4 1/2" - 12 1/2"		Pavement Section	13		1	SB					
2	898	FILL, mostly Silty Sand, gray and dark gray 24% fines		Fill	19		2	SB					
3	897												
4	896												
5	895	LEAN CLAY WITH SAND AND A LITTLE GRAVEL, brown to grayish brown, moist, firm	CL	Glacial Till	10		3	SB	19				
6	894												
7	893												
8	892				10		4	SB					
9	891												
10	890				11		5	SB					
11	889	End of Boring 11.0 ft.											
12	888												
13	887												
14	886												
15	885												
16	884												
17	883												
18	882												
19	881												
WATER LEVEL MEASUREMENTS					START: 6/08/2016				END: 6/08/2016				
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD		Crew Chief:		Logged By:		
6/08/2016	4:20 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'		J. Tatro		DAJ		
									Notes:				

WSB BORING LOG - WSB GDT - 6/23/16 11:10 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 881.8 ft

BORING NUMBER PB 2

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL	USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS				
							No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)	
		ASPHALT 0 - 4 1/2" AGGREGATE BASE 4 1/2" - 10"		Pavement Section									
1	881	FILL, mostly Silty Sand, a few Organics, brown and gray and dark brown		Fill	17		1	SB					
2	880												
3	879				13		2	SB					
4	878												
5	877				4		3	SB					
6	876												
7	875	PEAT, black, saturated, very soft	PT	Swamp Deposits		▽							
8	874				2		4	SB	155				
9	873	MUCK, gray, saturated, very soft	PT	Swamp Deposits									
10	872				4		5	SB					
11	871												
12	870	SAND WITH SILT AND A LITTLE GRAVEL, fine grained, gray, saturated, very loose to loose	SP-SM	Coarse Alluvium									
13	869				2		6	SB					
14	868												
15	867				7		7	SB					
16	866	End of Boring 16.0 ft.											
17	865												
18	864												
19	863												
WATER LEVEL MEASUREMENTS							START: 6/08/2016		END: 6/08/2016				
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD		Crew Chief:		Logged By:		
6/08/2016	3:35 pm	16	14.5		7.0	874.8	3 1/4" HSA 0' - 14.5'		J. Tatro		DAJ		
									Notes:				

WSB BORING LOG - WSB GDT - 6/23/16 11:10 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 887.4 ft

BORING NUMBER PB 3

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL				USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS				
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)	
			ASPHALT 0 - 3 1/2" AGGREGATE BASE 3 1/2" - 11 1/4"					Pavement Section								
1	886		FILL, mostly Sand with Silt, brown and dark brown 7% fines					Fill	19		1	SB				
2	885															
3	884															
4	883															
5	882		SAND WITH SILT, fine grained, moist, very loose				SP-SM	Coarse Alluvium	4		3	SB				
6	881		SILTY SAND, reddish brown, wet, loose				SM	Coarse Alluvium								
7	880															
8	879															
9	878		SAND WITH SILT, fine grained, brown, moist, medium dense				SP-SM	Coarse Alluvium	13		5	SB				
10	877		End of Boring 11.0 ft.													
11	876															
12	875															
13	874															
14	873															
15	872															
16	871															
17	870															
18	869															
19	868															
WATER LEVEL MEASUREMENTS								START: 6/08/2016				END: 6/08/2016				
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD			Crew Chief:		Logged By:				
6/08/2016	3:00 pm	11	9.5		None					3 1/4" HSA 0' - 9.5'		J. Tatro		DAJ		
										Notes:						

WSB BORING LOG - WSB GDT - 6/23/16 11:10 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 894.3 ft

BORING NUMBER PB 4

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL	USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS				
							No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)	
1	893	ASPHALT 0 - 5 1/4" AGGREGATE BASE 5 1/4" - 11 1/4"		Pavement Section	4		1	SB					
2	892	FILL, mostly Silty Sand, dark brown		Fill									
3	891				15		2	SB					
4	890												
5	889	SAND WITH SILT, fine grained, brown, moist, loose	SP-SM	Coarse Alluvium	5		3	SB					
6	888												
7	887												
8	886				9		4	SB					
9	885												
10	884	SAND WITH SILT, fine grained, reddish brown, moist, medium dense	SP-SM	Coarse Alluvium	11		5	SB					
11	883	End of Boring 11.0 ft.											
12	882												
13	881												
14	880												
15	879												
16	878												
17	877												
18	876												
19	875												
WATER LEVEL MEASUREMENTS				START: 6/08/2016				END: 6/08/2016					
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD	Crew Chief:		Logged By:			
6/08/2016	2:30 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'	J. Tatro		DAJ			
								Notes:					

WSB BORING LOG - WSB GDT - 6/23/16 11:10 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 915.6 ft

BORING NUMBER PB 5

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL	USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS					
							No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)		
1	915	ASPHALT 0 - 4 3/4" AGGREGATE BASE 4 3/4" - 17 3/4"		Pavement Section	15		1	SB						
2	914	FILL, mostly Sand or Sand with Silt, reddish brown and brown 5% fines		Fill	13		2	SB						
3	913	SAND WITH SILT, fine grained, brown, moist, loose to medium dense	SP-SM	Coarse Alluvium	8		3	SB						
4	912													
5	911													
6	910													
7	909													
8	908				11		4	SB						
9	907													
10	906				15		5	SB						
11	905	End of Boring 11.0 ft.												
12	904													
13	903													
14	902													
15	901													
16	900													
17	899													
18	898													
19	897													
WATER LEVEL MEASUREMENTS					START: 6/08/2016				END: 6/08/2016					
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD		Crew Chief:		Logged By:			
6/08/2016	2:00 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'		J. Tatro		DAJ			
									Notes:					

WSB BORING LOG - WSB GDT - 6/23/16 11:10 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 906.6 ft

BORING NUMBER PB 6

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL	USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS				
							No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)	
		ASPHALT 0 - 6 1/4" AGGREGATE BASE 6 1/4" - 10 1/4"		Pavement Section									
1	906	FILL, mostly Sand with Silt, dark brown, brown		Fill	11		1	SB					
2	905												
3	904												
4	903												
5	902	SAND, fine grained, tan, moist, medium dense	SP	Coarse Alluvium	4		3	SB					
6	901												
7	900												
8	899												
9	898												
10	897												
11	896	End of Boring 11.0 ft.			14		5	SB					
12	895												
13	894												
14	893												
15	892												
16	891												
17	890												
18	889												
19	888												
WATER LEVEL MEASUREMENTS					START: 6/08/2016				END: 6/08/2016				
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD		Crew Chief:		Logged By:		
6/08/2016	1:25 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'		J. Tatro		DAJ		
									Notes:				

WSB BORING LOG - WSB GDT - 6/23/16 11:11 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 906.6 ft

BORING NUMBER PB 7

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL				USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS					
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)		
			ASPHALT 0 - 6 1/4"					Pavement Section	15		1	SB					
1	906		FILL, mostly Sand or Sand with Silt, tan and brown					Fill									
2	905		5% fines														
3	904						SP	Coarse Alluvium	7		2	SB					
4	903																
5	902																
6	901		SAND, fine grained, tan, moist, loose				SP-SM	Coarse Alluvium	4		3	SB					
7	900																
8	899																
9	898		SAND WITH SILT, fine grained, brown, moist, loose						6		4	SB					
10	897																
11	896																
12	895		End of Boring 11.0 ft.														
13	894																
14	893																
15	892																
16	891																
17	890																
18	889																
19	888																
WATER LEVEL MEASUREMENTS							START: 6/08/2016				END: 6/08/2016						
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD		Crew Chief:		Logged By:						
6/08/2016	1:05 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'		J. Tatro		DAJ						
									Notes:								

WSB BORING LOG - WSB GDT - 6/23/16 11:11 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ

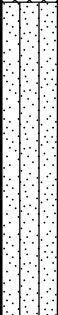
LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 902.2 ft

BORING NUMBER PB 8

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL				USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS				
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)	
1	901	 ASPHALT 0 - 5 1/4" AGGREGATE BASE 5 1/4" - 13 1/2"					Pavement Section	18		1	SB					
2	900						FILL									
3	899															
4	898	 FILL, mixture of Sand with Silt and Silty Sand, brown and dark brown						10	2	SB						
5	897															
6	896															
7	895	 SILTY SAND, brown, wet, loose				SM	Coarse Alluvium	10	3	SB						
8	894															
9	893															
10	892	 SILTY SAND, brown, wet, loose						5	5	SB						
11	891															
12	890															
13	889	End of Boring 11.0 ft.														
14	888															
15	887															
16	886															
17	885															
18	884															
19	883															
WATER LEVEL MEASUREMENTS							START: 6/08/2016			END: 6/08/2016						
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD		Crew Chief:		Logged By:					
6/08/2016	12:05 pm	11	9.5		None		3 1/4" HSA 0' - 9.5'		J. Tatro		DAJ					
									Notes:							

WSB BORING LOG - WSB GDT - 6/23/16 11:11 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 895.7 ft

BORING NUMBER PB 9

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL	USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS					
							No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)		
1	895	 FILL, mostly Sand with Silt, dark brown and brown 11% fines		Fill	12		1	SB						
2	894													
3	893				8		2	SB						
4	892													
5	891				4		3	SB						
6	890													
7	889													
8	888				3		4	SB						
9	887													
10	886	 PEAT, black, saturated, very soft	PT	Swamp Deposits	4		5	SB	62					
11	885		PT	Swamp Deposits	3		6	SB						
12	884													
13	883													
14	882													
15	881	 MUCK, gray, saturated, very soft	PT	Swamp Deposits	2.5		7	SB	102					
16	880		SP	Coarse Alluvium	14		8	SB						
17	879													
18	878	 SAND, fine grained, gray, waterbearing, medium dense												
19	877	End of Boring 19.0 ft.												

WATER LEVEL MEASUREMENTS

START: 6/08/2016

END: 6/08/2016

DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD	Crew Chief: J. Tatro	Logged By: DAJ
6/08/2016	11:10 am	19	17.5		5.0	890.7	3 1/4" HSA 0' - 17.5'	Notes:	

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 901.4 ft

BORING NUMBER PB 10

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL				USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS							
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)				
1	900		ASPHALT 0 - 5" AGGREGATE BASE 5" - 13"					Pavement Section	17		1	SB							
2	899		FILL, a mixture of Silty Sand and Sand with Silt, brown and dark brown and reddish brown					Fill											
3	898											14	2	SB					
4	897																		
5	896											8	3	SB					
6	895		SILTY SAND, brown, wet, very loose to loose					Coarse Alluvium											
7	894																		
8	893											4	4	SB					
9	892																		
10	891											5	5	SB					
11	890		End of Boring 11.0 ft.																
12	889																		
13	888																		
14	887																		
15	886																		
16	885																		
17	884																		
18	883																		
19	882																		
WATER LEVEL MEASUREMENTS							START: 6/08/2016				END: 6/08/2016								
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD		Crew Chief:		Logged By:								
6/08/2016	10:25 am	11	9.5		None		3 1/4" HSA 0' - 9.5'		J. Tatro		DAJ								
									Notes:										

WSB BORING LOG - WSB GDT - 6/23/16 11:11 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ

LOG OF TEST BORING

PROJECT NAME: East Viking Blvd 2016
CLIENT/WSB #: 02591-370

PROJECT LOCATION: Wyoming, MN
SURFACE ELEVATION: 901.3 ft

BORING NUMBER PB 11

PAGE 1 OF 1

DEPTH (ft)	ELEV. (ft)	DESCRIPTION OF MATERIAL				USCS	GEOLOGIC ORIGIN	N	WL	SAMPLE		LABORATORY TESTS									
										No.	TYPE	MC (%)	DD (pcf)	LL (%)	PL (%)						
			ASPHALT 0 - 3 1/2" AGGREGATE BASE 3 1/2" - 11 1/2"					Pavement Section													
1	900		FILL, a mixture of Sand with Silt and Silty Sand, brown and dark brown					Fill	13		1	SB									
2	899																				
3	898												12		2	SB					
4	897																				
5	896									10		3	SB								
6	895																				
7	894		SAND, fine grained, brown, wet, very loose				SP	Coarse Alluvium													
8	893								4		4	SB									
9	892																				
10	891																				
									4		5	SB									
11	890		End of Boring 11.0 ft.																		
12	889																				
13	888																				
14	887																				
15	886																				
16	885																				
17	884																				
18	883																				
19	882																				
WATER LEVEL MEASUREMENTS								START: 6/08/2016				END: 6/08/2016									
DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	WATER DEPTH	WATER ELEVATION	METHOD			Crew Chief:		Logged By:									
6/08/2016	9:45 am	11	9.5		None		3 1/4" HSA 0' - 9.5'			J. Tatro		DAJ									
										Notes:											

WSB BORING LOG - WSB GDT - 6/23/16 11:11 - K:\02591-370\GEOTECH-CM\TEAST VIKING BLVD, WYOMING MN.GPJ



Technical Memorandum

To: *Mr. Jason Windingstad
Public Works Supervisor
City of Wyoming*

From: *Andrea Azary, EIT, Pavement/Materials Specialist*

Date: *April 28, 2016*

Re: *Pavement Coring Forensic Report*

Introduction

WSB & Associates is pleased to submit this pavement forensics report detailing the results of the pavement corings which were obtained on April 26, 2016 on Goodview Avenue and East Viking Boulevard within the City of Wyoming. The various characteristics of the pavement cores were analyzed in order to assist in determining the appropriate pavement rehabilitation method for each roadway segment.

A total of 21 pavement cores were taken within the roadway segments. The locations of the pavement cores are summarized in Figure 1 in this report and a summary of the pavement depths, conditions and underlying soil classifications are shown on Table 1 in this report. Pictures of the pavement cores and roadway surface are shown in Appendix A of this report.



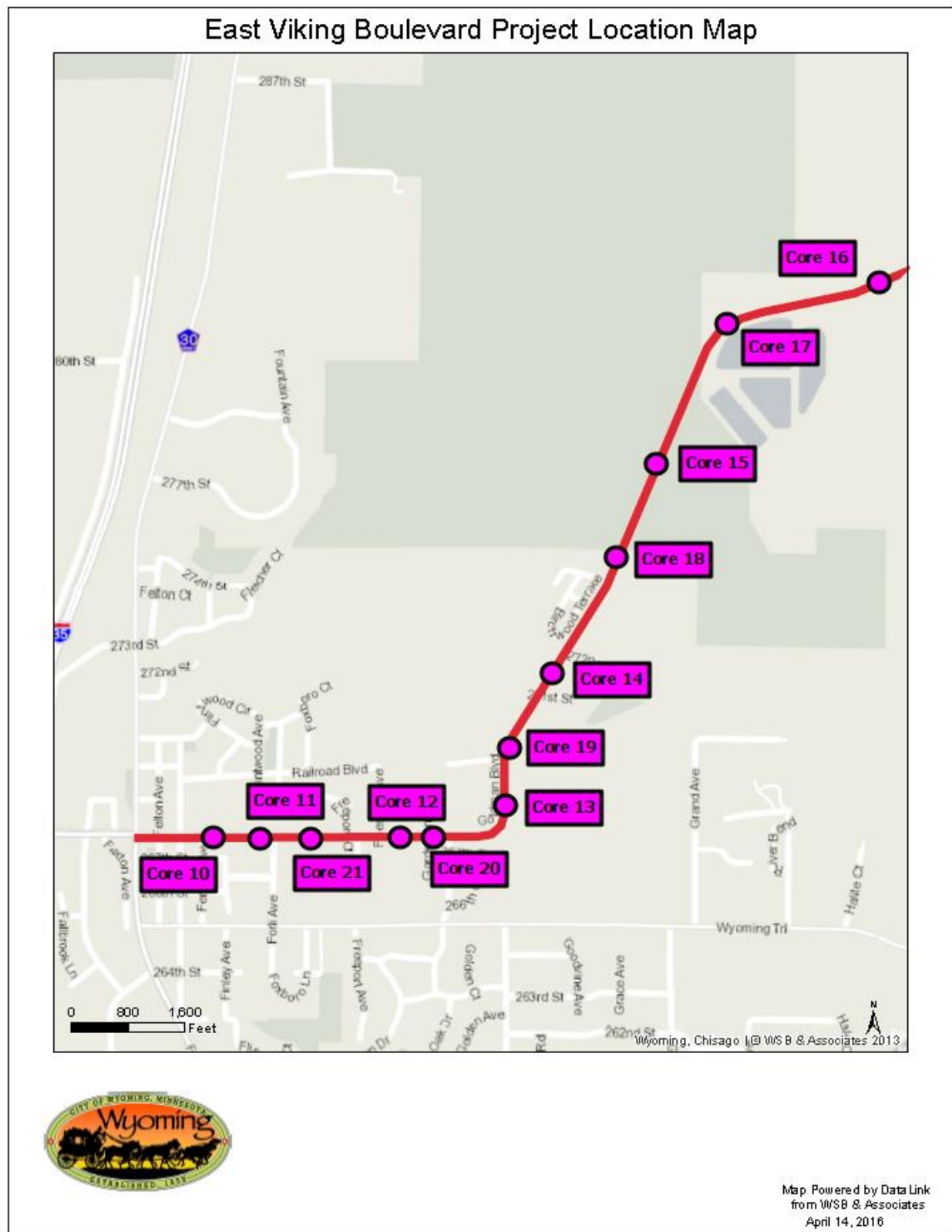


Figure 1: Pavement Core Locations

Table 1: Pavement Core Locations

Core ID	Location	Bit Depth (inches)	Base Depth (inches)	Comments
1	6' E of CL	2.75	3	Pavement previously chip sealed. Starting to lose fines and binder throughout.
2	6' W of CL	3	5.75	Core taken on a crack. Crack runs full depth of bituminous. Pavement previously chip sealed. The top 1 inch of pavement is completely delaminated. The bottom 2 inches starting to lost fines and binder.
3	4' E of CL	3.5	5	Pavement previously chip sealed. Core starting to lose fines and binder. The top lift of pavement is 1 inch. The bottom lift is 2.5 inches.
4	On CL	3.5	8.5	Core taken on a crack. Crack runs full depth of bituminous. Pavement previously chip sealed. Top lift still in sound condition. Bottom 2.5 inches are starting to lose fines and binder.
5	7' W of CL	3.75	9.25	Pavement previously chip sealed. Pavement in sound condition.
6	3' E of CL	4	9	Pavement previously chip sealed. Pavement in sound

