

**AGENDA
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JULY 5, 2022
7:00 PM**

CALL TO ORDER:

CALL OF ROLL:

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM:

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

APPROVAL OF MINUTES:

1. Consider approving the minutes of the "Regular Meeting" of the Wyoming, Minnesota City Council for June 21, 2022
2. Consider approving the minutes of the "Budget Work Session Meeting" of the Wyoming, Minnesota City Council for June 21, 2022

SCHEDULED BID LETTINGS:

SCHEDULED PUBLIC HEARINGS:

CONSENT AGENDA:

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

3. Consider authorizing the payment of recommended bills, payroll and journal entries for the period of June 22, 2022 to July 5, 2022
4. To consider the application for a Temporary ON-SALE Liquor License from the Wyoming Fire Relief Association for September 17, 2022 located on East Viking Blvd. and Felton Ave. for Wyoming Stagecoach Celebration

5. To consider **Resolution 22-07-59** a resolution appointing Election Judges for the 2022 Primary Election
6. To consider **Resolution 22-07-60** a resolution setting a public hearing on assessments for parcel 21.11120.00 and 21.11121.00 for the 2008 257th Street Improvement Project (City Project 2008-01)
7. To consider **Resolution 22-07-61** a resolution declaring certain public works items as surplus property and authorizing the Public Works Department to dispose of such items through online auction or disposal process

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

8. Report of the Public Safety Director, Neil Bauer, for July 1, 2022
9. Report of the City Attorney, Tom Loonan, for June 30, 2022
10. Report of City Engineer Mark Erichson, WSB for June 30, 2022
11. Report of the Public Works Superintendent Chuck Almhjeld for July 5, 2022

COMMUNICATIONS:

OLD BUSINESS:

NEW BUSINESS:

12. To consider **Resolution 22-07-62** a resolution approving the engineering and repair to the riser pipe at the South Water Tower from KLM Engineering in the amount of \$69,000.00
13. To consider approving the advertisement for the Assistant Public Works Superintendent position and begin the hiring process
14. To consider approving a Request for Proposals (RFP) for Cleaning Services for city-owned buildings

COUNCIL REPORTS:

ADJOURN

**DRAFT MINUTES
CITY COUNCIL
REGULAR MEETING
CITY OF WYOMING, MINNESOTA
JUNE 21, 2022
7:00PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Regular Meeting of the Wyoming City Council for June 21, 2022 to order at 7:00 PM

CALL OF ROLL:

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

ABSENT: None

Also Present: Tom Loonan, Eckberg Lammers, Robb Linwood, City Administrator, Alex Saxe, Assistant City Administrator, Mark Erichson-WSB, Neil Bauer - Public Safety Director, Fred Weck, Zoning Administrator/Building Official and Chuck Almhjeld, Public Works Superintendent

DETERMINATION OF A QUORUM:

PLEDGE OF ALLEGIANCE:

OPEN FORUM: NONE

APPROVAL OF MINUTES:

1. **Consider approving the minutes of the “Regular Meeting” of the Wyoming, Minnesota City Council for June 7, 2022**

A MOTION WAS MADE BY COUNCILMEMBER LUGER, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE THE MINUTES OF THE “REGULAR MEETING” OF THE WYOMING, MINNESOTA CITY COUNCIL FOR JUNE 7, 2022, AS SUBMITTED.

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

Voting Nay: None

Abstain: None

Absent: None

SCHEDULED BID LETTINGS: NONE

SCHEDULED PUBLIC HEARINGS: NONE

CONSENT AGENDA:

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

2. To consider authorizing the payment of recommended bills, payroll, and journal entries for the period of June 8, 2022 to June 21, 2022
3. To consider approving the 2022 City of Wyoming Insurance Coverage renewal through the League of Minnesota cities Insurance Trust for a total cost of \$98,736.00
4. To confirm the City Council of the City of Wyoming, does NOT WAIVE the monetary limits on municipal tort liability established by Minnesota Statutes 466.04 when renewing liability insurance coverage with LMCIT (League of Minnesota Cities Insurant Trust)
5. To consider **Resolution 22-06-55** a resolution declaring items as surplus property for disposal

- and authorizing the Administration Department to dispose of the items
6. To consider **Resolution 22-06-56** a resolution declaring certain vehicles as surplus property for disposal and authorizing the Police Department to dispose of the vehicles through online auction.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE #2, #3, #4, #5, and #6 OF THE WYOMING CITY COUNCIL CONSENT AGENDA

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

Voting Nay: None

Abstain: None

Absent: None

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

7. Report of the Public Safety Director, Neil Bauer for June 15, 2022
8. Report of City Building Official, Fred Weck, IV for June 16, 2022
9. Report of City Attorney Tom Loonan for June 16, 2022
10. Report of City Engineer Mark Erichson, WSB for June 17, 2022
11. Report of Public Works Superintendent Chuck Almhjeld for June 21, 2022
12. 1st Quarter Financial Report, Abdo Financial Solutions

COMMUNICATIONS: NONE

OLD BUSINESS: NONE

NEW BUSINESS

13. To consider **Resolution 22-06-57** a resolution approving Final Plat D-22-009 Summer Fields 3rd Addition, Location: Kettle River Boulevard and 258th Street, Applicant: Summer Fields, LLC (Jesse Moxness), Property ID Number: 21.10582.80

Zoning Administrator/Building Official Weck – Explained that this is the 3rd phase of this development that contains 36 detached townhomes, a public street, and a private street. The Planning Commission recommended approval with the 8 conditions that are listed in the resolution.

Council Member Nanko Yeager – Asked about the conversation at the Planning Commission meeting regarding the street continuing and the difference between a pork chop and a hammerhead.

Zoning Administrator/Building Official Weck – Explained that the property to the south is not owned by the developer and at some point, that land will develop, so that area is to allow that roadway to go through. He referenced the drawings that show a turn around area and explained that this was the hammerhead or pork chop that was discussed at the meeting.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO APPROVE RESOLUTION 22-06-57 A RESOLUTION APPROVING A FINAL PLAT, D-22-009 SUMMER FIELDS 3RD ADDITION LOCATED AT KETTLE RIVER BOULEVARD AND 258TH STREET, FOR APPLICANT SUMMER FIELDS,

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

Voting Nay: None

Abstain: None

Absent: None

14. To consider **Resolution 22-06-58** a resolution authorizing the purchase of playground equipment and installation services from Minnesota-Wisconsin Playground at Swenson Park in the amount of \$44,413.10

Assistant City Administrator Saxe – Gave an overview of the quote process and the recommendation from the Park Advisory Commission to purchase playground equipment for older aged kids at Swenson Park. He reminded the Council that these funds would come from the Park Dedication Fund and would not be levied dollars.

Mayor Iverson – Asked if there was any way that the installation expense of \$12,425 could be reduced by the Public Works Department taking on some of the work.

Public Works Superintendent Almhjeld – Explained the reasons that the Public Works Department could not take on any of the installation work. He noted that they will be involved with preparation of the site with removal of the chips and pulling the fabric back.

Council Member Nanko Yeager – Asked what age was considered an ‘older aged kid’.

Assistant City Administrator Saxe – Explained that this equipment was aged for 5-12 and noted that they are using National Parks and Recreation standards. He noted that there is also a category for ages 12-18, but this space cannot accommodate that equipment.

Council Member Nanko Yeager – Asked about maintenance for the equipment and what would happen when a rope breaks.

Public Works Superintendent Almhjeld – Stated that the ropes are virtually maintenance free because it is the poly-type woven rope wrapped in 6 strands of steel. He read aloud some of the information presented by the vendor regarding the rope. He stated that he believes there is a 5 year warranty on the equipment.

Council Member Luger – Asked what feedback the City has received about Swenson Park’s amenities.

Assistant City Administrator Saxe – Stated that there has been a lot of positive comments, but the complaints have been surrounding children in the 5-12 year range who do not want to play on the younger playground equipment.

Council Member Luger – Noted that she had also seen that feedback on social media. She stated that there is a pretty significant freight fee and asked if that was fairly common in today’s marketplace.

Public Works Superintendent Almhjeld - Explained that this particular equipment is coming from Korea so that freight fee is common. He noted that the equipment’s lifespan is 20 years.

Council Member Luger – Asked when this equipment would be installed and how long the quote would be good for.

Assistant City Administrator Saxe – Explained that the vendor had said that if this contract is signed by July 4, 2022, it will be installed prior to year-end and if it is after July 4, 2022 it would most likely be installed in the spring of 2023. He stated that he believes the quote is good for 90 days.

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD, SECONDED BY COUNCILMEMBER SCHILLING, TO APPROVE RESOLUTION 22-06-58 A RESOLUTION AUTHORIZING THE PURCHASE OF PLAYGROUND EQUIPMENT AND INSTALLATION SERVICES FROM MINNESOTA-WISCONSIN PLAYGROUND AT SWENSON PARK IN THE AMOUNT OF \$44,413.10

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

Voting Nay: None

Abstain: None

Absent: None

Mayor Iverson – Noted that earlier during the budget work session, it was determined that July 27, 2022 would not work for the Council's next budget meeting and had discussed July 28, 2022 instead.

A MOTION WAS MADE BY COUNCILMEMBER SCHILLING, SECONDED BY COUNCILMEMBER LUGER, TO AMEND THE DATE OF THE NEXT BUDGET MEETING FROM JULY 27, 2022 TO JULY 28, 2022 AT 6:00 P.M.

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

Voting Nay: None

Abstain: None

Absent: None

COUNCIL REPORTS:

Council Member Ohnstad – Attended the Planning Commission meeting and the Council work session.

Council Member Nanko Yeager – Attended the Council work session

Council Member Luger – Attended the Council work session and the Park Advisory Commission meeting.

Council Member Schilling – Attended the Council work session.

Mayor Iverson – Attended the EDA meeting, the Planning Commission meeting, and the Council work session. She noted that she had also attended the MS 150 that came through the City and noted that the feedback she got was that the trail was far better than it was 2 or 3 years ago and that Wyoming has been very welcoming. She stated that she also took a trip to Washington D.C. to meet with Congressman Stauber and have a conversation regarding Highway 8. She stated that the Special Olympics Torch Run will be June 24, 2022 at 9:00 a.m.

Public Safety Director Bauer – Noted that people can watch the Special Olympics torch Run from Railroad Park or the trail and explained that several members of the Police Department, Assistant City Administrator Saxe, and himself would be running with the torch.

15. To enter into a closed session under Minnesota State Statute 13D.03 to discuss labor negotiation strategies for a contract with the bargaining units of IUOE Local 49ers

Mayor Iverson – Recessed the meeting at 7:20 p.m. and reconvened at 7:30 p.m.

A MOTION WAS MADE BY COUNCILMEMBER LUGER SECONDED BY COUNCILMEMBER SCHILLING TO GO INTO A CLOSED SESSION TO DISCUSS LABOR NEGOTIATION STRATEGIES FOR A CONTRACT WITH THE BARGAINING UNIT OF IUOE LOCAL 49ERS AT 7:30PM.

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

A MOTION WAS MADE BY COUNCILMEMBER OHNSTAD SECONDED BY COUNCILMEMBER LUGER TO RETURN TO OPEN SESSION UNDER MN STATE STATUTE 13D.03 TO DISCUSS LABOR NEGOTIATION STRATEGIES FOR A CONTRACT WITH THE BARGAINING UNIT OF IUOE LOCAL 49ERS AT 7:48PM

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

City Administrator Linwood gave a summation of the closed session

The closed meeting was relative to the matters for bargaining purposes and contract negotiations between the City of Wyoming and bargaining unit of IUOE Local 49ers. The meeting was closed under MN State Statute 13D.03. The closed meeting was attended by Mayor Lisa Iverson and City Council Members Dennis Schilling, Linda Nanko Yeager, Claire Luger and Brett Ohnstad. Also, in attendance was City Administrator- Robb Linwood, Assistant City Administrator- Alex Saxe and Public Works Director- Chuck Almhjeld. The council reviewed the current contract from the bargaining unit. The City Council provided advice and direction to legal and city staff but made no formal votes.

ADJOURNMENT:

A MOTION WAS MADE BY COUNCILMEMBER IVERSON SECONDED BY COUNCILMEMBER LUGER TO ADJOURN THE JUNE 21, 2022 "REGULAR MEETING" OF THE WYOMING, MINNESOTA CITY COUNCIL AT 7:49PM

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

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

NEXT REGULAR MEETING:
July 5, 2022
7:00PM

**DRAFT MINUTES
CITY COUNCIL
BUDGET WORK SESSION MEETING
CITY OF WYOMING, MINNESOTA
JUNE 21, 2022
5:30 PM**

CALL TO ORDER:

Mayor Lisa Iverson called the Budget Work Session Meeting of the Wyoming City Council for June 21, 2022 to order at 5:30 P.M.

CALL OF ROLL:

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

Absent: None

Also Present: Robb Linwood- City Administrator, Alex Saxe- Assistant City Administrator, Chuck Almhjeld- Public Works Superintendent, Fred Weck- Zoning Administrator/Building Official, Neil Bauer- Public Safety Director, Tom Loonan- Eckberg Lammers and Mark Erichson- WSB

DETERMINATION OF A QUORUM:

Mayor Iverson determined a Quorum was present.

PLEDEGE OF ALLEGIANCE:

NEW BUSINESS:

1. 2023 Budget Considerations and Discussion

City Administrator Linwood- Presented the budget calendar for 2023 and explained the purpose of this second budget meeting is to hear high level discussions and priorities from department heads. Mr. Linwood ran through some general cost increases the city is seeing so far this year such as valuations, healthcare costs, fuel and utilities, asphalt and office supplies due to current inflation. He then walked through some continued priorities such as the public safety building, master park and trail plan and the capital equipment fund. He stated the Administration department is going to recommend hiring an outside consultant to host a strategic planning retreat for the Council next year. He then asked Council for any feedback on these areas before going to department heads.

Mayor Iverson- Stated she is in favor of having an outside person do strategic planning with the Council as it will help guide the future of the city. It is important to have the neutral party where the group can have open conversations.

Member Nanko Yeager- Wanted to make sure the session would be different than in 2011. During that session the process was a lot more guided and a direction was pre-determined. She rather see it more neutral to get more out of the experience.

