

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JANUARY 5, 2021
7:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

SWEARING IN OF ELECTED MAYOR AND COUNCILMEMBERS

SWEARING IN OF POLICE OFFICER ALLISON EDWARDS

ANNUAL MEETING

1. Designate Official Newspaper for 2020- Forest Lake Times- **Resolution 21-01-01**
2. Designate Official Depository for City Funds for 2020- **Resolution 21-01-02**
3. Elect an Acting Mayor to serve in absence of Mayor during 2021-(Minn. Stat.412.121)
4. Review Council Appointments to Boards, Commissions, Committees and Boards of Trustees of Fire Department Relief Associations- **Resolution 21-01-03**
5. Establishing 2021 regular meeting nights of the City Council of the City of Wyoming and Budget Calendar for 2022 Budget
6. Set Annual Fee for City Services for 2021- **Resolution 21-01-04**

OPEN FORUM:

"An opportunity for members of the public to address the City Council on items on/or not on the current agenda. Items requiring Council action maybe deferred to staff or Boards and Commissions for research and future Council Agendas if appropriate. You will be limited to three (3) minutes and we ask that you conduct yourself in a professional, courteous manner, and refrain from the use of profanity. Failure to abide by this policy may result in the loss of your privilege to speak".

APPROVAL OF MINUTES:

7. Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for December 15, 2020
8. Consider approving the minutes of the “Special Meeting” of the Wyoming, Minnesota City Council for December 22, 2020

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.

9. To consider **Resolution 21-01-05** a resolution accepting a donation to the city from WSB Engineer for the donation of \$700.00 for the 4th Annual Tree Lighting Ceremony at Railroad Park on December 5th, 2020
10. To consider **Resolution 21-01-06** a resolution accepting a donation to the city from WSB Engineer for the donation of \$300.00 for No Hunger November City of Wyoming Food Drive
11. To consider **Resolution 21-01-07** a resolution accepting a donation to the city from Xcel Energy for the donation of \$500.00 for the 4th Annual Tree Lighting Ceremony at Railroad Park on December 5th, 2020
12. Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of December 16, 2020 through January 5, 2021

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

13. Report of the Public Safety Director, Paul Hoppe for, January 5th, 2021
14. Report of City Building Official, Fred Weck, IV for, January 5th, 2021
15. Report of City Attorney Tom Loonan for January 5th, 2021
16. Report of City Engineer, Mark Erichson for, January 5th, 2021
17. Report of Public Works Superintendent Chuck Almhjeld for January 5th, 2021

COMMUNICATIONS:

18. Joe Triplett, Chisago County Engineer/Public Works Director Hwy 8 Update

OLD BUSINESS:

NEW BUSINESS:

19. To consider starting the hiring process for a Full-Time Maintenance Worker 1 Position.

20. To consider a Wyoming City Council Work session meeting on January 13, 2020 at 6:00PM to discuss the City of Wyoming Long Term Plan, Franchise Fees, Wold Architects Needs Assessment and the 2021 East Viking Blvd Utility Project

COUNCIL REPORTS:

ADJOURN

FOREST LAKE TIMES



234 South Main Street, Cambridge, MN 55008 -763-691-6001 publicnotice@apgecm.com

December 28, 2020

Robb Linwood
City of Wyoming
P.O. Box 188
Wyoming, MN 55092

Dear Mr. Linwood and City Council Members,

The **Forest Lake Times** would like to bid for legal printing status as the designated Official Newspaper for the City of Wyoming. The **Forest Lake Times** is qualified by the State of Minnesota as a Legal Newspaper under Minnesota Statutes Section 331 A.02, subdivision 1.

The bid to publish legal notices in the **Forest Lake Times** for the year 2021 will remain unchanged from the 2020 rate of \$5.60 per column inch with 7 point type and 9 lines per inch, the same rate as the current contract. The notices will also be placed in the St. Croix Valley Peach at no additional charge. The notices will be posted on our website, www.forestlaketimes.com for all to view for free and at no charge to the city.

We would prefer legal notices emailed to publicnotice@apgecm.com. For notices that are faxed or mailed to us, we will add a \$20 typesetting charge. The deadline is 3:00p.m. Monday for the same weeks publication except on holiday weeks where there are early deadlines. One affidavit will be provided to you at no cost and additional affidavits are available for \$2.50 each.

We appreciate the longstanding relationship the **Forest Lake Times** has had with the City of Wyoming and we look forward to continuing to serve the residents of Wyoming.

Sincerely,

A handwritten signature in blue ink that reads 'Tonya Orbeck'. The signature is fluid and cursive, with the first name 'Tonya' being more prominent than the last name 'Orbeck'.

Tonya Orbeck

Public Notice Department Manager
ECM Publishers, Inc. /Adams Publishing Group

RESOLUTION NO. 21-01-01

A RESOLUTION DESIGNATING THE FOREST LAKE TIMES THE OFFICIAL NEWSPAPER FOR THE CITY OF WYOMING FOR THE YEAR 2021

WHEREAS, in accordance with **Minnesota State Statute 412.831** the City of Wyoming is required to designate a newspaper of general circulation as its official newspaper; and

WHEREAS, the designated newspaper is where the City will publish ordinances and other matters as required by law; and

WHEREAS, the City Council of the City of Wyoming desires to designate the official newspaper for the City.

NOW, THEREFORE, BE IT RESOLVED the Wyoming City Council hereby designates the **Forest Lake Times** as the official newspaper for the City of Wyoming for the calendar year 2021 or until such time as a new official newspaper is duly designated.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 5th
DAY OF JANUARY, 2021.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

RESOLUTION NO. 21-01-02

A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES FOR THE CITY OF WYOMING FOR THE CALENDAR YEAR 2021

WHEREAS, in accordance with **Minnesota State Statute 427.01-.12** the City of Wyoming is required to designate an official depository; and

WHEREAS, the designated official depository is where the City of Wyoming will conduct its banking; and

WHEREAS, the City Council of the City of Wyoming desires to designate the official depositories for the City.

NOW, THEREFORE, BE IT RESOLVED the Wyoming City Council hereby designates the following as the official depositories for the City of Wyoming until such time as a new official depository is duly designated:

First State Bank of Wyoming – Wyoming, Minnesota
Prudent Man Advisors (PMA)
RBC Wealth Management/Dain Rauscher
4M Fund

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 5th DAY OF JANUARY, 2021.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: December 31, 2020

Presented to: Mayor Iverson and City Council Members

Presented by: City Administrator Linwood

Department: Administration

Reference: Annual Meeting Item

Method: New Business

Background Information: It is necessary per state statute to elect an Acting Mayor to serve in absence of Mayor during 2021 – (Minn. Stat. 412.121)

Request: To make a motion an elect a council member to the position of acting mayor for the City of Wyoming in 2021.



CITY OF WYOMING

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

December 23, 2020

Mr. Robb Linwood
Administrator
City of Wyoming
26885 Forest Blvd
P.O. Box 188
Wyoming, MN 55092

Dear Mr. Linwood,

I would like to express my interest in continuing to serve the citizens of Wyoming as a member of the City's Planning Commission.

My tenure as a member of the Planning Commission began in September 2007 with the Town Board's appointment to the Town of Wyoming Planning Commission. I was subsequently re-appointed to serve on the City Planning Commission in 2009. In 2011, I was appointed to serve as the City's liaison to the Comfort Lake Forest Lake Watershed District.

During my tenure as a member of the Planning Commission, I have contributed to the preparation and approval of the City's Comprehensive Plan, updated zoning ordinances, the Comprehensive Water and Sewer Plan and the Comprehensive Water Resources Management Plan as well as multiple development reviews and planning/zoning issues. I still have a considerable amount to learn regarding the fine points of issues that will come before the planning commission. However, I believe that my professional experience will allow me to contribute to good decisions, with the assistance of staff and fellow commissioners.

My individual qualifications include the following:

- Resident of the City from 1993 – present
- Registered Professional Civil Engineer - retired
- 36 years of experience working as a consultant in the public sector on planning and implementing infrastructure improvements, ordinances and natural resources protection strategies.
- Prepared several zoning ordinances including shoreland, flood plain, ground water and wetlands protection.
- Familiarity with municipal financing alternatives, including grants and storm water utility funding.

Mr. Robb Linwood
December 23, 2020

In summary, I look forward to your thoughtful consideration of my application to continue to serve on the City's Planning Commission and as Watershed Liaison. Our current Planning Commission includes many talented individuals and I am confident, whether I am chosen or not, that the City will be well served in 2020 and beyond. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, reading "Mark L. Lobermeier". The signature is fluid and cursive, with a large loop at the end of the last name.

Mark L. Lobermeier
25124 Firefly Avenue
Wyoming, MN 55092
651.464.6547

December 17, 2020

Mayor Iverson & City Council Members
City of Wyoming, Minnesota
26885 Forest Boulevard
P.O. Box 188
Wyoming, MN 55092

RE: Reappointment to the City of Wyoming Planning Commission
Term Beginning 2021

Dear Mayor and City Council Members:

Please accept this letter of interest to be reappointed to the City of Wyoming Planning Commission. I joined the planning commission as an act of service, to learn more about city planning process, and contribute to the thoughtful growth of our city. I take my role on the planning commission seriously and enjoy preparing and participating in meetings. It has been a pleasure working with the planning commission members and city staff. I look forward to a productive 2021 where we will again meet in-person and complete our draft revisions to the comprehensive plan.

I am willing and able to fulfill another term as planning commission member if you choose to reappoint me. If you have questions or concerns regarding my reappointment, I encourage you to contact me.

Sincerely,

Bryan Murdock
bmurdock@conditionservices.com
651-303-1124

Hi Kelly (and to whom it may concern),

My name is Heather Vandenheuvel and I am a relatively new resident of Wyoming. I am a mom and a social worker, and am interested in the position on the Park Advisory Commission for several reasons. I want to be connected and involved in my community, and this could be one really great way to do so. As a resident and taxpayer, I certainly have a desire to be fiscally responsible and a good steward of available resources. I also know that providing safe park facilities for our kids is incredibly important to their wellbeing.

I also believe strongly in the importance of inclusion and diversity. I would like to see Wyoming parks go beyond simple ADA compliance and strive for the development of parks that are accessible and welcoming to children of all abilities. This is a huge draw for families who struggle to support their children's development, and want to find opportunities to help them engage with their peers in a meaningful way. There are several amazing parks in the Twin Cities metro, but having a fully inclusive park would help to increase the visibility of Wyoming, and potentially give a boost to local businesses. Park accessibility is a huge priority for me.

One other thing I will share: I live near Fireside Park and really appreciate the educational component of the butterfly and pollination project and corresponding signage, and look forward to learning more about future, similar plans for this and other local parks. I hope to hear from you, and thank you for your consideration.

Heather Vandenheuvel

Angie Schilling

6158 Forest Blvd. Trl. Wyoming, MN 55092
Cell: 651-470-5885 Email:aplante36@gmail.com

12/30/2020

City of Wyoming

26885 Forest Blvd

Wyoming, MN 55092

RE: Park Advisory Commission

Kelly,

I would love to be reappointed to the Park Advisory Commission for a full term. I am very interested in the position. I understand that the first appointment was on an expiring term and would love continue on with the commission.

Thank you, in advance, for your consideration.

Best regards,

Angie Schilling

RESOLUTION NO. 21-01-03

**A RESOLUTION MAKING APPOINTMENTS TO BOARDS AND
COMMISSIONS COMMITTEES AND BOARD OF TRUSTEES OF FIRE
DEPARTMENT VOLUNTEER RELIEF ASSOCIATION – FOR 2021**

WHEREAS, the Wyoming City Council is required to make various appointments to Boards and Commissions for purposes of conducting City business.

WHEREAS, The Wyoming City Council shall ratify the appointments made based on the recommendations received according to the bylaws of the various Boards and Commissions for purposes of representing the City Council and its policies.

NOW, THEREFORE, BE IT RESOLVED, the Wyoming City Council appointments to various Boards, and as shown in the attached “**Exhibit A**” for calendar year 2021.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 5th
DAY OF JANUARY, 2021.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

Exhibit A

Acting Mayor	<u>Claire Luger</u>
Library Society Liaison	<u>Wyoming Area Library Disbanded</u>
Sewer Commissioner	<u>Linda Nanko Yeager</u>
Sewer Commissioner	<u>Dennis Schilling</u>
Sewer Commissioner Alternate	<u>Claire Luger</u>
EDA Member	<u>Lisa Iverson</u>
EDA Member	<u>Dennis Schilling</u>
Planning Commission Liaison	<u>Brett Ohnstad</u>
Rush Line Representative	<u>TBD</u>
Watershed District Representative	<u>OPEN</u>
Park Advisory Commission	<u>Claire Luger</u>
Fire Relief Association	<u>Lisa Iverson</u>
Fire Relief Association	<u>Robb Linwood</u>
Fire Relief Association	<u>Jesse Milligan</u>
Emergency Services Officer	<u>Paul Hoppe</u>
Highway 8 Task Force	<u>Lisa Iverson</u>
Joint Park/Planning Commission	<u>Claire Luger</u>
<u>Planning Commission</u>	
Mark Lobermeier	
Bryan Murdock	
<u>Park and Recreation Board</u>	
Angie Schilling	
Heather Vandenheuvel	
<u>EDA</u>	
None	



Request for Council Action

Date: December 29, 2020

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: 2021 Regular Meeting Dates City Council

Method: Annual Meeting

Listed below are the proposed 2021 City Council meeting dates starting at 7:00pm. The meetings are the first and third Tuesday of each month except for those months where it is required for Election purposes or the meeting date falls on a Holiday in which case the regular meeting will be held the following day.

The bolded dates are meetings that have been scheduled for Wednesday due to a city event or election that fall on a regular meeting date;

January 5, 2021	May 4, 2021	September 7, 2021
January 19, 2021	May 18, 2021	September 21, 2021
February 2, 2021	June 1, 2021	October 5, 2021
February 16, 2021	June 15, 2021	October 19, 2021
March 2, 2021	July 6, 2021	November 2, 2021
March 16, 2021	July 20, 2021	November 16, 2021
April 6, 2021	August 4, 2021	December 7, 2021
April 20, 2021	August 17, 2021	December 21, 2021

*August 3, 2020 National Night Out



CITY OF WYOMING

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



City of Wyoming 2022 Budget Process

One of the most important activities undertaken each year by the City is the budget process. The quality of decisions made in the budget process conveys the City's long-range plans and policies for current and future services.

The budget is a financial, planning, and policy document which reflects the allocation of limited revenue among competing uses and serves as a guide for the various departments in implementing their goals and objectives.

Annual budgets are adopted for the General, Capital Projects, Debt Service, and Proprietary Funds. Within the General fund, budgets are prepared for each major department. For example, Administration, Public Safety and Public Works are departments within the General fund.

Budgeted amounts are reported as originally adopted. Budgeted expenditure appropriations lapse at year-end. The City's department heads may make transfers of appropriations within their department. The budgetary level of control is at the department level.

The budget process is a year-round activity because regular reporting is necessary to provide accountability, understanding, and confidence in the City. The City provides different types of reporting to facilitate this process. These reports include: monthly department reports, monthly capital project reports, monthly cash balances reports, budget document, and an audited comprehensive annual financial statement.

The City follows the procedures below in establishing the budget:

The annual budget process begins in May or June of each year. Staff prepares and distributes budget worksheets and instructions for department heads. City Council has a work session to review the budget process. Departmental budgets and 5-year capital requests are due from department heads to the City Administrator. The first draft of the budget is due to the City Administrator at the beginning of July. The City Administrator meets with department heads to discuss individual budget requests. Total budget requests are compared to revenue estimates to ensure that there is funding available to fund the proposed expenditures. Budget revisions from departmental meetings are completed and revisions are incorporated into the first draft of the budget that is presented at the council work session. The City Administrator meets with department heads to discuss and review council feedback from the work session. In early September, the City sets the preliminary levy and the public hearing information which is forwarded to the County Auditor by September 30th each year. In September/October, additional updates are completed before the final presentation of the budget. The County mails parcel specific tax notices in November to property owners providing taxes due the following year based on the preliminary levy. A budget and levy hearing is held in December in accordance with State law. The budget and tax levy are adopted through passage of resolutions.

Budget Calendar

May 18, 2021	City Council holds visioning sessions with City Administrator to review long-term plan and adopt short-term strategies and budget objectives.
June 2, 2021	Staff prepares and distributes budget worksheets and instructions for department heads.
June 9, 2021	City Council holds visioning sessions with City Administrator, Department heads to look at long-term plan and adopt short-term strategies and budget objectives.
June 18, 2021	Departmental budgets and 5-year capital requests due from department heads to City Administrator
July 5, 2021	1st draft of budget due to City Administrator.
July 5-9, 2021	Meet with department heads to discuss individual budget requests.
July 14, 2021	Budget revisions from departmental meetings completed.
July 28, 2021	Council work session - first draft of budget presented.
August 2-August 6, 2021	Additional departmental meetings to discuss and review council feedback from work session.
August 11, 2021	2nd draft of budget due to City Administrator.
August 25, 2021	Council work session – if needed.
September 14, 2021	At the Council meeting, the public hearing date on the proposed budget and proposed tax levy are approved by the Council.
By September 30, 2021	City Administrator certifies preliminary levy and hearing date to Chisago County.
September/October	Additional updates/fine tuning of budget before final presentation.
October 20, 2021	Final budget due to City Administrator.
November	County Auditor mails tax notices to each taxpayer.
November 10, 2021	Council work session – final budget presented.
December 7, 2021	Initial Truth-In-Taxation Hearing on 2022 Budget & Levy and adoption of the 2022 Budget and Levy.
December 21, 2021	Final adoption date of the 2022 Budget and Levy - if needed.

2021 FEE SCHEDULE

CHAPTER 4 – ALCOHOLIC BEVERAGES

Non-intoxicating On/Sale	\$220.00
Non-intoxicating Off/Sale	\$35.00
Intoxicating Liquor On/Sale	\$3,150.00
Intoxicating Liquor Off/Sale	\$100.00
Intoxicating Liquor Sunday	\$200.00
Temporary Liquor License	\$100.00
Tobacco License	\$90.00

CHAPTER 6 – AMUSEMENTS & ENTERTAINMENTS

Annual License Fee for Entertainments	\$100.00
Annual License Fee for Bowling Alleys	
First Lane	\$15.00
Each Additional Lane	\$10.00
Annual License Fee for Pool Halls	
First Table	\$15.00
Each Additional Table	\$10.00
Lawful Gambling	10% contribution to City
Application Fee (Bingo, etc.)	\$25.00
Annual License Fee for Public Dance	\$100.00
Public Dance Fee Conducted by Non-Profit Organization	\$50.00/Dance
Game Room License Fee	\$15.00 per machine or recreational activity conducted on premises
Special One Day License Fee	\$10.00
Maximum Investigation Fee for State License	\$100.00

CHAPTER 8 – ANIMALS, ARTICLE II DOG LICENSE

Dog at Large	\$75.00
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CHAPTER 10 - BUILDING PERMITS

Building Permit, Silt Fence Escrow (90% refundable)	\$900.00
Building Permit, Drainage Plan Escrow, Commercial/Industrial (90% refundable)	\$1,300.00
Building Permit, Drainage Plan Escrow, Residential (90% refundable)	\$275.00
Building Permit Fees: Based On Project Valuation	
Plan Review Fee	65% of Building Permit Fee
State Surcharge	Per MN Statute 326B.148
\$1.00 to \$500.00	\$28.00
\$501.00 to \$2,000.00	\$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$83.50 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00

2021 FEE SCHEDULE

\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00+	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00, or fraction thereof
Building Permit Flat Fees: No Valuation (Group IRC 1, 2, 3, & 4 Occupancies)	
Plan Review Fee	\$0.00
Manufactured Home Installation (in park)	\$80.00 + state surcharge
Residing	\$80.00 + state surcharge
Reroofing	\$80.00 + state surcharge
Window & Door Replacement	\$80.00 + state surcharge
Fences over 6 feet in height	\$50.00 + state surcharge
Demolition	\$50.00 + state surcharge
Swimming Pools	\$80.00 + state surcharge
Building Permit Fees: Value Less than \$10,000.00 (Group IRC 1, 2, 3, & 4 Occupancies)	
Plan Review Fee	\$0.00
Decks	\$80.00 + state surcharge
Handicap Accessible Ramps	\$80.00 + state surcharge
Remodeling	\$80.00 + state surcharge
Finishing unfinished space	\$80.00 + state surcharge
Storage Buildings under 250 square feet	\$80.00 + state surcharge
Gazebos under 250 square feet	\$80.00 + state surcharge
Plumbing, Heating, Fire Alarms & Automatic Fire Protection System Permit Fees	
Project Cost	
Up to \$300.00 (Residential/Commercial)	\$15.00 + state surcharge
\$400.00 (Residential/Commercial)	\$20.00 + state surcharge
\$500.00 (Residential/Commercial)	\$25.00 + state surcharge
\$600.00 & Up (Residential)	\$50.00 + state surcharge
Commercial	\$50.00 + 1% of value + state surcharge
Grading Permit Fees (Based on Cubic Yards of Material)	
50 cubic yards or less	\$23.50
51 to 100 cubic yards	\$37.00
101 to 1,000 cubic yards	\$37.00 for the first 100 cubic yards plus \$17.50 for each additional 100 cubic yards or fraction thereof
1,001 to 10,000 cubic yards	\$194.50 for the first 1,000 cubic yards, plus \$14.50 for each additional 1,000 cubic yards or fraction thereof
10,001 to 100,000 cubic yards	\$325.00 for the first 10,000 cubic yards, plus \$66.00 for each additional 10,000 cubic yards or fraction thereof
100,001 cubic yards or more	\$919.00 for the first 100,000 cubic yards, plus \$36.50 for each additional 10,000 cubic yards or fraction thereof