				condition.
7	6' W of CL	3.5	7	Pavement previously chip sealed. Pavement in sound condition.
8	6' E of CL	3	8	Core taken on a crack. Crack extends the full depth of pavement. Pavement showing signs of aging, losing fines and binder throughout.
9	7' W of CL	3.5	6	Pavement previously chip sealed. Pavement in sound condition.
10	5' from S Curb	5	9	Pavement in sound condition.
11	4' from S Curb	5.25	8.75	Core taken on a crack. Crack runs full depth of bituminous. Pavement in sound condition.
12	Center EB	5.25	7.5	Pavement in sound condition.
13	7' E of CL	5.75	11.25	Pavement in sound condition.
14	Center of EB	3.5	8	Core taken on a crack. Crack extends the full depth of pavement. Pavement showing signs of aging, losing fines and binder throughout.
15	Center of EB	3.25	8.75	Pavement in sound condition.
16	Center of WB	3.25	4.75	Core taken on a crack. Crack runs full depth of bituminous. Pavement

				previously chip sealed. Top lift still in sound condition. Bottom 2.25 inches are starting to lose fines and binder.
17	7' W of CL	6	1	Top 3.5 inches is in sound condition. Bottom 2.5 inches is showing signs of aging starting to lose fines and binder.
18	9' W of CL	3.5	9	Pavement in sound condition.
19	4' W of CL	6	8	Pavement in sound condition.
20	CL of WB	5	10.5	Pavement in sound condition.
21	8' W of CL	4.5	10	Core taken on a crack. Crack runs full depth of bituminous. Pavement in sound condition.

Summary of Findings

Several factors are considered when determining the number of pavement cores to be taken, including the pavement condition or visible distresses present on the pavement and the variability of the pavement depth as the cores are being completed. Pavement coring identifies what exists under the visible layer of the pavement and can give a wealth of information including depths of the pavement layers, signs of bonding or unbonding and distresses that might not be visible from the road surface.

Pavement cores 1 - 9 were taken along Goodview Avenue. It is our recommendation to reclaim this roadway. The visual distresses present are moderate to severe throughout the roadway and cores taken over distresses show that the distresses extend the full depth of the pavement. In addition, many of the cores along this roadway are showing signs of aging, losing fines and binder. It was noted that the streets were distressed beyond the point of repair. There are sufficient Class 5 depths below the pavement to perform a reclamation.

Pavement cores 10-21 were taken on East Viking Boulevard. The pavement depths on this roadway ranged from 3.5 inches to 6 inches. Since there is curb in place that will need to be matched, we are recommending a reclamation be completed, but also recommend the contractor pre-mill the roadway before reclaiming the material. With a reclamation, there is often an increase in volume of the material since grinding up the material incorporates air. Pre-milling the surface allows a place for the volume increase and allows a final lift be placed which ties back in to match the curb line. A mill and overlay is not being recommended here since our investigation showed the cracks extended the full depth of the pavement. Should a mill and overlay be completed, there would likely be reflective cracking within 1 – 5 years.

Mr. Jason Windingstad
April 28, 2016

Appendix A

Wyoming Pavement Coring Pictures





Mr. Jason Windingstad
April 28, 2016





Mr. Jason Windingstad
April 28, 2016



Mr. Jason Windingstad
April 28, 2016



Mr. Jason Windingstad
April 28, 2016





Mr. Jason Windingstad
April 28, 2016





Mr. Jason Windingstad
April 28, 2016



RESOLUTION NO. 21-12-133

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION RECEIVING THE FEASIBILITY REPORT AND SETTING THE
PUBLIC HEARING FOR THE
2022 EAST VIKING BOULEVARD IMPROVEMENT PROJECT**

WHEREAS, pursuant to resolution of the Council adopted August 4, 2021, a report was prepared by WSB, with reference to the improvement of the following:

Street Reconstruction:

- East Viking Boulevard – Fenwick Avenue to Glen Oak Drive

Pavement Reclamation:

- East Viking Boulevard – Glen Oak Drive to West Polaris Access; and

WHEREAS, it is proposed to construct the proposed improvements as described in the feasibility report dated December 21, 2021, prepared by WSB, along the above-referenced roadways and to assess benefited properties for all or a portion of the improvement, pursuant to Minnesota Statutes, Chapter 429.

WHEREAS, the City Council has been advised by the City Engineer that said street improvements are feasible, and should best be made as proposed, and the City Engineer's report to this effect has heretofore been received by Council, and filed with the City Clerk on December 21, 2021; and

WHEREAS, the City Council deemed it necessary and expedient that the City of Wyoming, Minnesota, construct certain improvements, to-wit: 2022 East Viking Boulevard Improvement Project, in the City as described in and in accordance with the feasibility report prepared by the City Engineer; and

WHEREAS, the statute provided that no such improvements shall be made until the Council has held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, in accordance with the law; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Wyoming that the public hearing be scheduled to consider the 2022 East Viking Boulevard Improvement Project, to be held on Tuesday, January 18, 2022, at 7:00 o'clock p.m. or as soon thereafter as possible, at Wyoming City Hall, 26885 Forest Boulevard.

This resolution was adopted by the City Council of the City of Wyoming on the 21st day of December, 2021

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(seal)



EMERGENCY OPERATION PLAN

REVISED 2022

VERIFICATION OF PLAN

The emergency Operations Plan for the City of Wyoming, Minnesota, has been reviewed and approved by the Mayor and the Emergency Management Coordinator on this date:

Mayor
City of Wyoming, Minnesota

Date

Emergency Management Coordinator
City of Wyoming, Minnesota

Date

FORWARD

The basic purpose of this plan is to provide a guide for emergency and/or disaster operations for the City of Wyoming. The plan is to direct the effective response of local government during an emergency and/or disaster and ensure the continuance of local government and the protection of the public.

Emergencies and/or disasters of all kinds can strike anytime and anywhere. The City of Wyoming will be required to respond at any time, most likely when it is least expected. However, proper planning prior to the onset of a situation is critical for The City of Wyoming's ability to respond effectively. The Emergency Operations Plan is designed to provide guidance and structure for leadership personnel in the event of an emergency and/or disaster. An Emergency Operations Plan is necessary to ensure that everyone knows what to do when an emergency and/or disaster occurs regardless of prior experience with each situation.

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document will transfer it to his/her successor or to the city emergency management coordinator.

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

THE CITY OF WYOMING, MINNESOTA

Copy No. _____ Assigned to: _____

REVIEW COMMITTEE

The following individuals or their positional alternate, listed by position title, participated in planning meetings and/or provided review and revisions for the Emergency Operations Plan update:

- Mayor
- Emergency Management Coordinator
- City Administrator
- Public Safety Director/Police Chief
- Fire Chief
- Public Works Superintendent
- Building Official

RECORD OF REVISION

SECTION TITLE	DATE OF LAST REVISION	REVISION NUMBER
Cover Page		
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Forward		
Review Committee		
Record of Revision		
Plan Distribution List		
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II. Purpose of Plan		
III. Legal basis and References		
IV. Organization (Chart A)		
V. Direction and Control for Incident Management		
VI. Emergency Responsibility Assignments (Chart B)		
VII. Operations		
VIII. Supporting Resources		
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EMERGENCY OPERATING PLAN ADDENDUMS		
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Addendum 2. Direction and Control		
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Addendum 5. Public Health and Medical Services		
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Addendum 10. Debris Clearance		
Addendum 11. Utilities Restoration		
Addendum 12. Radiological Protection		
Addendum 13. Hazardous Materials		
Addendum 14. Biological Protection		
Addendum 15. Telecommunications		

PLAN DISTRIBUTION LIST

CONTACT	LOCATION OF OFFICE	DATE of DISTRIBUTION
Emergency Management Coordinator	City Hall 26885 Forest Blvd. Wyoming, MN 55092	
Mayor	City Hall 26885 Forest Blvd. Wyoming, MN 55092	
City Administrator	City Hall 26885 Forest Blvd. Wyoming, MN 55092	
Public Safety Director/Police Chief	Police Department 7665 Wyoming Trail Wyoming, MN 55092	
Fire Chief	Fire Hall/City Hall 26885 Forest Blvd. Wyoming, MN 55092	
Public Works Superintendent	Public Works 26490 Faxton Avenue Wyoming, MN 55092	
Chisago County Emergency Management Director	Chisago County Sheriff's Department 15230 Per Road Center City, MN 55012	

City of Wyoming, Minnesota

EMERGENCY MANAGEMENT GENERAL RESPONSE PLAN



I. REASON FOR PLAN

An Emergency Operations Plan (EOP) is needed in the City of Wyoming to direct the effective response of local government during an emergency and/or disaster. The Emergency Operations Plan will ensure the continuance of local government and the protection of the public. This Emergency Operations Plan (EOP) provides an outlined response to an emergency and/or disaster in order to protect the health and safety of the public, preserve property and the environment, ensure essential services, and provide continuity of community function.

Emergencies are defined as unplanned events which require an immediate response to preserve life, health and/or property. Most of these public safety events are dealt with on a daily basis by emergency services including law enforcement, firefighters, emergency medical personnel and public works employees. Some emergencies require a declaration to provide an urgent and coordinated response from multiple entities working under a common framework.

Disasters are defined as a sudden calamitous event or natural disaster catastrophe bringing great damage, loss and/or destruction. Such a crises would overwhelm the community's ability to respond, and require the use of government powers and resources for the coordinated efforts of management and restoration. Disasters which can pose a threat to the City of Wyoming, often go beyond the scope of a single entities capabilities requiring the coordinated effort outlined in this Emergency Operations Plan.

Emergency Management means the preparation for and the carrying out of all emergency and/or disaster functions in the City of Wyoming. Ensuring the continuance of local government and the preservation of the health and safety of our community while continuing to provide essential services.

Emergency Management Personnel means the total resources engaged in city-level emergency management functions in accordance with the provisions of this resolution or any rule or order hereunder. This includes personnel from City departments, authorized volunteers, and private organizations and agencies.

These may include, police services, fire services, emergency medical services, engineering, warning services, communications, radiological response, chemical response, evacuation of persons, emergency welfare services and congregate care, emergency transportation, establishment of public utility services and other functions related to citizen welfare, together with all other actions necessary for the carrying out of foregoing functions.

Emergency Management Unified Command is responsible for coordinating city-level planning and preparation for emergency and/or disaster response. The unit provides for a City liaison for the coordination with county, state and federal jurisdictions relative to emergency and/or disaster preparedness activities and assures implementation of state and federal program requirements.

II. PURPOSE, FORMAT AND RATIONAL OF THE PLAN

A. Purpose:

The City of Wyoming has many capabilities and resources, which could be used in the response to any emergency and/or disaster. These include the facilities, equipment, personnel, and skills of both government and non-government entities available to the City of Wyoming. The purpose of this plan is to ensure the effective, coordinated use of local resources to:

1. Ensure the continuity of government.
2. Maximize the protection of life and property.
3. Sustain survivors.
4. Facilitate the provision of essential resources.

B. Format:

The City of Wyoming EOP consists of a General Response Plan and Addendums.

The General Response Plan provides a summary of purpose, format, legal basis and maintenance of the plan. The General Response Plan also provides an outline for the organization and roles of partners involved in emergency and/or disaster response. The General Response Plan is an overview of the City of Wyoming's emergency and/or disaster response organization and policies, cites the legal authority for emergency operations, summarizes the situations addressed by the Emergency Operations Plan, explains the general concept of operations, and assigns responsibilities for emergency and/or disaster planning and operations.

Addendums focus on the baseline critical emergency functions that the City of Wyoming can perform in response to an emergency and/or disaster. Addendums are oriented toward operations and their primary audience consists of those who perform the listed tasks. Addendums provide additional detailed information applicable to the City of Wyoming's performance of a particular function when characteristics and regulatory requirements warrant it.

C. Rationale:

With the existing possibility of the occurrence of an emergency and/or disaster, preparations to ensure the continuance of local government functions in the City of Wyoming while preserving life and property and ensuring the protection of the public; it is hereby found and declared to be necessary:

1. To establish a City emergency management plan responsible for the City of Wyoming preparation and execution of emergency government operations in time of emergencies and/or disasters.
2. To provide for the implementation of necessary powers during qualified emergencies and/or disasters.
3. To provide for the utilization between the City of Wyoming and other entities including those from Chisago County, the State of Minnesota and/or beyond as applicable to the emergency operations plan.

4. To comply with the provisions defined in Minnesota State Statute, Chapter 12, Section 12.25, which requires that each political subdivision of Minnesota shall establish a local organization for emergency management operations.
5. To comply with the implementation of the principles in the National Incident Management System (NIMS) as the City's standard for incident management defined in the Minnesota State Governor's Executive Order 05-02 (Designation of the National Incident Management System as the basis for all incident management in the State of Minnesota).