Public Works Superintendent Almhjeld- Gave an overview on the Public Works 2023 budget. Fuel and utility costs will be about 50% higher due to current inflation. Contracted services will also be higher due to inflation.

Building Official Weck- Gave an overview on the Building Department 2023 budget. Training and travel are increasing to allow the new building inspector to get needed certifications. Fuel costs will be budgeted about 80% higher due to the increase in driving to different job sites and inflation.

Public Safety Director Bauer- Gave an overview on the Public Safety 2023 budget. They will also have about 50% additional fuel costs due to inflation. Next year the police department will be doing a body worn camera audit to make sure they are being used properly. The policy manual for police needs to be completely reviewed and redone. That has upfront costs to get started and then annual costs to maintain every year, which is crucial to comply with State and Federal policies and laws.

Mayor Iverson- Asked what is this policy manual and has it ever been updated?

Public Safety Director Bauer- It was last updated 10-11 years ago. Everything is in that manual from use of force policy to vehicle pursuit policy. All of those policies have to be updated and kept current with case law that has been updated.

Mayor Iverson- Asked what are the ramifications for the City if this manual does not get updated if something was not done right.

Public Safety Director Bauer- Informed Council that officers are held to what is in policy. If the manual is not updated then the city has not provided officers good guidance.

Mayor Iverson- Asked why is there annual costs?

Public Safety Director Bauer- Stated that the company Lexapold looks at things from a national level and checks for necessary and relevant changes as they happen.

Public Safety Director Bauer- Stated that he will be adding a wellness budget to take care of officers and firefighters by providing mental health assistance and to help prevent PTSD.

Mayor Iverson- Asked why the cost for Fire is less than Police?

Public Safety Director Bauer- Stated that it is still one Public Safety Budget, he has broken it out to see Fire versus Police costs easier. In general, the number of PTSD cases are higher among police officers.

Councilmember Nanko Yeager- Asked if the city has had PTSD claims in the past and what is the cost of them?

City Administrator Linwood- Stated that the city has had them, but it is tough to track the total cost. These claims have contributed to an increase in workers comp and insurance costs through the League of Minnesota Cities.

Councilmember Luger- Asked if the Union LELS provides resources to officers in terms of mental health?

Public Safety Director Bauer- Has not heard that they provide anything in terms of mental health. He expressed that this is a priority for officers.

Public Safety Director Bauer- Stated the need for a Community Service Officer (CSO) position. This position is not a sworn law enforcement officer they would be required to be enrolled in a law enforcement program. It's a great entry point into law enforcement and a 2-3 year interview process to become a police officer. They would be responding to incidents, provide traffic flows, running items down to the BCA in St. Paul, be involved in animal control, community outreach and assisting in code enforcement issues. Enrollment in officer training is down, this position can help fill future vacancies.

Mayor Iverson- Asked Chief Bauer how much he has increased his total budget for 2023.

Public Safety Director Bauer- Staff is still working through the capital budget, which he did decrease some costs in capital. He is looking at about a \$100,000 total increase in 2023.

City Administrator Linwood- Gave an overview of the Administration Department 2023 budget. There are no significant additions, but there will be some technology upgrades in the capital budget. On July 27, the first draft of the budget will be presented to the Council.

Councilmember Schilling- Stated that he has a conflict on July 27 and would request the budget meeting be moved.

Council came to a consensus that at the Regular Council Meeting they will add an agenda item to reschedule the budget meeting from July 27 to July 28 at 6pm.

City Administrator Linwood- Wanted to discuss with Council the Conditional Use Permit (CUP) the city has with Pinehaven Farm/Dead End Hayride. Currently, due to the high volume of traffic going to the farm, Kettler River Blvd. is the most expensive road for the city to upkeep. The total cost for the last three years is \$55,183.18 which includes adding gravel, grading and dust control. Staff have been exploring different solutions for the road.

Mark Erichson, WSB- Talked about traffic counts and what would justify paving the road. Only during the month of October is the road seeing super high traffic volumes. There are not a lot of options to help preserve the gravel road.

Councilmember Nanko Yeager- Does not want the residents living on that road to have to pay assessments to pave the road when the traffic is because of the dead end hayride. She wants to know if dead end hayride can do anything.

City Administrator Linwood- Stated that there is language in the CUP that says if intensity of the uses increases the city can reopen the CUP and talk to the vendor to see if things need to be added into the agreement. Staff wanted Council feedback to see if they would want to reopen to CUP to figure out ways to help with the costs of road maintenance.

Council came to a consensus to create an agenda item at a later Council Meeting to reopen the Conditional Use Permit with Pinehaven Farm.

Mark Erichson, WSB- Outlined two of the options that have risen to the top of the list for the long-term vision for the CSAH 22 and Kettle River Blvd. intersection. Traffic volumes are currently high and when the new development comes in, volumes will increase more. The first option is to realign the southern section of Kettler River Blvd. and bring it to a roundabout at the on and off ramps onto the freeway. The northern part will also be realigned and veers to the west and that will become the through road with the development. The second option is to realign the southern section of Kettle River Blvd. to bring it to the ramp onto the freeway.

**MAYOR IVERSON ADJOURNED THE JUNE 21, 2022 BUDGET WORK SESSION
MEETING AT 6:55 PM.**

For Check Dates 06/21/2022 to 06/21/2022

Check Number Name		Check Date
53479 PACIFIC LIFE INSURANCE		06/21/2022
Item Code	GL Number	Amount
ROTH	101-0000-21712	230.77
		<u>230.77</u>
53480 CENTRAL PENSION FUND,		06/21/2022
Item Code	GL Number	Amount
CENT PENS FUND	101-0000-21716	480.00
		<u>480.00</u>
53481 WI SCTF,		06/21/2022
Item Code	GL Number	Amount
WI CHILD SUPPOR	101-0000-21710	215.42
		<u>215.42</u>
EFT894 SELECTACCOUNT,		06/21/2022
Item Code	GL Number	Amount
DEP CARE	101-0000-21711	0.00
FSA CONT	101-0000-21711	0.00
HSA CITY CONT	101-0000-21707	0.00
HSA CONT	101-0000-21707	2,164.62
		<u>2,164.62</u>
EFT895 P.E.R.A.,		06/21/2022
Item Code	GL Number	Amount
CORD PERA	101-0000-21704	2,761.90
DCP PERA	101-0000-21704	16.67
DCP PERA MATCH	101-0000-21704	16.67
PERA CITY MATCH	101-0000-21704	3,186.80
PF PERA	101-0000-21704	4,079.37
PF PERA CITY	101-0000-21704	6,119.00
		<u>16,180.41</u>
EFT896 INTERNAL REVENUE SERVICE,		06/21/2022
Item Code	GL Number	Amount
FITW	101-0000-21701	7,181.25
MEDICARE_EE	101-0000-21703	1,220.47
MEDICARE_ER	101-0000-21703	1,220.47

Check Number	Name		Check Date
SOCSEC_EE	101-0000-21703	3,196.48	
SOCSEC_ER	101-0000-21703	3,196.48	
		16,015.15	

EFT897 STATE OF MINNESOTA,

06/21/2022

Item Code	GL Number	Amount
SITW	101-0000-21702	3,338.46
		3,338.46

General Checking Account 10100
Total Amount Being Paid: \$38,624.83
Total Number of Checks: 7

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad

City of Wyoming Check Detail Register

1/8
July 01, 2022 08:56 AM
User: ssaxe
DR: Wyoming

07-05-2022

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
12503	07/05/2022	90 DEGREE BENEFITS			
9011-077310-1000					
		101-0000-21706 HOSPITALIZATION		\$25,987.36	HOSPITALIZATION/MEDICAL INS
Total for 90 DEGREE BENEFITS				\$25,987.36	
53562	07/05/2022	AIRFRESH INDUSTRIES, INC			
52082					
		101-5200-44050 SATALLITE RENTAL		\$840.00	SATALLITE RENTAL
52015					
		101-5200-44050 SATALLITE RENTAL		\$245.00	SATALLITE RENTAL
Total for AIRFRESH INDUSTRIES, INC				\$1,085.00	
53563	07/05/2022	ALL SAFE			
198103					
		101-2110-42300 SAFETY EQUIPMENT		\$695.22	SAFETY EQUIPMENT
Total for ALL SAFE				\$695.22	
53564	07/05/2022	ALL SEASONS RENTAL			
182941					
		101-2110-42100 OPERATING SUPPL		\$159.50	OPERATING SUPPLIES
Total for ALL SEASONS RENTAL				\$159.50	
53565	07/05/2022	APPLEWOOD NURSERY			
4857					
		101-3100-42250 LANDSCAPING MA		\$150.79	LANDSCAPING MATERIALS
Total for APPLEWOOD NURSERY				\$150.79	
53566	07/05/2022	ASPEN MILLS			
295674					
		101-2110-44080 UNIFORMS		\$85.70	UNIFORMS
295652					
		101-2110-44080 UNIFORMS		\$320.00	UNIFORMS
295668					
		101-2110-44080 UNIFORMS		\$141.90	UNIFORMS
Total for ASPEN MILLS				\$547.60	
53567	07/05/2022	BARGEN INC			
222301-2					
		401-3100-45000 CAPITAL OUTLAY		\$150,768.00	CAPITAL OUTLAY
Total for BARGEN INC				\$150,768.00	
53568	07/05/2022	BCA/TRAINING DEVELOPMENT			
704034					
		101-2110-44330 DUES & SUBSCRIP		\$50.00	DUES & SUBSCRIPTIONS
Total for BCA/TRAINING DEVELOPMENT				\$50.00	
53569	07/05/2022	BEAULIEU PROPERTIES LLC			
072022					
		370-1000-47150 TAX INCREMENT		\$1,417.00	TAX INCREMENT
Total for BEAULIEU PROPERTIES LLC				\$1,417.00	

City of Wyoming Check Detail Register

2/8
July 01, 2022 08:56 AM
User: ssaxe
DR: Wyoming

07-05-2022

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
53570	07/05/2022	BITUMINOUS ROADWAYS, INC			
31388			101-3100-44410 STREET MAINT MA	\$579.57	STREET MAINT MATERIALS
Total for BITUMINOUS ROADWAYS, IN				\$579.57	
53571	07/05/2022	BRANDON LORENZ			
06/28/2022			602-0000-11500 ACCOUNTS RECEIV	\$154.24	Sewer - Base Charge
Total for BRANDON LORENZ				\$154.24	
53572	07/05/2022	CINTAS			
4123366514			101-3100-44180 UNIFORMS	\$113.56	STREETS
			101-3100-42100 OPERATING SUPPL	\$21.14	SHOP SUPPLIES
4123366682			101-1400-43600 CLEANING SERVIC	\$28.22	CLEANING SERVICE-CITY HALL
4123366702			101-2110-43600 CLEANING SERVIC	\$25.00	CLEANING SERVICE-PUBLIC SAFETY
4124055709			101-3100-44180 UNIFORMS	\$108.06	STREETS
			101-3100-42100 OPERATING SUPPL	\$19.25	SHOP SUPPLIES
Total for CINTAS				\$315.23	
53573	07/05/2022	CITY OF ST PAUL			
IN49761			101-3100-44410 STREET MAINT MA	\$1,419.80	STREET MAINT MATERIALS
Total for CITY OF ST PAUL				\$1,419.80	
53574	07/05/2022	ECM PUBLISHERS INC.			
898029			601-9425-43510 LEGAL NOTICE PUI	\$436.80	LEGAL NOTICE PUBLICATION
898027			101-1500-43510 LEGAL NOTICE PUI	\$389.60	LEGAL NOTICE PUBLICATION
898028			101-1500-43510 LEGAL NOTICE PUI	\$39.20	LEGAL NOTICE PUBLICATION
Total for ECM PUBLISHERS INC.				\$865.60	
53575	07/05/2022	FAIRVIEW HEALTH SERVICES			
15006133917			602-9425-42310 CONTRACTED SER	\$159.00	CONTRACTED SERVICES
Total for FAIRVIEW HEALTH SERVICES				\$159.00	
53576	07/05/2022	FEDERATED CO-OPS			
1223155			101-3100-42120 MOTOR FUELS	\$4,380.90	MOTOR FUELS
1226603			601-9425-42120 MOTOR FUELS	\$455.07	MOTOR FUELS
10024745			601-9425-42120 MOTOR FUELS	\$118.13	MOTOR FUELS
Total for FEDERATED CO-OPS				\$4,954.10	

City of Wyoming Check Detail Register

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July 01, 2022 08:56 AM
User: ssaxe
DR: Wyoming

07-05-2022

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
53577	07/05/2022	FERGUSON WATERWORKS			
0495425			601-9425-44040	REPAIRS & MAINT.	\$585.60
					REPAIRS & MAINT. - EQUIPMENT
0493976			601-9425-42290	METERS	\$1,791.19
					METERS
		Total for FERGUSON WATERWORKS		\$2,376.79	
53578	07/05/2022	HALLBERG FAMILY LTD			
06142022			101-2110-42100	OPERATING SUPPL	\$52.50
					OPERATING SUPPLIES
		Total for HALLBERG FAMILY LTD		\$52.50	
53579	07/05/2022	HUGO'S TREE CARE, INC.			
13769			101-5200-44760	TREE PLANTING	\$4,500.00
					TREE PLANTING
		Total for HUGO'S TREE CARE, INC.		\$4,500.00	
53580	07/05/2022	INNOVATIVE OFFICE SOLUTIONS			
IN3839294			101-1400-42000	SUPPLIES - OFFICE	\$175.59
					SUPPLIES - OFFICE/COPY/COMPUTR
IN3842333			101-1400-42000	SUPPLIES - OFFICE	\$8.73
					SUPPLIES - OFFICE/COPY/COMPUTR
IN3844387			101-2110-42000	SUPPLIES - OFFICE	\$58.47
					SUPPLIES - OFFICE/COPY/COMPUTR
		Total for INNOVATIVE OFFICE SOLUTI		\$242.79	
53581	07/05/2022	KRAMER MECHANICAL			
25721			101-3100-44010	REPAIRS & MAINT.	\$1,419.82
					REPAIRS & MAINT. - BUILDINGS
		Total for KRAMER MECHANICAL		\$1,419.82	
53582	07/05/2022	LINDSTROM WHEELHORSE			
38158			101-5200-44040	REPAIRS & MAINT.	\$46.00
					REPAIRS & MAINT. - EQUIPMENT
		Total for LINDSTROM WHEELHORSE		\$46.00	
53583	07/05/2022	MARANATHA CHURCH			
06302022			101-1410-42100	OPERATING SUPPL	\$600.00
					OPERATING SUPPLIES
		Total for MARANATHA CHURCH		\$600.00	
53584	07/05/2022	MCFOA			
2022SAXE			101-1500-42080	TRAINING AND IN	\$50.00
					TRAINING AND INSTRUCTION
		Total for MCFOA		\$50.00	