2021 FEE SCHEDULE

Grading Plan Review Fee (Based on Cubic Yards of Material)	
State Surcharge	Per MN Statute 326B.148
50 cubic yards or less	\$0.00
51 to 100 cubic yards	\$23.50
101 to 1,000 cubic yards	\$37.00
1,001 to 10,000 cubic yards	\$49.25
10,001 to 100,000 cubic yards	\$49.25 for the first 10,000 cubic yards, plus \$24.50 for each additional 10,000 yards or fraction thereof
100,001 to 200,000 cubic yards	\$269.75 for the first 100,000 cubic yards, plus \$13.25 for each additional 10,000 cubic yards or fraction thereof
200,001 cubic yards or more	\$402.25 for the first 200,000 cubic yards, plus \$7.25 for each additional 10,000 cubic yards or fraction thereof
Other Inspections and Fees	
Investigation Fee (Work Done Without Obtaining a Permit)	Equal to Permit Fee
Gas Piping Installers License	\$25.00
Inspections outside of normal business hours (Minimum Charge – 2 Hours)	\$63.25 per hour ¹
Re-Inspection fees	\$63.25 per hour ¹
Inspections for which no fee is specifically indicated (Minimum Charge – 30 Minutes)	\$63.25 per hour ¹
Additional plan review required by changes, additions or revisions to plans (Minimum Charge – 30 Minutes)	\$63.25 per hour ¹
For use of outside consultants for plan checking and inspections, or both 1. Or the total hourly cost to the jurisdiction, whichever is greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved 2. Actual costs include administrative and overhead costs	Actual costs ²

CHAPTER 12 – BUSINESSES, ARTICLE II SAUNAS & MASSAGE, DIVISION 2 LICENSE & CERTIFICATE	
Initial Investigation Fee for Massage License	\$515.00
Annual Massage Therapist License Fee	\$50.00
Initial Investigation Fee for Massage Building Occupancy Certificate	\$515.00
Annual Building Occupancy Certificate Fee	\$150.00

CHAPTER 16 – ENVIRONMENT, ARTICLE I GENERAL, ARTICLE II NUISANCES	
No on-street parking 2:00am-6:00am	\$25.00
Noise Complaints	\$125.00
Prohibited Storage/Nuisance Property	\$125.00

CHAPTER 18 – FIREWORKS PREVENTIONS & PROTECTION, ARTICLE III FIREWORKS	
Daily License Fee for Fireworks Display	\$15.00
Business Fire Inspections	\$25.00
Operational Permit (Fire Code)	\$50.00

2021 FEE SCHEDULE

CHAPTER 20 – POLICE ADMINISTRATION FEES

Police Reports	\$0.25 per page up to 100 pages actual cost thereafter
Motor Vehicle Reports	\$0.25 per page
Videos, CD's, Photographs Processed outside the City	\$10.00 plus cost
Fingerprinting	\$10.00
Vehicle Lock Out Service	\$10.00
Administrative Traffic Citations	\$60.00
Impound Lot Fees	
Admin	\$25.00
Storage	\$25.00/day up to 30 days \$50.00 per month after first 30 days
Tow Fee	\$91.00 + fees

CHAPTER 22 – OFFENSES & MISCELLANEOUS PROVISIONS, ARTICLE II CURFEW

Curfew Violations	\$125.00
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CHAPTER 24 – PEDDLERS & SOLICITORS

License Application Fee	\$150.00
Each Additional Solicitor	\$50.00

CHAPTER 26 – SOLID WASTE MANAGEMENT, ARTICLE II COLLECTION

Generally Each Person Injured, Combined Single Limit Coverage, Together with Evidence of Worker's Compensation Insurance for the Licensee's Employees	\$300,000.00
Surety Bond	\$1,000.00
Annual Waste Hauler License Fee	\$150.00

CHAPTER 30 – STREETS & SIDEWALKS, ARTICLE II EXCAVATIONS STREET OPENINGS

Annual Excavation License Fee	\$60.00
Bond	\$5,000.00
Liability Insurance	\$100,000.00 to \$300,000.00 depending on size of Project/Excavation
Right-Of-Way Permits	
Registration Fee	\$140.00
Excavation Permit Hole	\$160.00
Excavation Permit Hole, New Development	\$80.00
Trench Base	\$125.00 \$160.00 Plus \$0.40 per lineal foot over 100 feet Plus \$0.20 per lineal foot over 100 feet new development
Obstruction Permit Fee	\$40.00 \$100.00
Permit Extension Fee	\$30.00
Delay Penalty	\$60.00 Additional \$10.00 for each day after 3 days
Public Right-of-Way Vacation	\$175.00
Mailbox Assembly (Drop-Off)	\$75.00

2021 FEE SCHEDULE

CHAPTER 32 – SUBDIVISIONS	
Subdivision with Public Improvements Preliminary Plat Escrow (remaining amount refundable)	\$10,000.00+ \$500.00/lot for subdivisions with 30 or more lots
Subdivision without Public Improvements Preliminary Plat Escrow (remaining amount refundable)	\$1,000.00
Administrative Lot Line Adjustments	\$100.00
Sketch Plan Review Application	\$100.00 \$500.00 Escrow
Preliminary Plat Application	\$450.00+ \$70.00 per lot
Final Plat Application	\$200.00+ \$1,000.00 Escrow
Parkland Dedication Fee (when accepted in lieu of land dedication)	\$1,500.00 Park Dedication \$300.00 Trail Dedication
Topographic Map	\$20.00/acre

CHAPTER 34 – TRAFFIC – ARTICLE II OPERATION, ARTICLE III PARKING, ARTICLE IV OFF ROAD VEHICLES	
Excessive Acceleration	\$75.00
Winter Parking (2:00 am-12:00 pm)	\$75.00
Operating a Dirt Bike on the Roadway	\$75.00

CHAPTER 36 – UTILITIES		
Article II Water		
Residential	Base Fee (5/8" to 7/8" Meter)	\$36.19 \$37.95
Residential	Per 100gal/20,000 or less	29.90 31.35 cent
Residential	Per 100gal/20,000 or more	37.38 39.19 cent
Commercial	Per 100gal/62,000 or less	29.90 31.35 cent
Commercial	Per 100gal/62,000 or more	37.38 39.19 cent
Commercial	Base Fees – Meter Size	
	1"	\$50.67 \$53.13
	1 1/2"	\$65.14 \$68.30
	2"	\$104.96 \$110.05
	3"	\$398.09 \$417.39
Curb Stop Connection Permit (WAC)		\$3,990.00
Water Meter Costs for New Construction		
5/8" & 3/4" Meters		378.00 389.00
All Other Meters		Cost of Meter + \$75 Admin. Fee
Turn ON Water Seasonal or leak repair		\$50.00
Turn OFF Water Seasonal or leak repair		\$0.00
Inspection Fee		\$70.00
Re-Inspection		\$63.25
Emergency Call out Fee/After Hours		\$100.00
Fine for turning On/Off water at Curb stop other than by a City employee		\$100.00
Lawn Sprinkler Systems		
Sprinkler System Installation Permit Fee		\$30.00 + state surcharge
Alternate Water Source Installation Permit Fee		\$30.00 + state surcharge

2021 FEE SCHEDULE

Cross Connection Inspection Fee	\$30.00 + state surcharge
Alternate Water Source Sign	\$15.00
New Seed or Sod Permit	N/A
Watering Restriction Penalties – Within 12 Month Period	
1st Violation	Warning
2nd Violation	\$50.00
3rd Violation	\$100.00
4th Violation	\$200.00
5th Violation	Service Disconnection
Hydrant Meter Deposit meter (refundable when meter returned)	\$700.00
Hydrant Water Rental & Usage Fee Meter Rental	\$25.00/Month
Includes use of meter and up to 2,000 gallons of water (Usage per 100 gallons)	37.38 cents
Article III – Sewer	
Permit Fee for Connection to Sanitary Sewer Plus Installation Costs (SAC)	\$4,550.00
Base Fee	\$30.06 \$30.51
Cost Per Gallons (Sewage Cost Per/100 gallons)	\$1.28 \$1.30
Delinquent/Late Fee	5% of quarterly amount due
Surface Water Management (Charge per quarter)	
Land Use Designation	
Agricultural/Single Family Residential/One and Two Family Residential/Rural Residential	\$2.00 \$4.00/Unit
High Density Residential/Manufactured Homes	\$16.20 \$32.40/Acre
Commercial	\$16.20 \$32.40/Acre
Central Business	\$16.20 \$32.40/Acre
Office and Health Care	\$16.20 \$32.40/Acre
Industrial (Urban)	\$21.00 \$42.00/Acre
Industrial (Non-Urban)	\$ 2.00 \$4.00/Unit
Carlos Avery WMA (Exempt)	\$0.00
Connections Fees	
Inspection Fee	\$70.00
Re-Inspection Fee	\$70.00
Corporate Connections	\$70.00
Installer's License Public Liability Insurance	\$100,000.00 to \$300,000.00 Depending on size of project
Bond	\$2,000.00
Driveway Permit	\$50.00 + Cost of Culvert
Article V Subsurface Sewage Treatment Systems	
Septic System Permits	
Design Change – Redesign	\$50.00
Design Change – Relocate	\$100.00
Site Verification of soil (prior to or w/o permit app.)	\$100.00
Expired permit renewal	\$100.00
Repair only (lateral replacement, convert to holding tank)	\$50.00

2021 FEE SCHEDULE

SSTS Permit-Non pressurized systems	\$200.00
SSTS Permit – Pressurized systems	\$250.00
SSTS Permit - Tank Only	\$50.00
SSTS Permit - addition of pretreatment	\$150.00
Midsized SSTS Permit - tank only	\$150.00
TYPE IV & V SSTS Permit up to 4,999 gpd*	\$500.00
Midsized SSTS Permit 5,000 – 9,999 gpd*	\$500.00 Plus any associated engineering fees
Midsized System hookup (w/o individual tanks)	\$70.00
Operating Permit – Single Family/Residential	\$25.00/Year Pretreatment systems are for life of system
Operating Permit – Commercial up to 4,999 gpd*	\$50.00 per year
Operating Permit – Commercial 5,000 to 9,999 gpd*	\$100.00/Year + any associated engineering fees
Land Application site 50 acres or less (5 year permit)	\$150.00
Land Application site greater than 50 acres (5 year permit)	\$250.00
Land application site – permit renewal	\$50.00
Compliance Inspection	\$200.00
Compliance Inspection – Tank Only, also for tank abandonment certificate (not required, performed upon request)	\$100.00
Winter Compliance inspections	\$250.00
Re-Inspection	\$63.25/Trip
On-Site Meeting (Requested by designer/applicant)	\$100.00
*Gallons Per Day	

CHAPTER 40 – ZONING

Fee for Zoning Ordinance Amendment	\$220.00 + \$750.00 Escrow
Conditional Use Permit Application Non-Commercial/Residential	\$220.00 + \$750.00 Escrow
Conditional Use Permit Application Commercial	\$220.00 + \$1,000.00 Escrow
PUD Application	\$220.00 + \$1,000.00 Escrow
Mixed Use Development Application	\$220.00 + \$1,000.00 Escrow
Zoning Letter	\$50.00
Wetland Service Requests	
No-Loss & Exemption Determination	\$200.00 fee + \$500.00 Escrow
Delineation Approval (less than 10 acre site)*	\$200.00 fee + \$500.00 Escrow
Delineation Approval (10 acre site or larger)*	\$300.00 fee + \$500.00 Escrow
Replacement Plan Application (less than 10 acre site)	\$500.00 fee + \$500.00 Escrow

2021 FEE SCHEDULE

Replacement Plan Application (10 acre site or larger)	\$750.00 fee + \$1,000.00 Escrow
Wetland Banking Application (10 acre site or larger)	\$500.00 fee + \$1,000.00 Escrow
Annual Wetland Mitigation Monitoring	\$500.00 fee + \$500.00 Escrow
Other Wetland Services	\$200.00 fee + \$500.00 Escrow
Site Plan Approval	\$220.00 + \$1,000.00 Escrow
Major Amendment to Site Plan	\$220.00 + \$1,000.00 Escrow
Minor Amendment to Site Plan	\$175.00
Variance Application	\$220.00 + \$750.00 Escrow
Sign Permit Application – Permanent	\$75.00
Sign Permit Application – Temporary	\$50.00
Fence Permit Application	\$50.00
Tree Mitigation Fee	\$100.00 per caliper inch
Agricultural Building Site Permit	\$30.00
City Attorney	Per current contract rate schedule
City Engineer Plan Review & Inspections	Per current contract rate schedule

OFFICE ADMINISTRATION FEES

City Map	\$10.00
Color Zoning Map	\$12.00
Photocopies – 1 to 100 pages (MN Statute, section 13.03)	\$0.25 per page
Photocopies – Over 100 pages (MN Statute, section 13.03)	Actual cost of data collection and copies
Photocopies – Plotter (Black/White)	\$.30/per lineal ft.
Photocopies – Plotter (Color)	\$.55/per lineal ft.
Scan – Plotter	\$1.00/page
Faxing	\$1.00 per page
Mailed Council Packets	\$100.00 per year
Administrative – Assessment Certification Fee	\$15.00/Parcel
Assessment Search	\$25.00
NSF Check Charge (Non-Sufficient Funds)	\$35.00
Notary Stamp	\$1.00/Document
Election Filing Fee	\$2.00

2021 FEE SCHEDULE

COMMUNITY CENTER, PAVILION & FIELD RENTAL FEES	
Community Center	
Private Use/City Resident	\$25.00 \$100.00 refundable damage deposit
Private Use/Non-Resident	\$75.00 \$100.00 refundable damage deposit
Civic Group Use	No Fee \$100.00 refundable damage deposit
Park Pavilion Rental (up to 4 hours)	\$25.00 Non-residents \$0.00 Residents (\$100.00 refundable damage deposit)
Softball & Soccer Fields	\$10.00 for up to 2 hrs. \$5.00 each additional hour/per field
Tournament Play	\$150.00 per day/per field

PUBLIC WORKS EQUIPMENT FEES

½ Ton Pick-Up	\$40.00/Hour
¾ Ton Pick-Up	\$45.00/Hour
Single Axel Dump Truck with Operator	\$100.00/Hour
Double Axel Dump Truck with Operator	\$128.00/Hour
Skid Steer Cat with Operator	\$88.00/Hour
Cat Loader with Operator	\$145.00/Hour
Cat Grader – 14 Feet with Operator	\$150.00/Hour
Salt Brine	\$.25 Cents/Gallon
Hand Operated Compactor	\$40.00/Hour
John Deere Backhoe/Excavator	\$100.00/Hour
Polaris ATV	\$60.00/Hour
Generator	\$60.00/Hour
10 Cu Cement Mixer	\$30.00/Hour
Asphalt Hotbox	\$65.00/Hour
Walk Behind Striper	\$30.00/Hour
Discharge Pump	\$30.00/Hour
Sewer Crane Truck	\$95.00/Hour
Concrete Saw	\$30.00/Hour
Trailer	\$60.00/Hour
Labor	\$40.00/Hour
Overtime Labor	\$60.00/Hour
Chain Saw with Operator	\$60.00/Hour
John Deere Tractor with Operator	\$100.00/Hour

RESOLUTION NO. 21-01-04

**A RESOLUTION ESTABLISHING THE ANNUAL FEES
FOR CITY SERVICES FOR 2021**

WHEREAS, the City of Wyoming by law may charge reasonable fees for goods and services provided; and

WHEREAS, the fees by law must bear a reasonable relationship to the actual cost of providing said goods and services; and

WHEREAS, City staff has duly researched the true costs of providing such goods and services and has proposed fee increases to reflect those true costs and anticipated increases in City costs and probably decreases in City revenues.

NOW, THEREFORE, BE IT RESOLVED the attached list of fees **2021 City of Wyoming Fee Schedule** for goods and services provided by the City of Wyoming is hereby adopted.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 5th
DAY OF JANUARY, 2021.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
DECEMBER 15, 2020
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for December 15, 2020 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, Joe Zerwas, Dennis Schilling, and Claire Luger

ABSENT: None

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

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

Mayor Iverson – Read aloud a statement explaining that the Council is meeting via teleconference due to the COVID-19 pandemic. She explained that tonight's meeting would be held according to State Statute 13D.021, will be live streamed on the City's YouTube page, and will be recorded as part of the public record on the City's website.

OPEN FORUM: NONE

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for December 1, 2020

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR DECEMBER 1, 2020 AS SUBMITTED.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

2. Consider approving the minutes of the "Special Meeting" of the Wyoming, Minnesota City Council for December 2, 2020

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE MINUTES OF THE "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL FOR DECEMBER 2, 2020 AS SUBMITTED.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

3. Consider authorizing payment of recommended bills, payroll and Journal Entries for the period of December 2, 2020 through December 15, 2020
4. To consider **Resolution 20-12-117** a resolution designating the polling place for the 2021 primary and general elections
5. To consider **Resolution 20-12-118** a resolution approving payment for pay voucher #3 to Dresel Contracting, Inc. for the 2020 Street Improvement Project (WSB Project 013882-000) (City Project 20-01) in the amount of \$615,764.10
6. To consider **Resolution 20-12-119** a resolution approving payment to Dresel Contracting, Inc. for maintenance and repair of a sewer main line in the amount of \$36,532.55
7. To consider the resignation of Brett Ohnstad from the Park Advisory Commission
8. To consider the recommendation to appoint Heather Vandenheuvell to the Park Advisory Commission
9. To consider the recommendation to appoint Angie Schilling to the Park Advisory Commission

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE #3, #4, #5, #6, #7, #8, and #9 OF THE WYOMING CITY COUNCIL CONSENT AGENDA.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

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

10. Report of the Public Safety Director, Paul Hoppe for December 9, 2020
11. Report of City Building Official, Fred Weck, IV for December 10, 2020
12. Report of City Attorney Tom Loonan for December 10, 2020
13. Report of City Engineer Mark Erichson, WSB for December 11, 2020
14. Report of Public Works Superintendent Chuck Almhjeld for December 9, 2020

COMMUNICATIONS:

15. December 4, 2020 City of Wyoming 2021 Street Improvement Project Communication Letter for 1st Neighborhood Meeting
16. Recap of Wyoming Food Drive No Hunger November, Anonymous Santa Toy Drive and

Assistant City Administrator Dumais – Gave an overview of the Wyoming Food Drive - No Hunger November efforts. She stated that the City collected approximately 3,000 pounds of food for donation for the Family Pathways food shelf. She noted that the Fire Department Santa Claus event had five of “Santa’s Helpers” who traveled around the City, which meant they were able to hit every single street within the City and the City collected more toy donations than they have had in the past. She gave a brief overview of the Virtual Tree Lighting Event.

OLD BUSINESS: NONE

NEW BUSINESS

- 17.** To consider **Resolution 20-12-120** a resolution approving the purchase of a 2021 Fire Grass Rig from Rosenbauer America for the amount of \$135,317.00

Public Safety Director Hoppe – Explained the request to purchase a new Fire Grass Rig and explained some of the new features and components of this truck compared to the current truck which is 20 years old.

Mayor Iverson – Asked if this truck would be larger than the current truck and questioned what would happen with the current vehicle.

Public Safety Director Hoppe – Noted that it is very similar in size to the existing truck and will fit in the current spot that is allocated for the grass rig. He explained that the current vehicle will be auctioned off.

Council Member Nanko Yeager – Asked questions about how many off-road grass fires there have been since the Carlos Avery fire, how often the vehicle will be used, how many support vehicles there are in the City and how much wild land the City has remaining.

Public Safety Director Hoppe – Answered the questions raised by the Council. He noted that the primary function of the truck will be for wild land fires, but its secondary functions will be to support medical response, haul the trailer, and transport staff. The current truck has been around for 20 years and has about 50,000 miles on it. He gave an overview of the other support vehicles that are in the City and what they are used for. He explained that this expense had been included in the 2021 budget.