III. LEGAL BASIS AND REFERENCES

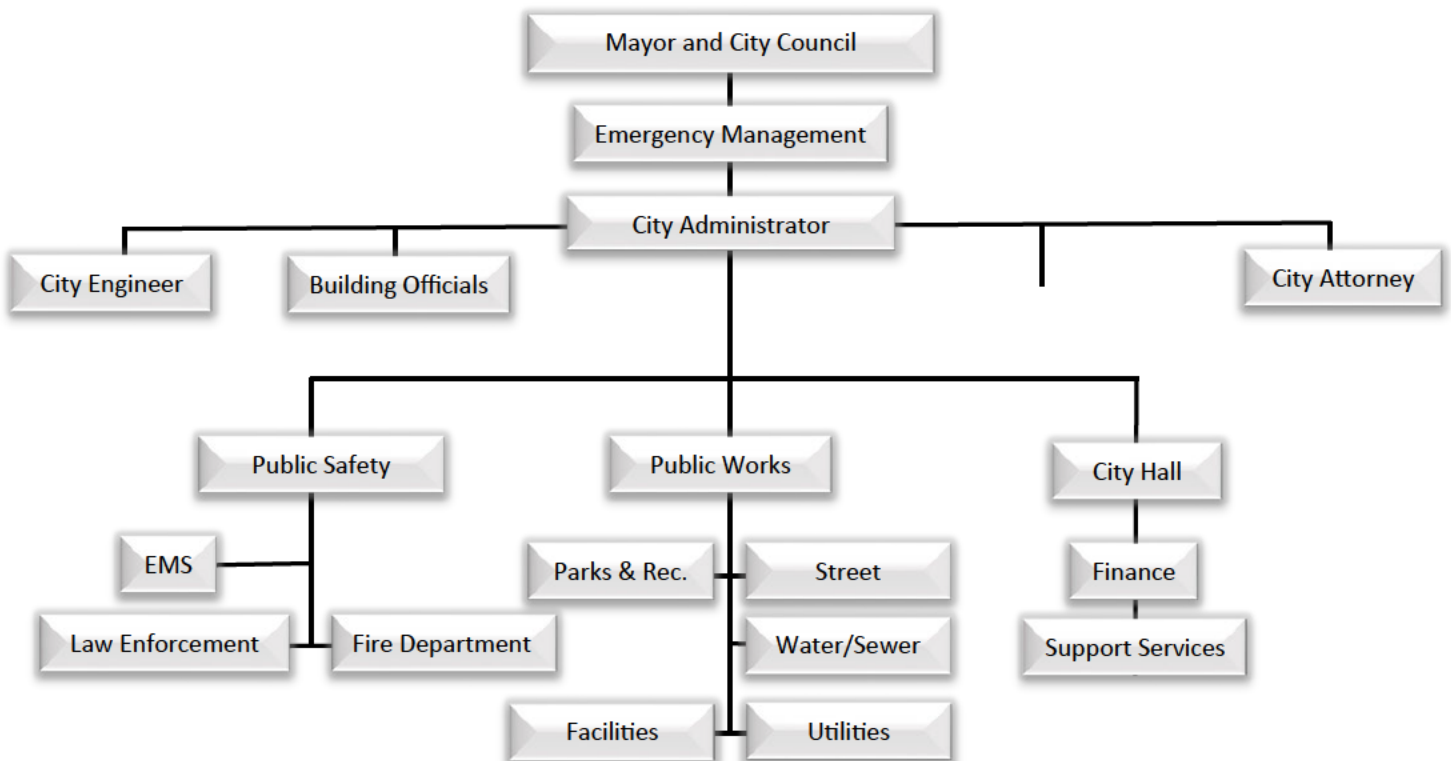
1. Public Law 920, as amended (Federal Civil Defense Act of 1950).
2. Public Law 99-499 (Superfund Amendments and Reauthorization Act (SARA) of 1986).
3. Minnesota Statutes, Chapter 12, as amended (The Minnesota Emergency Management Act of 1996).
4. Minnesota Statutes, Chapter 299K (The Minnesota Emergency; Planning and Response Act).
5. Homeland Security Presidential Directives (HSPD's) 5 (Management of Domestic Incidents) and 8 (National Preparedness).
6. Minnesota Governor Executive Order #05-02 (Designation of the National Incident Management System (NIMS) as the Basis for all Incident Management in the State of Minnesota).
7. Minnesota State Statute 12.29 Declaration of Local Emergency.
8. City of Wyoming Resolution No. 21-12-134 adopting the National Incident Management System (NIMS) as the City's standard for incident management as per State of Minnesota's Governor's Executive Order #05-02.

IV. ORGANIZATION

The existing City of Wyoming government structure provides the initial template for emergency and/or disaster operations. City departments will perform emergency and/or disaster operations that correlate to the Departments' regular assigned responsibilities.

City of Wyoming organizational structure for emergency and/or disaster operations are shown on **Chart A**, below:

Chart A



V. DIRECTION AND CONTROL FOR INCIDENT MANAGEMENT

To ensure the continuity of local government during the time of an emergency and/or disaster. The City of Wyoming has made provisions for the basic necessities for emergency and/or disaster operations.

A. City Government Responsibility:

The Mayor is responsible for the implementation in full or in part of the Emergency Operations Plan, if unavailable, the Vice Mayor will assume responsibility for implementation. This will be done with recommendations from the Emergency Management Coordinator and the Unified Command staff. In the City of Wyoming, the Emergency Management Coordinator is then responsible for providing the overall direction and control of the city government resources involved in the efforts taken for the emergency and/or disaster.

The Emergency Management Coordinator will serve as a liaison with the Chisago County Emergency Management Director. If the Emergency Management Coordinator is unavailable, the Appointed Assistant Emergency Management Coordinator will be designated as the Emergency Management Coordinator.

B. Emergency Operations Center Designation:

The Emergency Management Coordinator shall designate and Emergency Operations Center (EOC) to act as a control center. The EOC provides for direction and control of the communication systems with the unified command staff of the responding emergency services, and/or control centers within the surrounding area along with any state and federal agencies necessary. An auxiliary control center may be established during an emergency and/or disaster as necessary.

1. Designation of the Primary Emergency Operations Center:

Direction and control of the City's response to a major emergency and/or disaster will take place from the EOC, the primary Emergency Operations Center is located at the Wyoming City Hall, 26885 Forest Blvd., Wyoming, MN 55092.

2. Designation of Auxiliary Emergency Operations Center:

If the Primary Emergency Operations Center is not accessible to function as the EOC, the Emergency Management Coordinator will designate an auxiliary EOC in accordance with the emergency and/or disaster.

For additional information such as criteria for EOC activation, staffing, and EOC equipment/supplies. Reference Addendum 2 - Direction and Control.

VI. EMERGENCY RESPONSIBILITY ASSIGNMENTS

A. Summary:

Emergency Responsibility Assignments (Chart B, pages 14-16) – shows the primary and support responders of the various departments and agencies identified who will be responsible for the assigned functions necessary for the emergency and/or disaster. One Addendum exists for each of the functions depicted on Chart B.

B. Responsibility for Standard Operating Guidelines:

All City departments and emergency and/or disaster response entities identified are expected to maintain current Standard Operating Guidelines (SOG's), resource lists and checklists necessary to support and maintain their operations. City department SOG's are noted as supporting documentation in each Addendum and should be centrally located within each entity.

C. Level of Responsibility:

Primary and Support Responsibilities depicted in the Emergency Responsibility Assignments (Chart B) - are indicated with the letters: "P" or "S".

1. "P" indicates the primary operational responsibility, which means the personnel or entity in charge of, and responsible for making provisions for the function during the emergency and/or disaster.
2. "S" indicates the support responsibility of the personnel or entity which will support and assist the primary during the emergency and/or disaster.

Emergency Responsibility Assignments - CHART B

P= Primary, S= Support

ADDENDUM	RESPONSIBLE AGENCIES	ASSIGNMENTS
1. Warning and Notification page 21	P= Emergency Management Coordinator - [REDACTED] S= Chisago County Dispatch - (9-1-1)	To plan, implement and activate a public warning notification system and emergency and/or disaster response communications network.
2. Direction and Control page 23	P= Emergency Management Coordinator - [REDACTED] S= Most Effected City Function, Senior Leadership	To coordinate the response of city departments during an emergency and/or disaster.
3. Emergency Public Information page 25	P= Emergency Management Coordinator – [REDACTED] S= City Administrator - [REDACTED] S= City of Wyoming Mayor	To gather, assess, and release information to the public, government entities and other agencies in support of emergency and/or disaster operations.
4. Search and Rescue page 27	P= Wyoming Fire Department - (9-1-1) S= Wyoming Police Department - (9-1-1)	To describe in general how the function of a search and rescue operation may be accomplished as the result of an emergency and/or disaster situation.
5. Public Health and Medical Services page 28	P= Emergency Management Coordinator - [REDACTED] S= Wyoming Fire Department – (9-1-1) S= M Health Fairview EMS Coordinator – [REDACTED] S= Chisago County Public Health Department – (651) 213-5231	Works in coordination with existing public and private resources to provide treatment, medical care, and/or public health services in the time of an emergency and/or disaster.
6. Evacuation, Traffic Control & Security page 30	P= Wyoming Police Department - (9-1-1) S= Chisago County Sheriff's Department – (9-1-1) S= Wyoming Fire Department - (9-1-1)	To plan for the evacuation of persons from an area of high risk by designating routes of travel, the need and/or use of traffic control and emergency assistance in the time of an emergency and/or disaster.
7. Fire Services page 32	P= Wyoming Fire Department - (9-1-1) S= Area Auto/Mutual Aid Departments - (9-1-1)	To prevent, suppress, and otherwise control fires during the time of an emergency and/or disaster.
8. Damage Assessment page 33	P= Emergency Management Coordinator - [REDACTED] S= Building Officials [REDACTED] S= Public Works – [REDACTED]	To collect and asses information for making the most accurate estimation of damage caused by an emergency and/or disaster.

Emergency Responsibility Assignments - CHART B

P= Primary, S= Support

ADDENDUM	RESPONSIBLE AGENCIES	ASSIGNMENTS
9. Congregate Care page 35	P= Emergency Management Coordinator – [REDACTED] S= Chisago County Department of Health & Human Services - (651) 213-5600 S= American Red Cross: 1. Serving Minneapolis/St. Paul Area - (612) 871-7676 2. Serving Cambridge Area – (763) 689-3591 S= Salvation Army 2445 Prior Ave. N., Roseville - (651) 746-3400 or (800) 456-4483	To coordinate the provision of basic necessities for displaced peoples and mass assemblies as a result of emergencies and/or disasters.
10. Debris Clearance page 37	P= Public Works Department – [REDACTED] S= Wyoming Fire Department - (9-1-1)	To provide and ensure access to public and private property while maintaining refuse disposal efforts.
11. Utilities Restoration page 38	P= Wyoming Public Works (Water, Wastewater, Electric, Sewer) – (651) 272-5506 S= Connexus Energy (Electric) – (763) 323-2660 S= Excel Energy – Electric 1. Life-threatening emergencies, not for general public - [REDACTED] 2. Non-life-threatening emergencies, not for general public - [REDACTED] 3. Reporting by general public - (800) 895-1999 4. Street lights, local stop and/or traffic lights - (800) 895-4999 S= Excel Energy - Gas 1. Life-threatening emergencies, not for general public - [REDACTED] 2. Reporting by general public - (800) 895-2999 S= Century Link Security Response Center - Phone/Internet - (800) 215-4829 S= Frontier Communications - Phone/Internet - (877) 755-3488 S= Midcontinent - Phone/Internet - (800) 888-1300	To provide an overview of the coordination and use of personnel, facilities, and equipment for the restoration of utility services following an emergency and/or disaster.

Emergency Responsibility Assignments - CHART B

P= Primary, S= Support

ADDENDUM	RESPONSIBLE AGENCIES	ASSIGNMENTS
12. Radiological Protection page 40	P= Wyoming Fire Department - (9-1-1) S= State Haz-Mat Team 1. General - (651) 201-5200 2. On-call - (612) 282-3750 S= M Health Fairview Lakes Medical Center - (651) 982-7000	To detect, measure, evaluate, and report radiation levels existing as a result of an emergency and/or disaster.
13. Hazardous Materials page 41	P= Wyoming Fire Department - (9-1-1) S= Mutual Aid Departments - (9-1-1) S= State Haz-Mat Team 1. General - (651) 201-5200 2. On-call - (612) 282-3750	To plan for the coordinated response to a hazardous material emergency and/or disaster.
14. Biological Protection page 43	P= Wyoming Fire Department - (9-1-1) S= State Haz-Mat Team 1. General - (651) 201-5200 2. On-call - (612) 282-3750 S= BioTech – (888) 246-9111 S= M Health Fairview Lakes Medical Center - (651) 982-7000	To plan for the coordinated response to a biological emergency and/or disaster.
15. Telecommunications page 44	P= City Administrator – [REDACTED] S= Wyoming Fire Department - (9-1-1)	To coordinate the use of personnel, facilities, and equipment that support communications during an emergency and/or disaster.

VII. OPERATIONS

- A. In the event of an emergency and/or disaster, the Mayor may declare a local state of emergency and will notify the Chisago County Emergency Management Director of this action. Such a declaration will initiate the use of the Emergency Operations Plan, and will permit the City of Wyoming to take the appropriate actions as required.
- B. The primary objective of the Emergency Operation is the preservation of life and property while easing the distress to the residents and visitors during an emergency and/or disaster.
- C. If an emergency and/or disaster occurs which affects more than one political jurisdiction, all efforts shall be taken to coordinate for the optimal response.
- D. The City Emergency Management Coordinator or designee shall assist in the coordination of resources between government agencies and/or private entities.
- E. All efforts should be taken to utilize City Government resources prior to requesting assistance from the County, State, or Federal levels.
- F. Each agency, department, and service of the City Government will provide the necessary information for the maintenance of records during an emergency and/or disaster. These records should include hours worked, equipment hours, supplies and materials consumed, any injuries to personnel, and any damage to public facilities and equipment.

VIII. SUPPORT

A. **County Government Support:**

Information and assistance in securing County Government Support may be obtained by contacting the Chisago County Emergency Management Director at (651) 213-6313 or 9-1-1.

B. **State and Federal Government Support:**

1. **General**

Information and assistance in securing State and Federal support should be obtained by contacting the Chisago County Emergency Management Director at (651) 213-6313 or through 9-1-1. If municipal and county resources are exhausted, the **County Emergency Management Director** can request state assistance through the state Emergency Management duty officer (651) 649-5451 or (800) 422-0798 (24 hours). The State of Minnesota Division of Homeland Security and Emergency Management (HSEM) Regional Program Coordinator (RPC) for Metro (HSEM Region 6) can provide additional technical information and assistance. In the event of needing to coordinate with the State Emergency Operations Center, the RPC will act as a liaison.

2. Emergency Assistance

In the event of an emergency and/or disaster which exceeds the capabilities of the City of Wyoming and Chisago County, which necessitates immediate State and/or Federal assistance, the **County Emergency Management Director** should contact the State Duty Officer at (651) 649-5451 or (800) 422-0798 (24 hours). For Federal Emergency Assistance involving hazardous materials, biological or environmental concerns, contact the National Response Center hotline at (800) 424-8802.

3. National Guard

When an emergency and/or disaster is beyond the capability of the City of Wyoming and Chisago County Governments, the National Guard may be available.

Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the National Guard. The purpose of the activation of the National Guard is to support civil law enforcement authorities and duties as assigned.

The Chisago County Sheriff is the only local government authority authorized to submit the request for National Guard assistance. Such requests are to be submitted to the Minnesota Duty Officer (651) 649-5451 or (800) 422-0798 (24 hours).

IX. PLAN UPDATING, TRAINING AND EXERCISES

- A. The City of Wyoming Emergency Management Coordinator shall be responsible for the overall management, training and review of the Emergency Operations Plan.
- B. At minimum the Emergency Operations Plan will be reviewed and updated annually. The Emergency Management Coordinator will be responsible for ensuring that this updating occurs as needed, and that it is in accord with the schedule and procedures established by the State of Minnesota Emergency Management Division (HSEM). In order to carry out this task, the Coordinator may request assistance from the Chisago County Emergency Management Director or designee.
- C. If there are any deficiencies found in the Emergency Operations Plan, the Emergency Management Coordinator shall work to ensure that the deficiencies are corrected as promptly as possible.
- D. The Emergency Operations Plan will be distributed to all necessary City Government departments and agencies. The Emergency Management Coordinator is responsible for maintaining an Emergency Operations Plan distribution list.
- E. The Emergency Management Coordinator will ensure the Wyoming Fire Department works in cooperation with all supporting resources to conduct an analysis process that will involve broad-spectrum data collection from State and Federal Resources for possible radiological, hazardous material or biological emergencies and/or disasters.
- F. The Emergency Management Coordinator shall in cooperation with existing City departments organize, recruit, educate, and train City personnel and local volunteers to carry out emergency management plans

for the City. The Emergency Management Coordinator shall conduct education, drills and/or exercises as needed for training that is necessary for emergency management personnel in correspondence with their responsibilities.

- G. The City of Wyoming will comply with public law 99-499, (SARA) training and exercise requirements. Information about both scheduled and previously conducted training and exercises will be available through City Hall.



ADDENDUMES

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ADDENDUM 1. Warning and Notification

A. Purpose:

To provide an overview of the responsibilities and procedures whereby the notification of key officials and the warning of the public are accomplished in the event of an emergency and/or disaster in the City of Wyoming.