City of Wyoming Check Detail Register

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DR: Wyoming

07-05-2022

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
53585	07/05/2022	MENARDS- FOREST LAKE			
86521					
	101-5200-42250	LANDSCAPING MA		\$108.14	LANDSCAPING MATERIALS
86134					
	101-5200-42100	OPERATING SUPPL		\$23.97	OPERATING SUPPLIES
86145					
	602-9425-44380	LIFT STATIONS MA		\$16.66	LIFT STATIONS MAINTENANCE
86966					
	601-9425-42100	OPERATING SUPPL		\$122.43	OPERATING SUPPLIES
86589					
	101-3100-42260	SIGN MATERIAL/RI		\$4.79	SIGN MATERIAL/REPLACEMENT
Total for MENARDS- FOREST LAKE				\$275.99	
53586	07/05/2022	METRO SALES			
INV2068572					
	101-2400-44330	DUES & SUBSCRIP		\$237.48	DUES & SUBSCRIPTIONS
Total for METRO SALES				\$237.48	
53587	07/05/2022	MINNESOTA PUMP WORKS			
INV018144					
	602-9425-44380	LIFT STATIONS MA		\$978.75	LIFT STATIONS MAINTENANCE
Total for MINNESOTA PUMP WORKS				\$978.75	
53588	07/05/2022	MINNESOTA RURAL WATER ASSOC.			
2022-23 MEMBER					
	601-9425-44330	DUES & SUBSCRIP		\$150.00	DUES & SUBSCRIPTIONS
	602-9425-44330	DUES & SUBSCRIP		\$150.00	DUES & SUBSCRIPTIONS
Total for MINNESOTA RURAL WATER A				\$300.00	
53589	07/05/2022	MINNESOTA VALLEY TESTING LABS			
1149166					
	601-9425-43110	LAB COSTS		\$80.00	LAB TESTS
1149165					
	601-9425-43110	LAB COSTS		\$25.00	LAB TESTS
Total for MINNESOTA VALLEY TESTING				\$105.00	
53590	07/05/2022	MN FIRE SERVICE CERT. BOARD			
10280					
	101-2110-42080	TRAINING AND IN		\$130.00	TRAINING AND INSTRUCTION
Total for MN FIRE SERVICE CERT. BOA				\$130.00	
53591	07/05/2022	MNCAR			
072022					
	280-1000-43000	PROFESSIONAL SE		\$150.00	PROFESSIONAL SERVICE (GENERAL)
Total for MNCAR				\$150.00	
53592	07/05/2022	MUNICIPAL EMERGENCY SERVICES			
1728046					
	101-2110-42100	OPERATING SUPPL		\$1,000.00	OPERATING SUPPLIES
Total for MUNICIPAL EMERGENCY SER				\$1,000.00	

City of Wyoming Check Detail Register

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07-05-2022

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
53593	07/05/2022	MUSKE COMPANY			
072022					
		370-1000-47150 TAX INCREMENT		\$7,979.80	TAX INCREMENT
Total for MUSKE COMPANY				\$7,979.80	
53594	07/05/2022	NAPA AUTO PARTS			
100886					
		101-2110-43900 VEHICLE MAINTEN		\$189.99	VEHICLE MAINTENANCE
102230					
		101-3100-44040 REPAIRS & MAINT.		\$37.16	REPAIRS & MAINT. - EQUIPMENT
102283					
		101-3100-44040 REPAIRS & MAINT.		\$19.98	REPAIRS & MAINT. - EQUIPMENT
Total for NAPA AUTO PARTS				\$247.13	
53595	07/05/2022	OREILLY AUTO PARTS			
1517-177236					
		101-3100-44040 REPAIRS & MAINT.		\$8.58	REPAIRS & MAINT. - EQUIPMENT
1517-177370					
		101-3100-42120 MOTOR FUELS		\$324.70	MOTOR FUELS
Total for OREILLY AUTO PARTS				\$333.28	
53596	07/05/2022	RICHARD GEISTHARDT			
06272022					
		602-9425-42080 TRAINING AND IN:		\$93.13	TRAINING AND INSTRUCTION
Total for RICHARD GEISTHARDT				\$93.13	
53597	07/05/2022	SAFE-FAST INC			
INV262902					
		601-9425-42100 OPERATING SUPPL		\$63.00	OPERATING SUPPLIES
		602-9425-42100 OPERATING SUPPL		\$63.00	OPERATING SUPPLIES
Total for SAFE-FAST INC				\$126.00	
53598	07/05/2022	SWENSONS LAWN CARE			
2005					
		101-5200-42310 CONTRACTED SER		\$6,006.00	LAWN CARE
Total for SWENSONS LAWN CARE				\$6,006.00	
53599	07/05/2022	TODD DUFAULT			
06/28/2022					
		602-0000-11500 ACCOUNTS RECEIV		\$98.71	Sewer Usage
		601-0000-11500 ACCOUNTS RECEIV		\$27.34	Water Usage
		601-0000-11500 ACCOUNTS RECEIV		\$22.60	Water - Meter Charge
		651-0000-11500 ACCOUNTS RECEIV		\$4.08	Surface Water Mgmt
		601-0000-11500 ACCOUNTS RECEIV		\$1.38	State Surcharge
Total for TODD DUFAULT				\$154.11	
53600	07/05/2022	TRUGREEN CHEMLAWN			
160559852					
		101-5200-42310 CONTRACTED SER		\$1,426.95	CONTRACTED SERVICES
Total for TRUGREEN CHEMLAWN				\$1,426.95	

City of Wyoming Check Detail Register

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07-05-2022

Check # Invoice #	Check Date	Vendor Name	General Ledger #	Amount	Comment
53601	07/05/2022	VERIZON			
9908953104					
	601-9425-43210	TELEPHONE		\$40.02	MACHINE TO MACHINE
	602-9425-43210	TELEPHONE		\$40.02	MACHINE-TO-MACHINE
Total for VERIZON				\$80.04	
53602	07/05/2022	WILLIAMS SCOTSMAN, INC.			
9014294980					
	101-3100-44100	RENTALS (EQUIPM		\$482.00	RENTALS (EQUIPMENT)
Total for WILLIAMS SCOTSMAN, INC.				\$482.00	
53603	07/05/2022	WOLD ARCHITECTS AND ENGINEERS			
79863					
	401-1000-45000	CAPITAL OUTLAY		\$138.05	CAPITAL OUTLAY
Total for WOLD ARCHITECTS AND ENG				\$138.05	
53604	07/05/2022	XCEL ENERGY			
784212141					
	101-3100-43800	UTILITIES-GAS/ELI		\$1,177.67	PARKS
	601-9425-43800	UTILITIES-GAS/ELI		\$38.29	WELLHOUSE
784227896					
	601-9425-43800	UTILITIES-GAS/ELI		\$2,625.73	WELLHOUSE
	101-5200-43800	UTILITIES-GAS/ELI		\$115.36	UTILITIES-GAS/ELEC/SEWER/WATER
	101-3100-43860	STREET LIGHTS		\$308.28	STREET LIGHTS
	101-3100-43800	UTILITIES-GAS/ELI		\$1,070.01	UTILITIES-GAS/ELEC/SEWER/WATER
	101-2110-43800	UTILITIES-GAS/ELI		\$518.89	UTILITIES-GAS/ELEC/SEWER/WATER
	101-1400-43800	UTILITIES-GAS/ELI		\$145.74	UTILITIES-GAS/ELEC/SEWER/WATER
	101-5500-43800	UTILITIES-GAS/ELI		\$2,004.05	LIBRARY
783684471					
	601-9425-43800	UTILITIES-GAS/ELI		\$180.50	WELLHOUSE
783508392					
	101-3100-43800	UTILITIES-GAS/ELI		\$13.77	UNIT LIGHT
783542445					
	101-3100-43860	STREET LIGHTS		\$12.70	UNIT LIGHTING
783481810					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.92	SPEED SIGN
7835223046					
	101-3100-43860	STREET LIGHTS		\$60.02	STOP LIGHTS
783506188					
	101-3100-43800	UTILITIES-GAS/ELI		\$19.45	PARKS
783519083					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.26	SPEED SIGN
783700600					
	101-3100-43800	UTILITIES-GAS/ELI		\$18.80	SPEED SIGN
783744059					
	101-3100-43800	UTILITIES-GAS/ELI		\$20.31	SPEED SIGN
Total for XCEL ENERGY				\$8,366.75	

City of Wyoming

Check Detail Register

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07-05-2022

Check # Invoice #	Check Date	Vendor Name		
	General Ledger #	Amount	Comment	
53605	07/05/2022	ZIEGLER INC.		
IN000579417				
	101-3100-44040	REPAIRS & MAINT.	\$141.81	REPAIRS & MAINT. - EQUIPMENT
Total for ZIEGLER INC.			\$141.81	

City of Wyoming Check Detail Register

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07-05-2022

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

General Checking Account 10100
Total Amount Being Paid: \$227,348.18
Total Number of Checks: 45

Mayor Iverson

Councilmember Luger

Councilmember Nanko/Yeager

Councilmember Schilling

Councilmember Ohnstad



Request for Council Action

Date: July 1, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Temporary Liquor License

Method: Consent

Background Information:

The City of Wyoming has received the necessary paperwork and documentation from the Wyoming Fire Relief Association for the issuance of a Temporary ON-SALE Liquor License for September 17, 2022. This license will be for the Stagecoach Day celebration.

Recommendation:

To approve the application for a temporary ON-SALE Liquor License from the Wyoming Fire Relief Association for September 17, 2022 located on East Viking Blvd. and Felton Avenue for Wyoming Stagecoach Day.



CITY OF WYOMING

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date organized		Tax exempt number	
Wyoming Fire Relief Association		01/01/1948		41-0851133	
Organization Address		City	State	Zip Code	
26885 Forest Blvd		Wyoming	Minnesota	55092	
Name of person making application		Business phone		Home phone	
Travis Parson		651-357-3090		651-357-3090	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
Sept. 17th, 2022		☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit			
Organization officer's name		City	State	Zip Code	
Travis Parson		Wyoming	Minnesota	55092	
Organization officer's name		City	State	Zip Code	
Nicholas Acker		Forest Lake	Minnesota	55025	
Organization officer's name		City	State	Zip Code	
Jacque Hastings		Wyoming	Minnesota	55092	

Location where permit will be used. If an outdoor area, describe.
Fenced in area on east viking between Forest Blvd and Felton Ave.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Secura Insurance Company; Amount: \$1 million; Policy # CP3367936; Liquor Liability# CP3347652

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official

Please Print Name of City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



WYOMFIR-01

ABLEGEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Stein Agency Inc. 12800 Lake Blvd Lindstrom, MN 55045	CONTACT NAME:	PHONE (A/C, No, Ext): (651) 257-1042	FAX (A/C, No): (651) 257-3937
	E-MAIL ADDRESS:		
INSURED Wyoming Fire Relief Association PO Box 188 Wyoming, MN 55092	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Secura Insurance Company		22543
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Owner's & Contractor GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			CP3367936	9/15/2022	9/18/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Liquor Liability			CP3347652	9/17/2021	9/20/2021	Limit 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence Of General Liability And Liquor Liability Coverage For 'Stagecoach Days' From 09/17/2021 To 09/20/2021
Certificate Holder Is Listed On Policy For 30 Day Notice In Event Of Cancellation

CERTIFICATE HOLDER

CANCELLATION

City Of Wyoming
PO Box 188
Wyoming, MN 55092

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



WYOMFIR-01

ABLEGEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Stein Agency Inc.
12800 Lake Blvd
Lindstrom, MN 55045

CONTACT
NAME:
PHONE
(A/C, No, Ext): (651) 257-1042 FAX
(A/C, No): (651) 257-3937
E-MAIL
ADDRESS:

INSURED

Wyoming Fire Relief Association
PO Box 188
Wyoming, MN 55092

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Secura Insurance Company		22543
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Owner's & Contractor GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			CP3367936	9/15/2022	9/18/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 0 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence Of General Liability Liability Coverage For 'Stagecoach Days' From 09/17/2021 To 09/20/2021

CERTIFICATE HOLDER

CANCELLATION

First State Bank Of Wyomin
PO Box 308
Wyoming, MN 55092

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Request for Council Action

Date: July 1, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Primary Election Judges

Method: Consent

Background Information:

Statutorily it is necessary to appoint election judges pursuant to Minnesota Statute 204B.21, Subdivision 2. The resolution fulfills the statute to appoint judges and Head Judges for the Primary Election on August 9, 2022. The City of Wyoming will have 25 election judges including 3 judges who will be serving as healthcare judges to support the election process at Wyoming's senior care facility.

Recommendation:

That the Wyoming City Council approves Resolution 22-07-59 a resolution appointing election judges for the 2022 primary election.



CITY OF WYOMING

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

RESOLUTION NO. 22-07-59

**A RESOLUTION APPOINTING ELECTION JUDGES FOR THE
PRIMARY ELECTION OF 2022**

WHEREAS, a Primary Election will be held on August 9, 2022; and

WHEREAS, pursuant to Minnesota Statute 204B.21, Subdivision 2, it is necessary for the City Council of the City of Wyoming to appoint judges and a Head Judge for such Primary and General Elections.