The Council discussed the existing fire rig, the capabilities of the proposed new rig, the difference between a structure fire and a wild land fire, and the risk to potentially under-sizing this type of vehicle.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 20-12-120 A RESOLUTION APPROVING THE PURCHASE OF A 2021 FIRE GRASS RIG FROM ROSENBAUER AMERICA IN THE AMOUNT OF \$135,317.00

Roll Call Vote:

Voting Aye: Schilling, Luger, Zerwas, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

- 18.** To consider **Policy 20-02** an Emergency Sick Leave Policy for City of Wyoming employees

City Administrator Linwood – Presented a proposed sick leave policy and explained that the policy allows for an employee to take a negative sick leave if they have exhausted all of their

existing sick leave, comp. time, or vacation hours at the discretion of City staff. Staff recommends approval and noted that many other cities are adopting similar policies.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE POLICY 20-02 AN EMERGENCY SICK LEAVE POLICY FOR CITY OF WYOMING EMPLOYEES

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

19. To consider Policy 20-04 a First Responders Exposure to Covid-19

Assistant City Administrator Dumais – Gave an overview of Policy 20-04 and noted that it is specifically targeted towards First Responders.

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER ZERWAS, TO APPROVE POLICY 20-04 A FIRST RESPONDERS EXPOSURE TO COVID-19

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

20. To consider Policy 20-05 a Tablet Computer Use Policy for City of Wyoming Council Members

City Administrator Linwood – Explained the proposed policy for Council tablet computer use and answered Council questions about details in the policy.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE POLICY 20-05 A TABLET COMPUTER USE POLICY FOR CITY OF WYOMING COUNCIL MEMBERS

Roll Call Vote:

Voting Aye: Schilling, Luger, Zerwas, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

21. To consider Policy 20-06 a Virtual Meeting Policy for Wyoming City Council Members in Correlation Under In-person Meeting or a Meeting Conducted is Not Practical or Prudent Because of a Health Pandemic or an Emergency Declaration

City Administrator Linwood – Explained the proposed policy regarding virtual meetings and answered questions about the legality of the policy.

City Attorney Loonan – Clarified some legal aspects of State Statute 13D.02 and 13D.021 and the teleconferencing technology that exists. He noted that the Council can set more stringent policies that the State Statute requires, for example to require the Councilmembers to be on video conferencing.

Council Member Nanko Yeager – Asked if Council Members could be forced to accept the tablet and sign the agreement and if a Council Member could refuse to accept the tablet.

City Attorney Loonan – Explained that if a Council Member did not want to adhere to the technology policy, then they would not be permitted to have a tablet. He stated that he would have to review the policy for details but the Council Member would not be forced to take property, however, the policy that is being considered notes that the technology is available and if a person chooses not to take the technology, then they are choosing not to be able to participate in the meeting unless they can find other means to adhere to the video conferencing policy.

Council Member Nanko Yeager - Stated that it appears as though a Council Member would be forced to accept the equipment and sign the agreement, or have a working camera on their laptop. She asked if a Council Member could be denied meeting materials or participation due to not signing the tablet agreement if they have a working camera on their laptop.

City Attorney Loonan – Explained that the materials can be supplied electronically and if the Council Member requested, it could be arranged with City staff to have them printed. He stated that they would be able to participate, as long as they are able to adhere to the City's meeting policy.

The Council asked questions about the Code of Conduct in relation to this policy, discussed the number of tablets purchased, their cost, and the importance of transparency.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE POLICY 20-06 A VIRTUAL MEETING POLICY FOR WYOMING CITY COUNCIL MEMBERS IN CORRELATION UNDER IN-PERSON MEETING OR A MEETING CONDUCTED IS NOT PRACTICAL OR PRUDENT BECAUSE OF A HEALTH PANDEMIC OR AN EMERGENCY DECLARATION

Voting Aye: Schilling, Luger, Zerwas, Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

Mayor Iverson – Asked City Attorney Loonan to take a look at the Council Code of Conduct policy.

22. To consider a Refund on 2020 On-Sale Liquor Licenses due to the Covid-19 pandemic and the closing of restaurants by Governor's order

Assistant City Administrator Dumais – Explained the request from a restaurant that holds an On-Sale Liquor License to consider a refund due to the Governor's orders that have restricted their ability to conduct on-sale liquor sales this year. She explained that thus, far, on-sale liquor establishments have not been able to sell for a total of 96 days, which is 26% of the year. There are two establishments in the City that have an On-Sale liquor license and if a refund was given it would cost the City \$1,656.99. She gave an overview of what other cities have done in this situation.

The Council discussed other licenses in the City and noted that this same request could be made by other businesses in the City. The Council discussed alternatives to assist businesses without giving a refund and other assistance that may be available for area businesses.

There was Consensus by the Council to not give a refund on the 2020 On-Sale Liquor Licenses due to the COVID-19 pandemic and the closing of restaurants by Governor's Order.

23. Railroad Park Design Plan Public Engagement Review

Assistant City Administrator Dumais– Explained the public engagement process surrounding the Railroad Park design. She stated that the Park Advisory Commission considered the public feedback and recommended that the draft plan be brought back to the Council, as is, with the

note that they were interested in adding picnic tables into the green areas on the plan.

The Council discussed possible fundraising efforts to cover the cost of the park improvements and noted that this is just the first step in moving towards these improvements.

A MOTION WAS MADE BY COUNCILMEMBER IVERSON, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE THE MASTER PLAN DESIGN FOR RAILROAD PARK, AS PRESENTED.

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

- 24.** To consider a Special Meeting on December 22, 2020 at 5:30 PM to Review Bargaining Proposals from Law Enforcement Legal Services (LELS), the International Union of Operator Engineers Local No. 49 and the Review of Employment Agreements of the Police Sergeants and the City Administrator

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE A SPECIAL MEETING ON DECEMBER 22, 2020 AT 5:30 PM TO REVIEW AND POTENTIALLY APPROVE BARGAINING PROPOSALS FROM LAW ENFORCEMENT LEGAL SERVICES (LELS), THE INTERNATIONAL UNION OF OPERATOR ENGINEERS LOCAL NO. 49 AND THE REVIEW OF EMPLOYMENT AGREEMENTS OF THE POLICE SERGEANTS AND THE CITY ADMINISTRATOR

Roll Call Vote:

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

Voting Nay: None

Abstain: None

Absent: None

- 25.** To Recognize Councilmember Joe Zerwas for his Sixteen Years of Service to the City of Wyoming

Council Member Luger – Expressed her gratitude to Councilmember Zerwas for his years of service to the City. Councilmember Zerwas supported and guided many of the Councilmembers and stated that it had been an honor to work alongside him.

Council Member Schilling – Stated that Councilmember Zerwas has been a huge help to him as someone who had never served on a Council before. It has been an honor to work with him and loves that Councilmember Zerwas has always been honest, spoken his mind, and didn't hold things back. He is sad to see him go and will miss him on the Sewer Commission, as well as the Council.

Council Member Nanko Yeager – Stated that she will miss working with Councilmember Zerwas.

City Administrator Linwood – Stated that it has been a pleasure to work with Councilmember Zerwas. He has always been extremely fair and has represented the City and always having the best interests of the residents at heart. He has been an asset to the City and his years of experience will be missed by everyone.

Public Service Director Hoppe – Congratulated Councilmember Zerwas for his commitment to community service and noted that he goes far beyond what he has done serving on the Council. He served as a Police Chief and serving communities long before his time in the City. He stated

that it is a commitment that many people do not realize how much can consume you. He stated that the guidance, leadership, and advice he gave him when he came in as the new Police Chief was greatly appreciated. He stated that he will miss having him be part of the Council.

Assistant City Administrator Dumais – Stated that sixteen years serving a community is an incredible contribution. She thanked him for the time, commitment, and care that he has offered to the City.

Public Works Director Almhjeld – Thanked Councilmember Zerwas for always being a “yes” vote for Public Works.

City Attorney Loonan – Stated that it has been a pleasure to work with Councilmember Zerwas. He stated that Councilmember Zerwas has passion for the City, willingness to ask questions, and to put the interests of the citizens ahead of his own personal interests, which is respectable. Wyoming is very lucky to have had Councilmember Zerwas serve for sixteen years.

City Engineer Erichson – Thanked Councilmember Zerwas for everything and reminded him that they had worked together since 2006. Councilmember Zerwas has been a great supporter of the engineering projects throughout the City. His dedication and support of the community and residents has always been unwavering.

Mayor Iverson – Shared that Councilmember Zerwas attended over 400 Council meetings in his time serving the City and has served under 3 mayors. She stated that she has been fortunate to have worked alongside Councilmember Zerwas for the last 6 years. She stated that he has had many words of wisdom. She stated that they may not have always agreed on issues or voted the same, but when the meeting was over, they were still able to be friends and there no hard feelings or bad words said about each other. She stated that makes him a class act and she appreciates everything he has done for the City, the residents, his family, and friends. She stated that Councilmember Zerwas’ whole life has pretty much been dedicated to public service which says a lot about who he really is and speaks to his character. She stated that she will miss him both personally and professionally. She stated that she is looking forward to the time when they can get together in person and hold a proper retirement party for him. She read aloud the inscription on the plaque that will be presented to Councilmember Zerwas.

Council Member Zerwas – Stated that he has worked with a lot of good Councilmembers and mayors in his time with the City. He stated that it has been a long, but good journey. He stated that City Administrator Linwood is an excellent leader for the City and Public Works Director Almhjeld has done a great job. He commended the leadership of Fire Chief Mulligan and Public Safety Director Hoppe who have been excellent leaders and are dedicated to the City which makes the Council’s job much easier. He thanked everyone for the kind words said about him and wished everyone a Merry Christmas and Happy Holidays.

COUNCIL REPORTS:

Council Member Zerwas – No report.

Council Member Nanko Yeager – Attended the Special Council meeting. She wished everyone a Merry Christmas, Happy Hannukah, Happy Kwanza, Happy Solstice, and any other holiday she may have missed in addition to a prosperous and Happy New Year.

Council Member Luger – Attended the Park Advisory Commission meeting and extended a welcome the newest members.

Council Member Schilling – Attended the Council Work Session and the EDA meeting.

Mayor Iverson – Attended the Special Council meeting, the EDA, the Park Advisory Commission, the Planning Commission, the Minnesota Mayor’s Association Meeting, the Toy Drive, the Food

Drive, and the Tree Lighting Ceremony.

A MOTION WAS MADE BY COUNCILMEMBER ZERWAS, SECONDED BY COUNCILMEMBER LUGER, TO ADJOURN THE DECEMBER 15, 2020 “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL REGULAR MEETING AT 8:57 PM

Roll Call Vote:

Voting Aye: Schilling, Nanko Yeager, Luger, Zerwas, 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:
JANUARY 5, 2020
7:00PM

**UNAPPROVED MINUTES
CITY COUNCIL
SPECIAL MEETING
CITY OF WYOMING, MINNESOTA
DECEMBER 22, 2020
5:30PM**

CALL TO ORDER:

Mayor Lisa Iverson called the City Council Special Meeting of the Wyoming City Council for December 22, 2020 to order at 5:37 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, Joe Zerwas and Claire Luger

ABSENT: NONE

Also Present: Robb Linwood, City Administrator, Chuck Almhjeld, Public Works Superintendent, Public Safety Director, Paul Hoppe, City Attorney, Tom Loonan, Eckberg and Lammers and Soren Mattick, Labor Attorney, Campbell and Knutson

Mayor Iverson – Read aloud a statement explaining that the Council is meeting via teleconference due to the COVID-19 pandemic. She explained that tonight's meeting would be held according to State Statute 13D.021 and will be recorded as part of the public record.

NEW BUSINESS:

1. To enter a closed session under MN State Statute 13D.03 to discuss labor negotiation strategies for contracts with the bargaining unit of IUOE LOCAL 49ers

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING SECONDED BY COUNCILMEMBER LUGER TO ENTER INTO CLOSED SESSION UNDER MN STATE STATUTE 13D.03 TO DISCUSS LABOR NEGOTIATION STRATEGIES FOR CONTRACTS WITH THE BARGAINING UNITS OF IUOE LOCAL 49ERS, EMPLOYMENT AGREEMENTS FOR THE POLICE SERGEANTS AND CITY ADMINISTRATOR AT 5:39

Voting Aye: Nanko Yeager, Luger, Schilling, Zerwas and Iverson

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY MAYOR ZERWAS SECONDED BY COUNCILMEMBER SCHILLING TO OPEN THE CLOSED SESSION AND GO BACK TO THE REGULAR SESSION AT 7:14PM

Voting Aye: Nanko Yeager, Luger, Schilling, Zerwas and Iverson

Voting Nay: None

Abstain: None

Absent: None

A MOTION WAS MADE BY MAYOR ZERWAS SECONDED BY COUNCILMEMBER SCHILLING TO APPROVE A CONTRACT BETWEEN THE IUOE LOCAL 49ERS AND THE CITY OF WYOMING

Voting Aye: Luger, Schilling, Zerwas and Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

**A MOTION WAS MADE BY MAYOR ZERWAS SECONDED BY COUNCILMEMBER LUGER
TO APPROVE A CONTRACT BETWEEN CITY ADMINISTRATOR, ROBB LINWOOD AND
THE CITY OF WYOMING**

Voting Aye: Luger, Schilling, Zerwas and Iverson

Voting Nay: Nanko Yeager

Abstain: None

Absent: None

**MAYOR IVERSON ADJOURNED THE DECEMBER 22, 2020 WYOMING CITY COUNCIL
SPECIAL MEETING AT 7:21PM**

RESOLUTION NO. 21-01-05

**A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM WSB
ENGINEERING FOR THE DONATION OF \$700 FOR THE 4TH ANNUAL TREE
LIGHTING CEREMONY AT RAILROAD PARK ON DECEMBER 5TH, 2020**

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

WHEREAS, the following persons and entities have offered to donate \$700 to the City of Wyoming 4th Annual Tree Lighting Ceremony.

<u>Name of Donor</u>	<u>Value</u>
WSB Engineering	\$700.00

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

THEREFORE, BE IT RESOLVED, the City of Wyoming accepts the donation from WSB Engineering and acknowledge the value of the donation at \$700.00.

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 5TH DAY OF January, 2021.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator

RESOLUTION NO. 21-01-06

**A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM WSB
ENGINEERING FOR THE DONATION OF \$300 FOR NO HUNGER NOVEMBER CITY
OF WYOMING FOOD DRIVE**

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

WHEREAS, the following persons and entities have offered to donate \$300 to the City of Wyoming's No Hunger November City Food Drive

<u>Name of Donor</u>	<u>Value</u>
WSB Engineering	\$300.00

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

THEREFORE, BE IT RESOLVED, the City of Wyoming accepts the donation from WSB Engineering and acknowledge the value of the donation at \$300.00.

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 5TH DAY OF January, 2021.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator

RESOLUTION NO. 21-01-07

**A RESOLUTION ACCEPTING A DONATION TO THE CITY FROM XCEL ENERGY
FOR THE DONATION OF \$500 FOR THE 4TH ANNUAL TREE LIGHTING
CEREMONY AT RAILROAD PARK ON DECEMBER 5TH, 2020**

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

WHEREAS, the following persons and entities have offered to donate \$500 to the City of Wyoming's 4th Annual Tree Lighting Ceremony

<u>Name of Donor</u>	<u>Value</u>
Xcel Energy	\$500.00

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

THEREFORE, BE IT RESOLVED, the City of Wyoming accepts the donation from Xcel Energy and acknowledge the value of the donation at \$500.00.

**HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED
THIS 5TH DAY OF January, 2021.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator

CITY OF WYOMING

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JANUARY 2021

			Check Amt	Invoice	Comment
10100 gen checking					
Paid Chk#	051378	1/5/2021	INITIATIVE FOUNDATION		
E 280-41000-300	PROFESSIONAL SERVICE (GE		\$300.00	01012021	2021 CONTRIBUTION
Total	INITIATIVE FOUNDATION		\$300.00		
Paid Chk#	051379	1/5/2021	MN POLICE & PEACE OFFICERS		
E 101-42110-433	DUES & SUBSCRIPTIONS		\$114.00	01012021	JAN-MARCH 2021 3MEMBERS
E 101-42110-433	DUES & SUBSCRIPTIONS		\$150.00	010121	2021 MPPOA DUES-3 MEMBERS
Total	MN POLICE & PEACE OFFICERS		\$264.00		
Paid Chk#	051380	1/5/2021	UNUM LIFE INSURANCE		
G 101-21715	VOLUNTARY TERM LIFE		\$283.63	01012021	VOLUNTARY TERM LIFE
E 101-41400-131	LIFE INSURANCE		\$162.53	010121	ADMIN
E 101-42110-131	LIFE INSURANCE		\$394.10	010121	POLICE
E 101-41910-131	LIFE INSURANCE		\$57.26	010121	PLAN & ZONE
E 101-42400-131	LIFE INSURANCE		\$117.67	010121	BLDG
E 101-43100-131	LIFE INSURANCE		\$284.31	010121	STREETS
E 601-49425-131	LIFE INSURANCE		\$74.97	010121	WATER
E 602-49425-131	LIFE INSURANCE		\$74.97	010121	SEWER
Total	UNUM LIFE INSURANCE		\$1,449.44		
10100 gen checking			\$2,013.44		

CITY OF WYOMING

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JANUARY 2021

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Fund Summary**10100 gen checking**

101 GENERAL FUND	\$1,563.50
280 EDA	\$300.00
601 WATER FUND	\$74.97
602 SEWER FUND	\$74.97
	\$2,013.44

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Zerwas

CITY OF WYOMING

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DECEMBER 2020

	Check Amt	Invoice	Comment
10100 gen checking			
Paid Chk# 012363E 12/22/2020	DEPARTMENT OF TREASURY		
G 101-21701 Federal Withholding	\$573.46		Federal
G 101-21703 FICA Tax Withholding	\$259.86		Medicare
G 101-21703 FICA Tax Withholding	\$1,110.89		Social Security
G 101-21703 FICA Tax Withholding	\$1,110.89		Social Security Benefit
G 101-21703 FICA Tax Withholding	\$259.86		Medicare Benefit
Total DEPARTMENT OF TREASURY	\$3,314.96		
Paid Chk# 012364E 12/22/2020	MN DEPARTMENT OF REVENUE		
G 101-21702 State Withholding	\$297.14		State Tax - MN
Total MN DEPARTMENT OF REVENUE	\$297.14		
Paid Chk# 012365E 12/22/2020	P.E.R.A.		
G 101-21704 PERA	\$16.67		DCP Pera
G 101-21704 PERA	\$16.67		DCP Pera City Match
Total P.E.R.A.	\$33.34		
10100 gen checking	\$3,645.44		
Fund Summary			
10100 gen checking			
101 GENERAL FUND	\$3,645.44		
	\$3,645.44		

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Zerwas

CITY OF WYOMING

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DECEMBER 2020

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10100 gen checking

Paid Chk# 012366E 12/22/2020 MN STATE RETIREMENT SYSTEM

E 101-42400-130	EMPLOYER PAID IN (GENERAL	\$4,732.94	122220	Weck contribution
E 101-42110-130	EMPLOYER PAID IN (GENERAL	\$6,281.83	122220	Hoppe Contribution
Total	MN STATE RETIREMENT SYSTEM	\$11,014.77		

10100 gen checking	\$11,014.77
---------------------------	--------------------

Fund Summary

10100 gen checking

101 GENERAL FUND	\$11,014.77
	\$11,014.77

Mayor Iverson_____
Councilmember Luger_____
Councilmember Nanko/Yeager_____
Councilmember Schilling_____
Councilmember Zerwas

CITY OF WYOMING

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DECEMBER 2020

	Check Amt	Invoice	Comment
10100 gen checking			
Paid Chk# 012355E 12/22/2020	DEPARTMENT OF TREASURY		
G 101-21701 Federal Withholding	\$6,363.52		Federal
G 101-21703 FICA Tax Withholding	\$956.27		Medicare
G 101-21703 FICA Tax Withholding	\$2,385.46		Social Security
G 101-21703 FICA Tax Withholding	\$2,385.46		Social Security Benefit
G 101-21703 FICA Tax Withholding	\$956.27		Medicare Benefit
Total DEPARTMENT OF TREASURY	\$13,046.98		
Paid Chk# 012357E 12/22/2020	MN DEPARTMENT OF REVENUE		
G 101-21702 State Withholding	\$2,779.33		State Tax - MN
Total MN DEPARTMENT OF REVENUE	\$2,779.33		
Paid Chk# 012358E 12/22/2020	P.E.R.A.		
G 101-21704 PERA	\$2,608.46		Cord Pera
G 101-21704 PERA	\$3,563.80		PF Pera
G 101-21704 PERA	\$3,009.77		Pera City match
G 101-21704 PERA	\$5,345.67		PF pera city match
Total P.E.R.A.	\$14,527.70		
Paid Chk# 012359E 12/22/2020	SELECTACCOUNT		
G 101-21707 H.S.A	\$1,875.08		HSA CONTRIBUTION
G 101-21707 H.S.A	\$500.00		HSA CITY CONTRIBUTION
Total SELECTACCOUNT	\$2,375.08		
Paid Chk# 051317 12/22/2020	PACIFIC LIFE INSURANCE COMPANY		
G 101-21712 ROTH-PACIFIC LIFE	\$230.75		ROTH
Total PACIFIC LIFE INSURANCE COMPANY	\$230.75		
10100 gen checking	\$32,959.84		