B. Responsibilities:

Primary – Emergency Management Coordinator..... 
Support – Chisago County Dispatch.....9-1-1

C. Procedures:

The Chisago County Dispatch Center is the initial emergency communication center for Chisago County. They are responsible for relaying emergency notification (i.e., severe weather, technological disasters, etc.) which it sends to the City of Wyoming Police Department, Wyoming Fire Department as well as the Emergency Management Coordinator.

Businesses, industries, and members of the general public who need to either report an emergency or to request emergency assistance may call the Chisago County Dispatch Center. The personnel who answer are responsible for determining the appropriate initial agency or agencies to dispatch to the scene of an emergency.

Upon being notified the City Emergency Management Coordinator will:

1. Notify key City government officials by phone.
2. Designate personnel to carry out direct warnings as needed which could utilize the use of public address systems on emergency vehicles (Ref. also "Addendum 3. Emergency Public Information").
3. Notify M Health Fairview Lakes Medical Center as necessary by phone (Emergency Telephone Listings)

Activation of the outdoor warning system in cases of sudden violent storms and/or tornadoes should be at the discretion of the on-duty Wyoming Police Officer or the National Weather Service. When Chisago County Dispatch receives a report of severe weather and/or a tornado approaching, the officers in the field should verify the conditions and relay the information to the Chisago County Dispatch Center.

D. Early Warning Sirens:

The Early Warning Sirens shall be tested monthly on the 1st Wednesday of every month at 1:00 p.m.
Testing will be done by the Chisago County Dispatch Center.

Early Warning Sirens in the City of Wyoming are located at the following locations:

1. Wyoming Police Department
7665 Wyoming Trail
2. Swenson Park
26929 Flintwood Avenue
3. Lions Park
4802 263rd Street
4. 24640 Fallbrook Avenue
5. 24689 Hamlet Avenue
6. 5805 259th Street
7. 29557 Innsbrook Avenue

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 2. Direction and Control

A. Purpose:

To define how direction and control for the City of Wyoming's response to an emergency and/or disaster will be accomplished.

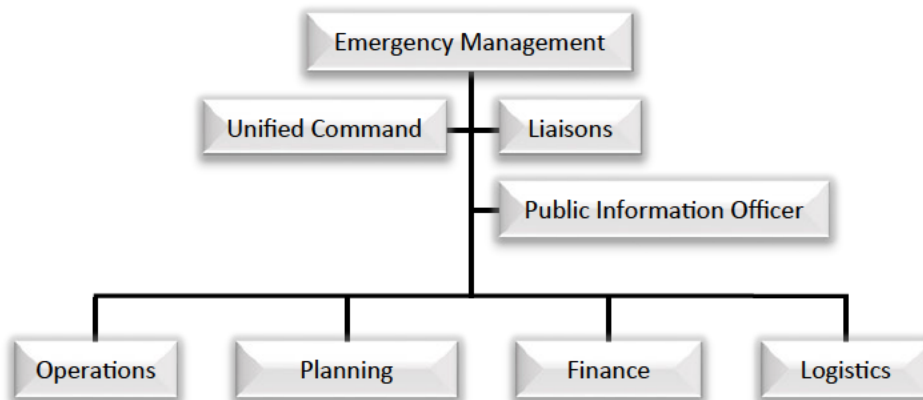
B. Responsibilities:

Primary – Emergency Management Coordinator.....

Support – Most Affected City Function, Senior Leadership.....Emergency Contact List

Once the Mayor declares a "State of Emergency" the Emergency Management Coordinator becomes primary for direction and control during an emergency and/or disaster. The Emergency Management Coordinator shall be responsible for providing overall direction and control of all city resources involved in the response.

All City staff will be available to support the Emergency Management Coordinator once the Emergency Operations Plan has been enacted. All City responders will communicate with their Unified Command representative for directed response. The following chart illustrates the flow of direction and control by the City of Wyoming:



C. Functions of the Emergency Operations Center (EOC):

The functions performed at the EOC will vary according to the type and scope of the emergency and/or disaster, but will generally involve the following:

1. Coordination of all communications.
2. Coordinating the City Government response to an emergency and/or disaster to including communication with the on-scene commander and other entities as applicable.
3. Coordinating with any local or county governments affected by or responding to the emergency and/or disaster.
4. Coordinating with any businesses/industries directly affected by or responding to the emergency and/or disaster.
5. To gather, assess and release information to the public and any government entities or other agencies in support of the emergency and/or disaster operations.
6. Coordinating any applicable use of volunteers.
7. Providing the necessary logistical support for the responding personnel in an emergency and/or disaster situation.
8. Tracking resources utilized in response to the Emergency Operations Plan.

D. Procedures:

The Emergency Operations Center (EOC) will be a secure location and staffed by persons designated in this plan or by additional persons identified as applicable. **The Wyoming City Hall located at 26885 Forest Blvd. will serve as the primary EOC** unless otherwise designated by the Emergency Management Coordinator. If the Primary Emergency Operations Center is not accessible to function as the EOC, the Emergency Management Coordinator will designate an auxiliary EOC dependent upon the emergency and/or disaster.

Emergencies and/or disasters that require resources beyond a local capacity will act as trigger points that may implement the Emergency Operations Plan (EOP) which may result in the activation of the Emergency Operations Center (EOC). An emergency and/or disaster which is anticipated or occurring, which rises to this level will be brought to the attention of the Mayor of the City of Wyoming who will in turn make the determination to activate the EOP.

1. Criteria for EOC Activation

Degree of activation will be determined by the severity of the emergency.

- a. The EOC may be **activated in part** due to a potential threat to the continuance of local government, life and/or property by an emergency and/or disaster.
- b. The EOC will be **fully activated** in response to an actual threat to the continuance of local government, life and/or property by an emergency and/or disaster.

2. Responsibilities for EOC Activation

In the event of an emergency and/or disaster, EOC staff will be contacted by the Emergency management Coordinator and/or designee to report to the EOC. The Emergency Management Coordinator is responsible for ensuring that the EOC is activated according to the previously listed criteria.

3. Staffing the EOC

Staffing of the EOC will normally consist of the Emergency Management Coordinator, Mayor, City Administrator, Director of Public Safety, Director of Public Works and any other essential personnel as requested by the Emergency Management Coordinator. Each of the roles listed above shall be represented by a separate delegate who shall be responsible for one singular role. (i.e. If the Mayor is the Emergency Management Coordinator, the Vice Mayor will be the representative for the Mayoral role.)

EOC staff are responsible for operations of their particular area of assignment as per the Incident Command System (ICS). The Emergency Management Coordinator and each department and/or agency that is represented in the EOC is responsible for ensuring that their representative is familiar with the ICS role and duties they will be expected to perform while in the EOC as well as all aspects and capabilities of their individual functions.

4. EOC Equipment/Supplies

The Emergency Management Coordinator or designee is responsible for ensuring that the EOC is operational. The necessary maps, displays, communications equipment, message logs, etc. will be obtained as needed for use in the EOC. All EOC staff should be familiar with the responsibilities, functions and procedures of the EOC.

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 3. Emergency Public Information

A. Purpose:

To provide an overview of how emergency information will be disseminated from the City of Wyoming in the event of a major emergency and/or disaster.

B. Responsibilities:

Primary – City of Wyoming Mayor.....
Support – Emergency Management Coordinator.....
Support – Wyoming City Administrator.....

If the Primary is unavailable, the support staff will work in tandem to designate an alternate. These individuals will be provided all information necessary to carry out their role as Public Information Officer for the emergency and/or disaster.

C. Procedures:

1. All information released to the public will be through the Public Information Officer or designee.
2. Information will be provided to government agencies as directed by the Emergency Management Coordinator or City Administrator.
3. If it becomes necessary to establish a news briefing room, a Joint Information Center (JIC), and/or media staging locations the Emergency Management Coordinator or designee will determine the proper locations in order to keep the EOC, roadways, disaster areas, etc. clear.
4. Public Information may be disseminated through many different mediums. Examples include:
 - a. Local Radio and/or Television
 - b. Door-to-Door Notification with use of public address systems.
 - c. Website/Internet/Social Media
5. Press passes will be issued by the Emergency Management Coordinator or designee as necessary. Identity verification of media personnel will be required.

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 4. Search and Rescue

A. Purpose:

To describe in general how the function of a search and rescue operation may be accomplished as the result of an emergency and/or disaster situation.

B. Responsibilities:

Primary – City of Wyoming Fire Department.....9-1-1

Support – Wyoming Police Department.....9-1-1

C. Procedures:

The Wyoming Fire Department has Standard Operating Guidelines for Search and Rescue. Copies of these guidelines are accessible through the EOC and the Wyoming Fire Department.

The Wyoming Fire Department shall assign a Field Officer as a liaison to the Emergency Management Coordinator. It will be the Field Officer's responsibility to coordinate all search and rescue efforts.

The Wyoming Police Department shall be responsible for maintaining scene security, evacuation efforts and additional tasks as directed in support of the search and rescue operation.

D. Resources:

Supporting resources, agencies or organizations to help may include but are not limited to:

1. Mutual Aid Fire Departments
2. Mutual Aid Police and Sheriff's Departments
3. Public Works Department
4. M Health Fairview Lakes EMS
5. Minnesota State Patrol
6. American Red Cross
7. MNICS – Minnesota Incident Command System

E. Supporting Documentation:

1. Addendum 15. Telecommunications

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 5. Public Health and Medical Services

A. Purpose:

Works in coordination with existing public and private resources to provide treatment, medical care, and/or public health services in the time of an emergency and/or disaster.

B. Responsibilities:

Primary – Emergency Management Coordinator..... [REDACTED]
Support – Wyoming Fire Department9-1-1
Support – M Health Fairview EMS Coordinator..... [REDACTED]
Support – Chisago County Public Health Department.....651-213-5231

C. Procedures:

1. Pre-Hospital Emergency Care:

M Health Fairview Medical Transportation is primary in providing immediate medical care and transportation to victims. Mutual aid may be utilized depending on the severity of the situation and availability of EMS personnel and equipment. Standard practice for patient transport via ambulance may be calculated on a one critical patient or two less serious patients per unit.

Upon arrival of the first unit on scene, a brief initial survey will be conducted. If the combined patient load, multi-agencies, or the severity of the injuries requires additional support **usually five (5) or more serious patients**, the following will be implemented:

- A. Identify an individual (that stays with the radio) to act as Incident Command.
 - The role of Incident Command may change if necessary but if possible should be retained by Fire Department staff until the situation is mitigated or escalates into a larger command module (NIMS). The Incident Commander shall remain in command and on scene until relieved.
 - This individual should put on the medical command vest supplied by the Fire Commander
- B. Contact Chisago County Dispatch Center to inform them of the situation and patient load. Information should be disseminated to responding agencies and M Health Fairview Lakes Medical Center as needed.

2. Hospital Treatment:

All injured persons will be transported to M Health Fairview Lakes Medical Center. If the Medical Center has been effected by the emergency and/or disaster or the number of injured requires additional hospitals or the seriousness of the injuries requires a higher level of care, other health care providers will be used.

3. Mass Fatality and Mortuary Operations:

In the event of mass fatalities, the Chisago County Dispatch Center will contact the medical Examiner's Office for investigation and removal of bodies.

4. Health Threats:

Potential or actual threats to public health (epidemic, food and/or water contamination, etc.) which is an emergency and/or disaster will be the primary responsibility of the

Emergency Management Coordinator who will work in coordination with the Chisago County Public Health Department.

D. Medical Response Resources:

M Health Fairview Lakes Medical Center is a member of the Central Regional Hospital Coalition (19 hospitals in the 14 county Central Regional area). This coalition has established procedures regarding communication and coordination efforts between the hospitals.

Supporting resources, agencies or organizations to help may include but are not limited to:

1. Area Ambulance Services (Mutual Aid)
2. Air Ambulance/Air Care
3. Area Hospitals
4. Area Clinics
5. Pharmacies
6. Medical Supply Distributors

E. Supporting Resources:

1. M Health Fairview Lakes Medical Center
2. M Health Fairview Medical Transportation.
3. The Wyoming Fire Department has mutual aid agreements with area fire/ambulance services. Contact Chisago County Dispatch Center for current agreements.
4. County officials (if needed) can be called by notifying the Chisago County Emergency Management Director or through the Chisago County Dispatch Center.
5. State support is available to the **Chisago County Emergency Management Director** from the Minnesota Department of Public Safety they may call the State Duty Officer at (651) 649-5451 or (800)-422-0798 (24 hours).
6. M Health Fairview Lakes Medical Center System Incident Command Center should be routed to the Hospital Security [REDACTED], System Emergency Manager [REDACTED], or System Emergency Manager & Security Director [REDACTED].

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 6. Evacuation, Traffic Control & Security

A. Purpose:

To outline how evacuation, traffic control, and security will be carried out due to an emergency and/or disaster in the City of Wyoming. The rationale for evacuation is to move the affected population to an area of lesser risk in an effort to mitigate the exposure of potentially hazardous conditions.

B. Responsibilities:

Primary – Wyoming Police Department.....	9-1-1
Support – Chisago County Sheriff’s Department.....	9-1-1
Support – Wyoming Fire Department.....	9-1-1

C. Procedures:

Prior to recommending evacuation due to an emergency and/or disaster, the Unified Command shall evaluate the benefit of sheltering in place. If it is determined that sheltering in place is the most appropriate protective action, information and instructions will be provided to the affected area. (This may include, but is not limited to: closing doors, windows, and fireplace dampers, sealing/closing all vents, fans and other openings to the outside, turning off furnaces/air conditioners, covering and staying away from windows.)

1. Evacuation Considerations:

- a. Evacuation should be jointly decided upon by the Unified Command.
- b. The City of Wyoming Police Department will be responsible for conducting and coordinating any evacuation efforts. This coordination will include supporting the evacuation of vulnerable populations (handicapped, elderly, mobility-impaired and other individuals unable to evacuate themselves).
- c. The City of Wyoming Police Department will be responsible for establishing and coordinating any traffic control points that may be necessary for a controlled evacuation.
- d. The City of Wyoming Police Department will be responsible for establishing and coordinating access control and security for the evacuated areas.
- e. The removal of stalled vehicles, obstructions, or any other roadway impediments shall be expedited so that the evacuation route(s) can remain open.
- f. The Unified Command will be responsible for determining when evacuees can safely return.

2. Notification:

Evacuation notifications may utilize the following methods:

- a. CodeRED emergency notification system
- b. Social media utilizing the City of Wyoming accounts
- c. Direct Phone Notification, as needed (such as to facilities that provide for vulnerable populations)
- d. Door-to-door notification, as needed
- e. Local Radio and Television

3. Evacuation Routes:

Selection of specific evacuation routes should be based on the entirety of circumstances present. To include the extent of evacuation required, weather and road conditions. Traffic Control & Security points will be determined based on the area(s) of the City which is to be evacuated.

Key evacuation routes from Wyoming may include:

North/South	East/West
HWY 35	295 th St
Forest Blvd/Hwy 61	Co. Rd. 22
Kettle River Blvd	Wyoming Trail
Pioneer Rd	Lake Blvd/Hwy 8
Goodview Ave	

4. Transportation:

In the event that the City of Wyoming requires mass transportation to support local evacuation, bus resources may be mobilized.

Facilities that provide services to the vulnerable populations (hospitals, nursing homes, senior housing, group homes, schools, etc.) are responsible to develop their own evacuation plans for transportation and relocation of their vulnerable persons. They shall work in conjunction with the overall evacuation effort.

5. Communication Capabilities:

Reference Addendum 15. Telecommunications for communication capabilities and radio equipment.

D. Supporting Resources:

Supporting resources, agencies or organizations to help may include but is not limited to:

1. Wyoming Fire Department
2. Local school district transportation
3. Available area bus transportation (i.e. Arrowhead, Metro-Mobility, Metro Transit)
4. Minnesota State Patrol
5. Mutual Aid Departments
6. Minnesota Army National Guard (Chisago County to contact and coordinate)

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 7. Fire Services

A. Purpose:

To prevent, suppress, and otherwise control fires during the time of an emergency and/or disaster.

B. Responsibilities:

Primary – Wyoming Fire Department.....9-1-1

Support – Auto Aid/Mutual Aid Agreement Departments.....9-1-1

C. Procedures:

1. **Auto Aid/Mutual Aid Agreements** – written agreements are on file with the Fire Departments as well as the Chisago County Dispatch Center.

a. Auto Aid

- Forest Lake Fire Department
- Stacy Fire Department
- Chisago City Fire Department

b. Mutual Aid

- East Bethel Fire Department
- Columbus Fire Department
- Lindstrom Fire Department
- North Branch Fire Department
- Harris Fire Department
- Rush City Fire Department
- Taylors Falls Fire Department

2. **Communications Capabilities** - Each fire vehicle is equipped with communication equipment (stationary and/or portable radios).