NOW, THEREFORE, BE IT RESOLVED that the Wyoming City Council appoints the following named persons on Exhibit "A" Election Judges for the August 9, 2022 Primary Election.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 5TH
DAY OF JULY, 2022.**

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

EXHIBIT “A”

Head Judge	Alex Saxe
Head Judge	Evelyn Rodrique
Head Judge	Robb Linwood
Judge	Bruce Vukelich
Judge	Chuck Stomberg
Judge	Cheryl Bengtson
Judge	Cheryl Sternhagen
Judge	Dean Erickson
Judge	Dianne Miller
Judge	Elizabeth Soller
Judge	Jeanine Hansen
Judge	Jenny Olson
Judge	Jessica Bergan
Judge	Jill Rivard
Judge	Julie Eisch
Judge	Julie Larson
Judge	Katherine Rubio
Judge	Kristi Streff
Judge	Lisa Eickman
Judge	Lori Norman
Judge	Mary Utecht
Judge	Patricia Fettes
Judge	Scott Miller
Judge	Ted Hanson
Judge	Carmen Marley

Request for Council Action

Date: July 1, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Robb Linwood, City Administrator

Department: Administration

Reference: Call for Public Hearing for Parcels 21.11120.00 and 21.11121.00 for 2008 Wyoming Street and Utility Project Assessments

Method: Consent

Background Information:

Parcels 21.11120.00 AND 21.11121.00 were originally included in an assessment roll for the 2008 Street and utility improvement project for 257th street. This project was for the creation of 257th street and running water and sewer utilities throughout the project area to parcels. The original creation of this road was largely due to the incoming 100,000 sq. ft. building for Xccent Inc. Rosenbauer America now owns that building and additionally Davita Dialysis clinic is located on the road along with the first addition of Heims Lake Villas (33 Villas homes) and a second addition of Heims Lake North and an additional 33 Villas Style Homes.



Parcel 21.11120.00 and 21.11121.00 went to tax forfeiture in 2017 and since then it has been available for purchase at Sheriff sale or through the Chisago County Auditor's office. At the end of May 2022 the two parcels were purchased via tax forfeit from Chisago County Sheriffs sale the parcel 21.11121.00 was purchased for \$25,000 with

the knowledge that there were remaining outstanding assessments on the property of \$194,919.39. The second parcel 21.11120.00 was purchased for \$31,000 with the knowledge that there were remaining outstanding assessments on the property of \$283,664.93. It was disclosed by the county to the purchaser that it is the city's decision on whether to re-assess the remaining outstanding assessments on each parcel. The purchase prices were applied on both parcels and then reduced from the outstanding assessment on each parcel as follows:

PARCEL 21.11120.00	
Sale Price	\$31,000
Less County Admin Costs	\$0
Less Special Assessments before Forfeiture	\$314,664.93
Amount to be Apportioned	\$283,664.93

PARCEL 21.11121.00	
Sale Price	\$25,000
Less County Admin Costs	\$0
Less Special Assessments before Forfeiture	\$219,919.39
Amount to be Apportioned	\$194,919.39

In 2009 the City of Wyoming bonded for this project with payments beginning in 2010 and completing in 2025. As part of the bond payments these parcels along this project were assessed to provide payment towards these bond proceeds. All of the properties on this corridor formerly could not be accessed due to there not being a street and did not have access to city water and sewer utilities. These parcels received a considerable benefit and value increase with the introduction of the street and utilities. With the parcels purchased via tax forfeit it is necessary for the city to re-assess the outstanding total balance of both parcels for \$478,584.32 (21.11120.00=\$283,664.93 and 21.11121.00=\$194,919.39) so the city can still receive payment of the assessment from this benefiting property.

The process to re-assess still needs to follow the MN statutory requirements as far as notice to the property owner, public notice, amount to be assessed and public hearing to complete and approve the assessment. It would be the recommendation of Staff that the outstanding balance of \$478,584.32 be re-assessed on parcels 21.11120.00 and 21.11121.00 to move forward with the necessary statutory items be mailed and noticed to hold the public hearing on August 3, 2022 at 7:00PM.

Recommendation: To Call for Public Hearing for Parcels 21.11120.00 and 21.11121.00 for 2008 Wyoming Street and Utility Project Assessments on August 3, 2022 at 7:00PM.

ATTACHMENT A
NOTICE OF HEARING ON ASSESSMENT
FOR PARCELS 21.11120.00 AND 21.11121.00

TO WHOM IT MAY CONCERN:

TIME AND PLACE GENERAL NATURE OF IMPROVEMENTS:

Notice is hereby given that the City Council of the City of Wyoming, Minnesota will meet on Wednesday, August 3 at 7:00 o'clock P.M. at Wyoming city hall located at 26885 Forest Blvd. Wyoming, MN 55092 for the purpose of holding a public hearing to consider objections to the proposed assessments for the 2008 Street Improvement Project heretofore ordered by the City Council.

AREA PROPOSED TO BE ASSESSED:

The area proposed to be assessed consists of Parcels 21.11120.00 AND 21.11121.00 the improvement of 257th Street and Utilities and Appurtenant Work from TH 61 west and south westerly approximately 4,000 feet

TOTAL AMOUNT OF PROPOSED ASSESSMENT:

Parcel 21.11120.00 - \$283,664.93

Parcel 21.11121.00 - \$194,919.39

The total amount proposed to be assessed is \$478,584.32

WRITTEN OR ORAL OBJECTIONS:

Written or oral objections will be considered: All interested persons will be heard at the public hearing or may file written comments with the City Administrator-Clerk before the hearing.

RIGHT OF APPEAL:

An owner of property to be assessed may appeal the assessment to the district court of Chisago County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

LIMITATION ON APPEAL:

No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object to the assessment hearing is due to a reasonable cause.

DEFERMENT OF ASSESSMENTS:

Under the provisions of Minnesota Statutes, Sections 435.193 to 435.195, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. However, the City has elected not to establish any deferment procedure pursuant to those Sections.

MAILED NOTICE:

The notice of this hearing mailed to property owners contains additional information.

DATED: July 6, 2022.

BY ORDER OF THE CITY COUNCIL

/s/ Robb Linwood
City Administrator / Clerk



NOTICE OF HEARING ON ASSESSMENTS FOR
THE 2008 STREET IMPROVEMENT PROJECT
CITY PROJECT NO. 2008-01

TO: THOMAS OPSDAHL
721 FISCHER CIRCLE
STILLWATER, MN 55082

Property Identification Number: 21.11120.00.00 AND 21.11121.00

TIME AND PLACE
GENERAL NATURE OF
IMPROVEMENTS:

Notice is hereby given that the City Council of the City of Wyoming, Minnesota, will meet on the 3rd day of August 2022, at 7:00 o'clock P.M. to consider objections to the proposed assessments for 2008 Street Improvement Project heretofore ordered by the City Council.

AREA PROPOSED
TO BE ASSESSED:

The area proposed to be assessed consists of a lot benefitted by said improvement, which has been ordered made and is as follows: The area proposed to be assessed consists of Parcels 21.11120.00. and 21.11121.00 the improvement of 257th Street and Utilities and Appurtenant Work from TH 61 west and south westerly approximately 4,000 feet

TOTAL AMOUNT OF
PROPOSED ASSESSMENT:

The total amount proposed to be assessed is:
\$478,584.32
21.11120.00 - \$283,664.93
21.11121.00 - \$194,919.39

WRITTEN OR ORAL
OBJECTIONS:

Written or oral objections will be considered at the hearing or you may file written comments with the City Administrator-Clerk before the hearing on August 3rd, 2022

CITY OF WYOMING

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

RIGHT OF APPEAL:

An owner of property to be assessed may appeal the assessment to the district court of Chisago County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

LIMITATION ON APPEAL:

No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object to the assessment hearing is due to a reasonable cause.

DEFERMENT OF ASSESSMENTS:

Under the provisions of Minnesota Statutes, Sections 435.193 to 435.195, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. [However, the City has elected not to establish any deferment procedure pursuant to those Sections.]

SPECIFIC AMOUNT TO BE ASSESSED:

The amount to be specifically assessed against your particular lots, pieces of parcels of land is \$478,584.32. The City Council may adopt the proposed assessment at the hearing on August 3, 2022.

PREPAYMENT:

You may prepay the entire assessment to the Treasurer of the City until the assessment roll is certified to the County Auditor; after certification to the County Auditor.

NO PARTIAL PREPAYMENT

The City Council has authorized the partial pre-payment of assessments prior to certification of the assessment or the first installment thereof to the County Auditor.

PREPAYMENT WITHOUT
INTEREST, OR WITH
INTEREST TO END OF
YEAR:

No interest shall be charged if the entire
assessment is paid within 30 days from the
adoption of the assessment roll.

INTEREST RATE:

If the assessment is not prepaid within 30 days
from the adoption of the assessment roll, interest
will accrue on the assessment at the rate of 4.0%.

DATED: JULY 6, 2022

BY ORDER OF THE CITY COUNCIL

/s/ Robb Linwood
City Administrator / Clerk

RESOLUTION NO. 22-07-60

**CITY OF WYOMING
CHISAGO COUNTY, MINNESOTA**

**A RESOLUTION DECLARING FOR HEARING ON PROPOSED ASSESSMENT
FOR THE 2008 WYOMING STREET AND UTILITY IMPROVEMENTS (257th STREET)
(CITY PROJECT NO. 2008-01)**

:

WHEREAS, The 2008 Street improvement project consisted of the improvement of 257th Street and Utilities and Appurtenant Work from TH 61 west and south westerly approximately 4,000 feet

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

1. A hearing shall be held at 7:00 PM on Wednesday, August 3, 2022 in the City Hall at 26885 Forest Boulevard to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk/administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to the certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest paid to the date of payment, to the City of Wyoming, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment.

Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk

(Seal)



Request for Council Action

Date: July 1st, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: Disposal of Property

Method: Consent

Background Information:

Public Works has equipment that is no longer in use and should be disposed of through either the auction process or by proper means of disposal.

1. Yard Machine snow blower
2. Power broom
3. Used culverts
4. Stepp asphalt trailer- approximately 30 years old
5. Stihl Backpack blower
6. Sensus water meters- quantity 15/ Wyoming switched to Neptune
7. I-Tron ERT Modules/ ERT for Sensus meters

Recommendation:

Approval of disposing of Public Works items as surplus property through the Surplus Property Auction or by proper disposal.



CITY OF WYOMING

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

RESOLUTION 22-07-61

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

WHEREAS, The Wyoming Public Works Department has equipment that is no longer in use; and

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

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

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

Item Description

Yard machine snow blower
Power brooms
Used culverts
Stepp asphalt trailer
Stihl backpack blower
Sensus water meters
I-Tron ERT modules/ERT for sensus meters

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF WYOMING THIS 5TH DAY OF JULY, 2022.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTESTED:

Robb Linwood, City Administrator/Clerk

July 1, 2022

Mayor Iverson and City Council Members

Re: Public Safety Activity Report, July 5, City Council Meeting



Torch Run

We had a great time participating in the MN Torch Run for Special Olympics! There was great participation from Wyoming PD with 5 runners and a guest runner from City Hall – Alex Saxe. We passed the torch to Forest Lake PD at our border. We look forward to continuing our relationship with MN Special Olympics, as we explore how to bring a Polar Plunge to the area, in partnership with our surrounding law enforcement partners.

Police Fleet

We have had significant repairs on three police vehicles in the last week. One with 74,000 miles has a cracked head gasket (under warranty). Another needed an air conditioner compressor and front wheel bearings (out of warranty). Finally, another one (2020 hybrid) is needing a major computer

component replaced (under warranty). These vehicles are under significant demand, being utilized for about 12 hours per day, 7 days a week.

Fire Apparatus Bay

The fire apparatus bay has registered temps of 95 degrees and extreme humidity. We are exploring temporary mitigation strategies to minimize the humidity in the bay. Moisture and humidity in the firefighter turnout gear can cause heat transfer and heat retention. It is important to keep turnout gear as dry as possible to reduce the impact of heat stress on the firefighters.

Upcoming Community Outreach Events

- July 4, 2022 – 4th of July Celebration Parade in Forest Lake
- August 2, 2022 – Night to Unite event
- August 20, 2022 – Stomp Out Suicide walk
- August 27, 2022 – Hunter Firearm Safety course
- September 17th, 2022 – Stagecoach Day
- October 7 – 10, 2022 – Faith and Blue Weekend (details TBD)



PUBLIC SAFETY

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



Neil D. Bauer, Ed.D.
Public Safety Director



PUBLIC SAFETY

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



**ECKBERG
LAMMERS**
ATTORNEYS AT LAW

www.eckbergammers.com

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

Writer's Email:
tloonan@eckbergammers.com

June 30, 2022

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

Delivered via Email

Re: City of Wyoming
Status Update for the Period of – June 17, 2022 – June 30, 2022

Dear Robb:

Our office is assisting the City in responding to legal concerns relating to general real estate matters and upcoming development projects in the City including preparation of documents for the Avery Place Development. We are working with City staff to review certain CUPs within the City for compliance and considerations for those that may require amendments. We field general questions relating to contract and employment matters and continue our general counsel role of addressing all general legal 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



June 30, 2022

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

Re: July 5, 2022 City Council Meeting
WSB Project No. 018813-000

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.

Diamond Ridge Development

Plans have been approved and the developer has provided a different contractor bid for slightly less than the previous contractor's bid. The development agreement will be updated and once staff receives the necessary securities, a preconstruction meeting will be held and the construction of utilities and streets will begin shortly thereafter. The developer has not scheduled a pre-construction meeting. Staff will be sure to convey neighbor concerns related to construction that have come up as part of the public hearing and other comments received.

East Viking Boulevard (Fenwick to Polaris)

No New Update.

The project is designed and we are awaiting to hear from the Federal EDA if we are successful with our grant application. There is limited permanent ROW/easement needs with the project and staff is working through that process. Once we hear news back regarding the grant, staff will request authorization to advertise for bidding. It should be noted that we are fast approaching a timeline that will not allow for the completion of the project as a whole this construction season. Once we determine if we are successful with the grant application or not, we will assess timelines and current bidding climate. Based on current backlog and limited current production for box culverts (bridge portion of project), that portion of the project will not be able to be completed until 2023.

Street Rating Results/Annual Road Tour

Staff is currently collaborating on future road projects (maintenance and construction), updating costs based on current pricing, and will work with financial consulting staff to incorporate into our long term financial plan.