CITY OF WYOMING

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DECEMBER 2020

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Fund Summary

10100 gen checking

101 GENERAL FUND

\$32,959.84

\$32,959.84

Mayor Iverson_____
Councilmember Luger_____
Councilmember Nanko/Yeager_____
Councilmember Schilling_____
Councilmember Zerwas

CITY OF WYOMING

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DECEMBER 2020

	Check Amt	Invoice	Comment
10100 gen checking			
Paid Chk# 012360E 12/22/2020	DEPARTMENT OF TREASURY		
G 101-21701 Federal Withholding	\$597.31		Federal
G 101-21703 FICA Tax Withholding	\$121.32		Medicare
G 101-21703 FICA Tax Withholding	\$121.32		Medicare Benefit
Total DEPARTMENT OF TREASURY	\$839.95		
Paid Chk# 012361E 12/22/2020	MN DEPARTMENT OF REVENUE		
G 101-21702 State Withholding	\$271.87		State Tax - MN
Total MN DEPARTMENT OF REVENUE	\$271.87		
Paid Chk# 012362E 12/22/2020	P.E.R.A.		
G 101-21704 PERA	\$987.23		PF Pera
G 101-21704 PERA	\$1,480.83		PF pera city match
Total P.E.R.A.	\$2,468.06		
10100 gen checking	\$3,579.88		
Fund Summary			
<u>10100 gen checking</u>			
101 GENERAL FUND	\$3,579.88		
	\$3,579.88		

 Mayor Iverson

 Councilmember Luger

 Councilmember Nanko/Yeager

 Councilmember Schilling

 Councilmember Zerwas

CITY OF WYOMING

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DECEMBER 2020

			Check Amt	Invoice	Comment
10100 gen checking					
Paid Chk#	051318	12/31/2020	ADAMS, PATRICE		
E 101-41410-100	SALARIES & WAGES		\$80.00		2020 ELECTION
	Total ADAMS, PATRICE		\$80.00		
Paid Chk#	051319	12/31/2020	AIRFRESH INDUSTRIES, INC		
E 101-45200-405	SATALLITE RENTAL		\$100.00	42883	PORTABLE RESTROOMS
	Total AIRFRESH INDUSTRIES, INC		\$100.00		
Paid Chk#	051320	12/31/2020	ANDERSON - KOCH FORD		
E 101-42110-390	VEHICLE MAINTENANCE		\$38.72	164458	CUT FROM VIN KE
	Total ANDERSON - KOCH FORD		\$38.72		
Paid Chk#	051321	12/31/2020	ASPEN MILLS		
E 101-42110-408	UNIFORMS		\$97.70	265696	UNIFORM-ROD
E 101-42110-408	UNIFORMS		\$239.80	266123	UNIFORM-ROETTGER
E 101-42110-408	UNIFORMS		\$2,238.82	266214	UNIFORM-EDWARDS
	Total ASPEN MILLS		\$2,576.32		
Paid Chk#	051322	12/31/2020	AT & T MOBILITY		
E 101-42110-320	COMMUNICATIONS (GENERAL)		\$1,413.15	12032020	WIRELESS CHARGES
	Total AT & T MOBILITY		\$1,413.15		
Paid Chk#	051323	12/31/2020	AXON ENTERPRISE, INC.		
E 205-42110-580	OTHER EQUIPMENT		\$249.00	Q-280592-441	SIGNAL SIDEARM KIT
	Total AXON ENTERPRISE, INC.		\$249.00		
Paid Chk#	051324	12/31/2020	BAKER TILLY MUNICIPAL ADVISORS		
E 437-41500-300	PROFESSIONAL SERVICE (GE		\$3,100.00	BTMA7929	ARBITRAGE COMPLIANCE REPORT 2015B
G 800-20539	ROERS COMPANIES ESCROW		\$3,900.00	BTMA8195	BAKER TILLY-PROJECT REVIEW
	Total BAKER TILLY MUNICIPAL ADVISORS		\$7,000.00		
Paid Chk#	051325	12/31/2020	BIO-TEC EMERGENCY SERVICES		
E 101-41400-227	COVID-19		\$200.00	133392	SQUAD CLEAN-UP
	Total BIO-TEC EMERGENCY SERVICES		\$200.00		
Paid Chk#	051326	12/31/2020	CAMPBELL KNUTSON		
E 101-41400-304	ATTORNEY FEES		\$403.00	11302020	GENERAL MATTERS
	Total CAMPBELL KNUTSON		\$403.00		
Paid Chk#	051327	12/31/2020	CARGILL, INCORPORATED		
E 101-43100-440	SALT & SAND		\$4,497.89	2905845216	CLEARLANE SALT
	Total CARGILL, INCORPORATED		\$4,497.89		
Paid Chk#	051328	12/31/2020	CARQUEST AUTO PARTS		
E 101-42110-390	VEHICLE MAINTENANCE		\$18.69	2509-292883	26 ONYX
	Total CARQUEST AUTO PARTS		\$18.69		
Paid Chk#	051329	12/31/2020	CHISAGO COUNTY ENVIRONMENTAL		

CITY OF WYOMING

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DECEMBER 2020

		Check Amt	Invoice	Comment
E 101-42400-231	CONTRACTED SERVICES	\$376.00	001-2020	INSPECTIONS
Total	CHISAGO COUNTY ENVIRONMENTAL	\$376.00		
Paid Chk#	051330	12/31/2020	CINTAS/G & K SERVICES	
E 101-43100-210	OPERATING SUPPLIES	(\$59.00)	4060554130-C	SHOP SUPPLIES
E 101-43100-418	UNIFORMS	\$87.51	4070445890	STREETS
E 101-43100-210	OPERATING SUPPLIES	\$3.50	4070445890	SHOP SUPPLIES
E 101-43100-418	UNIFORMS	\$87.51	4071188458	STREETS
E 101-43100-210	OPERATING SUPPLIES	\$16.12	4071188458	SHOP SUPPLIES
E 101-42110-360	CLEANING SERVICE	\$25.00	4071188459	POLICE
E 101-41400-360	CLEANING SERVICE	\$25.00	4071188559	CITY HALL
E 101-43100-210	OPERATING SUPPLIES	(\$31.56)	9089215044-C	SHOP SUPPLIES
E 101-42110-360	CLEANING SERVICE	(\$1.95)	9089229334-C	POLICE
Total	CINTAS/G & K SERVICES	\$152.13		
Paid Chk#	051331	12/31/2020	CUSTOMIZED SAFETY TRAINING LLC	
E 101-41400-208	TRAINING AND INSTRUCTION	\$280.00	9806	AWAIR TRAINING
E 101-41500-208	TRAINING AND INSTRUCTION	\$40.00	9806	AWAIR TRAINING
E 101-42400-208	TRAINING AND INSTRUCTION	\$80.00	9806	AWAIR TRAINING
Total	CUSTOMIZED SAFETY TRAINING LLC	\$400.00		
Paid Chk#	051332	12/31/2020	DAN S TOWING	
E 202-42110-231	CONTRACTED SERVICES	\$402.25		TOWING
E 202-42110-231	CONTRACTED SERVICES	\$91.06		TOWING
Total	DAN S TOWING	\$493.31		
Paid Chk#	051333	12/31/2020	EARL F. ANDERSEN	
E 101-43100-226	SIGN MATERIAL/REPLACEMENT	\$136.10	0125338-IN	SPEED LIMIT SIGNS
Total	EARL F. ANDERSEN	\$136.10		
Paid Chk#	051334	12/31/2020	ECKBERG LAMMERS P.C.	
E 101-41400-304	ATTORNEY FEES	\$142.50	22162	GENERAL
E 101-41400-304	ATTORNEY FEES	\$780.00	22162	MEETINGS
E 101-41400-304	ATTORNEY FEES	\$417.50	22162	AGREEMENTS
G 800-20522	CHERRY HILL-2 ESCROW	\$0.00	22162	CHERRY HILL
E 101-41400-304	ATTORNEY FEES	\$52.50	22162	CONTRACT
E 101-41400-304	ATTORNEY FEES	\$525.00	22162	GENERAL EMPLOYMENT
G 800-20569	DIAMOND RIDGE CUSTOM ESCROW	\$262.50	22162	ECKBERG-DIAMOND RIDGE ESCROW
G 800-20571	KEVINS KAR WASH	\$377.50	22162	ECKBERG-KEVINS KAR WASH
Total	ECKBERG LAMMERS P.C.	\$2,557.50		
Paid Chk#	051335	12/31/2020	EMERGENCY EQUIPMENT CONNECTION	
E 101-42110-390	VEHICLE MAINTENANCE	\$209.80	1867	LIGHTBAR LENSES
Total	EMERGENCY EQUIPMENT CONNECTION	\$209.80		
Paid Chk#	051336	12/31/2020	FAMILY PATHWAYS	
E 101-41400-429	REIMBURSEMENTS & REFUND	\$300.00	DONATION	WSB 2020 FOOD DRIVE DONATION PASSTHROUGH
Total	FAMILY PATHWAYS	\$300.00		

CITY OF WYOMING

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DECEMBER 2020

			Check Amt	Invoice	Comment
Paid Chk# 051337	12/31/2020	FASTENAL COMPANY			
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$93.68	MNTC3207981	NUTS & BOLTS FOR PLOW WING
	Total FASTENAL COMPANY		\$93.68		
Paid Chk# 051338	12/31/2020	FEDERATED CO-OPS			
E 101-43100-212	MOTOR FUELS		\$1,858.02	303370	DELIVERED DIESEL FUEL
	Total FEDERATED CO-OPS		\$1,858.02		
Paid Chk# 051339	12/31/2020	GRAINGER INC.			
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$244.70	1401823779	MIRRORS FOR PLOW TRCUK 902
	Total GRAINGER INC.		\$244.70		
Paid Chk# 051340	12/31/2020	HALLBERG FAMILY LTD			
E 101-42110-210	OPERATING SUPPLIES		\$52.50	12152020	UNIT 506
	Total HALLBERG FAMILY LTD		\$52.50		
Paid Chk# 051341	12/31/2020	HAWKINS INC			
E 601-49425-216	CHEMICALS/CHEMICAL PRODU		\$872.86	4841385	CHEMICALS FOR WATER PRODUCTION
	Total HAWKINS INC		\$872.86		
Paid Chk# 051342	12/31/2020	HYDRAULICS PLUS & CONSULTING			
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$7.93	13704	FITTINGS TRUCK 918
	Total HYDRAULICS PLUS & CONSULTING		\$7.93		
Paid Chk# 051343	12/31/2020	HYRKAS, ANTHONY			
E 101-42110-208	TRAINING AND INSTRUCTION		\$455.15	12202020	FIRE OFFICER TRAINING
	Total HYRKAS, ANTHONY		\$455.15		
Paid Chk# 051344	12/31/2020	INNOVATIVE OFFICE SOLUTIONS			
E 101-42110-200	SUPPLIES - OFFICE/COPY/CO		\$31.90	IN3200396	USB FLASH DR
E 101-41400-200	SUPPLIES - OFFICE/COPY/CO		\$55.03	IN3200717	SOAP DISPENSER
E 101-43100-200	SUPPLIES - OFFICE/COPY/CO		\$41.37	IN3208519	APPT BOOKS
E 101-41400-200	SUPPLIES - OFFICE/COPY/CO		\$11.37	IN3208519	PENS
E 101-43100-200	SUPPLIES - OFFICE/COPY/CO		\$335.13	IN3211059	TONER-PW
	Total INNOVATIVE OFFICE SOLUTIONS		\$474.80		
Paid Chk# 051345	12/31/2020	KELLER, MICHAEL DR.			
E 101-42110-300	PROFESSIONAL SERVICE (GE		\$650.00	12072020	PRE-EMPLOYMENT PSYCH EVAL
	Total KELLER, MICHAEL DR.		\$650.00		
Paid Chk# 051346	12/31/2020	LITTLE FALLS MACHINE			
E 101-43100-918	1998 FORD PLOW TRUCK		\$557.20	359938	USED MOTOR FOR SPINNER TRUCK 918
	Total LITTLE FALLS MACHINE		\$557.20		
Paid Chk# 051347	12/31/2020	LUMSDEN, JASON			
E 101-43100-230	SAFETY EQUIPMENT		\$150.00	12162020	BOOTS
	Total LUMSDEN, JASON		\$150.00		
Paid Chk# 051348	12/31/2020	MENARDS - FOREST LAKE			

CITY OF WYOMING

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DECEMBER 2020

			Check Amt	Invoice	Comment
E 101-43100-401	REPAIRS & MAINT. - BUILDING		\$9.25	53299	AER KIT FOR SINK
E 101-43100-440	SALT & SAND		\$25.43	53584	PARTS FOR SALT BRINNER
E 101-43100-440	SALT & SAND		\$32.24	53726	PARTS FOR SALT BRINNER
E 101-43100-440	SALT & SAND		\$200.55	53949	SALT FOR SIDEWALKS - WATER SOFTENER
Total MENARDS - FOREST LAKE			\$267.47		
Paid Chk# 051349	12/31/2020	METRO SALES			
E 101-42400-200	SUPPLIES - OFFICE/COPY/CO		\$188.71	INV1719171	PLOTTER
Total METRO SALES			\$188.71		
Paid Chk# 051350	12/31/2020	MID AMERICAN SIGNAL			
E 101-43100-404	REPAIRS & MAINT. - EQUIPME		\$1,328.00	21-042	SURFACE SCAN
Total MID AMERICAN SIGNAL			\$1,328.00		
Paid Chk# 051351	12/31/2020	MN DEPT OF LABOR			
E 101-45500-401	REPAIRS & MAINT. - BUILDING		\$10.00	ABR0250054X	129740 BOILER
Total MN DEPT OF LABOR			\$10.00		
Paid Chk# 051352	12/31/2020	MN FIRE SERVICE CERT. BOARD			
E 101-42110-208	TRAINING AND INSTRUCTION		\$120.00	8218	INSTRUCTOR I CERT EXAM-HUBERTY
E 101-42110-208	TRAINING AND INSTRUCTION		\$480.00	8243	INSTRUCTOR I CERT EXAM
E 101-42110-208	TRAINING AND INSTRUCTION		\$145.00	8273	CERT EXAM-HUBERTY
E 101-42110-208	TRAINING AND INSTRUCTION		\$120.00	8300	CERT EXAM-HUBERTY
Total MN FIRE SERVICE CERT. BOARD			\$865.00		
Paid Chk# 051353	12/31/2020	MUNICIPAL EMERGENCY SERVICES			
E 101-42110-370	INSPECTIONS		\$1,040.00	IN1514922	COMPRESSOR SERVICE CALL
Total MUNICIPAL EMERGENCY SERVICES			\$1,040.00		
Paid Chk# 051354	12/31/2020	MVTL			
E 601-49425-311	LAB COSTS		\$95.00	1065442	LAB TESTS
E 601-49425-311	LAB COSTS		\$56.00	1065898	LAB TESTS
Total MVTL			\$151.00		
Paid Chk# 051355	12/31/2020	NORTHERN SALT INC			
E 101-43100-440	SALT & SAND		\$885.50	20596	CLEAN SALT FRO BRINE TANK
E 101-43100-440	SALT & SAND		\$221.95	20618	CLEAN SALT FOR BRINE TANK
Total NORTHERN SALT INC			\$1,107.45		
Paid Chk# 051356	12/31/2020	NORTHERN TOOL & EQUIPMENT			
E 101-43100-440	SALT & SAND		\$20.98	0361055701	PARTS FOR SALT BRINNER
E 101-43100-440	SALT & SAND		\$19.96	0363185207	PARTS FOR SALT BRINNER
E 101-43100-440	SALT & SAND		\$118.94	0363185445	PARTS FOR SALT BRINNER
Total NORTHERN TOOL & EQUIPMENT			\$159.88		
Paid Chk# 051357	12/31/2020	OLSON S SEWER SERVICE			
E 601-49425-449	WATERMAIN BREAK		\$3,600.98	93897	WATER BREAK ON GLEN OAK
Total OLSON S SEWER SERVICE			\$3,600.98		

CITY OF WYOMING

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			Check Amt	Invoice	Comment
Paid Chk# 051358	12/31/2020	OPUS 21 MANAGEMENT SOLUTIONS			
E 601-49425-300	PROFESSIONAL SERVICE (GE		\$1,421.12	201152	NOVEMBER SERVICES
E 602-49425-300	PROFESSIONAL SERVICE (GE		\$1,421.12	201152	NOVEMBER SERVICES
Total	OPUS 21 MANAGEMENT SOLUTIONS		\$2,842.24		
Paid Chk# 051359	12/31/2020	PARSON, TRAVIS			
E 101-42110-208	TRAINING AND INSTRUCTION		\$330.89	12212020	FIRE OFFICER TRAINING
Total	PARSON, TRAVIS		\$330.89		
Paid Chk# 051360	12/31/2020	POLARIS INDUSTRIES, INC.			
E 101-41500-714	TAX ABATEMENT		\$36,567.00	12302020	2ND HALF 2020 TAX ABATEMENT
Total	POLARIS INDUSTRIES, INC.		\$36,567.00		
Paid Chk# 051361	12/31/2020	POLLARDWATER			
E 601-49425-404	REPAIRS & MAINT. - EQUIPME		\$184.36	0181903	REPAIR ON UTILITY LOCATER
Total	POLLARDWATER		\$184.36		
Paid Chk# 051362	12/31/2020	ROETTGER, JOHN			
E 101-42110-408	UNIFORMS		\$246.76	12182020	UNIFORM PURCHASE
Total	ROETTGER, JOHN		\$246.76		
Paid Chk# 051363	12/31/2020	SAFE-FAST INC			
E 101-43100-240	SMALL TOOLS/MINOR EQUIPM		\$1,272.68	INV240163	HOODIES & PARKAS
Total	SAFE-FAST INC		\$1,272.68		
Paid Chk# 051364	12/31/2020	SLFD TRANING			
E 101-42110-208	TRAINING AND INSTRUCTION		\$3,140.00	2020-111	ALEXANDER, LONG
Total	SLFD TRANING		\$3,140.00		
Paid Chk# 051365	12/31/2020	SRC			
E 101-43100-384	REFUSE		\$170.00	12022020	CONST DISPOSAL OF MATERIALS
E 101-43100-384	REFUSE		\$24.00	12282020	TIRE DISPOSAL
Total	SRC		\$194.00		
Paid Chk# 051366	12/31/2020	T.A. SCHIFSKY & SONS INC			
E 101-43100-441	STREET MAINT MATERIALS		\$215.84	66851	ASPHALT
Total	T.A. SCHIFSKY & SONS INC		\$215.84		
Paid Chk# 051367	12/31/2020	THOMSON REUTERS-WEST PUBLISH			
E 101-42110-436	INVESTIGATIONS		\$159.54	843449967	INVESTIGATIVE SUITE
Total	THOMSON REUTERS-WEST PUBLISH		\$159.54		
Paid Chk# 051368	12/31/2020	TIMESAVER OFF SITE SECRETARIAL			
E 101-41400-231	CONTRACTED SERVICES		\$148.00	M26092	CITY COUNCIL MEETING
E 101-41400-231	CONTRACTED SERVICES		\$148.00	M26092	PARK ADVISORY MEETING
Total	TIMESAVER OFF SITE SECRETARIAL		\$296.00		
Paid Chk# 051369	12/31/2020	VENTIMIGLIA, ISABELLA			
E 101-42110-220	COMPLIANCE CHECKS		\$50.00	12182020	2020 ALCOHOL COMPLIANCE