D. Supporting Documentation:

1. Mutual Aid/Auto Aid Agreements, to be found on file with in the Wyoming Fire Department and Chisago County Dispatch Center.

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 8. Damage Assessment

A. Purpose:

To provide an overview of how damage assessment will be accomplished following an emergency and/or disaster in the City of Wyoming. The damage assessment team is to compile a report of the information on the severity and the overall impact of an emergency and/or disaster.

B. Responsibilities:

Primary – Emergency Management Coordinator.....	
Support – Building Officials.....	
Support – Public Works.....	

With oversight by the Emergency Management Coordinator, the City of Wyoming Building Officials and the Director of Public Works will be responsible for the following:

1. Developing a Damage Assessment Team Composed of municipal and/or private sector agency representative(s). The Damage Assessment Team is responsible for the preliminary assessment. The objective of the preliminary assessment is to speedily gather the most comprehensive information available that will provide an accurate overall picture of the extent of the emergency and/or disaster-related damage to homes and other structures. The preliminary damage assessment (PDA) should begin immediately following the occurrence of the emergency and/or disaster. It involves gathering information from many sources and focuses on timeliness and quantity of information.
2. Maintaining an up-to-date list of damage assessment team personnel.
3. Maintaining guidelines and procedures to be followed for damage assessment.
4. Coordinating the initial damage assessment process, following the occurrence of an emergency and/or disaster.

Additional assistance can be acquired from the Chisago County Assessor's Office at (651) 213-8550.

C. Procedures:

1. A damage assessment process will be initiated as soon as feasible following the occurrence of an emergency and/or disaster.
2. Visual documentation should be taken of damaged areas to show the location and extent of damage.
3. Damage assessment documentation will be used for the tracking of property damages.
4. Tracking of all damages, both public and private, will be reported to the EOC on a continual basis.

D. General Plan:

1. **Define the area of damage**
 - a. Indicate an outline on a city map.
 - b. Decide manpower needs for damage assessment team.

2. Identify properties that are damaged

- a. Address
- b. Owner
- c. Occupant(s)
- d. Mailing Address
- e. Legal Description
- f. Parcel Code

3. Collect data on each property

- a. Describe damage
- b. Take visual documentation

4. Consolidate and Analyze Data

- a. Individual property value
 - 1. Total structural property loss
 - 2. Itemized loss of goods/property
- b. Emergency and/or Disaster loss total

5. Finalized Report

E. Supporting Resources:

Supporting resources to help may include but are not limited to:

- 1. In-depth information on the responsibilities of the County Assessor in a disaster situation can be found here: Disaster and Destroyed Property (Minnesota Department of Revenue)
- 2. Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management – Preliminary Damage Assessment (PDA) Field Guide.
- 3. Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management, Minnesota Disaster Recovery Framework
- 4. FEMA (Operations Center)
- 5. Minnesota Association of Assessing Officers
- 6. American Red Cross
- 7. Insurance Adjusters
- 8. Engineering/Architectural Firms

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 9. Congregate Care

A. Purpose:

To coordinate the provision of basic necessities for displaced peoples and mass assemblies as a result of emergencies and/or disasters.

B. Responsibilities:

Primary – Emergency Management Coordinator..... [REDACTED]
Support – Chisago County Department of Health & Human Services.....651-213-5600
Support – American Red Cross.....612-871-7676 or 763-689-3591
Support – Salvation Army.....651-746-3400 or 800-456-4483

The City of Wyoming is responsible for the delivery of congregate care and will request support as needed to provide personnel and material provisions for mass care. In the event that congregate care is deemed necessary during an emergency and/or disaster, the Emergency Management Coordinator will appoint a representative from the supporting resources to serve in the Emergency Operations Center as a liaison.

a. Immediate Obligations:

The following primary congregate care needs may be met by the listed government departments and/or voluntary organizations:

1. Short-term sheltering – American Red Cross. Chisago County Public Health and Human Services will provide staff support to the Red Cross in managing shelters.
2. Emergency provisions – American Red Cross, Salvation Army
3. Emergency clothing – American Red Cross, Salvation Army
4. Behavioral Health/ Crisis Counseling – American Red Cross, Local Clergy, and local Behavioral Health Services. Chisago County Public Health and Human Services has “crisis response teams” in the region called out to the location. Either of these can be accessed through The Chisago County Dispatch Center or The United Way.
5. Medical Support – Chisago County Public Health and Human Services will be able to refer and coordinate transport for people who need medical attention, coordinate medication, medical supplies, and special services for shelter residents. Staff will not provide medical treatment.
6. Emergency Pet Care and Transport – (Primary) Northwoods Humane Society (Support) Chisago County animal control.

b. Long-Term Considerations:

The following additional congregate care needs may be met by the entities indicated:

1. Reception and registration center teams – American Red Cross Serving, Chisago County Public Health and Human Services
2. Inquiry and Referral – American Red Cross “Safe and Well”
3. Coordination of Volunteers – American Red Cross will activate and coordinate VOAD groups (Voluntary Organizations Active in Disaster).
4. Donation Management – VOAD groups will coordinate.

C. Procedures:

In the event that shelters need to be activated for mass care, the Emergency Management Coordinator will work with the American Red Cross liaison to identify what facilities will be opened for sheltering.

There are two facilities in the Wyoming area that have shelter agreements signed with the American Red Cross to serve as either evacuation or general shelters for congregate care:

1. Wyoming Elementary School
25701 Forest Blvd.
Wyoming, MN 55092
(651) 982-8000
2. Maranatha Assembly of God Church
24799 Forest Blvd
Wyoming, Mn 55092
651-464-3131

Information on shelters will be delivered through all available and appropriate means of public information to reach residents, visitors, and vulnerable populations that may require sheltering.

The American Red Cross, Chisago County Public Health and Human Services and the Salvation Army have written plans and procedures in place for congregate care.

D. Supporting Resources:

In addition to facility requirements, the following resource providers should be considered:

1. Food Suppliers
2. Wholesale Grocers
3. Incoming Reception Centers/Temporary Housing
4. Churches
5. Portable Toilets
6. Water Suppliers

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 10. Debris Clearance

A. Purpose:

To describe how debris clearance will be accomplished to open main thoroughfares for public and private properties and maintain refuse disposal efforts following an emergency and/or disaster in the City of Wyoming.

B. Responsibilities:

Primary – Public Works Department.....
Support – Wyoming Fire Department.....9-1-1

C. Procedures:

1. Removal of debris from private property will be the responsibility of the property owner unless there is the presence of extenuating circumstances.
2. Yard waste (trees, shrubs, etc.) will be disposed of at a composting site.
3. Rubbish (building materials, manufactured goods, etc.) will be disposed of in the manner prescribed by Chisago County.
4. The owner of any Hazardous materials shall be held responsible for its disposal. The Minnesota Department of Public Safety – Hazardous Materials Response Team, that may assist with hazardous materials are not responsible for clean-up, transportation or disposal of the hazardous materials.
5. The Department of Public Utilities is responsible for removal of debris affecting power lines.

D. Supporting Resources:

In addition, the following resource providers should be considered:

1. Public Utilities
2. Private Firms
3. Fuel suppliers to City of Wyoming
4. Engineering Firms

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 11. Utilities Restoration

A. Purpose:

To provide an overview of the coordination and use of personnel, facilities, and equipment for the restoration of utility services (power, heat, and water) following an emergency and/or disaster in the City of Wyoming.

B. Responsibilities:

Primary - Wyoming Public Works (Water, Wastewater, Electric, Sewer).....	██████████
Support - Connexus Energy (Electric).....	763-323-2660
Support - Excel Energy (Electric)	
1. Life-threatening emergencies, not for the general public.....	██████████
2. Non-life-threatening emergencies, not for the general public.....	██████████
3. Reporting by the general public.....	800-895-1999
4. Street lights, local stop and traffic lights.....	800-895-4999
Support - Excel Energy (Gas)	
1. Life-threatening emergencies, not for the general public.....	██████████
2. Reporting by the general public.....	800-895-2999
Support - Century Link Security Response Center (Phone/Internet).....	800-215-4829
Support - Frontier Communications (Phone/Internet).....	877-755-3488
Support - Midcontinent (Phone/Internet).....	800-888-1300

C. Procedures:

The following public and private sector organizations are responsible for providing utility restoration to the City of Wyoming. These agencies or departments will work in coordination with the Public Works Department.

- a. Electricity
 - Wyoming Public Utilities/Public Works
 - Minnesota Power
 - Excel Energy
- b. Water
 - Wyoming Public Utilities/ Public Works
- c. Sewer Services
 - Wyoming Public Works
- d. Natural Gas
 - Minnesota Energy Resources
 - Excel Energy
 - Lakes Area Gas
- e. Telephone Service/ Internet Provider
 - Century Link
 - Frontier
 - Midcontinent

Primary utility restoration shall prioritize preservation and continuity of life. Priority for utility restoration should be concentrated among the highest populated areas in the City of Wyoming.

If required, State support can be obtained by the **Chisago County Emergency Management Director** contacting the State Duty Officer at 800-422-0798. This support is only available after local resources are exhausted or if a State or Federal statutory requirement exists.

D. Support Resources:

In addition, the following resource providers should be considered:

1. Sewage Services
2. Water Treatment
3. Solid Waste Disposal
4. Environmental Protection Agency (EPA) Emergency Response Plan Guidance

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 12. Radiological Protection

A. Purpose:

To detect, measure, evaluate, and report radiation levels existing as a result of an emergency and/or disaster.

B. Responsibilities:

Primary - Wyoming Fire Department.....9-1-1
Support - State Haz-Mat Team
 5. General.....651-201-5200
 6. On-call612-282-3750
Support - M Health Fairview Lakes Medical Center.....651-982-7000

C. Procedures:

As the primary the Wyoming Fire Department shall consult their Standard Operating Guidelines and ensure they are followed by all of the City's responding departments. The basics of the Wyoming Fire Department SOG provide for preventing civilian contact, spread of contamination, controlling the incident scene from public access, decontamination efforts and site restoration. Wyoming Fire Department will notify the State Duty Officer at (800) 442-0798.

Primary efforts at a Radiological emergency and/or disaster shall be directed at identification, isolation, containment and evacuation.

D. Supporting Resources:

Supporting resources, agencies or organizations to be considered:

1. Emergency Response Guide (ERG) – can be found in the glovebox of all Wyoming emergency response vehicles.
2. M Health Fairview Lakes Medical Center can provide medical treatment, monitoring, and decontamination of injured individuals at its facility.

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 13. Hazardous Materials

A. Purpose:

To plan for the coordinated response to a hazardous material emergency and/or disaster.

B. Responsibilities:

Primary – Wyoming Fire Department.....	9-1-1
Support - Mutual Aid Departments.....	9-1-1
Support - State Haz-Mat Team	
1. General.....	651-201-5200
2. On-call	612-282-3750

C. Procedures:

As the primary the Wyoming Fire Department shall consult their Standard Operating Guidelines and ensure they are followed by all of the City's responding departments. The basics of the Wyoming Fire Department SOG provide for preventing civilian contact, spread of contamination, controlling the incident scene from public access, decontamination efforts and site restoration. The incident commander will notify the State Duty Officer at (800) 442-0798.

Primary efforts at a Hazardous material emergency and/or disaster shall be directed at identification, isolation, containment and evacuation.

1. Pre-Identification and Analysis of Risk

The Wyoming Fire Department Office has a list of companies or organizations within the City that have hazardous materials that require reporting, in accordance with EPCRA Section 304.

2. Hazardous Materials Release Determination

Facilities located in Wyoming that use, store, manufacture, or transport hazardous materials are responsible for developing plans and training personnel so they are able to promptly determine and report that a release of hazardous materials has occurred. City personnel who respond to transportation of other incidents shall receive training designed to help them determine what hazardous materials are present.

3. Response to a Hazardous Materials Release/Incident

Facilities that have hazardous materials that require reporting are required to develop and maintain a standard operating plan that their personnel will follow in the event of a release of hazardous materials. Copies of these plans are kept on site and on file at the Wyoming Fire Department.

4. City Response Capabilities

The Wyoming Fire Department will isolate, identify, deny entry, and evacuate all endangered personnel from the area. In addition, the State Haz-Mat response teams are available by calling the State Duty Officer (800) 422-0798.

5. Identification Process

The Wyoming Fire Department will begin their determination of the area affected by a hazardous materials release by identifying and verifying the materials involved.

6. Federal Support

If a hazardous materials incident is beyond the capabilities of Local, County, and State Governments, the Incident Commander can request Federal assistance through the National Response Center (800) 424-8802.

Reimbursement of costs for hazardous materials incidents are available through the U.S. Environmental Protection Agency (EPA). To be eligible for reimbursement, contact must be made to the National Response Center (800) 424-8802 within 24 hours of the incident and subsequently submit application for reimbursement.

D. Supporting Resources:

The following reference guides will assist in determining actions to minimize the danger to all personnel along with the general public:

- 1. The Emergency Response Guidebook (ERG)
- 2. FEMA publication of the Emergency Response to Terrorism Job Aid
- 3. Bio-Tech
- 4. Material Safety Data Sheets
- 5. FEMA Comprehensive Preparedness Guides (CPG)
- 6. National Response Team’s Hazardous Materials Emergency Planning Guide and The Technical Guidance for Hazardous Analysis

Authority having Responsibility:

_____	_____
Printed Name	Date
_____	_____
Signature	Position

ADDENDUM 14. Biological Protection

A. Purpose:

To plan for the coordinated response to a biological emergency and/or disaster.

B. Responsibilities:

Primary – Wyoming Fire Department.....9-1-1
Support – State Haz-Mat Team
 1. General.....651-201-5200
 2. On-call612-282-3750
Support – BioTech.....888-246-9111
Support – M Health Fairview Lakes Medical Center.....651-982-7000

C. Procedures:

As the primary the Wyoming Fire Department shall consult their Standard Operating Guidelines and ensure they are followed by all of the City's responding departments. The basics of the Wyoming Fire Department SOG provide for preventing civilian contact, spread of contamination, controlling the incident scene from public access, decontamination efforts and site restoration. The incident commander will notify the State Duty Officer at (800) 442-0798. If the incident is beyond the scope of the County, the State Duty Officer will be called at (800) 442-0798 to request the help of the State Haz-Mat Team, the Department of Public Safety and the Department of Health.

Primary efforts at a biological emergency and/or disaster shall be directed at identification, isolation, containment and evacuation.

D. Supporting Resources:

The following reference guides will assist in determining actions to minimize the danger to all personnel along with the general public:

1. The Emergency Response Guidebook (ERG)
2. FEMA publication of the Emergency Response to Terrorism Job Aid
3. Bio-Tech
4. Material Safety Data Sheets
5. FEMA Comprehensive Preparedness Guides (CPG)

Authority having Responsibility:

Printed Name

Date

Signature

Position

ADDENDUM 15. Telecommunications

A. Purpose:

To coordinate the use of personnel, facilities, and equipment that support communications during an emergency and/or disaster.

B. Responsibility:

Primary – City Administrator.....
Support – Wyoming Fire Department.....9-1-1

C. Procedures:

The Emergency Operations Center (EOC) will be the center of communications for the City of Wyoming.

Communication via Radio in an Emergency and/or Disaster

- a. Any department and/or utilized resource without the capability of communicating with the EOC may be provided with a Wyoming Fire Department stationary and/or portable radio.
- b. All department personnel with radios will be directed to utilize a designated radio channel for communication.
- c. M Health Fairview Lakes Medical Center Emergency Room is accessible via the radio.
- d. If possible, Fire Department Radio Frequencies will be utilized.
- e. The Command Center for M Health Fairview Lakes Medical Center may be located on M Health Fairview grounds.
- f. The Radio Amateur Civilian Emergency Services (RACES), can be requested for communication assistance during an emergency and/or disaster. A request for RACES assistance should be made by contacting Chisago County Emergency Management Director.