Helium Court Storm Sewer Repair

New project - Public Works and Engineering staff are working on a repair of a storm sewer crossing Helium Court in the Liberty Ponds development. The goal of the repair is to reduce pipe heaving from frost action, repair curb washout and drainage structure repairs. The project will be completed under the City Stormwater Fund. Requests for quotes have been issued and we anticipated bringing this to the July 5th City Council meeting for consideration of award. We only received 1 quote and the results were poor. Staff will send out to a larger number of potential contractors.

Bingham Property – Hallberg Project (Multi-Tennent)

Construction is underway.

Sunrise Riverbank Development (residential and commercial)

Staff continues to work with the development team and Chisago County as they work to finalize their plans. The developer did share that they are working through some environmental items related to portions of the old golf course. It sounded like this will slow them down a little and they will inform me when they know more.

Past Update: Concept review and comments have been discussed at the Planning Commission and City Council meetings. Staff is working closely with the development team and meeting regularly as they prepared the preliminary plat on the residential and commercial portions of the development. At the last planning commission meeting, the Planning Commission recommended to approve the preliminary plat with conditions. Staff will continue to work with the applicant to resolve all of our engineering comments. We expect the applicant to move forward with a final plat for the initial phase of the residential development.

At the work session on June 21, staff will outline two of the options that have risen to the top of the list for the long-term vision for the CSAH 22 corridor west of I35 as a result of the county traffic study. This is important as it relates to the commercial portion of the development located in the northwest portion of the development. This will help guide what will need to be constructed for the commercial development.

Staff is working to finalize the trunk watermain plans for the crossing of I35, bringing watermain to the site. The forcemain will need to be upsized from 4" to 6" along Kettle River Boulevard from the lift station south, under the river, to the existing 6" forcemain that extends under I35. Staff will be discussing the timing and funding source of this project and if it makes sense to add this to the trunk watermain project, considering it will be constructed using trenchless technology like the watermain project. This will likely result in overall project savings.

Upcoming Developments

Katie's Glenn, which is located along Goodview Avenue, has submitted an updated concept plan that the planning commission recently reviewed.

Comfort Lake Overlook (Sketch/Concept Plan)

The sketch/concept plan for Comfort Lake Overlook, a proposed development located off of 260th Street, just west of Comfort Lake has been submitted and has been reviewed by staff. After receiving preliminary feedback, the applicant recently submitted the preliminary plat, however they just pulled the application for the development. The developer indicated that they were pausing the development, but we are unaware of the new timelines.

2021 Street Improvement Project

Punch list items, additional storm sewer construction, and yard restoration is currently underway. The contractor restoration subcontractor has not performed well and staff has invested a lot of time trying to complete this project. More restoration is needed, however we have finally made some progress this week. Once the project is accepted, the two-year warranty period will begin.

TH 61 and East Viking Sanitary Sewer Upsizing Project

Punch list items are currently underway. Once the project is accepted, the two-year warranty period will begin.

Summer Fields Development

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

Second Addition (15 lots): Grading work has been completed for the 2nd Addition. A utility and street preconstruction meeting was held May 4th. Construction is underway with the jacking of the sanitary sewer and watermain under Kettle River Boulevard recently being completed. Connection to the Sewer and water on the west side of Kettle River Boulevard is complete.

Third Addition

The developer has indicated that they are currently working on the third addition final plat and construction plans. This is for the completion of the site on the east side of Kettle River Boulevard. Earlier indication was that the third addition was for the next phase on the west side of Kettle River Boulevard.

The next addition on the West side of Kettle River Boulevard will involve the design of a city lift station within the site and will require design and ordering of lift station components. An on-site generator will also be required to be installed at the downstream lift station. The lead time on this is significant and that information has been provided to the developer to make sure these do not impede the timing of this next phase. Lift station design is currently underway as requested by the developer.

Preserve at Comfort Lake

Minor punch list items remain. Once these have been addressed, staff will be ready to recommend acceptance of the improvements and start the two-year warranty period. We are scheduling a meeting with the developer and builder to address erosion and tracking of sediment issues.

Heims Lake Villas North

No new update.

All sanitary sewer, watermain, and storm sewer have been completed. Aggregate base and curb and gutter and first layer of asphalt has recently been completed, allowing building permits to be issued. The concrete sidewalk has been completed. We will be meeting with the developer/builder to discuss site issues related to the home building process.

Comprehensive Plan

We have provided City staff with a plan containing requested revisions, additions and map updates for review.

Aadland Development (Hunter Hill)

Punch list items are currently underway. We will be meeting with the developer/builder to discuss site issues related to the home building process.

Hallberg Storage

No new update.

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

East Viking Bridge over the Sunrise River

Staff has received a notice from the DNR (Carlos Avery) that we have received authorization to acquire the necessary ROW to construct the bridge and are working on identifying the acquisition cost. Initially we were told \$56, but apparently that was in error. The most recent amount we were told was in the \$2,200 range, but they are confirming/finalizing that number.

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

Past update:

Staff is pleased to share that we have been notified that this project has now been funded for the bridge components. As previously stated, the bridge bonding only covers the actual bridge structure, not the roadway leading to it, or guard rails etc. It is estimated the bonding we have received will offset the City responsibility for this bridge replacement by \$268,000. In order to utilize these funds staff is recommending replacement in 2022.

Park System Plan

No new update:

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

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

Sincerely,
WSB and Associates, Inc.

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

Mark Erichson, PE
City Engineer



Public Works Report

Date: July 5th, 2022

Mayor Iverson and City Council Members

Public Works Report for June 5th, 2022 Council Meeting

Public Works has been experimenting on dust control on our gravel roads. We are trying different methods of treatment that will have a significant cost savings. In 2021 Public Works spent \$9,208.00 on contracted dust control. This year we are using our brine maker and calcium chloride to see if we can eliminate an outside contractor.

Replay and crack filling have been completed for 2022 and everything went well.

We have been completing playground equipment repairs and signage in the parks.

Sanitary sewer jetting will be starting in July. Jenny has posted a Facebook post on the process.

WSB has submitted the MS4 Annual Report for 2021.

Parks:

The Green Step City and the Future Home signs were installed in Railroad Park.

The upgraded swing set bars were installed in Goodview Park

The tunnel was replaced in Goodview Park on the playground equipment

Tolzman Park tunnel was epoxied where there was a hole

Pruning of trees in the parks continues

Reservation signs and garbage has been completed

Wood chips are ordered for annual maintenance

We are working with WSB on a collector app for trees

Sanitary Sewer:

The jetting and cleaning of the sanitary sewer lines has been scheduled to start in July

Facebook posts for jetting has been sent out

Waiting for delivery of pumps for LS#10

Water:

Daily and monthly water tests have been completed

South Water Tower estimates have been completed

Hydrant flags have been replaced in some areas

Meter reading this month

Streets:

Replay and crack filling for 2022 have been completed

Potholes have continued being filled

Ditch mowing has started

Street sweeping continues

Gravel roads have been graded and chloride applied by Public Works on some of them

Sidewalk repairs are scheduled for July 11th

Surface Water:

The annual MS4 report has been submitted for 2021

Setting up annual training with WSB



CITY OF WYOMING

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

Phone: 651-462-0575 Fax: 651-462-0576



Request for Council Action

Date: July 1, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: Riser Pipe/South Water Tower

Method: New Business

Background Information:

The South Water Tower, located at 5468 260th Street, was rehabilitated in July of 2020. The riser pipe was not included in the rehabilitation as a common life expectancy is 40-50 years. The riser pipe is a 12-inch pipe that runs up to the bowl of the water tower. Water travels up and down it for filling and distribution. The pipe, approximately 30 years of age, sprung a leak on or around February 17th, 2022. Public Works monitored it daily until a solution was determined.

Three engineering companies and water tower companies were contacted. It was determined it would be best to keep the water tower in service to prevent freezing. Public Works contacted Elevated Welding to weld the hole. The support brackets have broken off and are rubbing on the riser pipe and made a hole in it. The welding was scheduled and during the process, Elevated Welding was having trouble welding it. The pipe is very thin and they kept burning through it. After the welds held, the evaluation was that the riser pipe needs to be replaced and the support brackets moved from the top of the riser to the bottom of it.

The three companies that were contacted are Maguire Iron Incorporated, KLM Engineering, and Suez Water Technologies. All three responded and two sent in estimates for repairs. KLM Engineering was the lowest bid at \$69,000.00. Maguire Iron Incorporated bid \$84,875.00 for engineering services and repairs. The steel pipes take 30-90 days for delivery. The riser pipe needs to be insulated and wrapped so it will not freeze in the winter. The water tower will be out of service for a week during the replacement. This repair and replacement was not budgeted for and would have to come out of the water enterprise fund.

Recommendation:

Staff recommends the repair and replacement of the riser pipe in the South Water Tower by KLM Engineering at a cost of \$69,000.00.



CITY OF WYOMING

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



Corporate Office
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125

May 24, 2022

Sent via Email Only

Mr. Chuck Almhjeld
Superintendent
City of Wyoming
26490 Faxton Avenue
Wyoming, Minnesota 55092

RE: Proposal to replace the inlet pipe in the 300,000-gallon South Tower located in Wyoming, Minnesota.

Dear Mr. Almhjeld:

KLM is pleased to submit this proposal to replace the inlet pipe in the water tower as described in the Scope of Work, attached as Exhibit "A".

Due to the shortage of steel, please allow 90 days from the date of order for delivery of steel for production.

The fixed, not to exceed, fee for these services is**\$69,000.00**

The maintenance should take approximately 7-10 days. The tank is required to be out of service for the duration of the repair. KLM will disinfect when completed; and testing shall be done by the City.



AGREEMENT

This proposal is valid for sixty (60) days from the date of this proposal. If the City of Wyoming, Minnesota finds the proposal acceptable, please sign and return by mail, fax or email. By signing and returning this signature page only, you agree to the terms of the entire proposal document submitted.

This Agreement, between the City of Wyoming of Wyoming, Minnesota and KLM Engineering, Inc. of Woodbury, Minnesota is accepted by:

CITY OF WYOMING
26490 Faxton Avenue
Wyoming, Minnesota 55092

KLM ENGINEERING, INC.
1976 Wooddale Drive, Suite 4
Woodbury, MN 55125

Signature

Signature

Name

Dewey Prinzing
Name

Title

VP of Business Development
Title

Date

May 24, 2022
Date

We look forward to working with you.

Sincerely,

KLM ENGINEERING, INC.
Dewey Prinzing
VP of Business Development
Tel: 651-773-5111
Cell: 651-434-4321
Email: dprinzing@klmengineering.com

Attachment: KLM Terms and Conditions
Exhibit "A" - Scope of Work

© 2022 KLM Engineering, Inc.

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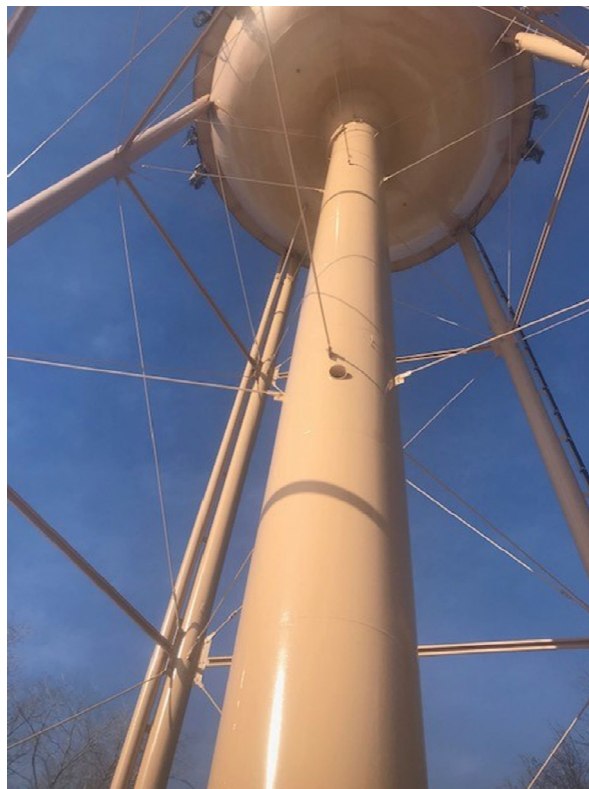
**KLM ENGINEERING, INC.
TERMS AND CONDITIONS**

1. **BASIC SERVICES.** The scope of KLM's work is described in the attached proposal or contract agreement and may not be expanded or reduced except by mutual agreement in writing.
2. **ADDITIONAL SERVICES.** Additional work or services shall not be performed without a duly executed change order or purchase order outlining the scope of additional work on services.
3. **OWNER'S RESPONSIBILITIES.** OWNER shall fully disclose to KLM its knowledge of the condition of the structure and its past and present contents and shall provide KLM with full information regarding the requirements for the project; shall designate an individual to act on OWNER'S behalf regarding the project. If necessary, shall clean and make the structure safe for entry; shall furnish the service of other consultants (including engineers, insurance consultants, accountants, attorneys, etc.) when those services are reasonable required or are reasonably requested by KLM; shall test for pollution and hazardous materials when required by law or requested by KLM; and shall provide all necessary permits and other authorization.
4. **SAFETY.** KLM shall only be responsible for safety of KLM personnel at the work site. The Owner or other persons shall be responsible for the safety of all other persons at the site. Owner shall inform KLM of any known or suspected hazardous materials or unsafe conditions at the work site. If, during the course of the work, such materials, or conditions are discovered, KLM reserves the right to take measures to protect KLM personnel and equipment or to immediately terminate services. Owner agrees to be responsible for payment of such additional protection costs. Upon such discovery, KLM agrees to immediately notify the Owner in writing, of the hazardous materials or unsafe conditions.
5. **HAZARDOUS MATERIALS.** Unless agreed in the scope of work KLM has no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials at the project site. To the full extent permitted by the law, OWNER shall defend and indemnify KLM and its employees from all claims, including costs and attorney fees, arising out of the presence of hazardous materials on the job site.
6. **SITE ACCESS AND RESTORATION.** Owner will furnish KLM safe and legal site access. It is understood by Owner that in the normal course of work, some damage to the site or materials may occur. KLM will take reasonable precautions to minimize such damage. Restoration of the site is the responsibility of the Owner, unless agreed to in the scope of work.
7. **STANDARD OF CARE.** KLM will perform services consistent with the level of care and skill normally performed by other firms in the profession at the time of this service and in the geographic area, and under similar budgetary constraints. No other warranty is implied or intended.