CITY OF WYOMING

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		Check Amt	Invoice	Comment
Total VENTIMIGLIA, ISABELLA		\$50.00		
Paid Chk# 051370	12/31/2020 VISA			
E 101-42110-210	OPERATING SUPPLIES	\$12.87	113020-0284	DROPBOX
E 101-42110-210	OPERATING SUPPLIES	\$83.50	113020-0284	AXON BODY MOUNT
E 101-42110-200	SUPPLIES - OFFICE/COPY/CO	\$51.24	113020-0284	BATTERIES
E 101-42110-200	SUPPLIES - OFFICE/COPY/CO	\$24.22	113020-0284	USB LED LIGHT
E 101-42110-210	OPERATING SUPPLIES	\$139.53	113020-0284	WALL DROP BOX SAFE
E 101-42110-210	OPERATING SUPPLIES	\$80.48	113020-0284	TILE STICKER
E 101-42110-210	OPERATING SUPPLIES	\$651.98	113020-0284	BOUNDTREE SUPPLIES
E 101-42110-200	SUPPLIES - OFFICE/COPY/CO	\$24.58	113020-0284	ETCHING ENGRAVING PEN
E 101-42110-436	INVESTIGATIONS	\$19.98	113020-0284	BUSHNELL
Total VISA		\$1,088.38		
Paid Chk# 051371	12/31/2020 WAUSAU ELECTRIC INC			
E 101-45200-404	REPAIRS & MAINT. - EQUIPME	\$4,440.00	2275	ELECTRICAL SERVICE LIONS PARK
Total WAUSAU ELECTRIC INC		\$4,440.00		
Paid Chk# 051372	12/31/2020 WHITE BEAR LOCKSMITH			
E 101-41400-401	REPAIRS & MAINT. - BUILDING	\$15.00	32608	KEYS
Total WHITE BEAR LOCKSMITH		\$15.00		
Paid Chk# 051373	12/31/2020 WILLIAMS SCOTSMAN, INC.			
E 401-43100-500	CAPITAL OUTLAY	\$429.40	8361267	LEASE ON PW TRAILER
Total WILLIAMS SCOTSMAN, INC.		\$429.40		
Paid Chk# 051374	12/31/2020 WINNICK SUPPLY INC.			
E 101-43100-440	SALT & SAND	\$33.02	421553	BRINE TANK
Total WINNICK SUPPLY INC.		\$33.02		
Paid Chk# 051375	12/31/2020 WSB			
E 408-43100-303	ENGINEERING	\$11,584.25		2021 STREET IMPROVEMENT
E 601-49425-535	IMPROVEMENTS	\$288.00		300,000 GAL WATER TOWER REHAB
E 101-41400-303	ENGINEERING	\$272.50		2020 GENERAL ENGINEERING
E 408-43100-303	ENGINEERING	\$2,264.25		BRIDGE 13506 REPLACEMENT
E 651-49425-310	MS4 PERMIT - ENGINEERING	\$391.00		MS4 PROGRAM
E 101-41910-315	PLANNER (COMP PLAN)	\$2,003.50		2020 COMP PLAN UPDATE
E 101-43100-303	ENGINEERING	\$864.00		BRIDGE SAFETY INSPECTIONS
G 800-20522	CHERRY HILL-2 ESCROW	\$206.00		WSB-CHERRY HILL FINAL PLAT
G 800-20532	SHORE VIEW TWO ESCROW	\$2,566.25		WSB-SHORE VIEW TWO PRELIM PLAT, VARIANCE
G 800-20569	DIAMOND RIDGE CUSTOM ESCRO	\$300.50		WSB-2020 EMERALD AVE IMPROVEMENT PROJECT
G 800-20571	KEVINS KAR WASH	\$773.75		WSB-KEVINS KAR WASH VARIANCE
E 408-43100-303	ENGINEERING	\$15,606.75		2020 ST IMPROVEMENT PROJECT
E 602-49425-300	PROFESSIONAL SERVICE (GE	\$18,707.50		E VIKING BLVD SANITARY SEWER IMPROVE
G 800-20568	MOXNESS SUMMER FIELDS ESCR	\$6,133.91		WSB-MOXNESS SUMMER FIELDS 1ST ADDITION
E 601-49425-300	PROFESSIONAL SERVICE (GE	\$327.50		WHPP IMPLEMENTATION
Total WSB		\$62,289.66		
Paid Chk# 051376	12/31/2020 XCEL ENERGY			

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		Check Amt	Invoice	Comment
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$12.60	711848880	SPEED SIGN
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$15.95	711864919	RAILROAD PARK
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$17.68	711869507	SPEED SIGN
E 602-49425-380	UTILITIES-GAS/ELEC/SEWER/	\$203.43	712023914	LIFT STATIONS
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$12.16	712045954	SPEED SIGN
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$17.65	712075549	SPEED SIGN
E 602-49425-380	UTILITIES-GAS/ELEC/SEWER/	\$1,111.51	712731985	LIFT STATIONS
E 601-49425-380	UTILITIES-GAS/ELEC/SEWER/	\$76.62	712731985	WELLHOUSE
E 601-49425-380	UTILITIES-GAS/ELEC/SEWER/	\$915.49	712753857	WELL HOUSE
E 101-45200-380	UTILITIES-GAS/ELEC/SEWER/	\$77.34	712753857	WARMING HOUSE
E 101-43100-386	STREET LIGHTS	\$37.03	712753857	STOP LIGHT
E 101-43100-386	STREET LIGHTS	\$29.47	712753857	STOP LIGHT
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$337.68	712753857	MAINT BLDG
E 101-45200-380	UTILITIES-GAS/ELEC/SEWER/	\$9.94	712753857	GOODVIEW PARK
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$490.90	712753857	MAINT BLDG
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$12.59	712753857	CENTENIAL PARK
E 101-43100-386	STREET LIGHTS	\$102.00	712753857	ST LIGHT
E 601-49425-380	UTILITIES-GAS/ELEC/SEWER/	\$606.24	712753857	PUMPHOUSE
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$11.75	712753857	LIBERTY PONDS-POLE BLDG
E 101-43100-386	STREET LIGHTS	\$28.12	712753857	STOP LIGHT
E 101-42110-380	UTILITIES-GAS/ELEC/SEWER/	\$640.23	712753857	POLICE/MAINT-50/50
E 601-49425-380	UTILITIES-GAS/ELEC/SEWER/	\$825.72	712753857	WELL HOUSE #1
E 101-41400-380	UTILITIES-GAS/ELEC/SEWER/	\$489.24	712753857	CITY HALL
E 101-43100-386	STREET LIGHTS	\$39.63	712753857	STOP LIGHT
E 101-45500-380	UTILITIES-GAS/ELEC/SEWER/	\$1,072.17	712753857	LIBRARY
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$53.35	712753857	TRAFFIC LIGHT
E 101-42110-380	UTILITIES-GAS/ELEC/SEWER/	\$18.54	712753857	PARK N RIDE SURV
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$11.32	712753857	SPEED SIGN
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$356.36	712753857	PW TRAILER
E 101-43100-380	UTILITIES-GAS/ELEC/SEWER/	\$5.03	712753857	FIRE & CIVIL DEF SVC
Total XCEL ENERGY		\$7,637.74		
Paid Chk# 051377	12/31/2020	ZIEGLER INC.		
E 101-43100-404	REPAIRS & MAINT. - EQUIPME	\$154.42	PC200249062	HARNES FOR SKID LOADER
Total ZIEGLER INC.		\$154.42		
10100 gen checking		\$156,923.87		

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DECEMBER 2020

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Fund Summary**10100 gen checking**

101 GENERAL FUND	\$77,572.05
202 POLICE IMPOUNDS & TOWS	\$493.31
205 POLICE DEPARTMENT DONATIONS	\$249.00
401 CAPITAL EQUIPMENT FUND	\$429.40
408 STREET REPLACEMENT FUND	\$29,455.25
437 2009 IMPROVEMENTS	\$3,100.00
601 WATER FUND	\$9,269.89
602 SEWER FUND	\$21,443.56
651 SURFACE/STORM WATER FUND	\$391.00
800 PROJECTS AND DEVELOPMENTS	\$14,520.41
	\$156,923.87

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Zerwas



Council Report

December 28, 2020

Mayor Iverson and City Council Members

Re: Public Safety Activity Report for Jan 5th, 2020 City Council Meeting

The unexpected introduction of COVID19 certainly added unfamiliar and unexpected challenges for 2020, but it did not halt our department goals. I had 5 major goals to be completed in 2020 which were accomplished:

1. RMS Upgrade: the RMS was implemented in January; launching new servers, mobile computers, new data configuration, and internal software maintenance.
2. NIBRS Implementation: A Federal mandate was issued to convert our statistical reporting format from MOC coding to NIBRS by January 2021. We have been engaged in the process of helping our vendor create a reporting interface for nearly 2 years. We implemented the reporting change over this summer and received our final BCA certification this past month after a 4-month error monitoring phase. In order to certify, we had to have an error rate of less than 4%, our report error rate for the 4 month test period was 0%.
3. Over the first 8 months of 2021, we were engaged in an employee discipline process requiring significant time commitment, documentation retrieval, hearing preparation, and testifying. The hearing outcome confirmed our position, completing the discipline process after 13 months.
4. The Department was running short-staffed since August 2019, one of our goals was to get the department back to full staff. This fall we went through the hiring process extending an offer to Allison Edwards, who starts January 4th, 2021.
5. A goal originally set for 2021, was accelerated into 2020 after receiving a donation for Body Cameras. The process for doing so included new policy development, community comment engagement, public hearing, and implementation. Since receiving final approval, we have acquired the cameras, trained all our staff, programmed the software, and launched the program. On December 15th the Body Camera Program went live with all uniform patrol officers.

In addition to our 2020 goals accomplishments, we were also tasked with new policy development as a result of the civil unrest that sparked off over the summer. Minnesota Laws makers issued a series of Police Reform Bills requiring modification of or new policies around "Use of Force", "Duty to Intercede", and new reporting requirements. As 2020 comes to an end we look back at all that has been accomplished in one of the most challenging years for Public Safety.



PUBLIC SAFETY

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

Public Safety providers with EMR certifications have been included in the initial vaccination group, we have 37 employees between Police & Fire that qualify for the vaccination. I have surveyed our staff and only about 20% have indicated they will receive the vaccination. The first vaccination doses for our Public Safety Employees will begin December 31st. The second booster shots will be administered 28 days later. With the vaccination now available to Public Safety Employees, I will begin the planning process to returning our department to more normal business practices, phasing in employees returning from remoting working arrangements.

There are currently 3 clinic locations identified by Public Health in Chisago County, Rush City, North Branch, and Lindstrom. Public Health is negotiating a clinic site in Wyoming as well. The vaccinations are being managed by Public Health, not by local health providers, therefore Public Health is coordinating clinic locations, processes, and hours of operations. The clinics will be operated by appointment only based on an individual's eligibility, they will be marketing that information to the public.

One of the Federal mandates to operate a clinic requires Law Enforcement to provide site security during hours of operations. This is going to be a challenge for us; as of now, there is no federal reimbursement to support Law Enforcement's expense. Public Health is requesting all agencies participate in the security detail under the Mutual Aid agreements in response to a public pandemic. Participation will require us to hire over-time to cover any shifts, this is an unanticipated and unbudgeted expense. As of now, Public Health is looking at operating 3-4 clinic sites, 2-3 times per week for 6 hour durations, until approximately July 2021. Participation will have a significant impact on our overtime budget with no guarantee or reimbursement. I would anticipate covering 2 shifts a week for 26 weeks at an estimated cost of \$17,000 - \$21,000 in overtime expenses.

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 28, 2020
Honorable Mayor and City Council
City of Wyoming
26885 Forest Boulevard
Wyoming, MN 55092

RE: January 5, 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.

Maranatha Radio Tower

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

Midco Data Center

Interior work continues, including sheetrock and a large duct system to provide cooling for the electronic equipment room. Framing plumbing and mechanical systems rough-in inspections have been approved. Underground plumbing and the floor slab have been installed. Installation of the "tip-up" wall panels and the roof structure are complete. Underground plumbing in the building has been inspected and approved. Footings and foundation have been inspected and approved. Connections to city sewer & water have been inspected and approved. Stormwater treatment features have been constructed. The parking lot has been paved.

Wyoming Grange Daycare

Construction has restarted with the installation of the fire separation assemblies. The building permit has been issued to remodel the former Galleberg Chiropractic office into a daycare facility.

CU Recovery Parking Area Expansion

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

260th Street Water Tower

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

Gopher State Mini-Storage

One structure has had its final inspection approved. Framing on the other building has been delayed because of lumber prices and availability.

Planning Commission

Planning Commission Seat D (Bryan Murdock) and Seat E (Mark Lobermeier) terms expire in 2021; both Planning Commission members have submitted letters requesting to be reappointed to the commission. I have not received any other requests for appointment. This is a separate agenda item.

Sincerely,

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



DEPARTMENT OF BUILDING SAFETY

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

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

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(715) 808-8842

Writer's Email:
tloonan@eckberglammers.com

December 30, 2020

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 11, 2020 – December 30, 2020

Dear Robb:

Our office is reviewing documents and advising the City as with regard to questions relating to the ongoing Aadland development. We assisted in preparing the remote meeting video policy and finalized the contract for the City Administrator.

We continue to provide legal assistance relating to City code enforcement and general civil legal matters including the ongoing operations in response to the COVID-19 Pandemic. We continue our general counsel role of fielding questions and addressing general concerns raised by City staff relating to any other legal matters relevant to the City.

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

Very Truly Yours,

s/ Thomas R. Loonan

Thomas R. Loonan
City Attorney

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

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



Engineer's Report



December 31, 2020

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

Re: January 5, 2020 City Council Meeting
WSB Project No. 015228-000

Dear Mayor and Council Members:

This engineers report is intended to update you on engineering activities within the City since the last council meeting. Some of the items below may be on the agenda with more detailed information provided, while the other items below are for informational purposes only.

2020 Street Improvement Project

Project is substantially complete. The assessments have been certified to Chisago. No further updates on this project are expected until spring. Final payment will be made next spring once vegetation is established and all punch list items have been addressed.

2021 Street Improvement Project

Mailed notice to residents has gone out to residents informing them of the potential 2021 project. Survey, televising, soil borings, utility locates, and coordination with public works to understand any infrastructure needs/repairs in this area is underway. Survey work has been completed and staff is preparing the feasibility study.

A neighborhood meeting was held on 12/16/20 to inform property owners of the potential project, the public improvement process, and to get feedback from property owners prior to the finalization of the feasibility study.

MS4 Story Map

WSB had provided a demo of the MS4 story map to City staff and will have any requested edits completed in time for inclusion on the City website prior to rate changes going into effect.

Summer Fields Development

The preliminary plat proposal has been heard by the Planning Commission and the City Council. The preliminary plat has been conditionally approved. At the 11/24 Planning Commission meeting the Planning Commission moved to recommend to the City Council approval of the CUP for a planned unit development for the entire 106 lots identified in the preliminary plat as well as moved to recommend to the City Council approval of the Summer Fields final plat consisting of 19 lots. Council approved these items at the 12/1 City Council meeting. Staff will be reviewing the recently submitted plans to verify all of our comments have been addressed and begin work on the development agreement.

Certificate of Mileage

Staff has submitted the City of Wyoming Certificate of Mileage to MNDOT. Since we added to our overall street mileage, staff will be reviewing if we can potentially add to our MSA network of roads. Additions are due in March of 2021.

Preserve at Comfort Lake

Work on the project has ended for the construction season and will resume in the spring of 2021. The first layer of asphalt has been placed on the development as well as the portion of Heritage Lane that needed to be upgraded. The finalization of the filtration basin, final layer of asphalt, and restoration are the main remaining items to be completed.

Small utility construction (electric, gas, communications) is complete. Restoration of boulevards, pond filtration media and seeding is ongoing.

Aadland Development

No new update. Staff has approved the plans for the project. No schedule has been provided on construction of the public infrastructure. Staff has granted a driveway access for this property for viewing of the lots where surveyors identified lot boundaries. Staff believes this development will be constructed in 2021.

Diamond Ridge Development

This is a plat that was approved many years ago. We have received plans after many years of no activity on this project. It consists 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 is awaiting revised construction plans and expect construction will begin in the spring of 2021.

Wellhead Protection Plan

WSB had submitted for a Source Water Protection Implementation Grant from the Minnesota Department of Health to continue to implement the actions outlined in our Wellhead Protection Plan. We successfully received the \$10,000 we requested. Staff has begun working on these efforts. There is not a City matching funds requirement.

TH 61 and East Viking Sanitary Sewer Upsizing Project

Plans have been submitted to MNDOT for review. A meeting with the utility companies to discuss the project was held on 10/30/2020 to ensure they are prepared for the proposed improvements. Staff is currently working closely with MNDOT staff on communication and public engagement components of this project as the project will be impactful to traffic

operations. Staff is looking to discuss the project at a work session to discuss the projects impact, timeline, detours, among other items to keep the council informed. Once we receive comments back from MNDOT, staff will request authorization to advertise for bidding.

East Viking Bridge over the Sunrise River

Plans have been submitted to MNDOT for review. Design parameters had been set with the Minnesota Department of Natural Resources and staff worked to find the most economical and least impactful design (both environmentally and duration of construction) to replace this bridge. The proposed design is wider than what exists today to meet minimum design standards. Our intention is to wait for bridge bonding to become available to help fund the building of this bridge. We are on the wait list.

Access will be restricted as the bridge construction will require the roadway to be closed when this construction takes place. Coordination with Polaris, residents, Chisago City and others will be important.

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

Sincerely,

WSB and Associates, Inc.

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

Mark A. Erichson, PE



City Council Report

Mayor Iverson and City Council Members

Public Works Report for January 5th, 2021 Council Meeting

Honorable Mayor Iverson and City Council Members,

The snow storms have started and Public Works has been plowing and salting streets. We had a good number of call-backs on the 23rd and 24th. There were power outages, street signs hit, and emergency vehicle streets that needed to be plowed twice as the wind kept blowing them in.

The hockey rink has been open and has been a success as in the past.

Public Works removed some trees, brush, and stumps from the winter trail.

The televising of sanitary sewer has been completed for the 2021 Street Project.

The wiring of the water meter reading equipment has finished being installed on the two water towers.

I attended the MS4 meeting with WSB, 2021 Street Improvement Project meeting with WSB, and the Special City Council Meeting.

Sincerely,

Chuck Almhjeld

Public Works Superintendent

Parks:

Opening up the winter trail.

Sanitary Sewer:

Daily Rounds have been completed.

Water:

Daily and monthly water tests have been completed

Correspondence continues from MDH on Coronavirus

Streets:

2021 Street Project work

Dead or trouble boulevard trees continue to be removed.

Surface Water:

Large culvert by Hawk Meadows continues to plug and Public Works has been keeping it open.

Working with WSB for a solution.

Annual MS4 Meeting



WYOMING PUBLIC WORKS

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



Project Update for Local Stakeholders

December 2020

Overview



About This Project

Chisago County is leading a project to get moving on identifying long-term solutions to improve safety and mobility along US Highway 8 from I-35 in Forest Lake to Karmel Avenue in Chisago City.

Engagement Events

Pop-up Events – June/July 2019

- Mike's Bait on 8
- Chisago City Farmer's Market
- Harmony in the Park
- Brinks Supermarket

Public Open House – July 2019

What We've Heard



IDEAL OUTCOMES

- Expand Highway 8 to four lanes
- Off road bike/walking trail
- Dedicated turning lanes



ISSUES AND PROBLEMS

- This is a very unsafe highway
- There are too many access points along Highway 8
- Cars often pass on the shoulder



IDEAS AND OPPORTUNITIES

- Consider advanced warning flashing lights
- Highway 8 could have a dedicated, grade separated bicycle lane
- Improve lighting along Highway 8
- Consider improvements to protect the environment/endangered species



Designing for Corridor Context

Hwy 8 Corridor Context



Highway 8 is an important interregional corridor that serves a variety of transportation needs. It is vital to sustaining local commerce and energizing future economic growth.



In recent years, Highway 8 has become increasingly strained due to high levels of daily commuters, large trucks hauling freight, and spikes in weekend recreational traffic.



A proliferation of secondary roads and private driveways provide direct access to and from Highway 8 which contribute to safety and mobility issues.

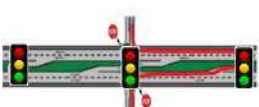
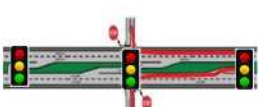
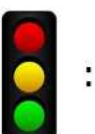


There have been a number a serious crashes in recent years, including 4 fatalities.

What do we need to consider?

- Roadway needs to serve local and thru trips.
- Roadway needs to be user friendly.
- Roadway should have parkway feel with lower design speed.
- Future access across Hwy 8 for walkers and bikers is important.
- Safety will be improved with reducing the number of access locations along Hwy 8.