Authority having Responsibility:

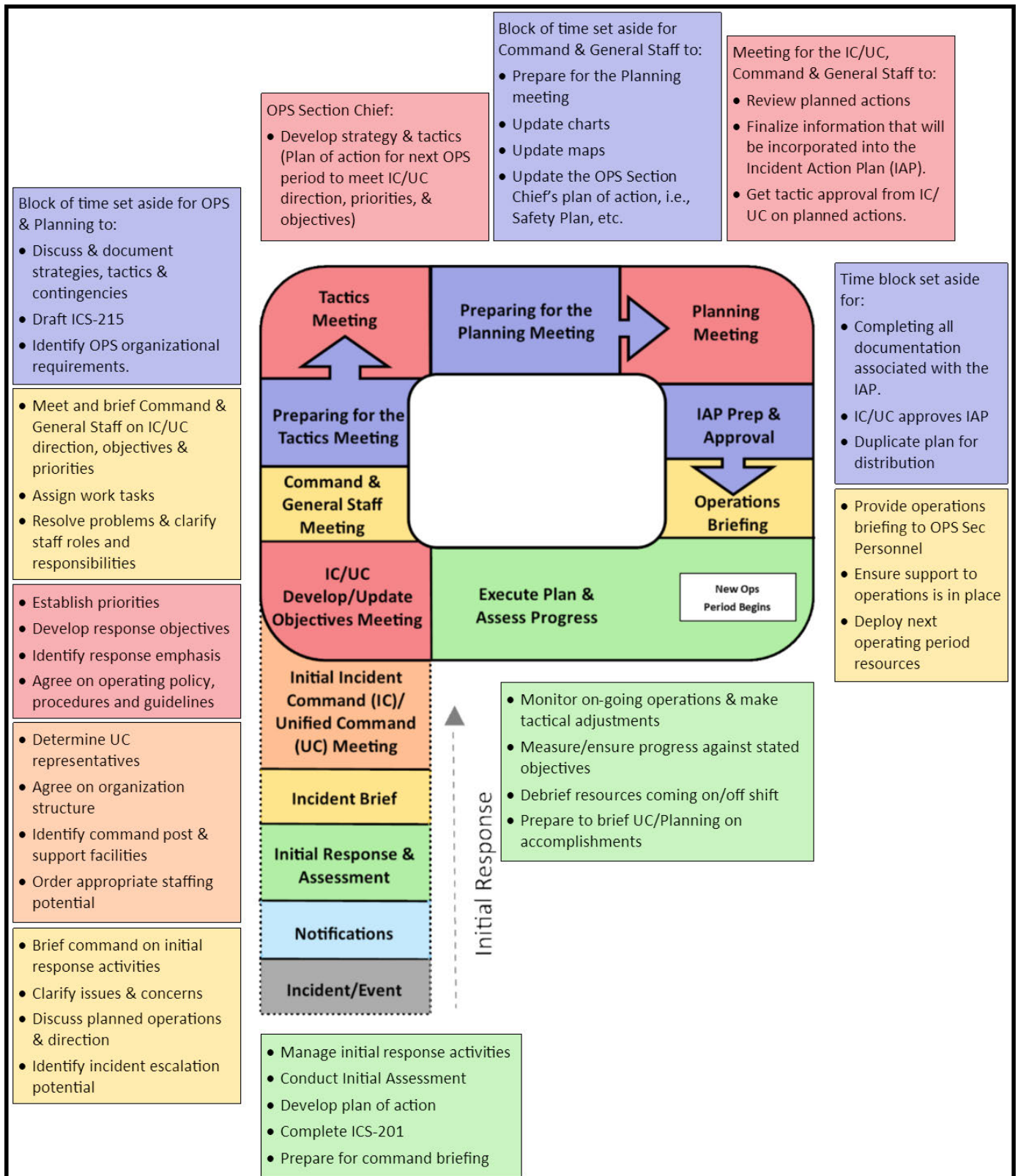
Printed Name

Date

Signature

Position

Operational Preparedness Flow Chart



EMERGENCY TELEPHONE LISTINGS

Agency/Employee	
CHISAGO COUNTY	Phone
Dispatch (non-emergency)	651-257-4100
Sheriff	
Chief Deputy	
Public Works/ Highway Department Director	
Emergency Management & Homeland Security	
CITY of WYOMING	Phone
City Hall	
City Administrator	
Public Safety Director	
Fire Chief	
Public Works Superintendent	
Building Official	
POLICE RESOURCES	Phone
Lakes Area Police Department	651-257-0622
North Branch Police Department	651-674-8848
Forest Lake Police Department	651-464-5877
Washington County Sheriff's Office	651-430-7600
Anoka County Sheriff's Office	763-324-5000
Lino Lakes Police Department	651-982-2300
Centennial Lakes Police Department	763-784-2501
Blaine Police Department	763-785-6168
Ramsey County Sheriff's Office	651-484-3366
White Bear Lake Police Department	651-429-8511
Isanti County Sheriff's Office	763-689-2141
Isanti Police Department	763-444-5512
Cambridge Police Department	763-689-9567
Pine County Sheriff's Office	320-629-8380
FIRE RESOURCES	Phone
Forest Lake Fire Department Chief	651-755-8758
Stacy Fire Department Chief	651-462-3389
Linwood Fire Department Chief	651-462-0502
Lindstrom Fire Department Chief	651-248-7421
Chisago City Fire Department Chief	651-257-4100
Minnesota DNR	651-296-6157
Red Rock Fire, Forest Lake	877-688-8885

STATE RESOURCES		Phone
American Red Cross		612-871-7676 763-689-3591
Medical Examiner's Office		651-224-7627
ChemTrec		800-424-9300
Metro Transit Council (MTC)		612-349-7317
Minnesota Relay Service		711
Emergency Management State Duty Officer		651-649-5451 800-422-0798
Salvation Army: 2445 Prior Ave. N (Roseville)		651-746-3400 800-456-4483
National Guard (request must be made by the County Sheriff to the State Duty Officer)		800-422-0798
State Patrol (ask for on duty/on call lieutenant or captain)		651-582-1509
Department of Transportation (MNDOT) (contact State Patrol)		651-582-1509
MEDICAL SERVICES		Phone
M Health Fairview Deputy Chief of EMS		815-557-7929
M Health Fairview Medical Transportation Operations Manager		651-724-3516
M Health Fairview Lakes Medical Center		651-982-7000
M Health Fairview Emergency Department		651-982-7300
M Health Fairview Facility Operations		651-982-7117
M Health Fairview Security		651-982-7370
EQUIPMENT RENTAL		Phone
Ziegler		952-888-4121
Ziegler Power Systems		952-887-4535
Trucking of generators		952-887-4481
United Rental		651-633-8171
United Rental		651-846-6925
United Rental		800-367-9161
Geyer Rental		320-253-9005
Highway Tech Inc.		612-521-4200
Jimmy's Johnnys		651-277-5912
Airfresh		651-430-0916
FUEL SUPPLIERS		Phone
Wally Carlson & Sons (Chisago City)		651-257-2476
Kath Fuel (St. Paul)		651-484-3325
Chisago Lakes Country Store (Chisago City)		651-257-6320
Jor Gas (St. Croix Falls)		800-483-4427

HEAVY EQUIPMENT CONTRACTORS	Phone
Interstate Removal	
Tom Griffith Contracting	651-462-3247
Peterson Companies	651-257-6864
Olson Excavating	651-464-2082
Dresel Contracting	651-257-9469
R.E. Excavating	651-257-1815
Polaris Industries	651-408-7200
LUMBER YARDS	Phone
Menards (Forest Lake)	651-982-6600
Menards (Cambridge)	763-691-1271
McCarron's Building Center (Forest Lake)	651-464-5427
Lamperts Lumber (North Branch)	651-674-4415
TIRE REPAIR SERVICE	Phone
Reub's Tire Shop (Forest Lake)	651-464-2245
Wingfoot Commercial Tire (South St. Paul)	651-450-0053
Prime Auto and Tire (Forest Lake)	651-464-8410
TOW COMPANIES	Phone
Dan's Towing (Forest Lake)	651-464-5551
Harold's Towing (Forest Lake)	651-464-5313
Lake's Towing (Forest Lake)	651-464-7447
Tom's Towing (Shafer)	651-257-4869
Peterson's Towing (Lindstrom)	651-257-1062
Swede's Towing (Wyoming)	651-462-5513
Roger's Towing (North Branch)	651-674-7119
TRANSPORTATION	Phone
St. John's Church (Stacy)	651-462-5115
Forest Lake Bus Garage	651-982-8190
North Branch Bus Garage	651-674-1030
Chisago County Heartland Express	763-689-8131
TREE and DEBRIS REMOVAL	Phone
Tom Griffith Contracting (North Branch)	651-462-3247
Ceres Environmental Services (Brooklyn Park)	763-425-8822
SRC Recycle Center (Wyoming)	651-462-1099

UTILITIES	Phone
ELECTRIC	
Connexus Energy (24-hour outage and emergency)	763-323-2660
Excel Energy - Life threatening emergencies such as downed power lines (NOT FOR GENERAL PUBLIC)	██████████
Excel Energy - Non life-threatening emergencies and outages that affect sewage and pumping stations, water wells and essential municipal buildings (NOT FOR GENERAL PUBLIC)	██████████
Excel Energy - Reporting by general public	800-895-1999
Excel Energy - Street lights, local stop lights, traffic lights	800-895-4999
GAS	
Excel Energy - Life-threatening emergencies such as downed power lines or a gas odor/leak (NOT FOR GENERAL PUBLIC)	██████████
Excel Energy - Reporting by general public	800-895-2999
Northern Natural Gas Pipeline	888-367-6671
SEWER	
Hass Septic Cleaning (Isanti)	763-444-5892
Smilies Sewer Service (Hugo)	
TELEPHONE	
Century Link Security Response Center	800-215-4829
Frontier Communications	877-755-3488
Midcontinent Communications	800-888-1300
BIO-HAZARDOUS CLEAN UP	Phone
Bio-Tec (24-hour Dispatch Line)	1-888-246-9111
EARLY WARNING SYSTEMS	Phone
Frontline Warning Systems	1-800-879-3177

PRELIMINARY DAMAGE ASSESSMENT (PDA) FIELD GUIDE



The Purpose of this Preliminary Damage Assessment Field Guide

This field guide has been designed to serve as a quick reference tool to be utilized by local officials and others in conducting local damage assessment for homes, businesses, and public infrastructure. Inside you will find listed the *5 Degrees of Damage*; FEMA criteria for seeking an Individual Assistance Declaration, tips, things to do, and things to remember. In addition, illustrations have been provided and offer examples of the different degrees of damage for both wind and flood.

Local Damage Assessment Must be Rapid, Detailed and Accurate.

- It should be completed and submitted within 36 hours of the event.
- The information collected will then be analyzed to determine if supplemental assistance will be needed from State and/or Federal Agencies.
- If necessary, the State will request a preliminary damage assessment with the Federal Emergency Management Agency (FEMA) and/or the Small Business Administration (SBA).
- Delay in completing the assessment may delay supplemental disaster assistance to those most in need.

Why Do Damage Assessment?

Conducting a local damage assessment enables local officials to:

- Determine the severity and magnitude of the event.
- Quantify homes and businesses impacted by the disaster.
- Determine whether local resources will be sufficient to effectively respond and recover from the event.

Do:

- Conduct visual inspection to verify damages.
- Be sensitive when discussing damages with property owner.
- Determine extent of insurance coverage (i.e. homeowner's policy vs. flood insurance).
- Include impact to businesses in your survey.
- Ensure current assessment reports are as accurate as possible.
- Provide initial assessment to HSEM within 36 hours of the event.

Don't:

- Enter a damaged structure or a private home.
- Drive through flood waters.
- Exaggerate the amount of damage as it will be detrimental during a joint PDA.
- Promise assistance. The assessment will determine the levels of assistance needed.

REMEMBER

- Focus on degrees of damage and habitability.
- Do not become preoccupied with property value.
- Look for waterline or debris line to determine depth of water.
- Only report disaster-related damages.
- Deferred maintenance and/or pre-existing damage should not be included in your assessment.

INDIVIDUAL ASSISTANCE

- Assess residential damages and identify uninsured losses.
- Residential damages include primary homes, rental units, and personal property.
- Business damage is recorded as impacts to the area and potential losses for state or federal assistance.

There are 5 degrees of damage for FEMA Individual Assistance:

- Destroyed
- Major
- Minor
- Affected
- Inaccessible

Small Business Administration's criteria for requesting assistance is the following:

There must be a minimum of 25 homes and/or businesses with $\geq 40\%$ uninsured damages.

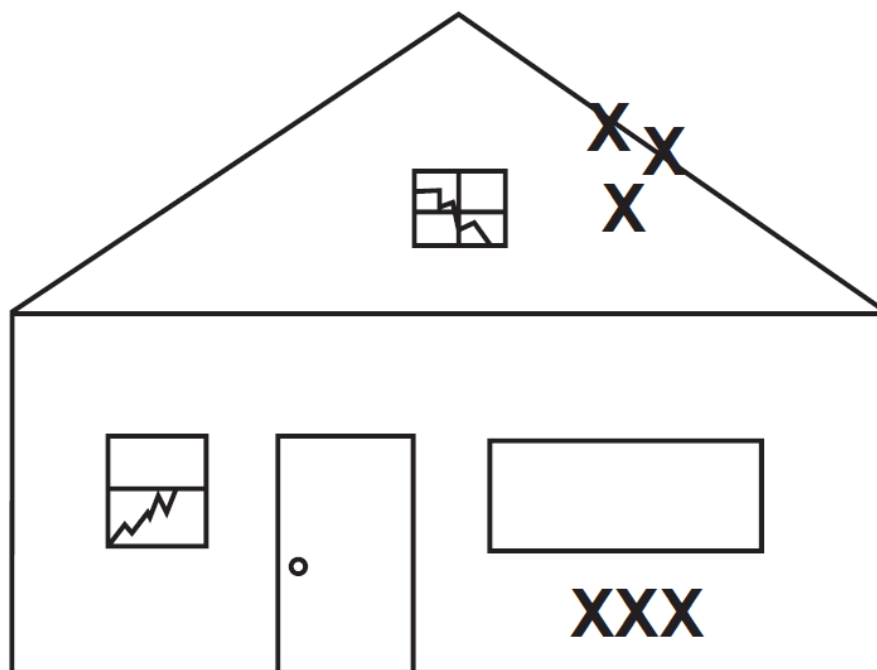


Conventionally Built Homes

**Wind damage can occur from
derechos, tornadoes, and severe
thunderstorms**

AFFECTED

Wind: Conventionally Built Homes



Examples:

- Missing shingles or siding.
- Broken screens.
- Cosmetic damage to siding.
- Damage to an attached structure.
- Damage to landscaping, retaining walls, or downed trees that do not affect access to residence.

MINOR

Wind: Conventionally Built Homes

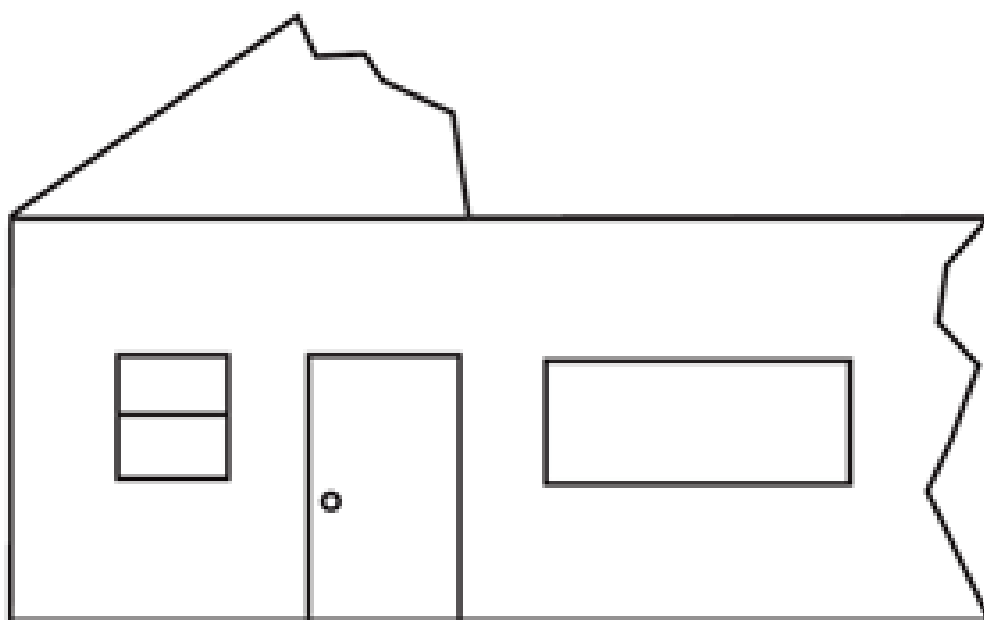


Examples:

- Non-structural damage to roof components over essential living spaces.
- Non-structural damage to exterior components.
- Damage to chimney.