8. **SCHEDULING.** Prior to scheduling the OWNER shall furnish a written purchase order or request for the services required and shall give as much notice as possible in advance of the time when the services are desired. Our ability to respond to such an order will depend upon the amount of advance notice provided. If an inspection is canceled or delayed after KLM personnel and/or equipment are in transit to the work site, then the OWNER shall be billed, according to the TERMS AND CONDITIONS, for costs incurred by KLM.
9. **INSURANCE.** KLM will maintain worker's compensation insurance and comprehensive general liability insurance and will provide OWNER with a certificate of insurance upon owner's request.
10. **PAYMENT, INTEREST AND BREACH.** KLM will submit itemized monthly or other periodic invoices for work previously performed. Invoices are due upon receipt. OWNER will inform KLM of invoice questions or disagreements within 15 days of invoice date, unless so informed, invoices are deemed correct. OWNER shall make payment within 30 days after receiving each statement, and overdue payments will bear interest at 1.5 percent per month if OWNER is a business entity and at the legal rate of interest of the state in which the project is located if OWNER is a consumer. If any invoice remains unpaid for 60 days, such non-payment shall be a material breach of this agreement. As a result of such material breach, KLM may, at its sole option, suspend all duties to the Owner or other persons, without liability. Owner will pay all KLM collection expenses and attorney fees relating to past due fees, which the Owner owes under this agreement.
11. **MUTUAL INDEMNIFICATION.** Except as to matters actually covered by insurance purchased by KLM. KLM agrees to hold harmless and indemnify OWNER from and against liability arising out of KLM's negligent performance of the work, subject to any limitations, other indemnifications or other provisions OWNER and KLM have agreed to in writing. Except as to matters actually covered by insurance purchased by OWNER, OWNER agrees to hold harmless and indemnify KLM from and against liability arising out of OWNER'S negligent conduct, subject to any limitations, other indemnifications or other provisions OWNER and KLM have agreed to.
12. **LIMITATION OF LIABILITY.** OWNER agrees to limit KLM's liability to OWNER arising from professional acts, errors or omissions, such that the total aggregate liability of KLM does not exceed KLM's project fees except as to matters actually covered by insurance purchased by KLM.
13. **DELAYS.** If KLM work delays are caused by Owner, work of others, strikes, natural causes, weather, or other items beyond KLM's control, a reasonable time extension for performance of work shall be granted, and KLM shall receive an equitable fee adjustment.
14. **TERMINATION.** After 7 days written notice, either party may elect to terminate work for justifiable reasons. In this event, the OWNER shall pay for all work performed, including demobilization and reporting costs to complete the file project and reports to OWNER.

15. SEVERABILITY. Any provisions of this agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, OWNER and KLM will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.
16. KLM'S DOCUMENTS. All reports, specifications, drawings and other documents furnished by KLM are part of KLM's services to OWNER for use only for the project, and KLM retains all ownership of said documents regardless of whether the project is completed. OWNER may retain copies for reference in connection with the use and occupancy of the project; but KLM does not represent that the documents are suitable for reuse on extension of the project or on other projects. OWNER and others shall not use the documents on other projects or extensions of this project except by KLM's written agreement. OWNER will defend and indemnify KLM from all claims or losses arising out of the unauthorized use of the documents.
17. ARBITRATION. Any controversy or claim for money damages arising out of or relating to the making or performance or interpretation of this AGREEMENT, or the breach of this AGREEMENT, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The arbitration panel shall consist of three arbitrators, at least one of who is a structural engineer; and the panel may award only money damages and shall not award equitable relief. Judgment upon the arbitration award may be entered in any court having jurisdiction of the parties. The enforceability of these arbitration provision and arbitration awards will be governed by the Federal Arbitration Act.
18. ARBITRATION FEES. The prevailing party to any dispute arising out of this AGREEMENT shall be entitled to recover its reasonable fees and costs from the other party.
19. JOB SITE IMAGES, PHOTOGRAPHY AND VIDEO. During the term of this contract and thereafter, KLM has permission to take still photographs or video of the site for training, documentation, education or promotional purposes. A signed agreement constitutes the Owner's written permission to use the photographic image or video in the manner described herein. The only identifiable information to be used by KLM will be the Owner's name as displayed on the image. Acceptance of these terms and conditions is considered a legal release by the Owner allowing KLM to use of photographic images as described herein.

CITY OF WYOMING, MINNESOTA



May 2022

300,000 Gallon Capacity
South Tower



Scope of Work – Fill Pipe Replacement

KLM Project
Pending-22

1976 Wooddale Drive, Suite 4 | Woodbury, MN 55125
(651) 773-5111 | Fax (651) 773-5222

City of Wyoming, Minnesota

300,000 GALLON CAPACITY SOUTH TOWER

1.0| SCOPE OF WORK

Replace the existing 12-inch diameter steel fill pipe located inside the 6-foot diameter dry riser.

The City of Wyoming, Minnesota has a 300,000-gallon double ellipsoidal elevated reservoir constructed by Caldwell Tanks, Inc. in 1990. The tank has approximate dimensions of a diameter of 43-feet, an overall height of 131-feet, and a low water level of 97-feet. The following work is required to be completed in this project.

1.1| Site Location

- 5468 260th Street, Wyoming, MN 55092

1.2| Inlet/Outlet Pipe Replacement

- Temporarily remove the aluminum jacket and insulation from the entire inlet/outlet pipe to facilitate removal of the pipe. Store in a secure location and protect from damage during the project.
- Replace the existing 12-inch inlet/outlet pipe from approximately 1-foot below the bowl, to prevent damage to the interior wet coating, to 12-inches above the concrete floor at the base of the dry riser. The new pipe shall be 12-inch diameter, schedule 40, A36 pipe or 316 stainless. Include installation of a stainless-steel or rubber bellows style expansion joint rated at a minimum 150 psi at working height in the base of the dry riser and any replacement insulation and/or aluminum jacketing that may get damaged during the work.
- Surface prepare and apply an epoxy coating system as detailed in Sections 1.4 and 1.5. All surfaces affected by the work shall also be blast cleaned and coated per these Sections.
- Modify the approximately eight (8) 8-inch by ½-inch flat bar brackets welded to the existing pipe to allow vertical expansion and contraction of the pipe by welding approximately 3-inch by 3-inch angle steel to the end of the bar and fastening the pipe to the bracket with U-bolts. Maintain plenty of separation from the riser during welding operations so the exterior coating does not become damaged. U-bolts to be painted steel or manufactured of stainless steel and include a neoprene pad between the pipe and brackets and U-bolts.
- Reinstall the insulation and aluminum jacket once the new pipe has been completely installed. Insulation and jacketing shall be fit around the expansion joint and any brackets to a professional appearance.
- Complete the work in late 2022 or 2023, as contractor schedule allows. Billing for any work completed in 2022 cannot be processed until the start of 2023.

1.3| Pipe Accessories

- As needed, insulation and aluminum jacketing shall match existing thickness. Insulation shall be closed cell expanded polyisocyanurate TRYMER 2000 XP, contoured to fit the pipe diameter and appurtenances. All joints in the insulation shall be sealed with 2-inch-wide filament reinforced tape. Insulation on the piping shall extend from the underside of the water compartment down to the concrete floor.
 - Manufacturers or equal.
 - Insulation:
 - MacArthur Company; www.macarthurco.com
 - Bay Insulation of Wisconsin; www.bayinsulation.com
 - Filament Tape:
 - 3M Company; Scotch® Filament Tape; www.3m.com
 - Aluminum Jacket:
 - GLT Products; www.gltproducts.com
 - Johns Manville; www.jm.com
 - Stainless steel or rubber expansion joint is acceptable.
 - Stainless-steel expansion joints shall be manufactured of ASTM 240 Grade T304 or Grade 316.
 - Manufacturers or approved equal.
 - Kodru Mooney/Proco Products; www.kodru-equipment.com/proco
 - Thunder Technologies LLC; www.thundertechllc.com
 - U.S. Bellows, Inc.; www.usbellows.com
 - Flexicraft Industries; www.flexicraft.com
 - Cenflex; www.cenflex.com

1.4| Surface Preparation

- Remove all surface contaminants in accordance with AMPP/SSPC-SP 1, Solvent Cleaning. Abrasive blast the exterior of all new piping to an AMPP/NACE No. 2/SSPC-SP 10 Near White Metal Blast Cleaning. Damaged coating to be prepped in accordance with AMPP/SSPC-SP 3 Power Tool Cleaning. No welding over coated steel.

1.5| Coating System

- All prepared surfaces shall be coated with products manufactured by Tnemec Company. All coatings shall be applied per Manufacturer's recommendations.
- Shop Blasted Primer: Series 91-H2O at 2.5 – 3.5 dry mils
- Field Blasted Primer: Series N140 at 4.0 – 6.0 dry mils
- Intermediate: Series N140 at 4.0 – 6.0 dry mils
- Finish: Series N140 at 4.0 – 6.0 dry mils

- Coating thickness of primer, intermediate, and finish coats at any individual spot shall be 12.0 dry mils minimum.

1.6| Additional Requirements

- Protect the interior and exterior surfaces from damage during the work. The tower was just fully reconditioned, and coatings are in excellent condition. Any damaged coating must be repaired upon project completion.
- The interior wet area shall be cleaned out and sediment disposed of properly prior to and after the work.
- Prior to returning the tower to service, disinfect all new piping and the tank per AWWA C652 chlorination Method 2.
- At the end of the project, provide a site free of construction debris and garbage. Site conditions of any disturbed areas will be completed to at least pre-project conditions.

1.7| Owner's Responsibilities

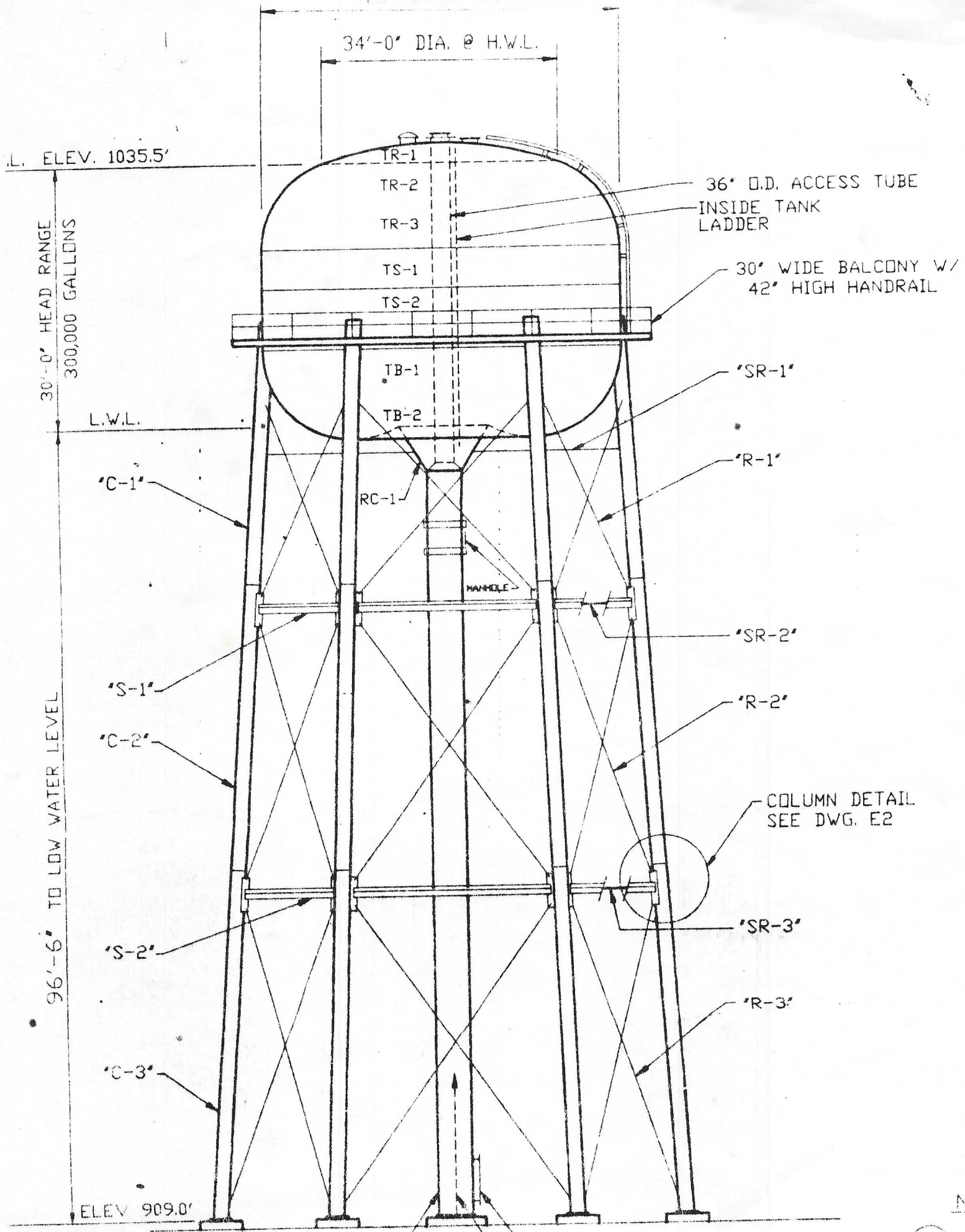
- Perform emptying and refilling of the reservoir. Will operate all water main valves and/or reservoir drains. Contractor to coordinate with the Owner any processes that require these operations.
- Perform sampling and bacteria testing. Contractor is responsible for sanitizing the reservoir again should samples not pass.

KLM ENGINEERING, INC.