Preliminary Corridor Options

	Greenway Ave	Hamlet Ave	Heath Ave	Pioneer Rd	James Ave	276 th St	Viking Blvd	Karmel Ave
Corridor Plan A:								
Corridor Plan B:								
Corridor Plan C:								
Corridor Plan D:								
Corridor Plan E:								
Corridor Plan F:								
Corridor Plan G								

 Traffic Signal Control  Minor Street Stop Control  Reduced Conflict Intersection  Signalized Reduced Conflict Intersection

Evaluation of Corridor Plans



Criteria		Description	Corridor Intersection Alternative Plans							
			Plan A	Plan B	Plan C	Plan D	Plan E	Plan F	Plan G	
Project Needs	Vehicle Safety	Minimizes crashes								
	Vehicle Mobility	Meets acceptable overall LOS/delay (Year 2040)								
		Meets acceptable sidestreet LOS/delay (Year 2040)								
	Walkability/Bikeability	Provides ped/bike facility along Hwy 8	Bituminous Trail	Bituminous Trail	Bituminous Trail	Bituminous Trail	Bituminous Trail	Bituminous Trail	Bituminous Trail	Bituminous Trail
		Minimizes pedestrian/ bicyclist exposure crossing Hwy 8	Marked crosswalk with pedestrian interval	Marked crosswalk with pedestrian interval	None	Marked crosswalk with pedestrian interval	Marked crosswalk	Marked crosswalk with pedestrian interval	Marked crosswalk with pedestrian interval	
Project Needs Score			3.75	4.25	3.50	4.25	3.25	4.00	3.75	
Other Considerations	Cost	Minimizes construction costs								
	Roadway Function	Promotes intended function of the corridor								
	Right-of-Way	Minimizes Right-of-Way needs								
	Maintenance	Minimizes ongoing maintenance needs								
Other Considerations Score			3.50	2.25	1.25	0.50	1.25	1.75	3.25	
Total Score			7.25	6.50	4.75	4.75	4.50	6.25	7.00	

Highest Ranked Plans

Legend:

Less Favorable



Moderately Favorable



Most Favorable



Considerations for Intersections with Low Volumes on Local Roadways

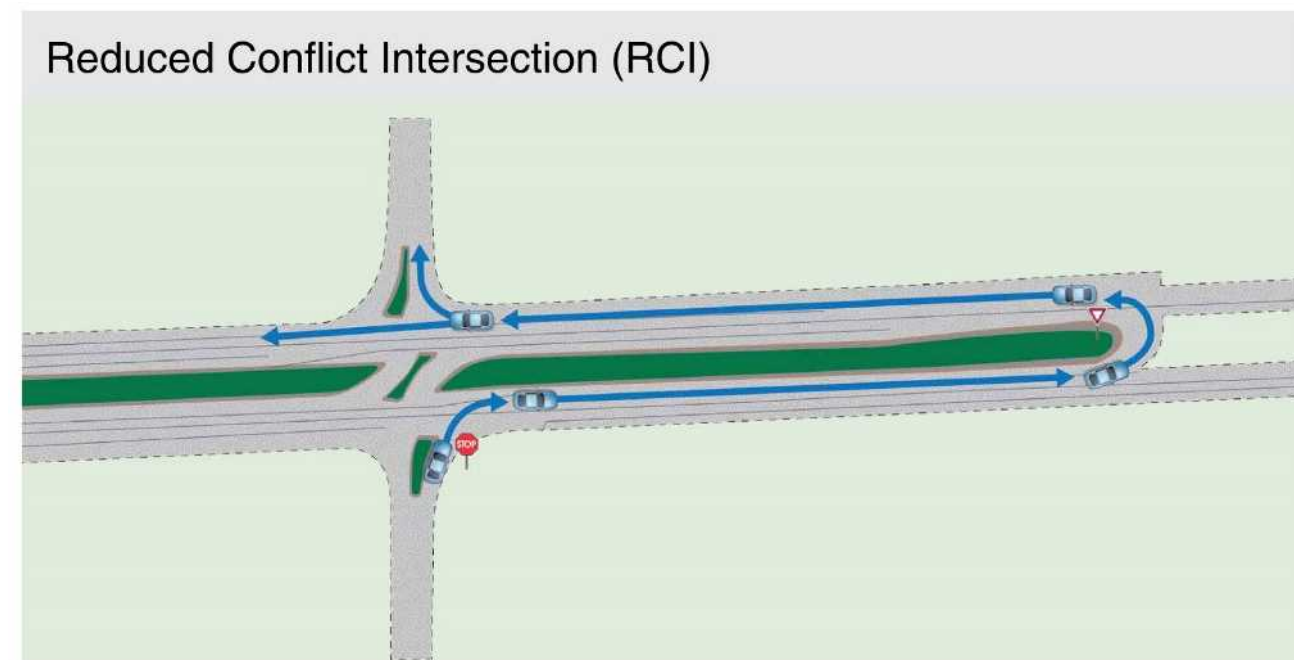
Minor Street Stop Control

- Addresses near- and long-term traffic needs
- More conflict points and higher risk for severe crashes
- Less cost, impacts and maintenance needs
- Best addresses future access and functionality of corridor vision



Reduced Conflict Intersection Control

- Addresses near- and long-term traffic needs
- Less conflict points and lower risk for severe crashes
- Increased cost, impacts and maintenance needs
- More applicable with wider highway median and higher mainline speeds
- Requires education for drivers as this is a unique intersection control treatment



What is the City's role?



- Provide input on how the City envisions the character of the corridor.
- Review pedestrian & bicycle needs and goals as they relate to the City's goals and the proposed trail.
- Review and comment on the intersection options.
- Engage your Planning Commissions.
 - Review existing and proposed land uses along the corridor.
 - How can we help guide potential development and achieve City goals?
- Engage your Engineer and their transportation and planner staff.
 - Help to comment on City wants/needs/requests.
 - Analyze options from the City's perspective.
- Provide comments back to Joe.

Next Steps



Advertising & Bidding

Next Steps

- Refine proposed corridor concept and obtain agency approvals
- Complete Environmental Review process

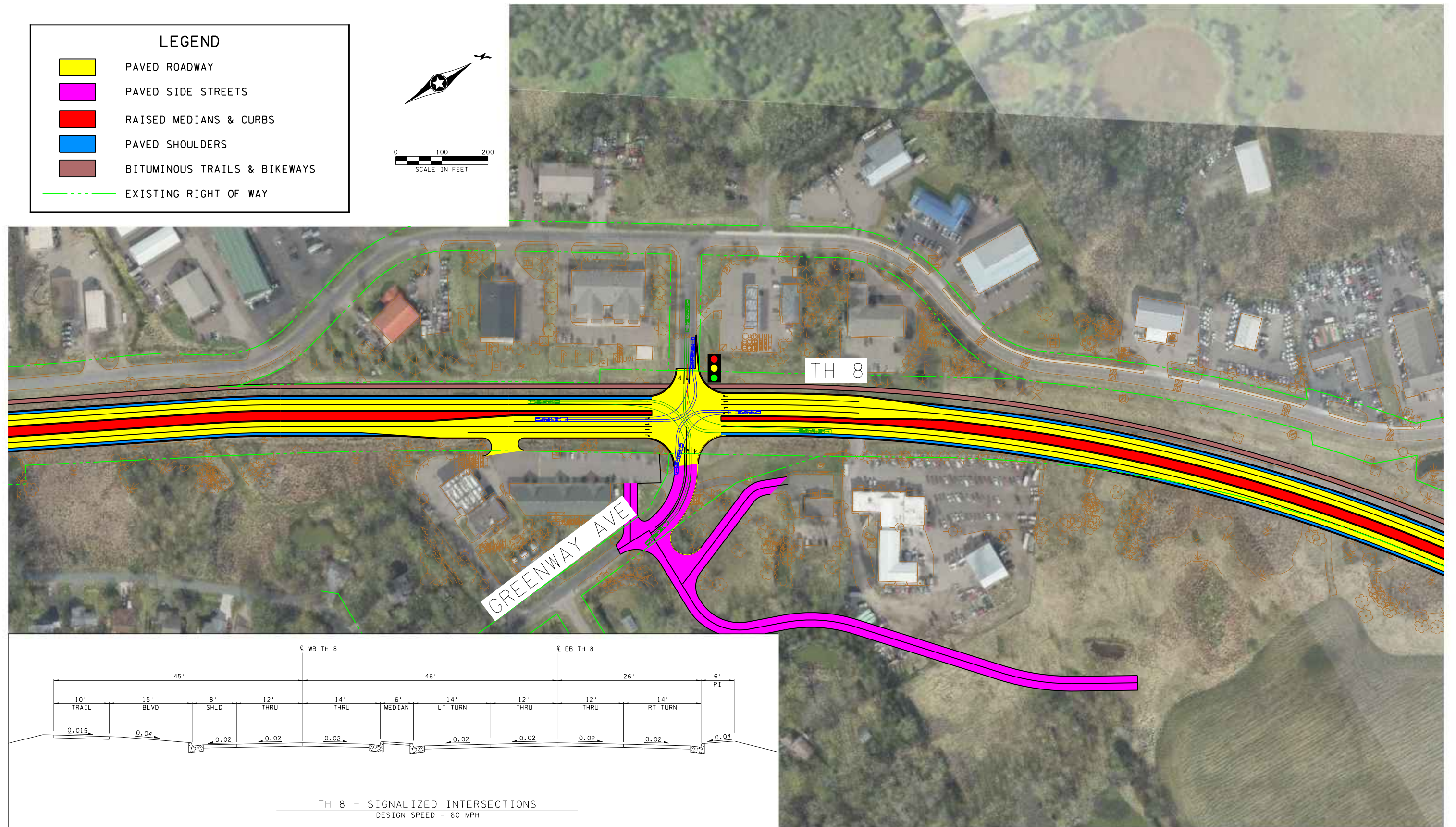
Contact Information



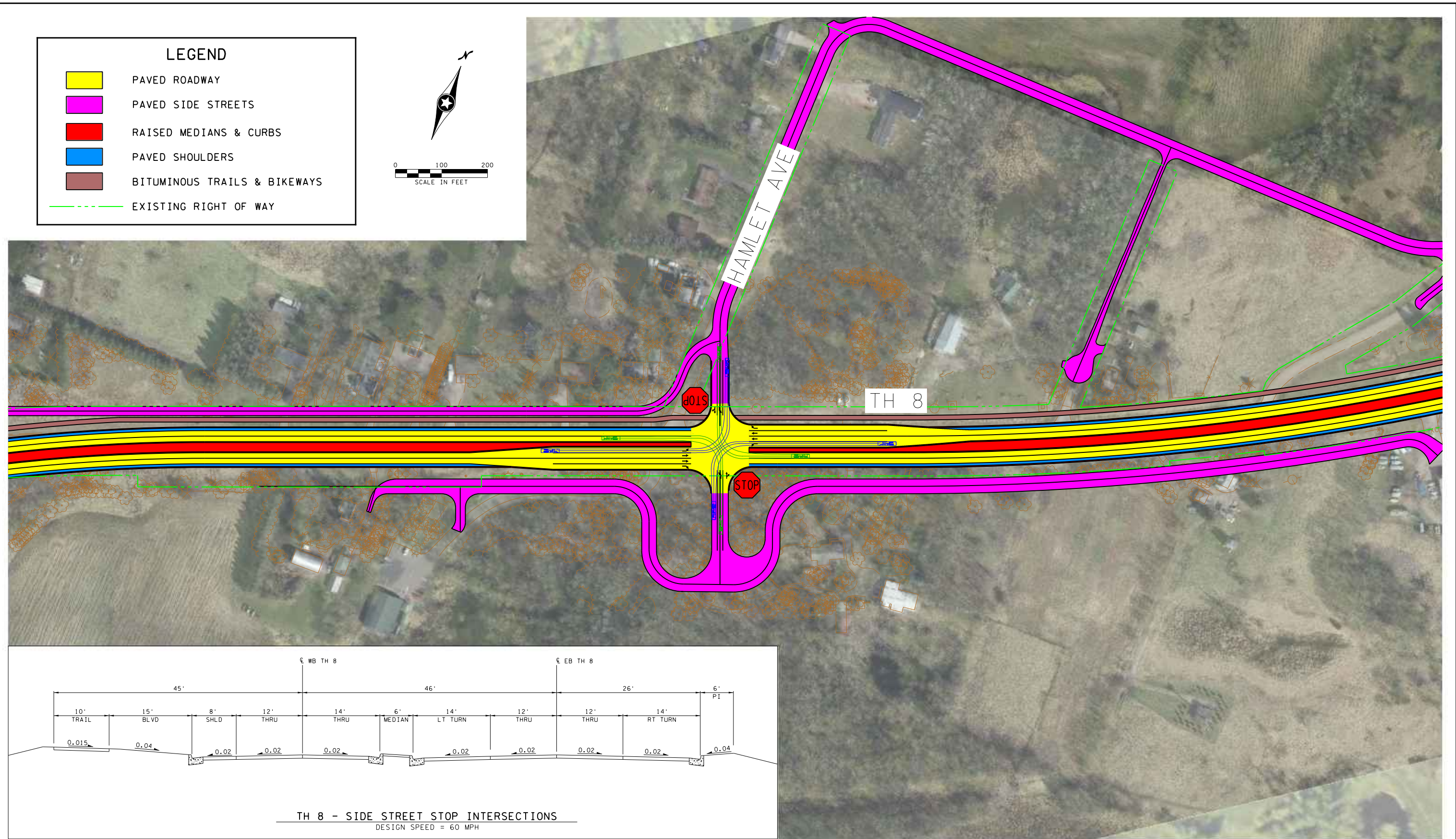
Joe Triplett, PE
Chisago County
Director of Public Works | County Engineer
(651) 213-8708
Joe.Triplett@chisagocounty.us



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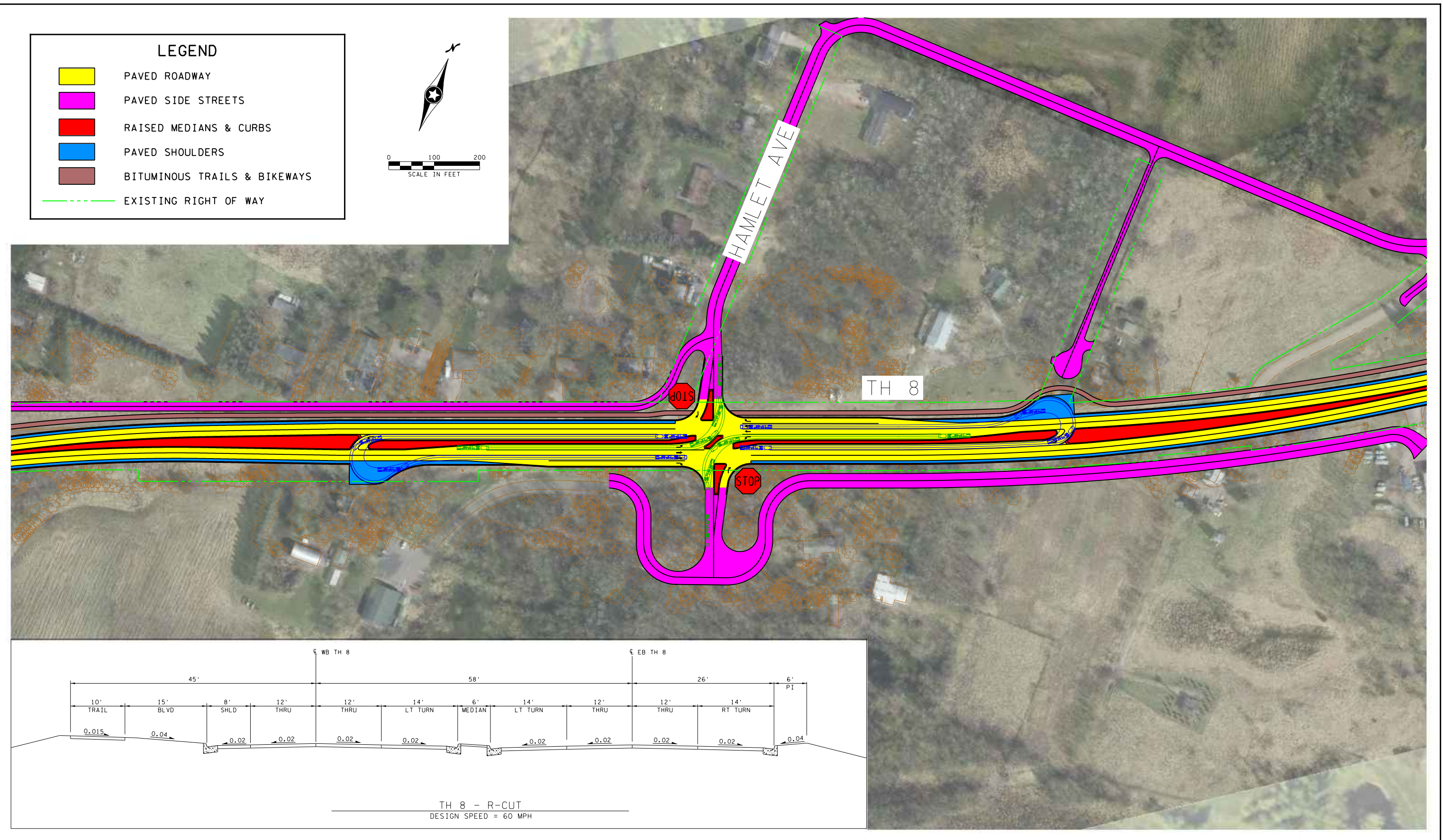


Trunk Highway 8 & Hamlet Avenue
Side Street Stop Intersection
Chisago County, MN

Job #
12/2/2020

Figure 2

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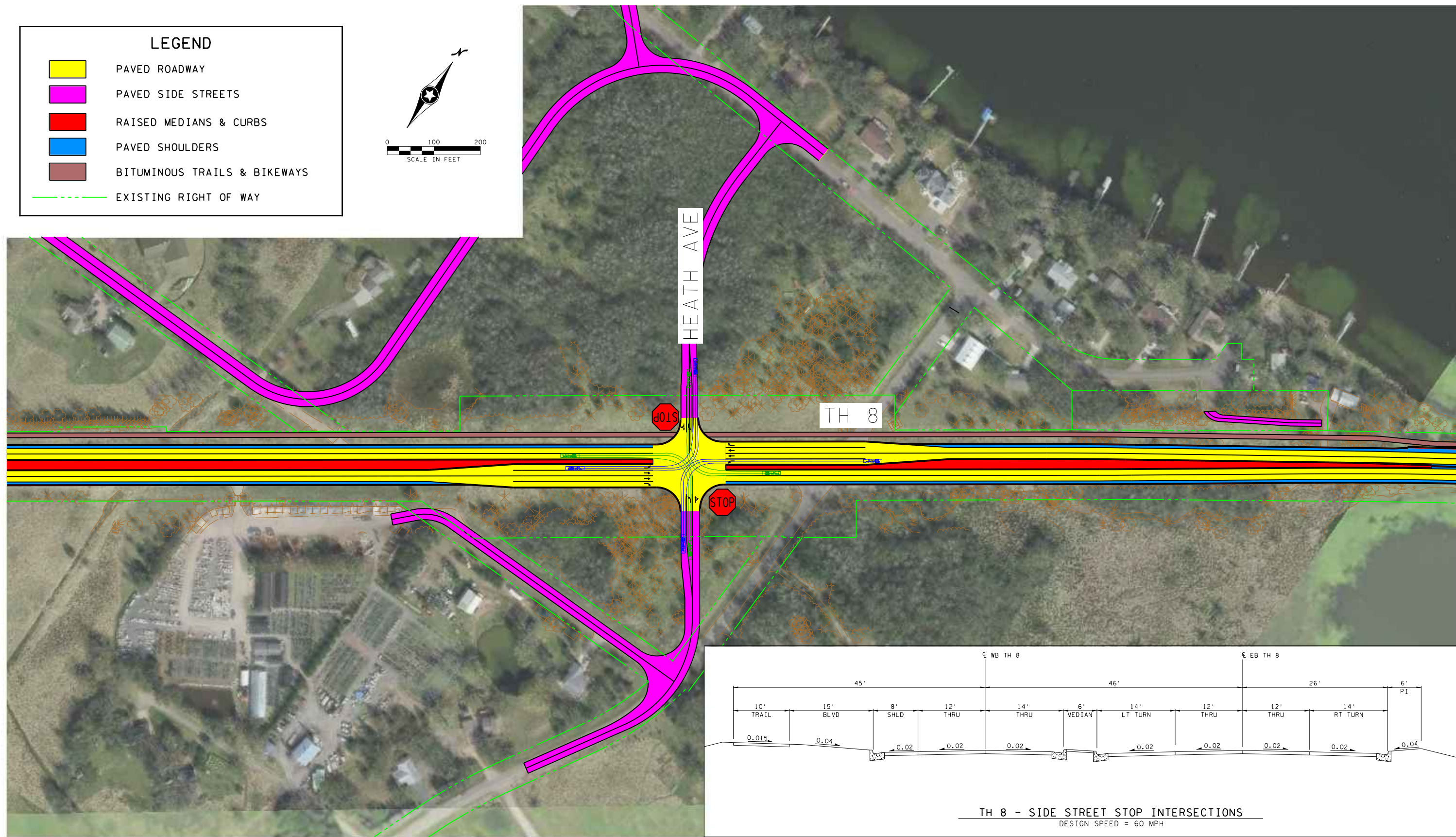