MAJOR

Wind: Conventionally Built Homes



Examples:

- Failure or partial failure of structural elements of the roof and/or exterior walls.
- Failure or partial failure to foundation to include $>2''$ horizontal cracks or $>6''$ foundation shifts.

DESTROYED

Wind: Conventionally Built Homes



Examples:

- Complete failure of 2 or more structural components.
- Only foundation remains.
- Require demolition or removal because of disaster related damage or confirmed imminent danger (impending slope failure or ground collapses).

WIND



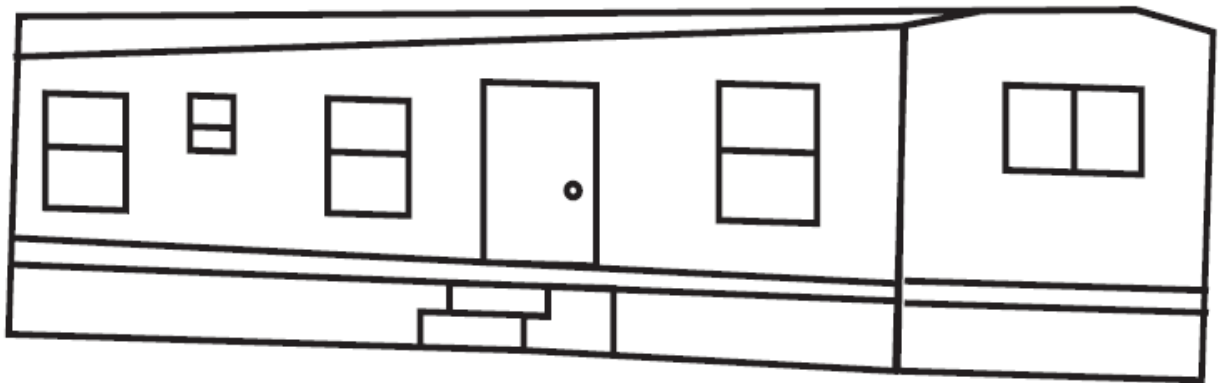
DAMAGE

MANUFACTURED HOMES

**Wind damage can occur from
derechos, tornadoes, and severe
thunderstorms**

AFFECTED

Wind: Manufactured Homes

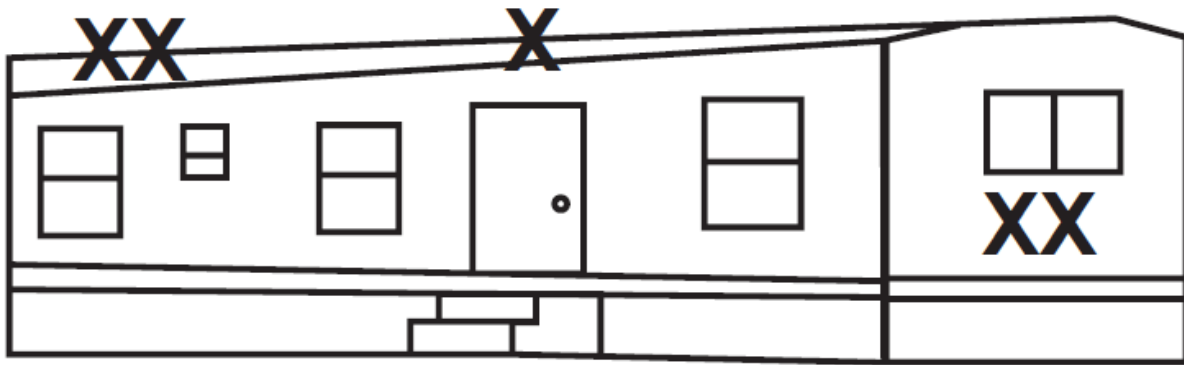


Examples:

- No damage affecting habitability.
- Cosmetic damage only.
- Frame is NOT bent, twisted or otherwise compromised.
- No structural components have been damaged.

MINOR

Wind: Manufactured Homes

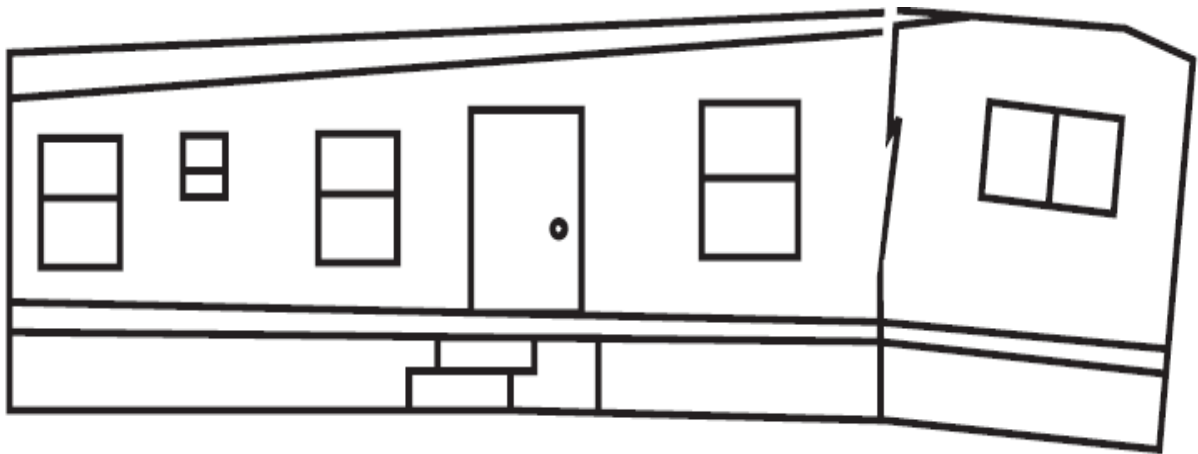


Examples:

- No structural damage (not displaced from foundation).
- Nonstructural components may have minor damage (windows, roof, doors, duct work, and/or utility connections).

MAJOR

Wind: Manufactured Homes

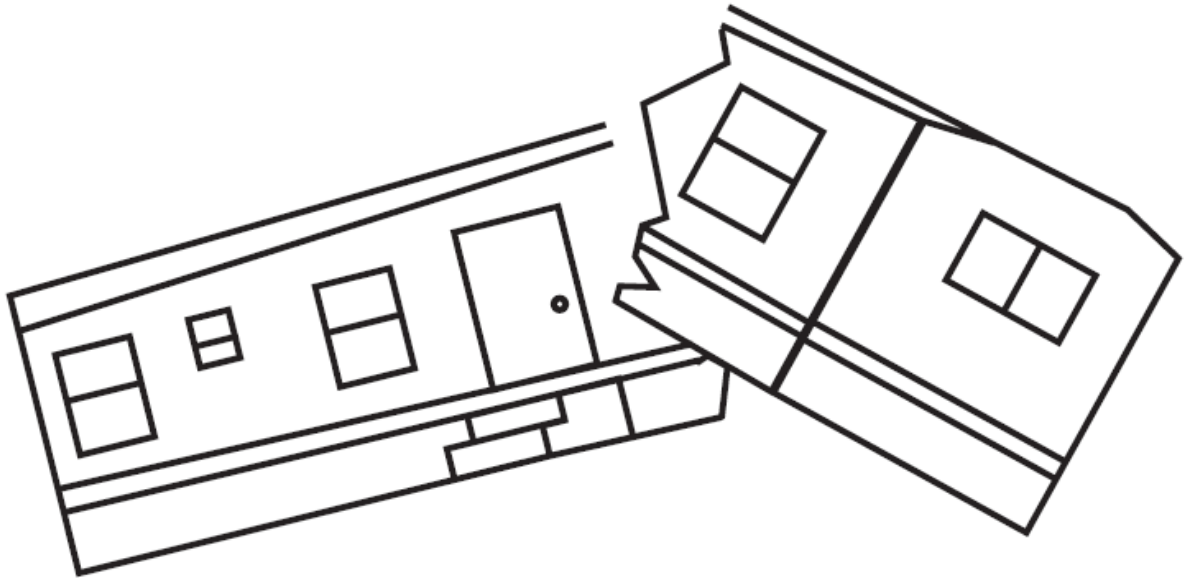


Examples:

- Displaced from foundation.
- Other structural components have been damaged

DESTROYED

Wind: Manufactured Homes



Examples:

- Structure is a total loss.
- Frame is bent, twisted or otherwise compromised.
- Missing roof covering, or the structural ribbing has collapsed for the majority of the roof system.

FLOOD



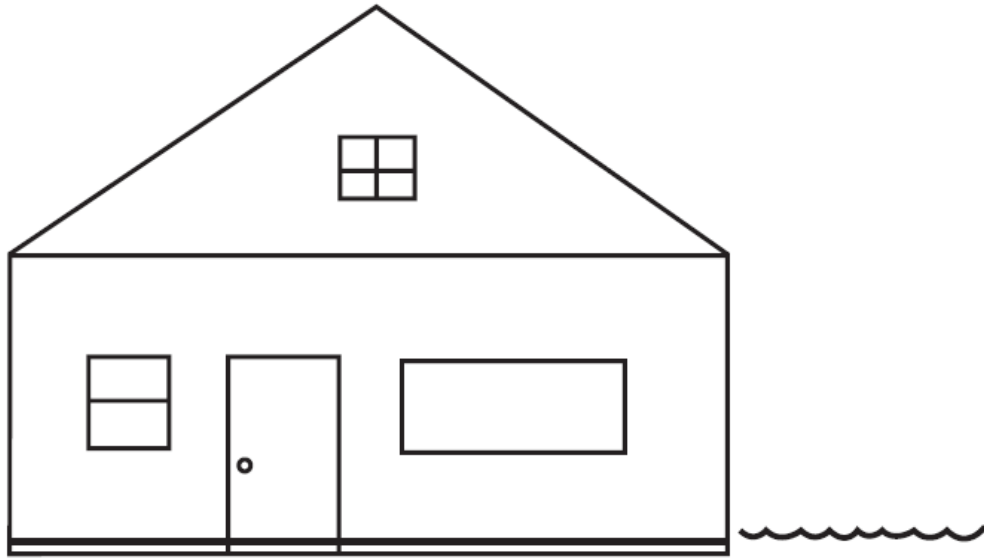
DAMAGE

Conventionally Built Homes

Flood damage can occur from heavy rains, rivers, creeks, and manmade events.

AFFECTED

Flood: Conventionally Built Homes

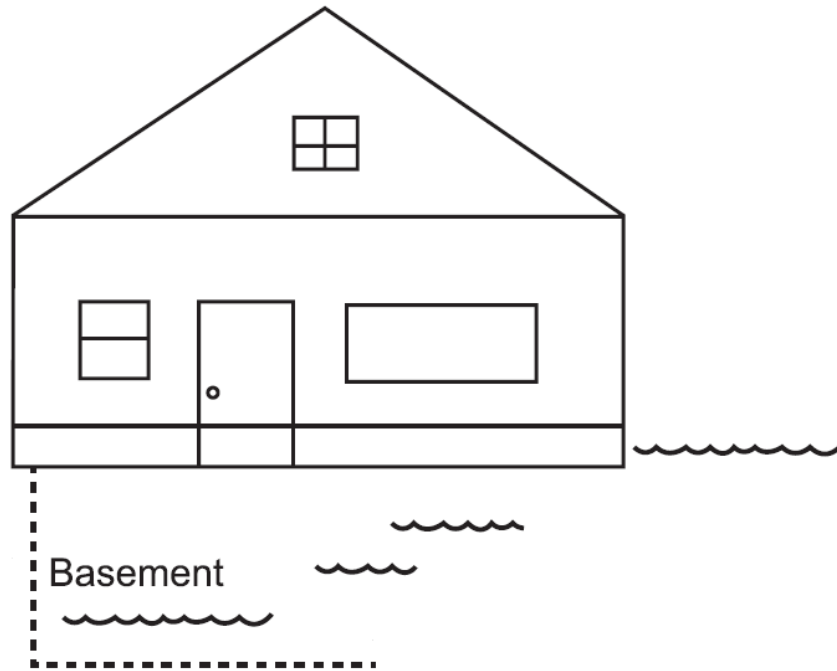


Examples:

- Any water line in the crawl space or basement when essential living space or mechanical components are not damaged or submerged
- Cosmetic damage such as paint discoloration or loose siding
- Broken screens
- Gutter damage and debris
- Damage to an attached structure such as a porch, carport, garage, or outbuilding not for commercial use
- Damage to landscaping, retaining walls, or downed trees that do not affect access to the residence

MINOR

Flood: Conventionally Built Homes

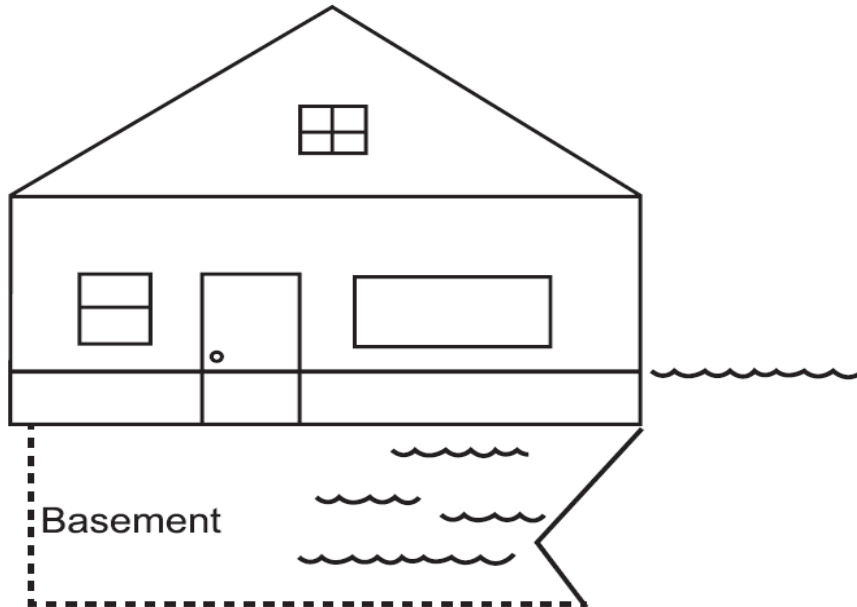


Examples:

- Waterline ≤ 18 inches in an essential living space.
- Damage to mechanical components.
- Nonstructural damage to the interior wall component to include drywall, insulation.
- Nonstructural damage to exterior components
- Multiple small vertical cracks in the foundation
- Damage or disaster related contamination to a private well or septic system

MAJOR

Flood: Conventionally Built Homes



Examples:

- Waterline >18 inches in an essential living space, a waterline above the electrical outlets, or a waterline on the first floor of a residence when basement is completely full.
- Failure or partial failure to structural elements of the walls to include framing, sheathing, etc.
- Failure or partial failure to foundation to include crumbling, bulging, collapsing, horizontal cracks >2", and shifting of the residence on the foundation >6".