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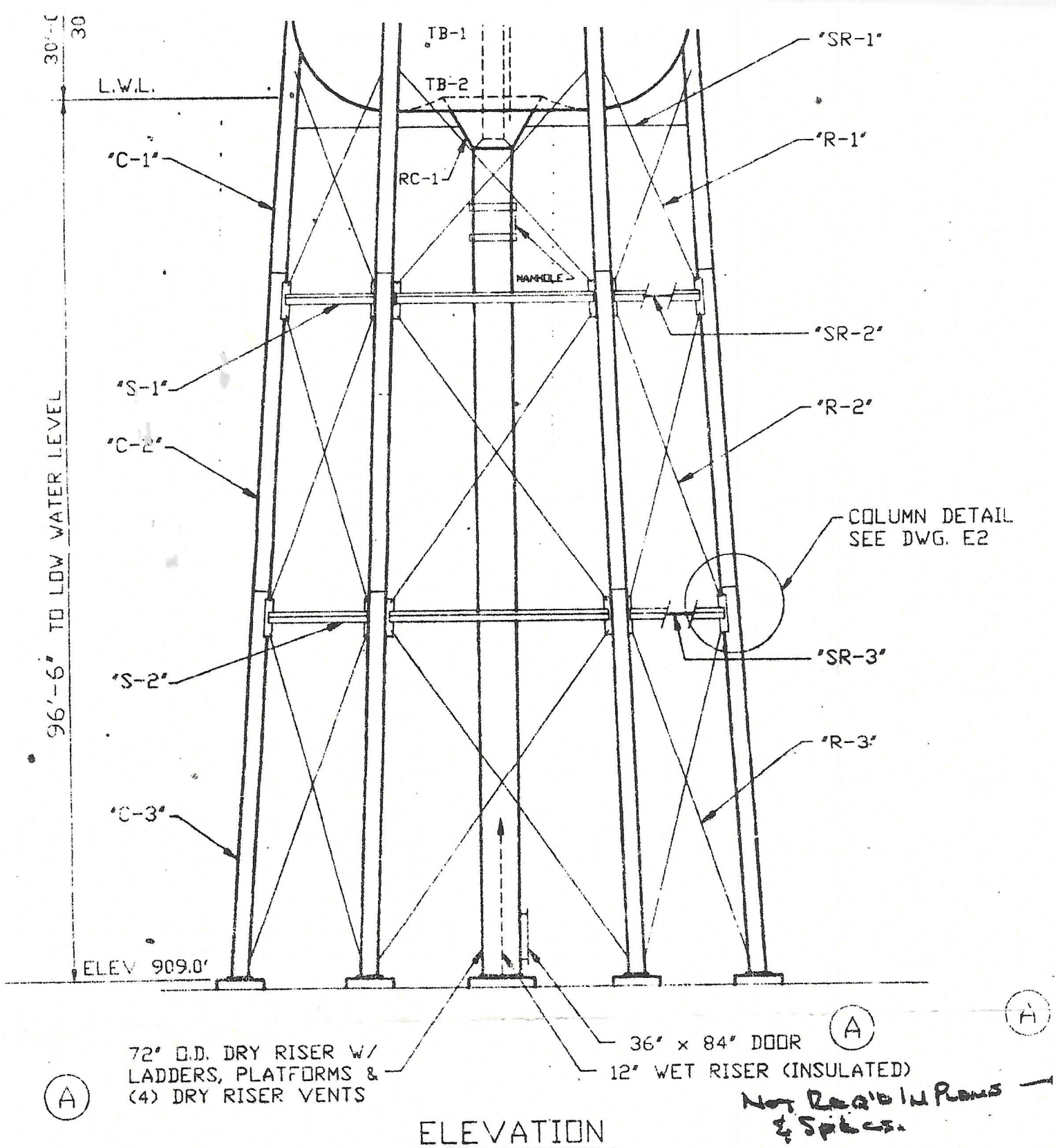


Photo No. 1
View of dry riser base after developing leak in winter 2022

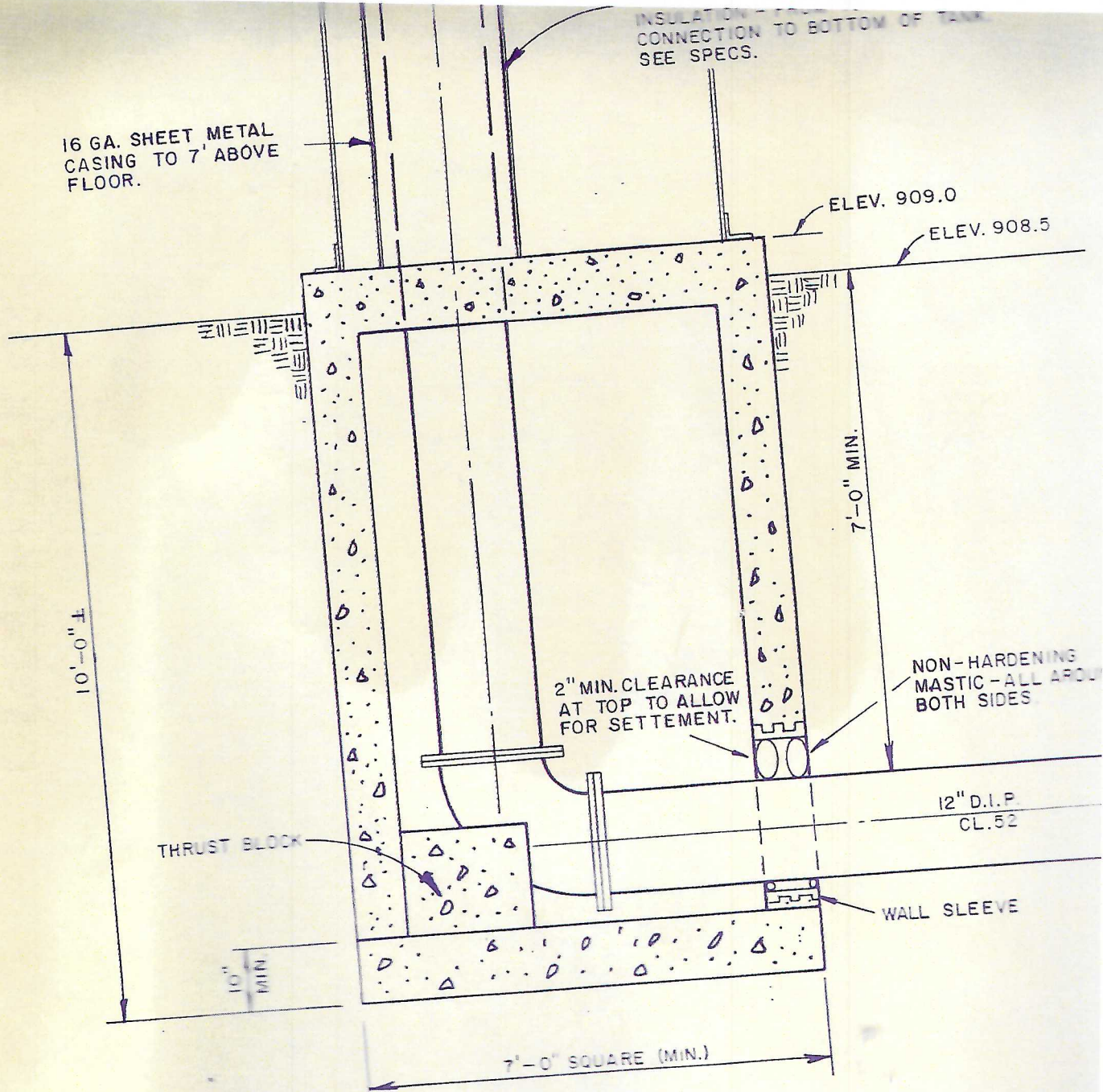


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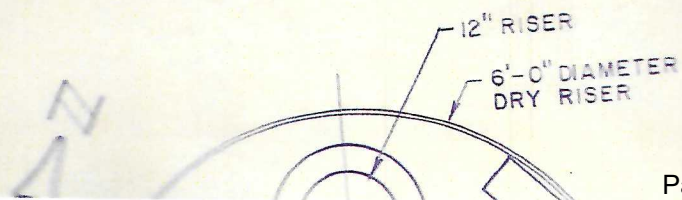
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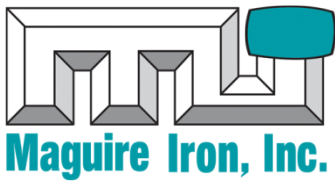


TANK AND TOWER IN ACCORDANCE WITH AWWA D100-84
 STEEL PLATE: ASTM A283-GR. C
 STRUCTURAL STEEL: ASTM A36
 BRACE RODS AND STAY RODS: ASTM A36
 SEISMIC ZONE 0 - (0.0%)
 WIND LOAD: 100 MPH SNOW LOAD: 25 PSF



CENTER RISER SUPPORT STRUCTURE





CONTRACT FOR SERVICES

This contract made and entered into this 21 day of February, 2022, by and between Wyoming MN hereinafter called the "Owner" or "Customer" and Maguire Iron, Inc., a South Dakota Corporation with its principal office located in Sioux Falls, South Dakota, hereinafter called the "Contractor" or "Company" for and in consideration of the mutual covenants and promises hereinafter contained.

Multi-Leg - 300MG

WITNESSETH:

Contractor agrees to make the following repairs and improvements on the Owner's water supply tank, and to furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance, and to do the work hereinafter stated in a good and workmanlike manner.

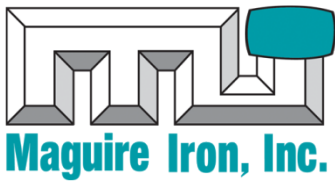
Riser Pipe Replacement

- Contractor will remove all of the insulation and jacketing from the existing 12 inch riser pipe.
- Contractor will then remove the existing riser / fill pipe and the mechanical joint from the water tower.
- Contractor will furnish and install new 12 inch schedule 40 steel riser pipe from the elbow connection up to the belly of the tank.
- Contractor will install a new dollar plate into the belly of the tank when connection is made.
- Contractor will also install a 12 inch bellows type expansion joint up at the belly to allow for tank movement.
- Contractor will then furnish and install 4 inch x 12 inch urethane foam frost jacket with metal covering and secured with metal bands and screws.
- Excavation of ground to the base elbow to be provided by the owner if needed.
- If a new base elbow is needed to install the new riser pipe \$6,500 dollars will need to be added to cover the cost of the new base elbow and the installation of the base elbow.

Frost Jacket

- Contractor will furnish and install a new 12 X 4 urethane foam frost jacket with metal covering and secure it with metal bands and screws.

Owner will inspect the work as it progresses and upon completion and acceptance by Owner of the above work, the sum of \$ 84,875.00 plus applicable sales, excise, and/or use tax shall become due and payable in full.



WATER TOWER EXPERTS

✉ info@maguireiron.com

📍 1610 N. Minnesota Ave
Sioux Falls, SD 57104

☎ (605) 334-9749

Terms: Net 30 days from acceptance and invoicing, plus applicable sales, use, excise, transfer or similar taxes required by law. A service charge of 1½% per month (annual rate of 18%) will be charged on past due accounts. During any exterior painting, Owner shall assist in removing any vehicles in the area which might receive paint damage. Contractor will exercise reasonable care and caution to avoid, but will accept no liability for damage to antenna, communication, telemetry and/or electrical system(s) which may be attached to the structure. Removal, repair and/or replacement of the antenna, communication, telemetry and/or electrical system(s) shall be the responsibility of the Owner. Contractor may apply a temporary surcharge to amounts otherwise payable under this Agreement to reflect significant cost increases for materials, supplies, and/or fuel during high inflationary periods. Owner and the authorized agents signing this contract as such agents do hereby expressly warrant that Owner has authority to make and enter into this contract and that it becomes a party hereto pursuant to a lawful resolution duly and regularly adopted by the governing board of said Owner pursuant to the applicable statutes of this State. Customer shall reimburse Company for all travel, meal and entertainment expenses incurred by Company and its employees in connection with Company's performance under the contract. To the extent that any meal or entertainment expenses incurred by Company or its employees are subject to the limitation on deductibility under IRC Section 274(n) (1) and the Regulations thereunder, Customer shall be subject to the limitation and shall reduce its deduction accordingly. **This is included in the contract amount.**

The owner will be responsible to the Company for the cost (at current market rates) of any work that has been performed prior to termination.

HAZARDOUS MATERIAL DISCLAIMER: *In the event that hazardous materials are on the water tank and this information is not addressed in the specification or made known to Maguire Iron, Inc. prior to the price or bid being supplied by Maguire Iron, Inc., any additional means of hazardous material abatement or disposal costs will be born upon the Owner.*

This constitutes the entire contract. No verbal agreements or additions will be honored. Any amendments or additions hereto must be in writing and executed by the duly authorized agents and officers of the parties hereto.

IN WITNESS WHEREOF, we have set our hands and seals the day and year above written.

Owner: Wyoming MN

By: _____
(Name) (Title)

By: _____
(Name) (Title)

MAGUIRE IRON, INC.

By: Kyle Fischer 02/21/2022
(Authorized Agent) (Date)

Date Accepted: _____
Upon acceptance, please provide two (2) signatures and date the agreement.

RESOLUTION NO. 22-07-62

A RESOLUTION APPROVING THE ENGINEERING AND REPAIR TO THE RISER PIPE AT THE SOUTH WATER TOWER FROM KLM ENGINEERING IN THE AMOUNT OF \$69,000.00

WHEREAS, On February 17, 2022, the riser pipe at the South Water Tower sprung a leak; and

WHEREAS, Public Works monitored it daily, and it was determined it would be best to keep the water tower in service to prevent freezing; and

WHEREAS, Public Works contacted Elevated Welding to weld the hole and after the welds held, the evaluation was that the riser pipe needs to be replaced and the support brackets moved from the top of the riser to the bottom of it; and

WHEREAS, Public Works contacted three companies; Maguire Iron Incorporated, KLM Engineering, and Suez Water Technologies. All three responded and two sent in estimates for repairs. KLM Engineering was the lowest bid at \$69,000.00. Maguire Iron Incorporated bid \$84,875.00 for engineering services and repairs; and

WHEREAS, The repair and replacement will come out of the water enterprise fund.