Trunk Highway 8 & Hamlet Avenue
RCUT Intersection
Chisago County, MN

Job #
12/2/2020

Figure 3

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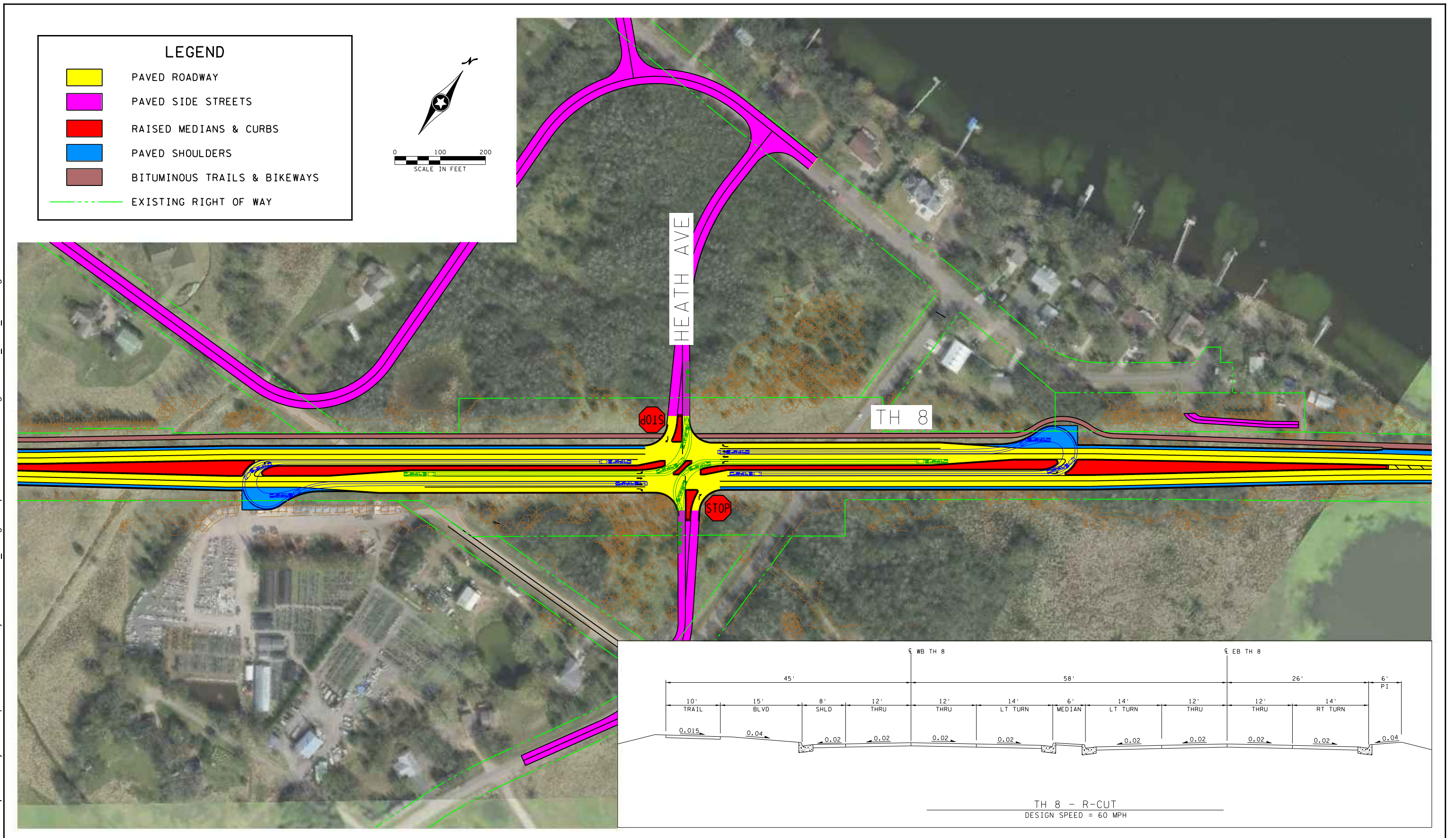


Trunk Highway 8 & Heath Avenue
Side Street Stop Intersection
Chisago County, MN

Job #
12/2/2020

Figure 4

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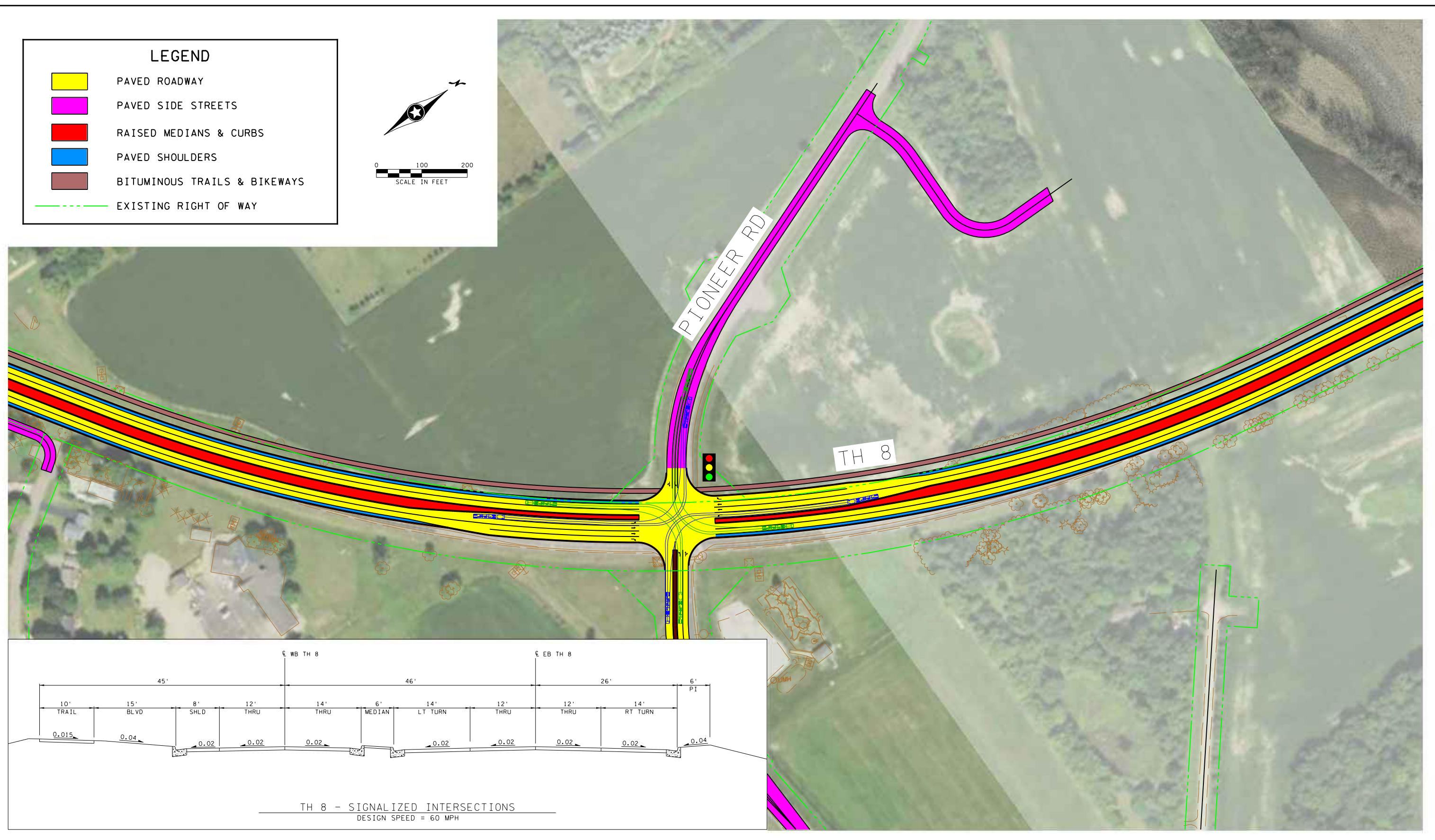


Trunk Highway 8 & Heath Avenue
RCUT Intersection
Chisago City, MN

Job #
12/2/2020

Figure 5

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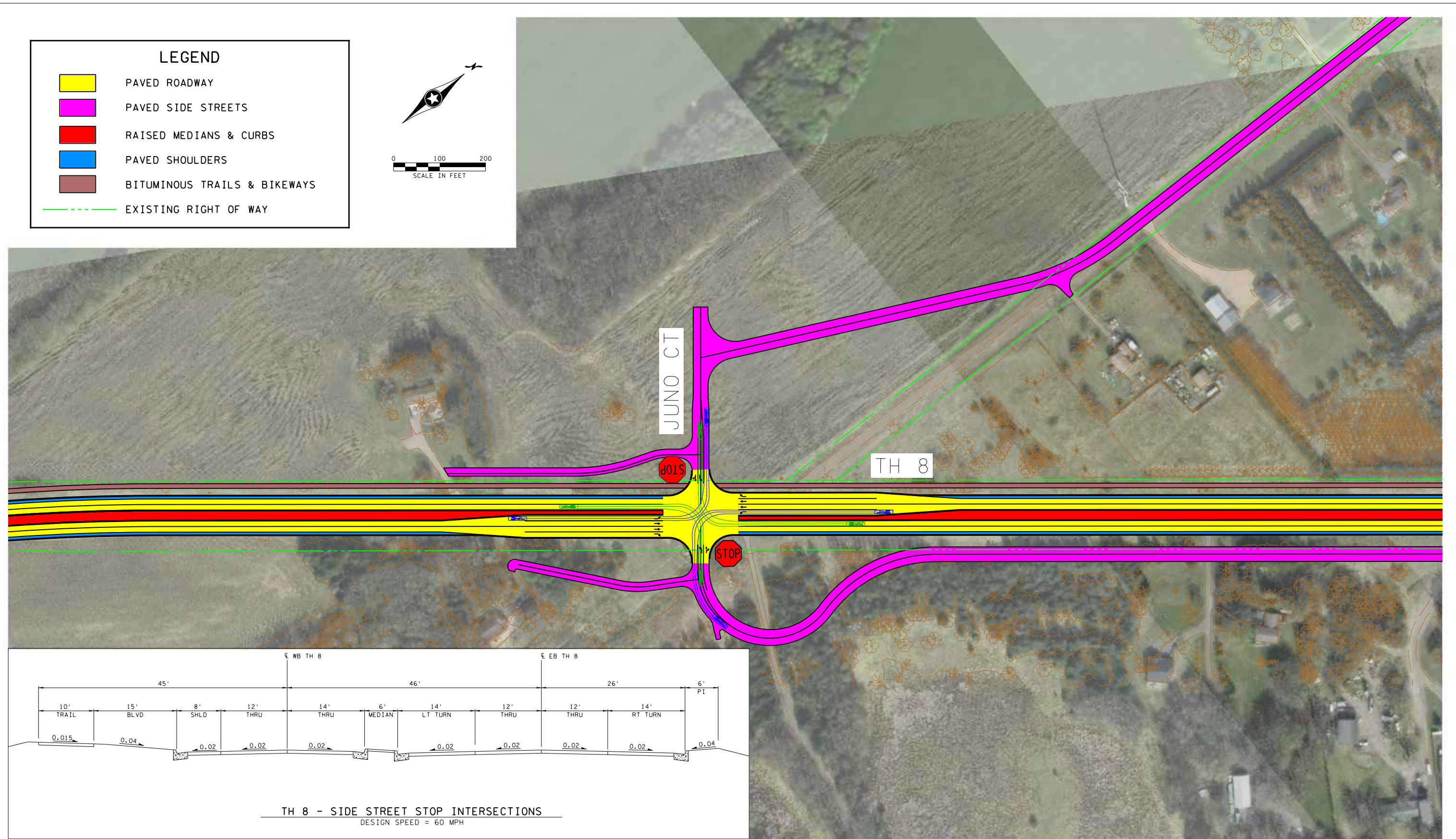


Trunk Highway 8 & Pioneer Road
Signalized Intersection
Chisago County, MN

Job #
12/3/2020

Figure 6

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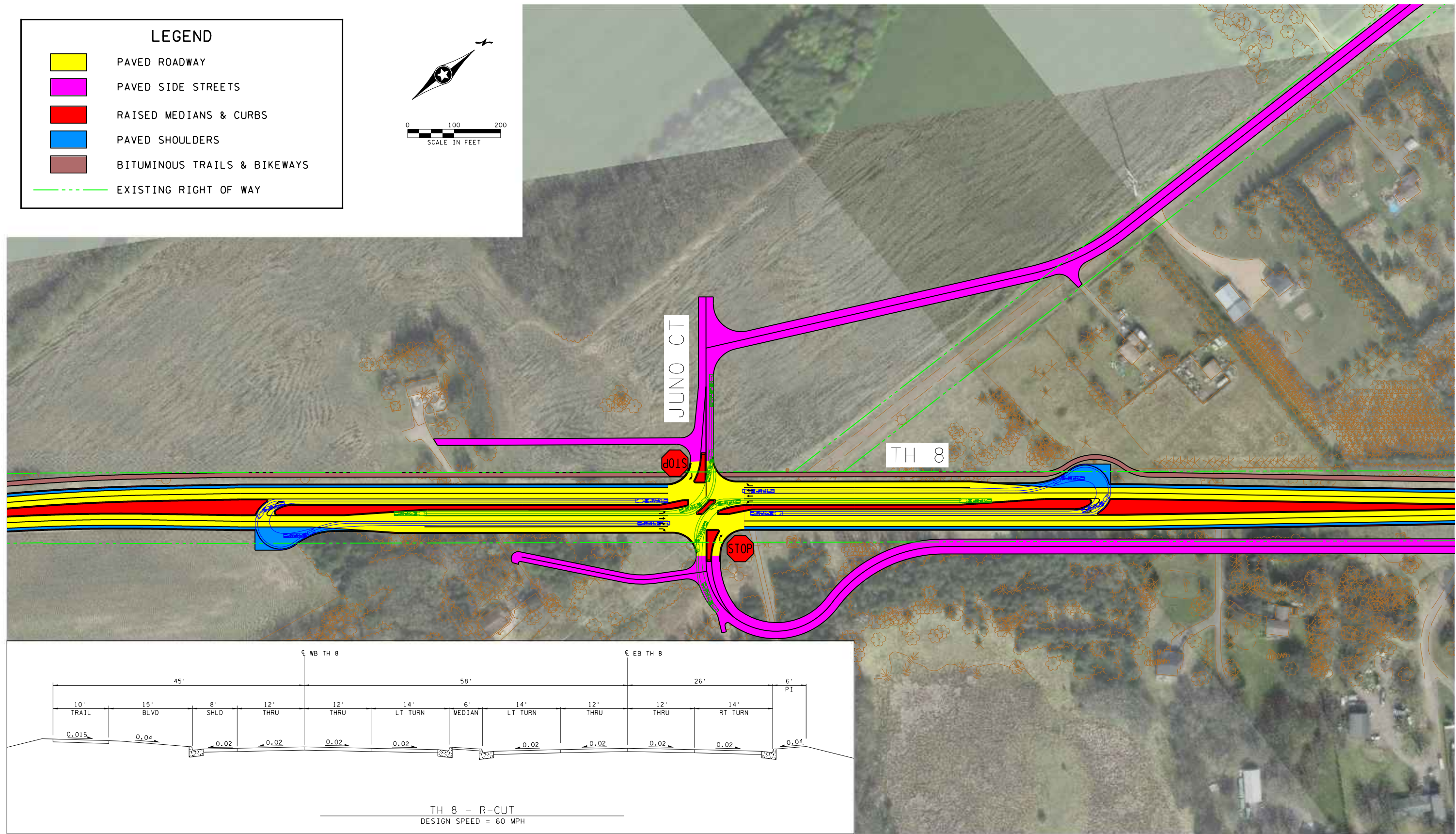


Trunk Highway 8 & Juno Court
Side Street Stop Intersection
Chisago County, MN

Job #
12/2/2020

Figure 7

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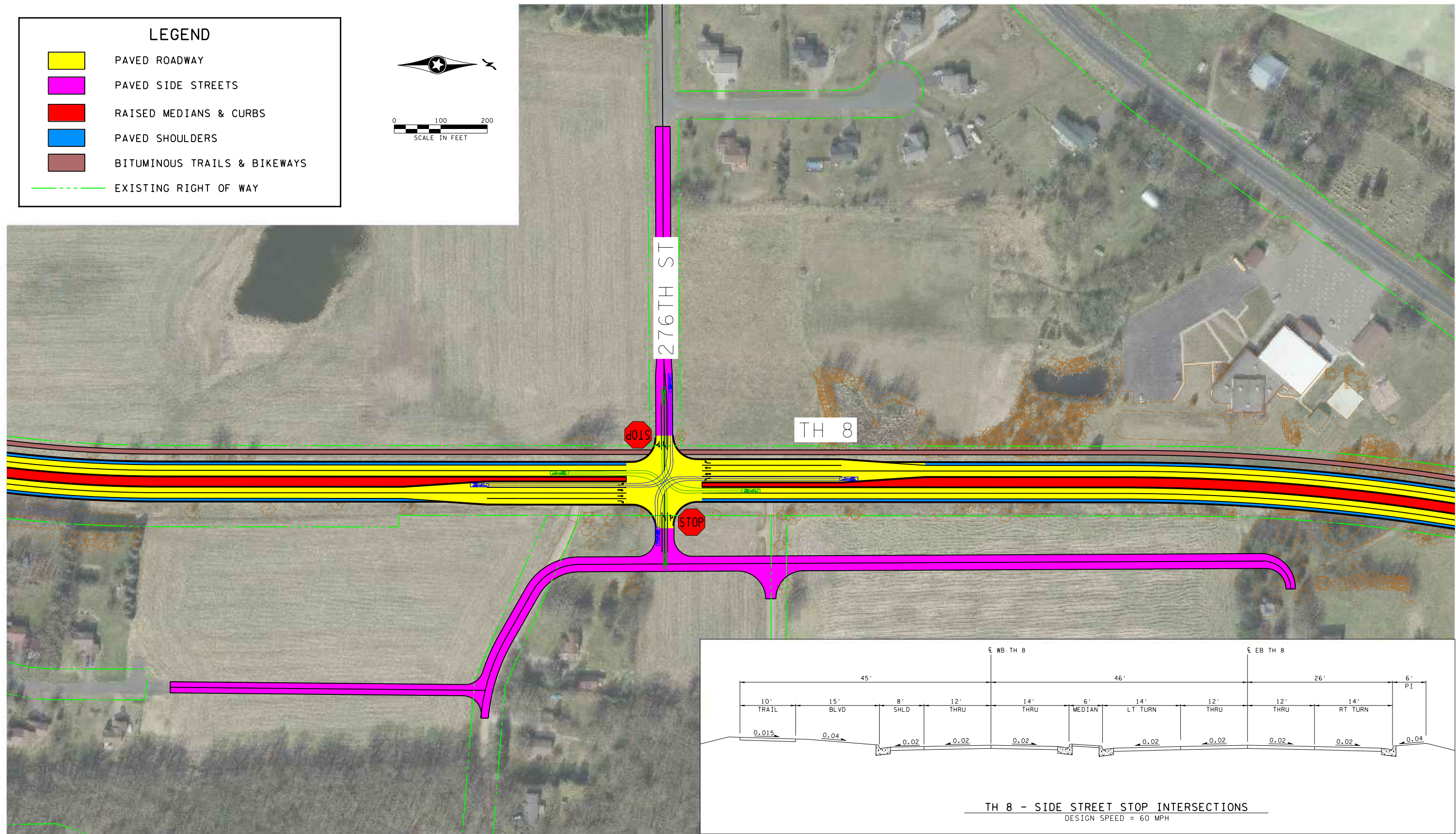