DESTROYED

Flood: Conventionally Built Homes



Examples:

- Complete failure of two or more major structural components, such as collapse of basement walls/foundation, walls or roof
- Only foundation remains
- A residence that will require immediate demolition or removal because of disaster related damage or confirmed imminent danger (e.g. impeding landslides, mudslides, or sinkholes)

FLOOD



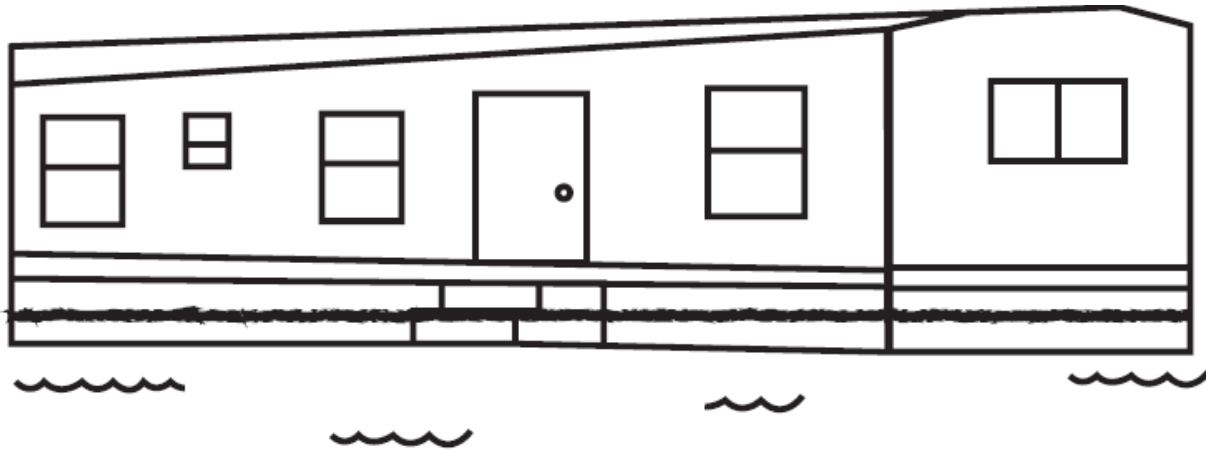
DAMAGE

MANUFACTURED HOMES

Flood damage can occur from heavy rains, rivers, creeks, and manmade events.

AFFECTED

Flood: Manufactured Homes

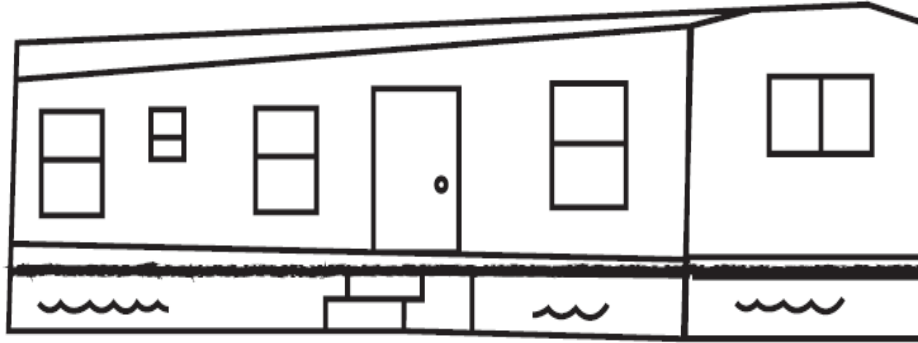


Examples:

- No damage affecting habitability; cosmetic damage only.
- The dwelling's frame is not bent, twisted, or otherwise compromised. No structural components of the dwelling have been damaged.

MINOR

Flood: Manufactured Homes

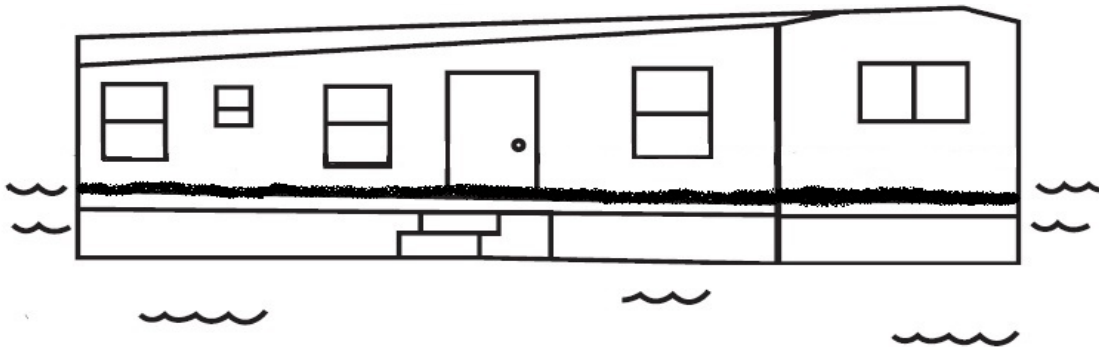


Examples:

- Water line is below the floor system.
- Skirting or HVAC is impacted.
- There is no structural damage to the residence and it has not been displaced from the foundation.
- Nonstructural components have sustained damage.

MAJOR

Flood: Manufactured Homes

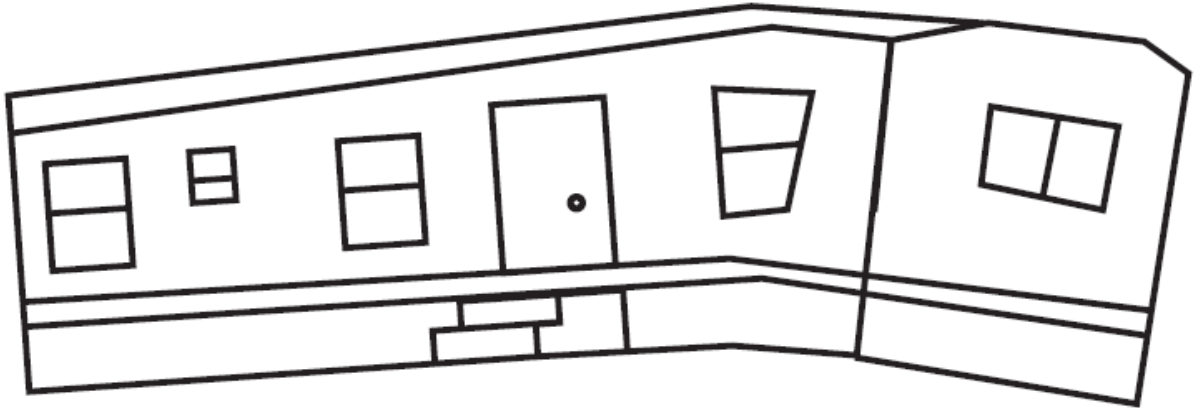


Examples:

- Water has come into contact with the floor system.
- Residence has been displaced from the foundation, block or piers and other structural components have been damaged.

DESTROYED

Flood: Manufactured Homes



Examples:

- The residence is a total loss.
- Frame is twisted, bent or otherwise compromised.
- Residence is missing the roof covering or the structural ribbing has collapsed for the majority of the roof system

Public Assistance

Damage Assessment Criteria

Applicants:

- Damaged facility must belong to one of the following:
 - State or local government
 - Public entity
 - Town, village or rural community
 - Tribal government
 - Eligible private non-profit

Eligible damage:

- Facility was damaged due to the event
- Damaged elements are maintained and were in use at the time of the event

Document how the disaster is impacting your community. Include information that details:

- Threats to health or safety
- Utility disruption
- Transportation disruption
- Critical Services disruption
- Economic loss

Public Assistance

Category A: Debris Removal

Debris removal from public property must be in the public interest and necessary to:

- Eliminate immediate threats to lives, public health & safety;
- Eliminate immediate threats of significant damage to improved public or private property

Examples:

- Trees and woody debris
- Building components
- Sand, mud, silt & gravel
- Removal of temporary
- levees

Public Assistance

Category B: Emergency Protective Measures

Examples:

- Search and rescue
- Security
- Emergency Pumping
- Sandbagging
- Detour & warning signs
- EOC Activation
- Emergency & temporary repairs
- Overhead power lines
- Emergency medical facilities
- Emergency evacuations
- Activities undertaken before, during and after a disaster to save lives and protect improved property

Public Assistance

Category C: Roads & Bridges

Examples:

Roads

- Surfaces
- Bases
- Shoulders
- Ditches
- Drainage structures
- Low water crossings

Bridges

- Decking & pavement
- Piers
- Girders
- Abutments
- Slope protection
- Approaches
- Slope Failures

Public Assistance

Category D: Water Control Facilities

Examples:

- Dams & reservoirs
- Levees
- Engineered drainage channels
- Canals
- Aqueducts
- Sediment basins
- Shore protective devices
- Irrigation facilities
- Pumping facilities

Public Assistance

Category E: Buildings & Equipment

Examples:

Buildings

- Structural components
- Interior systems
 - oElectrical
 - oMechanical
 - oContents

Public Assistance

Category F: Utilities

Examples:

- Water treatment plants
- Power generation & distribution
- Facilities
- Natural gas systems
- Wind turbines
- Generators
- Substations
- Power lines

Public Assistance

Category G: Parks, Recreation & Other

Examples:

- Playground equipment
- Swimming pools
- Bath houses
- Tennis courts
- Boat docks
- Piers
- Picnic tables
- Golf courses
- Fish hatcheries
- Mass transit facilities

Contacts

Name: _____

Office #: _____

Cell #: _____

Name: _____

Office #: _____

Cell #: _____

Name: _____

Office #: _____

Cell #: _____

12.29 DECLARATION OF LOCAL EMERGENCY.

Subdivision 1. **Authority to declare emergency.** A local emergency may be declared only by the mayor of a municipality or the chair of a county board of commissioners or their legal successors. It may not be continued for a period in excess of three days except by or with the consent of the governing body of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local emergency must be given prompt and general publicity and filed promptly by the chief of the local record-keeping agency of the political subdivision.

Subd. 2. **Effect of declaration of emergency.** A declaration of a local emergency invokes necessary portions of the response and recovery aspects of applicable local or interjurisdictional disaster plans, and may authorize aid and assistance under those plans.

Subd. 3. **Interjurisdictional agencies.** No interjurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an interjurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

History: 1976 c 266 s 2; 1986 c 444; 1996 c 344 s 18

12.37 POLITICAL SUBDIVISION'S POWERS TO FAST PROVIDE EMERGENCY AID.

During an emergency or disaster, each political subdivision, notwithstanding any statutory or charter provision to the contrary, and through its governing body acting within or without the corporate limits of the political subdivision, may:

(1) enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and

(2) exercise the powers vested by this subdivision in the light of the exigencies of the disaster without compliance with time-consuming procedures and formalities prescribed by law pertaining to:

(i) the performance of public work;

(ii) entering into contracts;

(iii) incurring of obligations;

(iv) employment of temporary workers;

(v) rental of equipment;

(vi) purchase of supplies and materials;

(vii) limitations upon tax levies; and

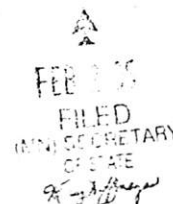
(viii) the appropriation and expenditure of public funds, for example, but not limited to, publication of ordinances and resolutions, publication of calls for bids, provisions of civil service laws and rules, provisions relating to low bids, and requirements for budgets.

History: 1951 c 694 s 307; 1957 c 171 s 1; 1996 c 344 s 26; 1999 c 250 art 2 s 2; 2003 c 2 art 1 s 2

STATE of MINNESOTA



TIM PAWLENTY
GOVERNOR



EXECUTIVE ORDER 05-02

DESIGNATION OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) AS THE BASIS FOR ALL INCIDENT MANAGEMENT IN THE STATE OF MINNESOTA

I, TIM PAWLENTY, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and applicable laws, including Minnesota Statutes 2004, Section 221.0269, do hereby issue this executive order:

WHEREAS, the President, in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity;

WHEREAS, the collective input and guidance from all federal, state, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all federal, state, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management, it is critical that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform planning, training, and exercising standards, comprehensive resource management, and designated incident facilities during emergencies or disasters;

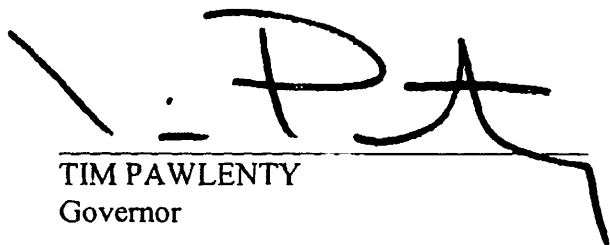
WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the state's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes.

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System;

NOW, THEREFORE, I do hereby establish the National Interagency Incident Management System (NIMS) as the state standard for incident management.

IN TESTIMONY WHEREOF, I have set my hand this 8th day of February 2005.



TIM PAWLENTY
Governor

Filed According to Law:



MARY KIFFMEYER
Secretary of State



Request for Council Action

Date: December 17, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Director Chief Paul Hoppe

Department: Public Safety

Reference: Updated Emergency Operations Plan

Method: New Business

Background Information:

The review of the Emergency operation Plan (EOP) is a standard practice in maintain updated and best practice policies, our current EOP was due for a review and refresh to continue the developing policies that prepare our organization for emergency events. The process to redraft the EOP involved several employees to ensure the document is implementable and best practice for managing emergency events. The EOP is not drafted to meet the demand specifics for every type event, but rather a guide line that are adaptable, sizable, and expandable.

The EOP is the guiding principles on how we manage emergency events within a structural framework that improves our effective and efficient delivery of services to improve overall out comes.

Recommendation:

It is my recommendation that the City Council adopt the new Emergency Operations Plan.

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

RESOLUTION 21-12-134

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**RESOLUTION AUTHORIZING THE CHISAGO LAKES JOINT SEWER
TREAMTEMNT COMMISSION'S SUBMITTAL OF A LOAN APPLICATION TO THE
MINNESOTA PUBLIC FACILITIES AUTHORITY**

WHEREAS, the President of the United States, Homeland Security Directive (HSPD)-5, directed the Secretary of the department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for federal, state, local and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incident, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all federal, state, local, and tribal security partners has been, and will continue to be vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, to facilitate the most efficient and effective incident management, it is critical that federal, state, local, ad tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform planning, training, and exercising standards, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities, and resources will improve the City of Wyoming's ability to utilize federal ad state funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes;

WHEREAS, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the State of Minnesota and City of Wyoming, including current emergency management training programs;

WHEREAS, the Governor of the State of Minnesota by Executive Order 05-02, February 9, 2005, has designated the NIMS as the basis for all incident management in the State of Minnesota;

NOW, THEREFORE BE IT RESOLVED that:

1. The City of Wyoming do herby establish the National Incident Management System (NIMS) as the standard for incident management in the City of Wyoming.

Adopted by the City of Wyoming, Minnesota on this 21st day of December 2021.

CITY OF WYOMING

ATTEST:

By: _____
Lisa Iverson, Mayor

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: December 15, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Assistant City Administrator Hiring Recommendation

Method: New Business

Background Information:

The Administration Department has completed the selection process on a group of candidates for our Assistant City Administrator Position. We reviewed and scored 17 applications for the position, conducted first round interviews on the top applicants, top candidates from the 1st round were brought for second interviews, and then a final interview. The final interview candidates went through a skill practical exercise pertinent to the position and a personality profile review. A complete background check and employment verification has been completed on the candidate.

Alex Saxe was selected as the top candidate for the position of Assistant City Administrator. Most recently, Mr. Saxe has worked nearly the past two years for Dakota County as a Management Analyst. Mr. Saxe has experience in administrative activities, research, project management, community engagement and budgeting/finance. Prior to Dakota County, Mr. Saxe worked for the City of Lake Elmo as the Deputy City Clerk where he gained experience in administration, event coordination, human resources, policy development, boards and commissions, communications and project management.

Mr. Saxe received a Masters of Public Administration from the University of Hamline and a Bachelor of Science History and Political Science from the University of Wisconsin River Falls. Mr. Saxe is a member of the Minnesota City Management Association (MCMA), Association of Public Management Professionals (APMP) and International City Management Association (ICMA).

Based on his qualifications, wage history and work experience I am recommending starting Alex Saxe wage at step 3 of the positions scale at \$ \$36.21 per hour with a 6 month probationary period per the City of Wyoming Personnel policy.

Recommendation: The Administration Department is requesting council authorization for the hiring of Alex Saxe for the Assistant City Administrator Position with a tentative start date of January 10, 2022 at a starting salary of \$36.21 per hour.



CITY OF WYOMING

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



Request for Council Action

Date: December 16, 2021

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: City Administrator Performance Evaluation

Method: New Business

Background Information:

The Wyoming City council was mailed a survey packet to evaluate City Administrator Linwood's performance through 2021. City council members turned in the document to the city attorney and the document has been scored, tabulated and is ready for the city council's review.

Recommendation: The Wyoming City Council enters a closed session under MN State Statute 13D.05, Subd 3(a) for the annual performance evaluation of City Administrator Linwood



CITY OF WYOMING

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