NOW, THEREFORE BE IT RESOLVED, the City of Wyoming approves the engineering and repair to the riser pipe at the South Water Tower from KLM Engineering in the amount of \$69,000.00.

HEREUPON SAID RESOLUTION WAS DECLARED DULY PASSED AND ADOPTED THIS 5TH DAY OF JULY 2022.

CITY OF WYOMING

By: _____
Lisa Iverson, Mayor

ATTEST:

Robb Linwood, City Administrator/Clerk



Request for Council Action

Date: 7/5/2022

Presented to: Mayor Iverson and City Council Members

Presented by: Chuck Almhjeld, Public Works Superintendent

Department: Public Works

Reference: Assistant Public Works Superintendent Position

Method: New Business

Background Information:

With the resignation of the Maintenance Operations Lead Worker, on January 6th, 2022, staff looked at different options to restructure the Public Works Department to make the department more efficient and create opportunities. After careful thought, it was determined that a position that had experience in all activities in public works would be the best fit.

The new position, replacing the Maintenance Operations Lead Worker position, would be an Assistant Public Works Superintendent position. This position would assist in managing the day to day operations and maintenance activities. The position would be full-time regular position that is exempt. The pay range would be \$34.15- 41.51 per hour depending on qualifications. The pay range has been scored by Bakertilly. The 2022 budget has the funds for the addition of this new position.

The position notice would be posted on the League of Minnesota Cities, Minnesota Rural Water website, and the City's official paper (Forest Lake Times) for thirty days. Once the position has closed, staff will review and score the applicants received for potential candidates. Qualified candidates will be contacted for interviews and we will select a candidate based on skill set and the candidate that would serve the City of Wyoming's Public Works Department most effectively. Once a candidate is selected it will be brought forward to the City Council for hiring approval.

Recommendation:

Staff recommends the full-time Assistant Public Works Superintendent position be advertised on the League of Minnesota Cities, MRWA websites, and the Forest Lake Times 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 JOB DESCRIPTION

POSITION:	Assistant Public Works Superintendent
DEPARTMENT:	PUBLIC WORKS
LOCATION:	PUBLIC WORKS BUILDING
IMMEDIATE SUPERVISOR:	PUBLIC WORKS SUPERINTENDENT
HOURS WORKED:	40 HOURS PER WEEK
FLSA STATUS:	Full-time regular position, Exempt
BENEFITS:	Qualifies for full-time benefits

Supervisory Duties: This position provides general, daily supervision of teams and projects as assigned by the Public Works Superintendent. This position assumes the supervisory roles of the Public Works Superintendent in their absence.

Position Details: Under the general supervision of the Public Works Superintendent this position is responsible for supervising the overall operations of the Public Works Department. This position is responsible for daily delegation and coordination of work performed on utilities, parks, streets, and other public works projects and programs as assigned. This position assists with general planning and direction of the Public Works Department and Public Works Policies.

Job Summary:

Maintenance Responsibilities:

- Assists with Public Works functions.
- Assists the Public Works Superintendent in the creation and implementation of annual maintenance programs
- Assists the Public Works Superintendent in the maintenance and replacement of equipment.
- Provides recommendations for all sections of the Capital Improvement Plan.
- Coordinates with Planning, Engineering, and contractors to ensure compliance on municipal projects.
- Oversees all Public Works functions in the absence of the Public Works Superintendent.
- Responds to emergencies.

Administrative Responsibilities:

- Assists the Public Works Superintendent with the implementation of citywide safety programs and training.
- Prepares internal and external communications regarding Public Works operations for regular and emergency updates.
- Performs research and analysis of special projects and Public Works policies.
- Review and respond to questions, comments, complaints, and requests for service from the

public.

- Update City's information in GIS software including: DataLink, DataLink Collector apps and SWAMP.
- Use of Guardian Tracking, BS&A and Excel spreadsheets.

Supervisory Responsibilities:

- Assists in the hiring and supervising of seasonal staff.
- Assists the Public Works Superintendent in planning schedules, employee training and development, and employee evaluation.
- Assists the Public Works Superintendent in evaluation and recommending hiring, promoting, and disciplining Public Works staff.
- Define, delegate, and supervise work assignments.
- Ability to call back employees for after-hour emergencies.

Fiscal Responsibilities:

- Assists in the planned purchase and replacement of vehicles and equipment.
- Assists with department supply purchases.
- Maintains inventory of Public Works supplies and equipment.
- Assists in oversight of contractor relationships, negotiation of contracts, and monitors contracted work for compliance.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Position Requirements:

Knowledge, Skills and Abilities:

- Knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, sanitary sewer collection system, and a water supply and distribution system.
- Knowledge of general equipment maintenance and repair techniques.
- Knowledge of the practices, procedures, equipment, and materials used in Public Works maintenance and construction work.
- Knowledge of safe operation, maintenance, servicing, and repair of various vehicles, and the ability to operate equipment in a skillful manner.
- Experience operating heavy equipment in maintenance or construction work, including installation of underground sewer, water, and/or storm sewer utilities, or applicable related experience.
- Manage projects and supervise work crews independently.
- Ability to perform all work assigned to Public Works Operators
- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.
- Ability to demonstrate knowledge of various software programs, especially spreadsheets, word processing, and Geographic Information Systems.

Education: Bachelor's degree in civil engineering, business or public administration or closely related field. Combination of equivalent experience and qualifications may be considered.

Requirements: Minimum of 5 years of previous public works experience. Must have a valid driver's license and a good driving record. Must demonstrate proficient verbal and written communication skills. Must demonstrate equipment operator skills and knowledge of safety procedures for:

- Single Axle Dump Truck
- Skid Loader
- Front End Loader
- Tractor
- Snow/Ice Removal

Process basic computers skills, including a good knowledge of and experience using:

- E-mail and Microsoft Outlook
- Web Browsing
- Basic Computer Mapping (Google Maps, Bing)
- Adobe PDF Viewer
- Standard Office Spreadsheet or Writing Software

Ability to respond to afterhours emergencies

Licenses/Certifications: This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Valid Class D Driver's License, or higher
- Class C Water Operator License, or ability to obtain within 2 years
- Class C/SC Wastewater Operator License or ability to obtain within 2 years
- APWA-MN Chapter Public Works Certificate

Desired Qualifications:

- Registered civil engineer in the State of Minnesota
- Valid Commercial Driver's License
- Supervisory experience in Public Works
- Certified Playground Inspector Certificate
- Tree Inspector Certificate
- NIMS and HAZ MAT Certifications

Physical and Mental Requirements: Positions in this job typically require: sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

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

Working Conditions: Most work is performed in an administrative office setting and some field environment involving working inside and outside of vehicles and in confined spaces. Seasonal conditions can include excessive heat or cold. Conditions can include working in wet, muddy, slippery or dusty and windy conditions.

Competencies Common to All City Positions:

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all-important matters which pertain to the applicable job functions and responsibilities.
- Represent the Wyoming in a professional manner to the public, outside contacts and constituencies.

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

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference check 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.

EQUAL OPPORTUNITY EMPLOYER:

The City of Wyoming is strongly committed to diversity in its work force. We are an affirmative action / equal employment opportunity employer.



Request for Council Action

Date: July 1, 2022

Presented to: Mayor Iverson and City Council Members

Presented by: Alex Saxe, Assistant City Administrator

Department: Administration

Reference: Cleaning Services RFP

Method: New Business

Background Information:

The City of Wyoming (City) is requesting proposals from vendors for Cleaning Services of four city-owned facilities. The city has been with the current company FaciliCare for 6 years. The current contract is expiring at the end of the year and staff feel it is important take a look at the market and see what other options are out there. Currently, it is unknown what the budgetary impacts will be, but it will included in the proposed 2023 budget.

Recommendation:

To approve a Request for Proposals (RFP) for Cleaning Services for city-owned buildings.



CITY OF WYOMING

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

FACILITIES CLEANING REQUEST FOR PROPOSALS

I. INTRODUCTION:

The City of Wyoming is issuing this Request for Proposals (RFP) Contractual facility cleaning services needed for several city owned buildings. This is a publicly advertised RFP for qualified cleaning companies.

A. **RFP Content.** This RFP contains the following sections:

- I. Introduction
- II. Scope Information
- III. Proposal Requirements

B. **Addenda/Clarifications.** Any changes to this RFP will be made by written addendum. Verbal modification will not be binding.

C. **Pre-Contractual Expenses.** The City will not be responsible for any pre-contractual expenses. Pre-contractual expenses are defined as expenses incurred by the Contractor including, but not limited to:

1. Preparing its proposal in response to this RFP;
2. Submitting the proposal to the City of Wyoming;
3. Negotiating with the City on any matter related to their proposal; or
4. Any other expenses incurred by the Contractor prior to the date of execution of the Agreement.

D. **Contract Award.** Issuance of this RFP and receipt of proposals does not commit the City of Wyoming to award a contract. The City of Wyoming reserves the right to postpone award for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with Contractors, to cancel all or part of this RFP, or to phase and/or adjust the size of the project so as to stay within budgetary limitations. The City's standard form of agreement for non-bid contract for goods and services is attached for reference and is the basis for the agreement.

E. **Contact Person.** The City contact for specific questions regarding information in this RFP is Alex Saxe, Assistant City Administrator, (651) 462-0575, asaxe@wyomingmn.org.

F. **Site Visit.** A walk through of the various buildings will be done on July 13th approximately 1pm-3pm.

CITY OF WYOMING

wyoming@wyomingmn.org • Phone: 651-462-0575 • Fax: 651-462-0576

PO Box 188 • 26885 Forest Boulevard • Wyoming, MN 55092

II. SCOPE INFORMATION:

- A. Summary.** Routine cleaning of several buildings of various age and geographic locations around the City.
- B. Services.** Services includes complete cleaning of four public buildings that need routine cleaning. Subject buildings are listed in Section II.D.

The selected Contractor shall meet with key City staff to obtain feedback about current use, constraints, and the specific needs of each building. It will be the responsibility of the **Contractor** to provide all cleaning equipment needed to clean the buildings, it will be the responsibility of the **City** to provide the paper and cleaning products for each building that is listed.

Cleaning duties include:

- Vacuuming of carpeted areas
- Mopping of hard floor areas
- Hard surface cleaning, sanitizing
- Trash removal
- Sink and toilet scrubbing
- Storage and mechanical/electrical rooms need not be included

Safety, Security, OSHA compliance, and Employee wellness are a top priority for the City of Wyoming. All services provided shall meet State and Local codes.

- C. Term.** The contract will be for calendar years 2023-2024.

D. Facilities.

1. City Hall-

- a. 26885 Forest Blvd. Wyoming, MN 55092
- b. Home to the City Administration, Fire, Finance and Building Departments
- c. Number of Bathrooms: 4
- d. Frequency: Twice a week (Wednesdays and Saturdays)

2. Police Station-

- a. 7665 Wyoming Trail, Wyoming, MN 55092
- b. Home to police vehicles, equipment, and offices
- c. Number of Bathrooms: 1
- d. Frequency: Twice a week (Wednesdays and Saturdays)
- e. Employees that work in this space will required to:
 - Successfully complete a background check
 - Fingerprints
 - Complete CJIS training to work in the PD

3. Public Works Trailer-
 - a. 26490 Faxton Avenue, Wyoming, MN 55092
 - b. Offices for Public Works staff
 - c. Number of bathrooms: 1
 - d. Frequency: Once a week
4. Library-
 - a. 26855 Forest Blvd. Wyoming, MN 55092
 - b. Number of bathrooms: 4 (3 public and 1 staff)
 - c. Frequency: 4 Days a week

E. Procurement Schedule. The following is an approximate procurement schedule to use as a guide. Contractors shall prepare a detailed schedule based on their specific work plan developed. At a minimum, the Contractor shall include one (1) walk through of the buildings prior to starting work.

RFP Released	July 5, 2022
Facility walk through's	July 13, 2022
Proposals Due	July 27, 2022
Contract Award	August 3, 2022
Start Date	January 1, 2023

III. PROPOSAL REQUIREMENTS:

A. Submission of Proposal. Submit the proposal electronically via email to:

Alex Saxe, Assistant City Administrator
 City of Wyoming
asaxe@wyomingmn.org

Proposals shall be received by 4:00 p.m., July 27, 2022. Proposals received after this time will not be accepted. Acknowledgement of receipt of any and all addenda is required.

B. Proposal Format. Proposals shall be submitted in electronic (PDF) format and be printable on two-sided 8½" x 11" paper, with all text clear of binding. Use of 11" x 17" fold-out sheets for tables, fees, or schedules is permissible but shall be limited. The proposal shall be clear and understandable when reproduced in black and white. There is no page limit, but information included should be responsive to this RFP. Do not include an overabundance of marketing materials; rather the information submitted should be concise, relevant, and specific for this project.

- C. Company information and cleaning team.** Background of company, including previous relevant work experience. Identify key team members and areas of responsibility, including how many people will be at each site during the cleaning.
- D. Schedule.** Provide the overall estimated time to clean each building along with the time of day proposed.
- E. Fee.** The Contractor shall consider all hourly rates for each personnel, all materials and equipment, overhead, profit, and all expenses required to complete the scope as outlined in this RFP. A total not-to-exceed weekly fee shall be submitted for each building.
- F. References.** The Contractor shall provide references for which the company has provided comparable work within the last 5-years. References shall include contact information in order to verify work performed.
- G. Exceptions and Deviations.** Contractor may include other services outside the scope of this RFP that they feel may be needed or that would add value to the project. Any exceptions to the requirements in this RFP, including the language in the contractual terms of the City's standard Agreement, must be noted in the proposal. If the Contractor proposes changes to the scope of work, include a description, reason for the change, and added/deducted costs if any.
- H. Evaluation of Proposals.** The proposals received will be evaluated per the criteria shown below to determine which one best meets the objectives of the service and the needs of the City. The City may choose to conduct oral interviews to assist in making the final selection.

Evaluation Criteria:

- 1. Past record of experience and performance of similar work, including references
- 2. Fee

Based upon review and evaluation, Staff will recommend to the City Council the appointment of the contract judged to be the most responsive and responsible for the services requested. It is anticipated that the recommendation will be submitted to the City Council for consideration on August 3, 2022.