Trunk Highway 8 & Juno Court
RCUT Intersection
Chisago County, MN

Job #
12/2/2020

Figure 8

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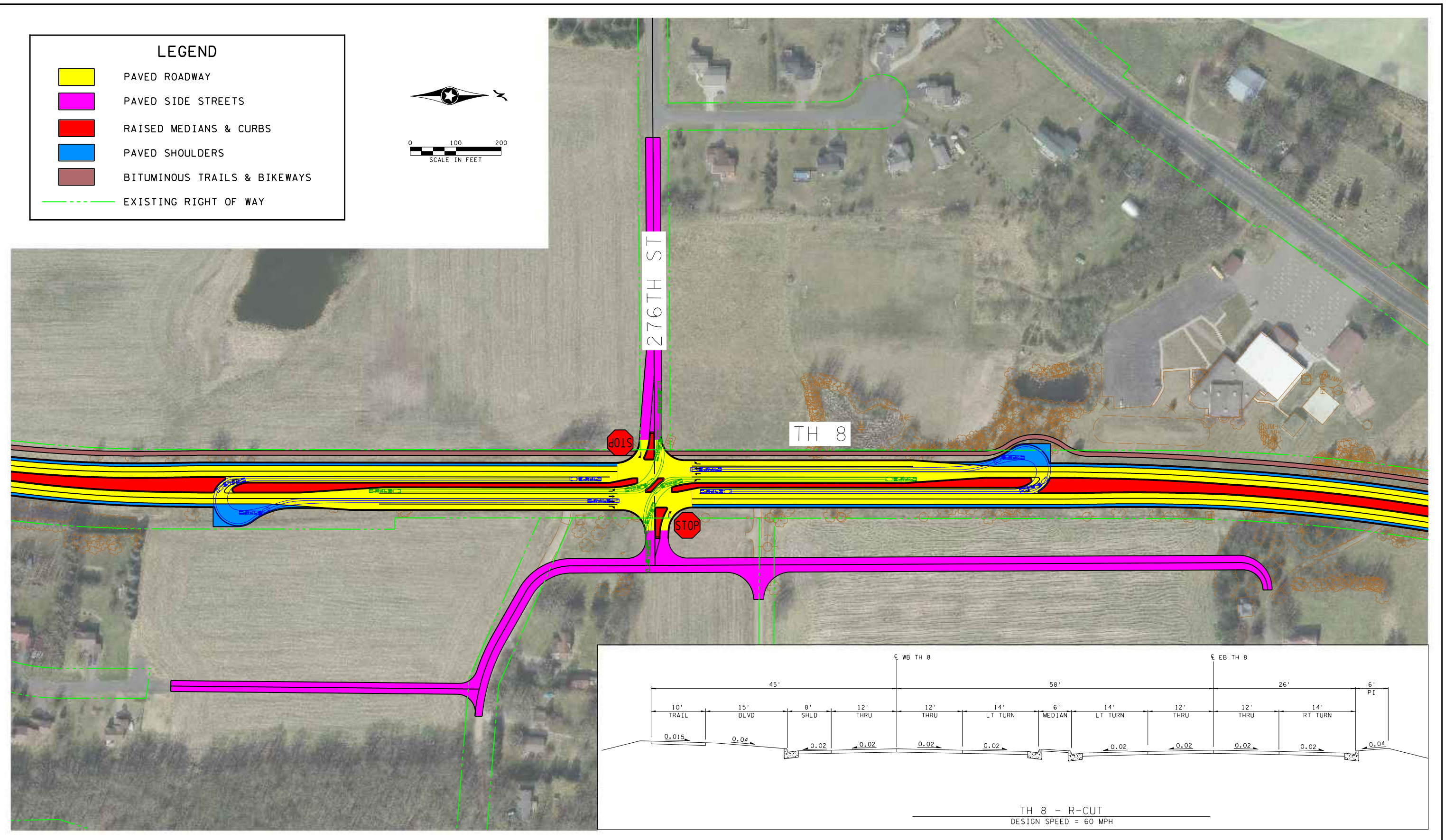


Trunk Highway 8 & 276th Street
Side Street Stop Intersection
Chisago County, MN

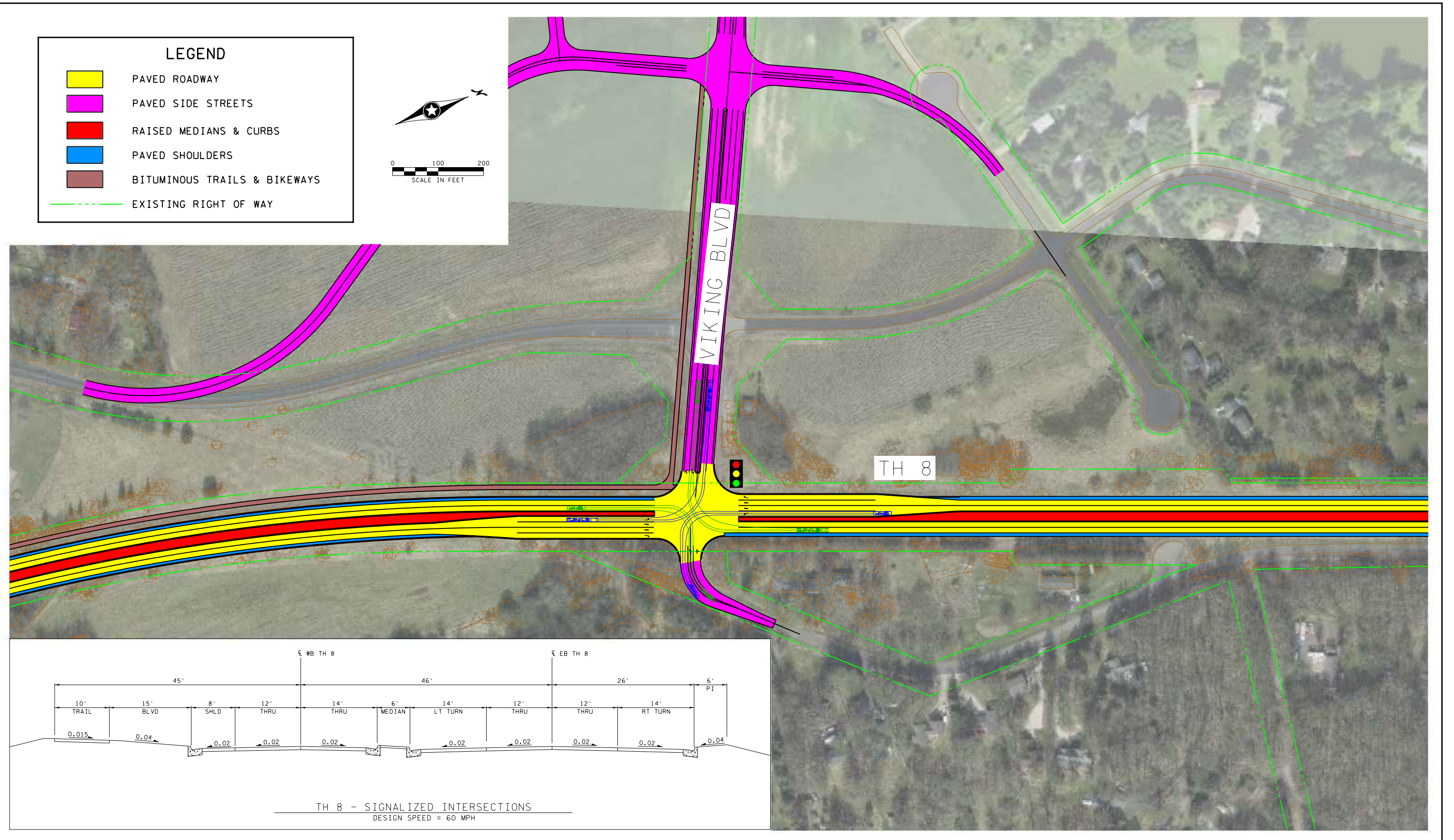
Job #
12/2/2020

Figure 9

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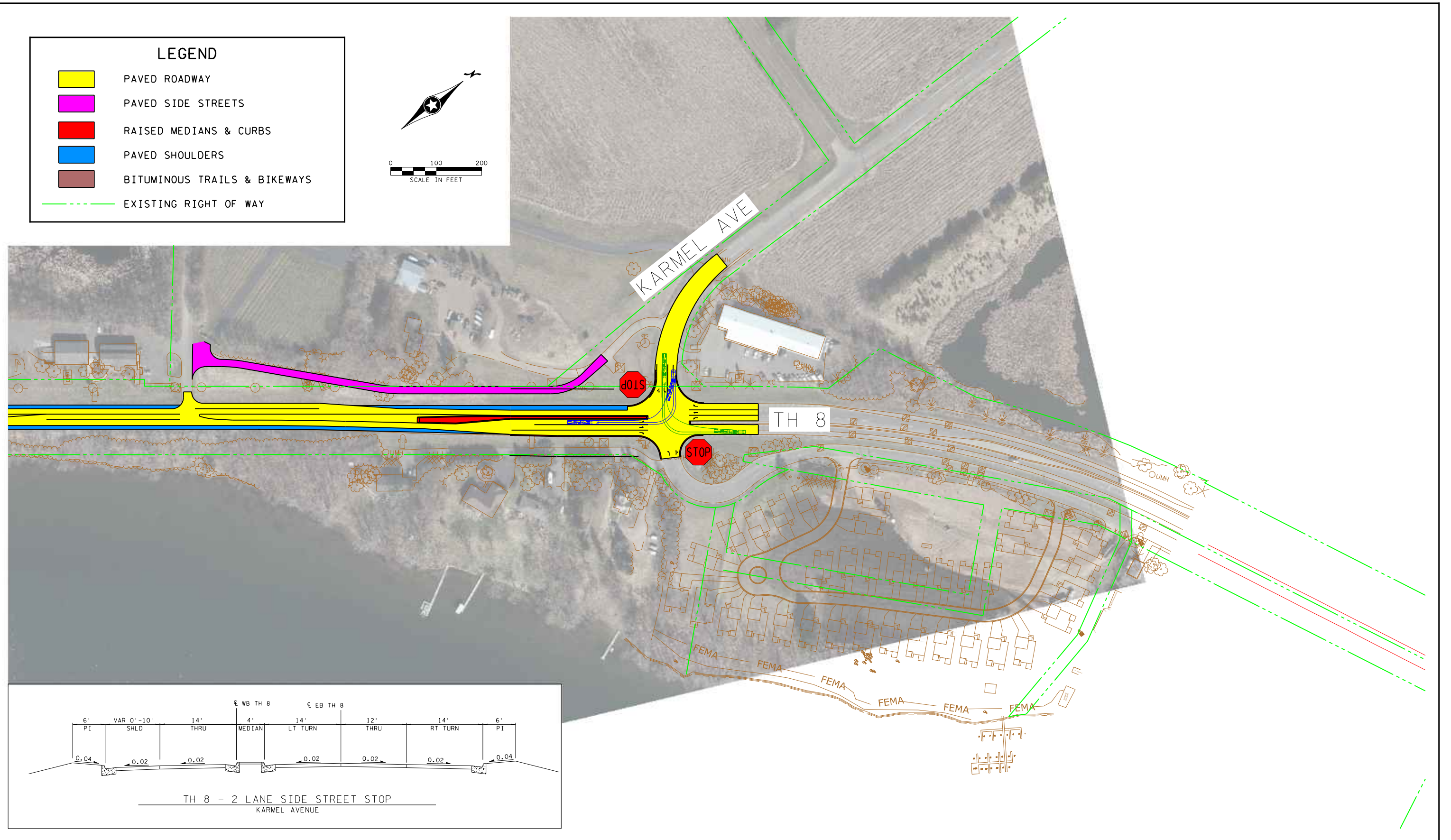


Trunk Highway 8 & Viking Boulevard
Signalized Intersection
Chisago County, MN

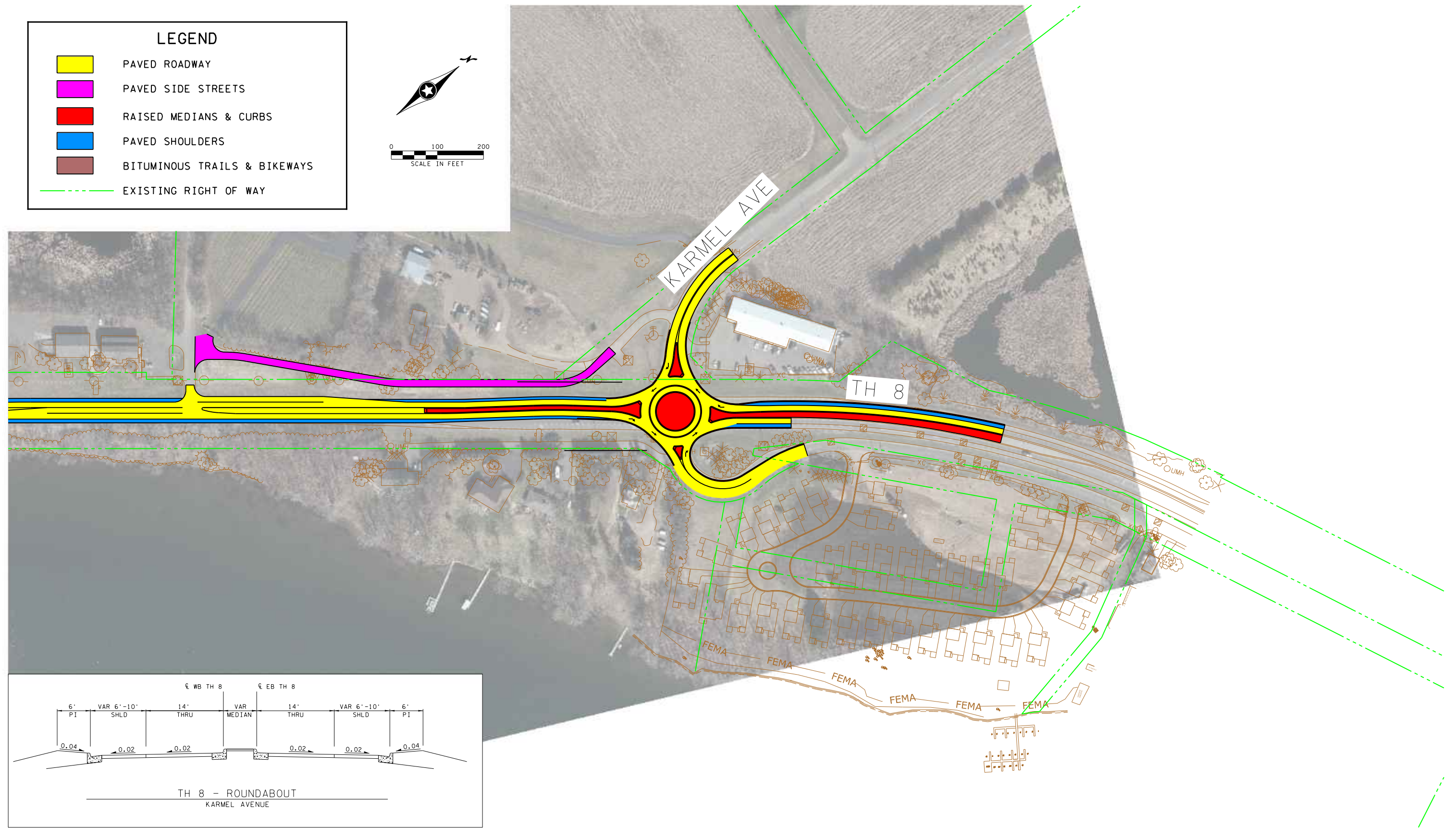
Job #
12/3/2020

Figure 11

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Trunk Highway 8 & Karmel Avenue
Roundabout Intersection
Chisago County, MN

Job #
12/2/2020

Figure 13



Request for Action

Date: January 5, 2021

Presented to: Mayor Iverson and City Council Members

Presented by:

Chuck Almhjeld

Department: Public Works

Reference: Start the process for a full-time Maintenance Worker 1

Background Information:

The Wyoming City Council approved a full-time Maintenance Worker 1 position for the 2021 budget year at a rate of \$24.31-\$29.54 per hour based on qualifications. This wage is the 2021 wages per the Local 49ers Union Contract 2021-2023. The new position is being split up equally between water, sewer, and surface water enterprise funds. The main responsibilities are as follows:

1. Performs non-supervisory manual, semi skilled work with primary duties in surface water maintenance.
2. Assists in maintenance tasks in all public works areas.
3. Operates a variety of equipment.
4. Participates in snowplowing/salting.
5. Routine maintenance tasks.
6. Responds to emergencies and works beyond normal hours.

The position will be posted on the League of Minnesota Cities Website and in other applicable areas. Once the position has closed, staff will review and score the applicants received from potential candidates. Qualified candidates will be contacted for interviews and we will select based on skill set and the candidate that would serve the City of Wyoming's Public Works Department most effectively. Once a candidate is selected, it will be brought forward to the City Council for approval.

Recommended Action: Staff recommends that the Maintenance Worker 1 Position be advertised on the League of Minnesota Cities Website and other applicable areas to begin the hiring process.



CITY OF WYOMING

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

City of Wyoming
MAINTENANCE WORKER 1
Job Description



Position Title: Maintenance Worker 1
Department: Public Works
Reports to: Public Works Supervisor
Union: Local 49
Status: Regular Full Time
Starting Pay: \$24.31-\$29.54 per hour
Closing Date:

To apply, please submit the [City of Wyoming Employment Application](http://www.wyomingmn.org) – found on the city website at www.wyomingmn.org, Cover Letter and Resume by dropping off or mailing to Wyoming City Hall- PO Box 188, 26885 Forest Blvd Wyoming MN 55092 or email electronic materials to kdumais@wyomingmn.org. Deadline for application is January 27th, 2021.

GENERAL PURPOSE

Performs *non-supervisory* manual, semi-skilled work with primary responsibility to perform maintenance tasks related to surface water. Also assists in maintenance tasks performed in other public works areas. Operates a variety of equipment, participates in snow plowing/sanding, and performs routine maintenance on City-owned buildings/facilities. (This position is highly visible to public while performing work tasks). Responds to emergency situations and works beyond normal hours.

SUPERVISION RECEIVED

Works under supervision of Public Works Superintendent / Public Works Lead.

PERIPHERAL DUTIES

May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

- (A) Graduation from high school, diploma or GED equivalent.
- (B) A Class B commercial driver's license, with air brake, tank vehicles
- (C) Must hold at least Class D water license and SD sewer license, or ability to obtain with in first year of employment.

ESSENTIAL DUTIES AND RESPOSIBILITIES

Represents the City of Wyoming Parks Department. Attend the monthly Wyoming Park Board Meetings when asked to attend. Takes work direction from the Public Works Supervisor. Follows safe working practices as outlined in the City of Wyoming's AWAIR Program. Performs routine and skilled maintenance work on city parks, ball fields, buildings, hockey and pleasure rinks, which includes flooding and snow removal, and warming house maintenance. Gives work direction to part-time summer & winter park employees. Responds to residents' complaints and emergencies. Is on call for after-hours emergencies or when additional public works staff are needed.

PARK MAINTENANCE – Maintains the appearance and safety of all city parks and grounds. Maintaining buildings, cuts grass on ball fields, fertilizes fields, applies lime to the infields, maintain trees and shrubs, control weeds, maintain fences, signs, tennis courts and nets, bleachers, and general landscaping tasks. Purchases required tools and supplies for the Parks department.

WATER and SEWER DEPARTMENTS – Maintain grounds around water tower sites, and lift stations meter reading, flushing hydrants, sewer jetting, manhole repair, lift stations work, irrigation equipment maintenance, and miscellaneous maintenance duties. Winter operations include snow and ice removal around lift station, and well houses.

STREET DEPARTMENT – street patching, shoulder work, tree trimming, ditch cleaning, right of way clearing, and sign repair. Winter operations include snow plowing streets, parking lots, cul-de-sacs, lift stations, well houses, and sidewalks.

EQUIPMENT OPERATION – Operates heavy equipment which includes, dump trucks, front end loader, bobcat, tractors, mowers, snow removal equipment, jet/vac truck, miscellaneous power equipment and hand tools.

RECORD KEEPING – Keeps a log book on daily activities. Keeps necessary records for parks department.

TRAINING – Keeps up-to-date on topics such as safety and hazardous materials through meetings, seminars, and workshop; and shares in work place safety through individual and team efforts.

Knowledge, Skills and Abilities Required:

- (A) Ability to make decisions as to the extent of Public Works repair needed.
- (B) Ability to skillfully operate and maintain a variety of types of heavy equipment
- (C) Ability to work effectively in the absence of close supervision.
- (D) Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing;
- (E) Read and interpret basic maps and blue prints.

- (F) Assist in the training and supervision of others in the safe operation of equipment.
- (G) Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

SPECIAL REQUIREMENTS

Valid State Driver's with CDL endorsement, or ability to obtain one

TOOLS AND EQUIPMENT USED

Motorized vehicles, power and hand tools and equipment for Vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, And other tools required for minor repairs and routine maintenance of pumps, lift stations, vehicles and equipment; Electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or Portable radio/cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to Finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee is occasionally required to walk, sit and talk or hear. The employee must Frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to Adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Appointing Authority: Wyoming City Council upon recommendation of Public Works Superintendent



Request for Council Action

Date: December 28, 2020

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Special Meeting Request – 2021 Street Utility Project/Facility Needs Assessment/Long Term Plan

Method: New Business

Background Information:

Wyoming City Staff is requesting the city council hold a special meeting on Wednesday, January 13, 2020 to discuss the 2021 East Viking Blvd Utility project, continue discussion with Wold Architect's on the City of Wyoming needs assessment and continuing discussion on the city's long term plan.

Recommendation: To consider holding a special meeting on Wednesday, January 13, 2020 to discuss the 2021 East Viking Blvd Utility project, continue discussion with Wold Architect's on the City of Wyoming needs assessment and continuing discussion on the city's long term plan.



CITY OF WYOMING

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